PTO General Meeting Minutes
Boyce Middle School PTO
November 14, 2018

Call to Order & Pledge of Allegiance

The November 14, 2018 General Meeting of the Boyce Middle School PTO was called to order by Jennifer Schnore at 9:35AM in the Boyce Middle School LGI. Secretary Penney Miller recorded the proceedings. Twenty-four (24) people attended including the following executive committee members: Jennifer Schnore, Stacey Cobb, Gina Swanson, Daniel O'Rourke, Christine Mussomeli, and Penney Miller. Special guests were Daphna Gans and Brad Wilson.

The meeting was opened with the Pledge of Allegiance.

Reading & Approval of Agenda and Minutes

The agenda for today and the September 2018 General Assembly meeting minutes were read (silently). Andrea Amorose moved to approve both the agenda and minutes, and Susan Coyle provided a second to motion. The motion carried via voice vote.

Statement of the Treasurer- Stacey Friday

Mrs. Friday reported the finances as recorded on the treasurer's statement (see attached). The PTO adjusted balance as of November 14, 2018 is $37,262.48. Mrs. Friday noted that $107 service charges are related to depositing a number of checks that exceeded the allowable limit. Mrs. Friday is working to see if the bank will waive these fees.

The Deer Valley account balance as of November 14, 2018 is $6161.83.

Correspondence- Penney Miller

Mrs. Miller read a from Mary Ann Stabile on behalf of the Upper St. Clair Board of School Directors thanking the Boyce PTO for donations to Boyce Middle School last year (2017-2018) totaling $25,865.31.

Executive Committee Reports

- President- Jen Schnore
  - Open Mike PTC Dec 5, 2018 at 7:00 pm in Boyce Theater. The topic of the meeting is School Safety. To find out more information see the school district website at: https://www.uscsd.k12.pa.us/site/default.aspx?PageType=3&DomainID=1&ModuleInstanceID=1323&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=19637&PageID=1
  - A link on this page allows the submission of questions prior to the meeting.
  - Mrs. Schnore expects a great turn out and emphasized this meeting is a good way for parents and school administration to communicate.
- 1st Vice President- Gina Swanson
  - No report
- 2nd Vice President- Dan O'Rourke (see attached power point for details)
  - Mr. O'Rourke thanked all for attending the meeting today.
  - Mr. O'Rourke re-iterated the theme for Boyce this year is "educating the mind, inspiring the heart". This theme expresses Mr. O'Rourke's desire to meet the

academic as well as the social and emotional needs of Boyce students. Because Mr. O'Rourke is always looking for ways to continually provide an even better experience for our students, and never be satisfied with the status quo, he wants to also implement a school-wide positive behavior plan.

- The Boyce Vision statement is: To provide students with a world-class educational experience that supports their academic, social and emotional growth within an environment that is safe and comfortable."
- Red Ribbon Week at Boyce focused on anti-Bullying.
- The Panther Program has 2 parts:
- 1) Encourage positive behavior
    - Emphasize and award the following behaviors: responsible, respectful, prepared, productive, and safe
    - When a teacher or staff member notices someone demonstrating one of these behaviors, they write up a Panther Paw award sheet explaining how the student demonstrated a positive behavior. The award sheet is submitted to the office for a small prize and entered in a drawing for a larger prize (e.g., Boyce partnered with Pittsburgh Pirates team some prizes).
    - If a student demonstrates negative behavior, teachers will use common language to demonstrate why behavior is not in line with these terms.
- 2) Encourage the development of social and emotional skills. Mr. O'Rourke received professional feedback that social and emotional skills were critical skills that business leaders emphasized as important for future workers. Last summer, the Social and Emotional Learning Committee came up with lessons for advisor time to help students grow socially and emotionally (e.g., fill buckets, growth mindset, kindness, stress-relief, mindfulness, etc.). One aspect of this learning was to start "clubs" at Boyce. Since last meeting, clubs have started. Students were given a sheet listing 8 clubs and told to pick 6 clubs and rank their preference. Every student got one of the top 3 clubs they picked.
    - Clubs include Crochet, board games, steam, etc.
    - Clubs meet every Tuesday/Wed during Pride Time.
    - When asked if students will rotate clubs, Mr. O'Rourke responded students will participate in 2 clubs per year.
- Mr. O'Rourke provided an update on the Youth Steering partnership. He met with Lynn Walcoff and Dan Beck. Plans are underway to join with the Youth Steering Committee to provide an evening of fun for Boyce students only. Mr. O'Rourke is hoping that the High School Student council can collaborate with the Boyce student council on planning for the event. The event will have pizza and games and will take place on a Saturday night in the Spring. Mrs. Schnore added she will attend youth steering committee meeting tonite (Nov 12) to move forward on plans.
- Mr. O'Rourke shared a letter from a teacher thanking the Boyce PTO for the STEAM carts. She commented on how excited the teachers and students are to have these carts.
- A team of Boyce staff went to A Building Compassionate Learning Communities (BCLC) conference in Mt Lebanon. The conference focused on social/emotional

learning, and included speakers such as Andres Gonzalez, who focused his presentation on mindfulness and deep breathing techniques to help relax. This technique is already helping staff. Mr. O'Rourke encouraged people to download the App "Headspace" App to check out these techniques to help relax in stressful situations.
    - SHOP-BOYCE@USC has added to its printing capabilities. It printed the banner hanging in front hallway and also, has a new printer for printing on various items (e.g., water bottles)
    - Boyce obtained a grant that allowed the entire 5th grade to attend CHEMFEST at the Carnegie Science Center in PGH on Oct 26, 2018. Ms. Mussomeli commented how amazing the staff were at handling the kids, and how well the behaved the kids were. She said the kids were engaged, listened well and participated. She thanked parents for helping to prepare kids. She was really proud of the kids.
    - Mr. O'Rourke announced that Boyce Middle School was named a Title 1 Distinguished school, and the recognition is a testament to exceptional efforts of Boyce kids, parents and staff members.
    - Mr. O'Rourke thanked the PTO for its gift of 2 new wall decals in cafeteria (see attached). The decal installers commended the kids and staff for their kindness.
    - When asked if children could bring snacks to clubs, Mr. O'Rourke responded no because clubs are an official part of the school day.
    - When asked if club at pride time conflicted with other school activities, Mr. O'Rourke responded no and added that part of the difficulty in scheduling clubs was to schedule clubs so they do not conflict with academic time. Mr. O'Rourke explained how only ½ students at both grade levels are scheduled for club when the other ½ have academic time. This schedule has the added benefit of reducing student load on teachers during academic times.
- Board Advisor- Stacey Cobb—No report
- Teacher Representative- Matt Henderson—No report

Special Guests

- **School Board- Daphna Gans**
    - Dr. Gans commented how she likes the back and forth conversation at PTO meetings and why she attends. She is really excited about kindness and the social and emotional learning emphasis at Boyce. She said education was about happiness—she commends students about academic achievements but would like to see more acknowledgements for students for positive behavior. She likes what Boyce is doing.
    - Dr. Gans is excited about Boyce's partnership with Youth Steering committee and is glad she introduced Mrs. Schnore to the Youth Steering committee to bring the community together to use resources together.
    - Dr. Gans also mentioned another new collaboration--- the Wellness Committee and working with the School District at every level, including an idea to put a Wellness Center in the old pool space in High School.
    - Dr. Gans reported that the Construction projects are on budget and on time.

- The district continues to remain focused on Safety and Security. The last security officer has been hired, and the USCSD force is now complete. Safety and Security is the topic at the next open mike on Dec 5.
- Dr. Gans encouraged anyone to contact her at any time with any question and left business cards with her contact information. She also encouraged people to view information online on the district website.
- When asked about why there was no police officer here [at Boyce] at 7:30 AM, Mr. O'Rourke responded for Dr. Gans telling the assembly that there is now a police office at Boyce at 7:15am. The officer may be stationed inside the main door at 7:15am and that is only door open at that time.

- **Brad Wilson, Supervisor of Customized and Online Learning, presented a CANVAS tutorial**. He went through a hand-out step by step (see attached). Some highlights from Mr. Wilson's tutorial are:
  - CANVAS can be viewed from a web-based app on your computer or a mobile app.
  - The web-based app has more flexibility for choosing settings than the mobile app. Therefore, the web-based app is best method for a detailed look at coursework whereas the mobile app is great for quick views.
  - All grades will be migrated to CANVAS
  - If you have any questions, please email Brad directly at: bwilson@uscsd.k12.pa.us
  - The CANVAS web address is specific to USCSD so get the web address from the district webpage. You can't google CANVAS and get to the districts CANVAS site.
  - CANVAS settings are very flexible, and parents can choose what level they want to monitor school work.
  - A parent noticed that grades were not consistently reported in the mobile app between the dashboard and the course display tiles. Mr. Wilson will look into this inconsistency.
  - When asked what the expectation of teachers should be to input assignments and grades, Mr. Wilson responded that there should be a relatively quick turn around time. If not, like for bigger projects, the teacher can qualify assignments to let parents know more time will be required for grading.
  - Mr. O'Rourke commented that if anyone has a question specific to an assignment, it is always fine to email a teacher directly.
  - Mr. Wilson will be looking into ways to integrate communication from the PTO into CANVAS.
  - When asked about training for kids because some children seemed overwhelmed by CANVAS, Mr. Wilson responded that they were trying to handle kid training appropriately. He also commented that there is no mandate for teachers to collect assignments online.

Standing & Reporting Committees/Reporting Organizations

- **Apples for Students- Beth Hujzak**
  - Mrs. Schnore said an eAlert will arrive on Friday about this Giant Eagle program.

- **Authors Day- Ponny Jahn**
  - Mrs. Husak is reading "Amal Unbound" by Aisha Saeed to the entire 6th grade for the Global Reading Program. Mrs. Jahn and Mrs. Husak think sponsoring this author would be wonderful for Author's day, however, she is more expensive. Mrs. Husak will contribute to the cost using her library fund to help pay and the PTO will spend $200-300 more than last year to bring in this author.
- **Box Tops- Aylin Aksehirli**
  - The 2018 Fall Box Tops for Education collection drive was a great success! Thanks to all the generous submissions, the drive raised $449.80 for Boyce Middle School. This year's winning team, which brought in a total of 1,064 Box Tops was Team Energy, earned a reward of extra recess time. Thank you very much to all the parents and kids who participated and generously clipped and submitted their box tops. Every single one counts!
  - Ms. Aksehirli encourages all parents and kids to continue clipping and saving those box tops, as the second collection drive of the school year will take place in February 2019.
- **Boyce Pride- Michelle Mandler**
  - Boyce Pride is going strong. Every month the Boyce Pride Committee presents awards and certificates to all students who have been nominated due to exceptional acts of kindness and hard work. The students are presented to and congratulated by Mr O'Rourke and Ms Mussomeli. The Boyce Pride Committee is always impressed with the large numbers of students who receive these awards. Boyce is really filled with amazing kids.
- **Chess Club- Batool Nulwala**
  - Fall Chess Club is Full! Limited to 20 students.
  - Mrs. Nulwala is hoping to offer Chess Club again in the Spring—based on high school student coach availability. PTO will let all know.
- **Deer Valley- Stacey Cobb**
  - Candles and wrapping paper arriving on Monday, Nov 19.
  - Distribution will occur on Nov 20 and Nov 27 from 11AM-1PM and 4:00PM-7:00PM
  - Mr. Clark will send an eAlert with more detailed information.
- **Yearbook- Stacey Cobb, Jen Schnore**
  - Last year's yearbook arrived and was delivered last week.
  - This year yearbook will be delivered this year.
  - Order forms coming out in January 2019.
- **Spelling Bee- Amy Sarkett**
  - A written test, if required will be held on Jan 15, 2019. The Spelling Bee is scheduled for Jan 29 with a back-up date on Jan 30.
- **Spirit Night- Toby Sirota, Cara Lindstrom**
  - Chipotle Spirit night raised $243.56 for the PTO Caring and Sharing Fund.
  - Chick-fil-A is Thursday night (Nov 15). The Cow costume was unavailable.
  - Ms. Sirota noted that she saw on Upper St. Clair Mom's facebook page that a number of groups were planning fundraising events for Nov 15. She asked if there was a calendar on which to put fundraisers so all can know? Otherwise, the

various groups are just competing with each other for dollars. Mrs. Schnore commented the PTO can look into this issue.
    - Ms. Sirota also asked the General Assembly if they would be interested in purchasing Note pads having pre-printed school excuses would be of interest. Cost per 100 pads is $81.55 and could be sold for $2 a piece for a profit. Note pads have 50 sheets a pad. Mrs. Stambaugh asked SHOP-Boyce@USC if they wanted to make these, and they weren't interested.
    - Mrs. Lindstrom added that Spirit Night advertising has been good but not sure the kids are getting the flyers to take home. She asked if the teachers could be encouraged to send the reminder home. For every event, Mrs. Sirota and Mrs. Lindstrom provide 24 packs of 35 flyers. For the Chick-fil-A night, students will be sent home with a sticker and a flyer. Mrs. Lindstrom commented that spirit night advertisement has been good and they also send paper flyers.
    - Mrs. Schnore pointed out these fundraisers were for the Sharing and Caring Fund. Mrs. Sirota asked if excuse note pad sales could benefit caring and sharing?
- **Spirit Wear- Hani Piano, Shannon Rosenberry**
    - Mrs. Rosenberry reported that there 19 Spirit Wear orders and $152 raised so far.
    - Links for the online Spirit Wear sale were sent last Sunday to Boyce community via eAlert. Mrs. Schnore added that links were also in the Boyce Bulletin and that 2 more eAlerts will be sent with the links.
    - Mrs. Piano encouraged people to advertise the sale whereever they can to get the information out there. She would post on a new moms club website.
    - Mrs. Piano said they would also look into a spring sale.
- **Staff Appreciation- Michelle Mandler**
    - The Staff Appreciation committee is currently planning the December 14th Luncheon and Cookie Bar.
    - The committee has sent out an eAlert with information for donations and volunteers (went out on Monday, Nov 12). If you haven't seen the email, check USC Moms page on Facebook and all of the info is there posted by Michele Mandler. Mrs. Schnore added the information is also on the PTO webpage for Boyce.
    - Mrs. Mandler writes they plan to have a full luncheon with donated food as well as catered food. They are doing a cookie bar table where the staff members can have a sweet treat with their lunch and then make a bag of sweet treats to take home. They will also do a raffle table with small items using gift cards left over from the Welcome Breakfast. They are looking forward to this special day to celebrate the wonderful Boyce staff. Mrs. Swanson complimented the committee for the exciting ideas for cookie and hot chocolate bar.
    - It was pointed out that donations are to be small amount--$5.

Unfinished Business-no unfinished business to report.
Next PTO Meeting- January 9, 2019
Adjournment was at 11:30 AM

Respectfully submitted by Penney Miller
Date Approved: January 9, 2019

Boyce PTO General Meeting - November 2018
Treasurer's Report

PTO Checking Account

Beginning checking cash balance as of 09/11/18: **$ 36,618.54**

PTO Income from 9/12/2018 to 11/13/2018

$ 779.00	Activity Fee/PTO Membership 9/25/2018, 10/29/2018
$ 6,051.82	Book Fair 10/5/2018, 10/10/2018,10/29/2018
$ 6,830.82	**Total**

PTO Payments from 09/12/18 to 11/13/2018

$ 107.00	Service charges including NSF check fees
$ 90.00	Returned NSF checks
$ 327.00	Check #1234 R.V.Nuccio & Associates Insurance
$ 3.63	Check #1235 Penney Miller for copies for Sept General PTO Mtg
$ 450.00	Check #1237 PTC Membership Dues
$ 3,966.08	Check #1238 Scholastice Book Fair
$ 4,943.71	**Total**

Total PTO checking balance as of 11/13/18: **$ 38,505.65**

Outstanding Transactions as of 11/13/2018

Cash on hand to be deposited

$ 80.00	Activity Fee/PTO Membership
$ 246.53	Spirit Night Chipotle

Outstanding checks

$ 119.00	Check #1239 Stacey Friday for Guidance Charitable Donation
$ 1,175.81	Check #1240 Gift to School for new wall graphics
$ 200.00	Check #1241 Stacey Friday for Gift to School Umbrella purchase
$ 74.89	Check #1242 Stacey Friday to reimburse for Quicken subscription

Adjusted PTO Checking balance after these Outstanding Transactions **$ 37,262.48**

Deer Valley Account

Beginning Money Market cash balance as of 09/11/18: **$ 6,161.31**

Deer Valley Income from 09/12/2018 - 11/13/2018

$ 0.24	Interest payment on 9/28/2018
$ 0.28	Interest payment on 10/31/2018

Deer Valley Payments from 09/12/2018 - 11/13/2018

No payments

Total Deer Valley Money Market Balance as of 11/13/2018: **$ 6,161.83**

Upper St. Clair School District
Office of the Superintendent
Patrick T. O'Toole, Ed.D., Superintendent of Schools
1820 McLaughlin Run Road • Upper St. Clair, Pa. 15241
412.833.1600 | www.uscsd.k12.pa.us

Customizing Learning,
Nurturing Potential...
Delivering Excellence

October 9, 2018

Jennifer Schnore
Boyce Middle School PTO
163 Seegar Road
Upper St. Clair, PA 15241

Dear Jennifer:

On behalf of the Upper St. Clair Board of School Directors, I thank you for the following donation(s) made to Upper St. Clair School District during the 2017-18 school year:

$25,865.31 in various donations to Boyce Middle School

It is gratifying to acknowledge the generosity and support of individuals and groups such as yourself. Your support through your donation exemplifies the pride we all have in a fine school system.

Once again, thank you for your donation. It is deeply appreciated.

Sincerely,

Mary Ann L. Stabile

Mary Ann L. Stabile, Stenographer
BOARD OF SCHOOL DIRECTORS

PTO Meeting
November 2018

USC

Customizing Learning,
Nurturing Potential...
Delivering Excellence

Boyce Middle School

"Educating the mind, inspiring the heart"

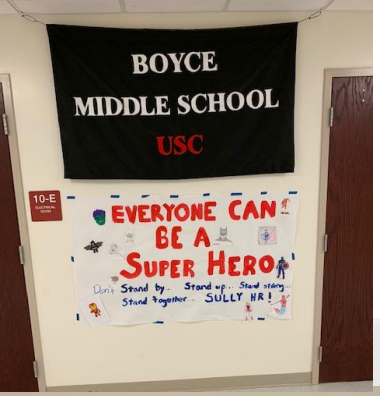


BOYCE
USC
PRIDE

Boyce Middle School Vision Statement

-Boyce Vision Statement - To provide students with a world-class educational experience that supports their academic, social and emotional growth within an environment that is safe and comfortable

Red Ribbon Week















PTO Meeting
11-14-18

-Panther Program updates
-Clubs have started

Name_____ Grade_____ HR_____

Issued by _____

For being:

☐ Responsible
☐ Respectful
☐ Prepared
☐ Productive
☐ Safe

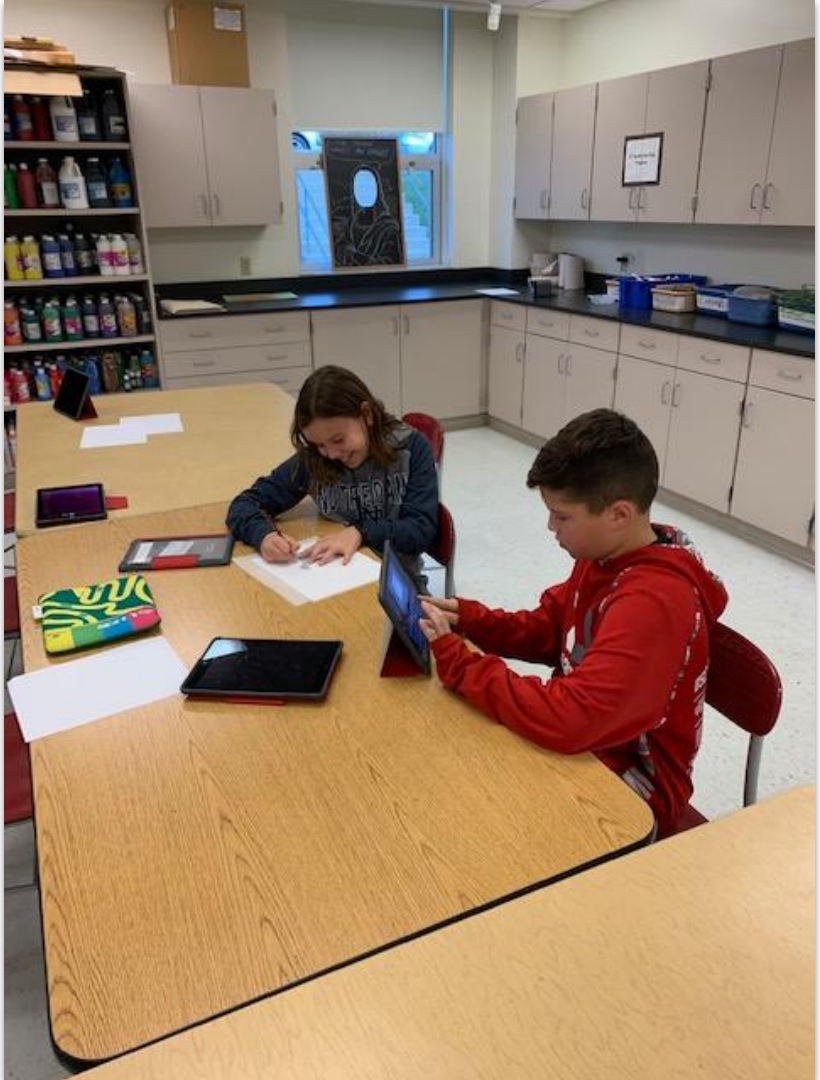
Description (optional):

Panther Paw




Engineering
Arts
Math


Science
Technology
Engineering
Arts
Math




AERO 1987




READ


Book
Return

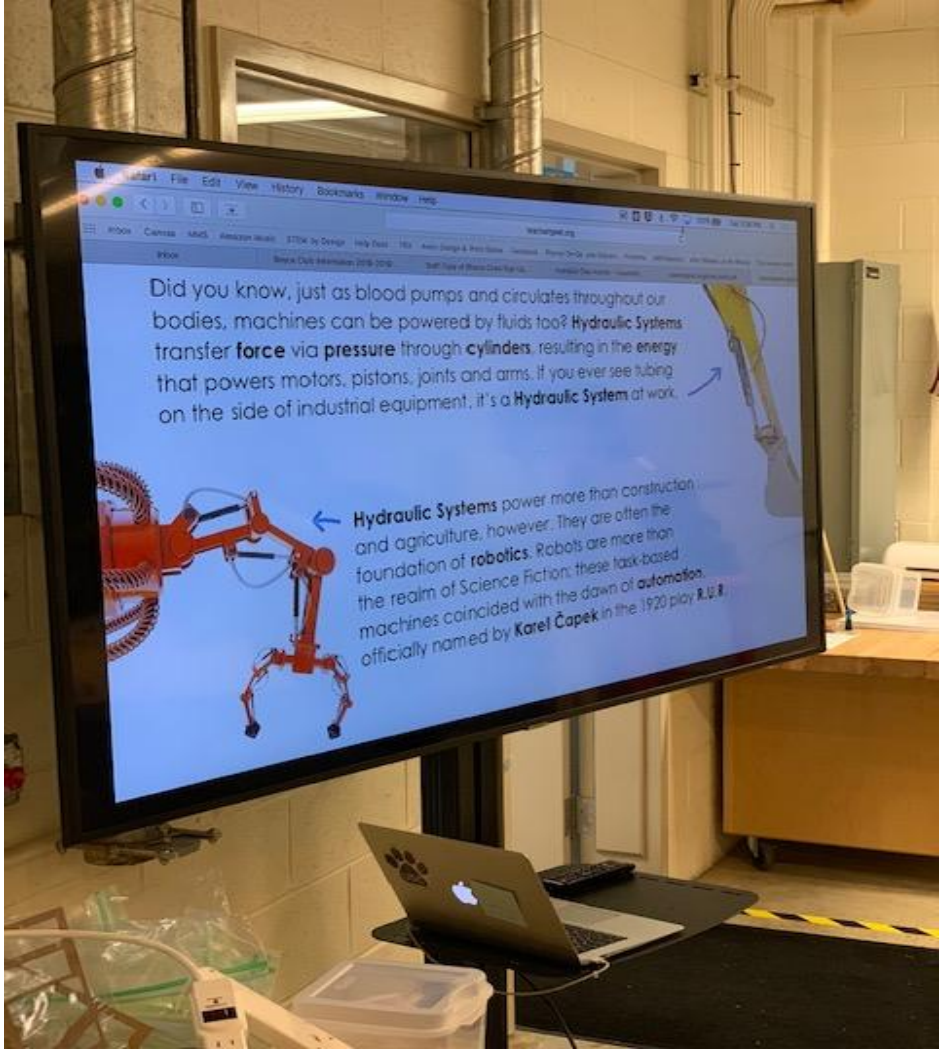











Did you know, just as blood pumps and circulates throughout our bodies, machines can be powered by fluids too? Hydraulic Systems transfer force via pressure through cylinders, resulting in the energy that powers motors, pistons, joints and arms. If you ever see tubing on the side of industrial equipment, it's a Hydraulic System at work.
Hydraulic Systems power more than construction and agriculture, however. They are often the foundation of robotics. Robots are more than the realm of Science Fiction; these task-based machines coincided with the dawn of automation, officially named by Karel Čapek in the 1920 play R.U.R.

PTO Meeting
11-14-18

-Youth Steering partnership - update
-Meeting with Lynn Walcoff and Dan Beck

STEAM CARTS

“Please let the PTO know that we love the STEAM carts! Every fifth grader, as well as the sixth graders last year, have had a chance to create with the carts during enrichment. In math enrichment this week the fifth grade students are working on a "challenge" of their choice. I have attached a few of the challenges that Ginny Husak, Boyce librarian, shared, as examples.
Photos of students working are also attached.
Thank you!!”

STEAM CART



SCISSORS (10)



STRING (2)



PAPER CUPS (100)+



LEGOS (2 BOXES)



RULERS (12)



MASKING TAPE (6)



ROBOT BUILDING KITS (2)



LANDMARK BUILDING KIT (1)



K'NEX (8 BINS)



INTERLOX (200)



KEVA PLANKS (800)
2 BINS OF 100
12 BINS OF 50



KEVA BALLS (16)

STRATEGIC PLAN VISIONING TEAM GOALS
2015 – 2020

STEAM

1. Increase the depth and breadth of STEAM curriculum offerings and improve the integration of STEAM across the curriculum.

2. Enhance inquiry-based instructional practices and project-based learning opportunities.

3. Equip teachers to educate students in STEAM areas by ensuring that they obtain STEAM content, pedagogy, and technology experience through professional development.

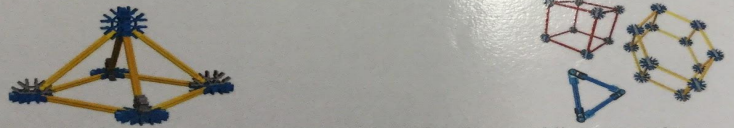
Design and build a model of an animal that you might like to learn more about.



Use these ideas to spark your imagination, and then create your own unique design.

K'nex CHALLENGE 7

Build something that represents a math concept you have learned about.



Use these ideas to spark your imagination, and then create your own unique design.

K'nex CHALLENGE II

Build 3 props and use them in a short skit or video.







Use these ideas to spark your imagination, and then create your own unique design.

K'nex CHALLENGE 4

Design and build something useful.



Use this idea to spark your imagination, and then create your own unique design.

K'nex CHALLENGE 3


Make it a point to always believe in... Yourself.
Believe


STAR
WAR
KNEX.COM
52
WARNING
ATTENTION


Make it a point to always believe in...
Yourself.
Believe
Read
PENNSTATE


RECYCLING
WORKS

Updates Since Last Meeting

Boyce Middle School
Panther Program





BCLC

together

Mindfulness

Mindfulness - "a mental state achieved by focusing one's awareness

"A growing number of mindfulness research in schools focuses on SEL development of students - evidence supports the fact that students who practice mindfulness have increased feelings of calmness, relaxation, and self-acceptance people

"Deep stomach breathing is a mindfulness technique that helps calm your mind, relax your body, and facilitate clearer thinking. Deep breaths filter dust, pollution, and allergens from the air you breathe. Deep breaths facilitate circulation, so that blood flows into the heart, and improves digestion."

Deep Stomach Breathing



Andres Gonzalez

Andres Gonzalez has been the Co-Founder and Marketing Director for the Holistic Life Foundation, Inc. in Baltimore, MD since 2001. For sixteen years, Andres has taught yoga to diverse populations throughout the world, including Baltimore City Public School students, drug treatment centers, mental crisis facilities, homeless shelters, wellness centers, colleges, private schools and other various venues throughout the nation and throughout the world. He has partnered with John Hopkins Bloomberg School of Health and the Penn State's Prevention Research Center on a Stress and Relaxation Study and is a published author in the Journal of Children's Services. His work with the Holistic Life Foundation has been featured on Making a Difference on the NBC Nightly News, CNN, and CBS, as well as O the Oprah Magazine, The Washington Post, Upworthy, Mindful Magazine, Yoga Journal, Shambala Sun, and many other publications. He is a certified Health Coach through the Institute of Integrative Nutrition, maintains a B.S. in Marketing from University of Maryland, College Park and an MBA from the

HEADSPACE®






SHOP-BOYCE@USC

For Educators
Field Trips
Fab Lab Field Trips
Themed Field Trips
Science on the Road
Professional Development Act 48
Competitions
Educational Program Sales



Themed Field Trips

START A RESERVATION

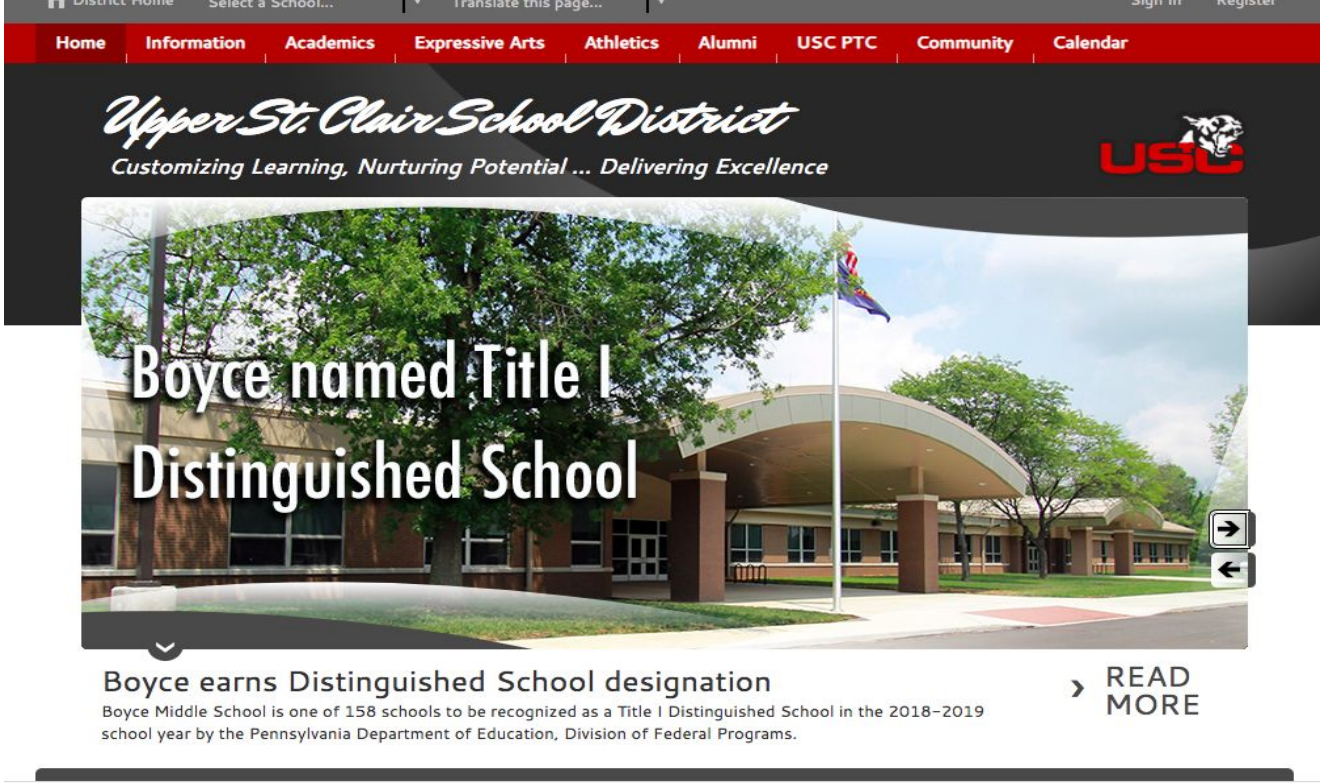
TEACHERS VISIT FREE

Catalyzed by:
American Chemical Society

ChemFest

Oct. 26–27, 2018
Grades 3–12

Celebrate National Chemistry Week with us at ChemFest! Chemistry is not limited to beakers and laboratories; it is all around us! See how chemistry is used in the workplace and in everyday life with hands-on activities supervised by chemists from local businesses and universities. This year's theme is "Chemistry is Out of This



“Boyce Middle School is one of 158 schools to be recognized as a Title I Distinguished School in the 2018-2019 school year by the Pennsylvania Department of Education, Division of Federal Programs.”

“Each year, the Division of Federal Programs honors the top performing Title I schools in Pennsylvania. There are two designations: Reward for High Achievement and Reward for High Progress. High Achievement recognizes the highest five percent of Title I schools based on aggregate math and reading PSSA or Keystone scores that also met all Annual Measurable Objectives. High Progress recognizes the highest five percent of Title I schools based on a composite of the math and English Language Arts Pennsylvania Value Added Assessment System (PVAAS) indices for the schools. Schools also met participation and graduation/attendance AMOs.”


ENHANCING
EXCELLENCE
BOYCE PRIDE
At Boyce Middle School we are committed to improving every day. Never satisfied with the status quo, we celebrate our accomplishments while exploring opportunities to enhance excellence.

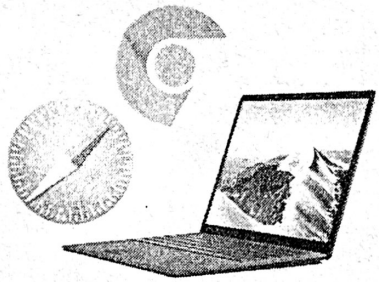

THE Boyce Café

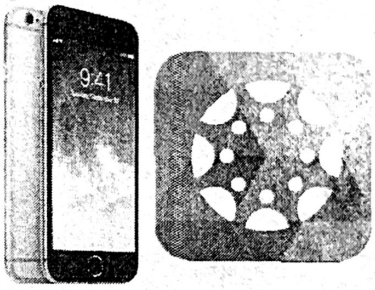


- Choose a number between one and 10
- Multiply by nine
- Add the two digits t
- Subtract five
- Next you need to get er in the alphabet with that number. So 1
- Choose a country that b otter
- Sequentially think of th e alphabet, and think of an animal that begi



Initial Canvas Account Setup

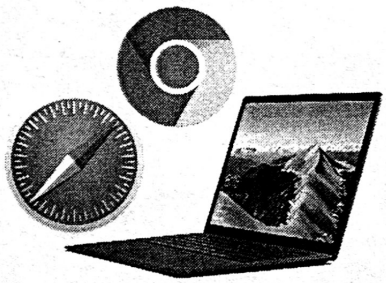


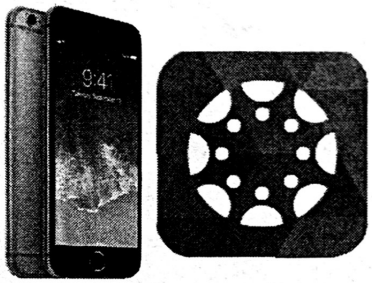


Function	From Computer or Web Browser	From "Student" Mobile App
Login ***All parents should have been emailed their login information!***	-Visit uscsd.instructure.com OR -From USCSD homepage tap on "Canvas" icon	-Download Canvas "Student" app -When prompted for "institution" type **uscsd** and then tap "Go"
Update Notifications *Purpose: By changing these settings, parents can lessen or modify the number of emails received daily.*	-Tap on account icon in upper-left hand corner -Select "Notifications" -Update by tapping on boxes on right of screen	-Tap three lines in upper-left hand corner -Tap on settings gear Tap on "Notification Preferences" -Update email/push notifications
Select Essential Courses for Dashboard Purpose: *This allows parents to remove old or ungraded courses from dashboard view.*	-Tap "Courses" and then "All Courses" -Tap on star and fill in all 18/19 courses for your dashboard. ***Only "18/19" courses are active for this year;17/18 courses should be deselected***	-Tap "Edit" from dashboard -Tap on star to fill in all 18/19 courses for your dashboard ***Only "18/19" courses are active for this year;17/18 courses should be deselected***
****Optional**** **Change Course "Nickname"** *Purpose: Allows parents to simplify course names and/or add child's name to the course name to avoid confusion with multiple children.*	-From dashboard, tap on three dots in upper-right hand corner of an individual course tile -In nickname box type new name (ex: Michael - Math) -Tap "Apply"	-Tap in upper-right hand corner of each course on the three dots -Change name next to nickname -Tap "Done"
****Optional**** **Change Course "Tile" Color** *Purpose: With multiple children you can make all of each child's courses one color on calendar and homescreen.*	-From dashboard, tap on three dots in upper-right hand corner of an individual course tile -Select new color -Select "Apply"	-Tap in upper-right hand corner of each course on the three dots -Tap new color -Tap "Done"

For more detailed instructions/tutorials visit: uscsd.org/canvasparent
Questions or concerns? Email Brad Wilson, Supervisor of Customized and Online Learning (bwilson@uscsd.k12.pa.us)

Monitoring Student Progress on Canvas





Function	From Computer or Web Browser	From "Student" Mobile App
View Test and Due Date Calendar ***All children are visible on same calendar***	-From dashboard select "Calendar" in left toolbar -All assignments listed on day are due on that day -All tests are listed on test day -Tap on assignments for more info	-From dashboard tap on "Calendar in bottom toolbar -Dates with dots on them have calendar events -All assignments listed on day are due on that day -Tap on assignments for info
Access Course Materials	-Tap on course tiles from dashboard -From "Home", select appropriate content link	-Tap on course tiles from dashboard -Select "Home" and then appropriate content link
View Overall Course Percentage ***Note - as the Canvas grade book is being newly tested during the 1st term of 18/19, not all teachers are using Canvas for all assignments***	-On right or bottom of dashboard select "View Grades" -Grades organized by student name and course name along with overall percentage	-Appears on course tile in dashboard once setting is on -To turn on, tap on three lines in upper-left hand corner of dashboard -Slide "Show Grades" dot to right
View Individual Assignment Performance	Two methods: -Open course and select "Grades" OR -From "View Grades" tap on individual student course	-Tap open course -Select "Grades" -Return to dashboard to repeat
View Digital Student Submissions	-From course grades (as accessed through previous steps), tap on the name of an individual assignment -File links are available for digital submissions only - otherwise a text-box will state "No Submission"	-N/A **Not a feature of the "Student" app**

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