



First Day of School 2020-2021 Welcome Texan Families!

Please use this information to begin your W.B. Ray Texan remote learning experience. Please be reminded that our remote learning will have different expectations and guidelines than what students experienced last spring. It is recommended that you complete the steps below prior to the first day to ensure you are ready to go when 1st period begins at 8:50 am on Thursday, August 13, 2020. If you have not already reviewed the CCISD Back to School/Reopening Plan 2020, you can find it on the home screen of the CCISD website or at by clicking on this link: [CCISD Reopening Plan](#).

BEFORE SCHOOL STARTS

1. All students must be officially registered as a CCISD student to begin at Ray HS. If you have not registered, please complete the registration process at <https://enrollment.ccisd.us/>
2. Visit my.ccisd.us for student password. Student passwords were reset. See directions below.
3. Access your student schedule Monday, August 10 after 3pm by visiting <https://ray.ccisd.us/> scroll down to Home Access Center and click on HAC Log-in.
4. If you have the courses listed below on your schedule, you will come through the RHS Cafeteria on Tuesday 8/11 2:00 pm-7:00 pm, Wednesday 8/12 7:30 am – 7:00 pm or Friday 2:00 pm – 6:00 pm. You must wear a mask.

English 1, English 2, English 3, English 4, Read 1 REWARDS, Algebra Support and/or Algebra I

5. If you need to speak to a counselor for any reason, please click on: [Counselor Meeting Request form](#)

ON THE FIRST DAY OF SCHOOL, THURSDAY, AUGUST 13, 2020

1. Go to the <https://ray.ccisd.us/> website
2. Click on CANVAS
3. Click on the Courses on the left hand side vertical menu
4. At the start time of each class period, click on the class you are assigned to at the correct time.
5. Click on Announcements
6. Read the Announcement posted
7. Click on the Zoom link to attend class.
8. You will do this for all your class periods according to the Virtual Learning Schedule below.

W. B. RAY HIGH SCHOOL

VIRTUAL LEARNING SCHEDULE - 2020-2021



MONDAY-THURSDAY			FRIDAY		
PERIOD	TIME	MIN	PERIOD	TIME	MIN
0	7:50 - 8:40	50	0	8:25 - 8:45	20
1st	8:50 - 9:35	45	1st	8:50 - 9:10	20
2nd	9:45 - 10:30	45	2nd	9:15 - 9:35	20
3rd	10:40 - 11:25	45	3rd	9:40 - 10:00	20
LUNCH	11:25 - 11:55	30	4th	10:05 - 10:25	20
4th	12:00 - 12:45	45	5th	10:30 - 10:50	20
5th	12:55 - 1:40	45	6th	10:55 - 11:15	20
6th	1:50 - 2:35	45	7th	11:20 - 11:40	20
7th	2:45 - 3:30	45	LUNCH	11:40 - 12:10	30
OFFICE	3:40 - 4:10	30	OFFICE	12:10 - 1:35	85

Teachers are available for students

USERNAME and PASSWORD

- Visit my.ccisd.us for student password.
- Student default password is the campus number (005) followed by the student's six digit student ID number - 005#####:
Example: John Doe's student ID is 123456. His password is 005123456.
- If you are a **new** student to CCISD, click "Claim My Account", use the drop down menu to choose a policy "CCISD High School Student Claim Policy", then proceed with entering the required information. You will need your six digit student ID which can be found on your student schedule.
- You will use this username and password to log in to any school computer/device, Canvas, Home Access Center, and your CCISD Google Drive.
- WRITE down your username and password and take a PICTURE to keep it safe and remember.
- Additional instructions with screenshots for this procedure can be found on the Resource section of this email.

CANVAS

Canvas is the official learning management system (LMS) for CCISD.

- Go to <https://ray.ccisd.us/> and click on the Canvas button on the far right under the picture of the school. You may download the Canvas App for Students on any device by going to the App store on your device. Use this link for additional app instructions: [Download the Canvas app for Students](#)
- Enter your username and password to log in (this is the same username and password from above).
- Bookmark your Canvas dashboard on your browser toolbar for quick access.
- Turn ON notifications in the Canvas website as well as your App (click on Account icon).
- On the left hand side of the screen, you will have a vertical menu of icons. Click on "Courses" to see your classes. You will see your course tiles once you click on Courses.
- Go to each class in order of the periods listed on your student schedule following the Virtual Learning Schedule (Bell Schedule) found in the Resource section of this email. **First period begins at 8:50 am. You may want to get set up and practice logging in the night before.**
- Once you are in your course, click on "Announcements" at the top of the page. Your teacher will have an announcement posted for the first day of school. Click on that announcement and follow the instructions. A link should be included that you will click on to join the Zoom meeting for that class. You will do this for every class period. Make sure to look at your student schedule and check the time so that you attend the correct class at the correct time. See the Resource section of this email about Zoom.

- Please make sure you submit assignments in a timely fashion, please click here for a short video on how to [SUBMIT ASSIGNMENTS](#)
- Use this link for additional information on using Canvas - [Canvas Dashboard Student Video](#)
- Parents may download the Canvas App for Parents through the app store for your device. Use this link: [Download the Canvas app for Parents](#) or [view this video](#). Parents should have received a letter with information for their username and access code. Contact the school if you need us to provide your username and access code.
- If you have trouble logging into Canvas, please contact our librarian at Analisa.Lawhon@ccisd.us.

ZOOM

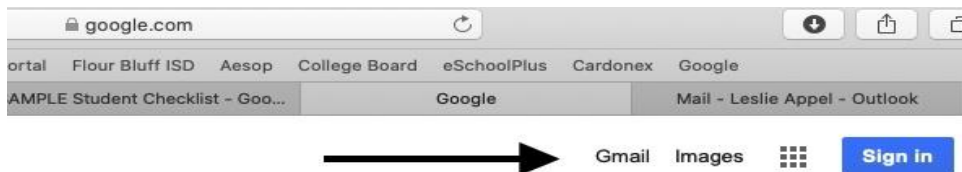
Zoom is a cloud platform for telecommuting. Zoom will be used by teachers to hold virtual classes and provide instruction during class periods. In order to interact during the meeting, your device must have a microphone and camera connected (chromebook, laptop, phone, or computer). This is not required if you do not have the capability. You can still join the meeting and participate by listening to the audio and responding in the Chat feature. You may access Zoom through your web browser (google, etc) or you may download the Zoom App.

- Teachers will provide links to join Zoom meetings during your class periods.
- For the first day of school, your teacher will have an Announcement in Canvas. Announcements can be found by clicking on "Announcements" in the menu on the left hand side of the screen.
- Click on the link provided to go to the Zoom meeting.
- You may set up a Zoom account if you would like, but this is not required.
- Some teachers may assign passcodes for security to join a meeting. Your teachers will let you know if this is required and will provide the passcode.

GOOGLE DRIVE

Each student has a CCISD Google Drive. This drive can be used to create and store documents (Google Docs), presentations (Google Slides), spreadsheets, (Google Sheets), and can also be used simply to save and store files that you have downloaded or created.

- **When you need to access your google drive, simply go to google.com.**



- **In the upper right hand corner, you will see a grid with nine squares and a button to Sign In. Click the Sign In button.**
- **Enter your CCISD email address and password to log in to your drive.**
- **See the Resource section of the email for a tutorial.**

ATTENDANCE

Students must be present 90% of the days they are enrolled in a course to earn credit.

- There are two forms of attendance: synchronous or asynchronous.
- Synchronous - Teachers will take attendance every day during each period. This means they will take attendance "at the same time" you are learning in the live class. Teachers will require students to check in using the "chat" feature during Zoom meetings.
- Asynchronous - Students have an opportunity to be counted "present" for that day if they participate in the instruction. They will take attendance if you complete the task in Canvas each day by 11:59pm.
- Parents and Students, please make sure you understand how the teacher will be taking attendance. You will need to watch this daily.

HOME ACCESS CENTER

- Please review the Tips for Guardian Accounts and the eSchoolPlus Family App Users Guide. See Resource section of this email.

RESOURCES

Click on links below

[Counselor Meeting Request form](#)

[2020-2021 Virtual Learning Schedule \(Bell Schedule\)](#)

[How to set CCISD Student Password](#)

[How to Use Home Access Center](#)

[Learning and Teaching Expectations](#)

[Tips for Guardian Accounts](#)

[eSchoolPlus Family App User Guide](#)

[Zoom Expectations](#)

[Web Conferencing Guidelines for Parents and Students \(synchronous Learning\)](#)

[CCISD Parent and Student Zoom Guidelines Video](#)

[Local Internet Provider Programs](#)

[Parents Video Series](#)

[Spanish Version](#)

- How to Log IN
- How to Set Up Your Notifications
- Supporting Your Students K-12
- Supporting Your Student with Assignments
- Canvas Patent AP
- Using Canvas Help

Canvas Parent Guide

Canvas Parent Course

Tutorial for Zoom Download