

## YOUTH SPORTS ACADEMY: First Day Ready

The new Prince William County school year begins on Tuesday, September 8, and we are looking forward to helping your student! Parents should complete the items in this document to ensure that your child is prepared for the first day of school. The checklist below covers two items for parents: ParentVue and a Canvas Observer account. The other items require setting up or verifying student logins for Office 365, Canvas, Clever, and Zoom. Please do these with your child! Note: accounts for students new to PWCS are in the process of being fully setup. Please check back with your school!

**Please check with your school for school specific instructions!** Step by step instructions can also be found on the Prince William County's School Website at <https://www.pwcs.edu>

## Checklist of steps and information

### Confirm You Can Log into Your ParentVue Account

- If you are unsure of your password, click on "More Options"
- Click on "Forgot Password" and enter your email address
- A link will be emailed to you to reset your password
- If you have never used your ParentVue account, click on "Activate Account," one of the choices in "More Options" ([Find your school: Prince William County Public Schools-Parents](#))
- In ParentVue, verify that you see all your children, elementary, middle, and high school
- Click on "Student Info"
- Locate your child's Username and ID/Lunch Number (write these down)

### Student Passwords for the 2020-2021 School Year

- PWC students have the same Office365/Clever username and password as last year
- Your child's username is everything before the @ in his/her email address ([username@pwcs-edu.org](mailto:username@pwcs-edu.org)).

### Reset the Password (if needed)

- If your child is unsure of his/her password or is new to PWCS, go to [Password Reset](#).
- You will need:
  - your child's username
  - ID/lunch number (Available in ParentVue)
  - Birthdate

## Student Programs: Office 365, Canvas, and Clever

The PWCS Student Learning Management System (SLMS) is called Canvas. This is where students will access their "Dashboard" which will have their Homeroom and Courses such as Math, Science, Social Studies, Reading, and Writing, Encore, and other Specialists.

To authenticate the student username, students will **first login to their Office 365 account**. From there, under the "waffle" on the top left-hand side, students can go to either **Canvas** (Homeroom) or **Clever** (Programs). Daily, students should go to their Canvas Homeroom after logging in to Office 365.

Clever is a secure area where PWCS programs are posted such as Wixie, Discovery Education, Typing, Code.org and others. Students will go to Clever when their teacher has assigned a program or if your child would like to explore the programs posted, please have them do so! (Clever will be available on 9/4).

# Confirm Your Child Can Login - Steps to Login Daily

## Office 365

Go to:

- Your Child's School Website (**bookmark this site for easy access**)
- Scroll halfway down, click on the Office 365 icon
- **Login:** username@pwcs-edu.org
- Enter password
- To access:
  - Canvas (Homeroom)
  - Clever (Programs)
- Click the "waffle" 
- Scroll down
- Click "All apps" (if needed) to locate Canvas and Clever



## CANVAS

- To enter the Homeroom from the waffle, click on CANVAS.

## CLEVER

- To access programs from the waffle, click on Clever.

\*\* If your child is using an iPad (iOS 12+), the following apps should be installed.

- Canvas Student App
- Clever
- Zoom

### Set Up Parent Canvas Account

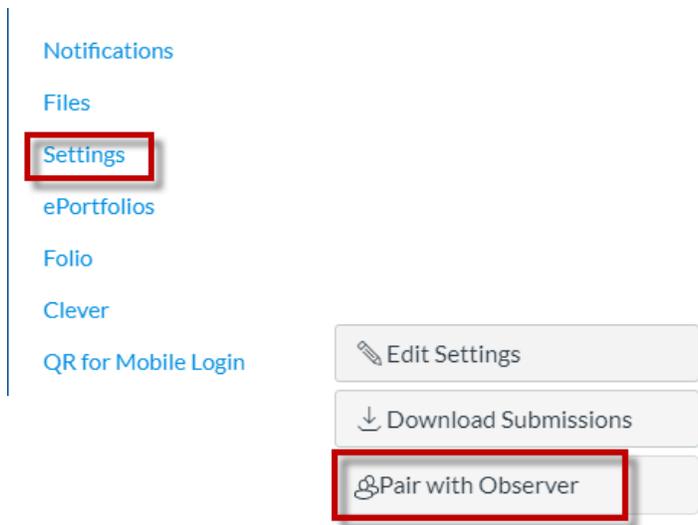
Parents can set up observer account to monitor their child's learning in Canvas and communicate with their child's teacher. You will need a pairing code for *each* child.

### Steps to access the pairing code and login:

1. Have your child login to **his/her Canvas account** following the steps above.
2. Click on "Account"



3. Click "Settings"



4. Click "Pair with Observer"

5. Now you will see the pairing code for your child. Write it down and **use it within 7 days**.
6. You will use this pairing code to create your Canvas parent observer account.
7. Go to the [Canvas for Parents login page](#).
8. Click on "Click Here For an Account"



9. Fill in the information including your pairing code and start participating.
10. If you use the Canvas Parent app on your phone, you will be asked to find your school. Search for "Prince William County Public Schools – Parents." You can then click "Create Account." Then fill in the requested information including your pairing code and start participating.
11. If you have more than one child, log into your parent Canvas account. Click on "Account" on the left-side Global Navigation. Select "Observing." Click on "+Student" and add pairing codes for your other children.

You can find more Canvas information for parents using the links to videos below:

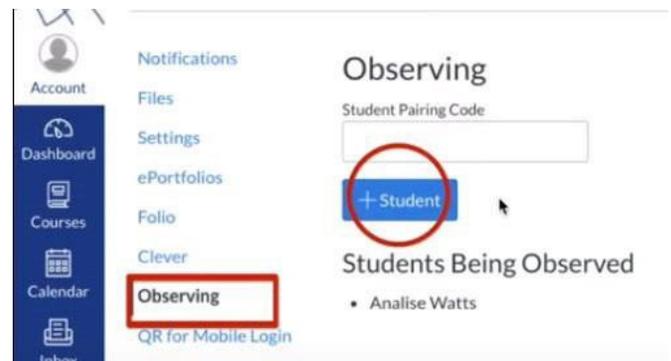
[Canvas for PWCS Parents: Setting Up Your](#)

[Account Canvas for PWCS Parents: Navigating](#)

[Canvas](#)

[Canvas for PWCS Parents: Canvas Course Navigation](#)

[Canvas for PWCS Parents: Inbox and Messaging](#)



## Activate Your Child's Zoom Account

Teachers will be using Zoom to provide online lessons to students. PWCS has purchased a Zoom domain to keep students and teachers safe while video conferencing. Students will need to activate their PWCS Zoom accounts before being able to video conference with the teachers.

1. Go to <http://zoom.pwcs.edu>
2. Click on "Sign In" 
3. Sign in with your child's Office365 email and password.
4. After authenticating their Zoom account, students will **join their class Zoom meetings through Canvas.**
5. If you are using the Zoom app on a tablet or phone, open the app and click on the SSO key. You will be asked to type your domain: **pwcs-zm-edu**
6. Sign in with your child's Office365 email and password.



## Bookmark Websites/Download Apps

- If your child is using a laptop, desktop, or Chromebook, please bookmark your child's School website: [Your Child's School Website](#)
- Recommended browser: Google Chrome or Safari will also work.

## Important website URL's

<http://canvas.pwcs.edu>

<http://clever.pwcs.edu>

<http://office365.pwcs.edu>

[toolbox.pwcs.edu](http://toolbox.pwcs.edu) (Password Reset)

<https://va-pwcp-psv.edupoint.com/> (StudentVue/grades)

If you have any questions about these applications for virtual learning, please email: Your Childs School's Instructional Technology Coach who's email address will be on your schools' website.

*If you have not completed the online registration please go to the <https://www.pwcs.edu> website and complete the following!*

## Online Registration – Existing Families

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Students currently receiving preschool services through Prince William County Schools do not complete the online application, and instead should contact the school at which the student will be attending Kindergarten to complete the enrollment requirements.

- Step 1: Complete The Online Registration Application
  1. To use the online registration system, parents will access the system through their PWCS ParentVUE account. On the **Online Registration Account Access** screen, enter your ParentVUE **Username** and **Password**, and click **Login**. If you have never activated your ParentVUE account, please send an email requesting your activation code to: [PWCSHomeInstruction@pwcs.edu](mailto:PWCSHomeInstruction@pwcs.edu). Please make sure to include your student's name in your email request.
  2. Click **Begin New Registration** on the next screen to complete registration for the 2020-21 school year.
  3. The **Introduction Screen** will display important information pertaining to online registration for your student, including helpful links to Prince William County Public Schools enrollment resources and regulations. Review the information on this page before proceeding with your application, then click **Continue**.
  4. Follow the instructions and click the **Save and Continue** at the bottom of each screen to move forward. As each section is completed, a green checkbox will appear next to the section name.
- Step 2: Finalizing Your Enrollment
  - Refer to your school's website for open registration dates and times. If an appointment is required, please contact the school to schedule a time to complete your enrollment.
  - Bring your photo ID, a physical copy of the student's original birth certificate, and any other required documents that were not uploaded to your online application (i.e. proof of residency, proof of ID, immunizations, health/medical forms, etc.).

**Please contact your student's school if you have any questions regarding the application review and approval process.**