



Look for the Rainbows!

Hello PEN Parents,

I am beyond excited to “see” your children and begin learning together once again. Words cannot express how much I miss their smiles, our conversations, their questions and discoveries, and our laughter. The PEN team is creating engaging and exciting virtual units to get the year started. Some of our goals include: building community in our PEN groups, challenging your child’s higher level thinking skills, emphasizing and stretching your child’s gifts and talents, and promoting a balance of hands-on and technology-based learning.

On the first day of school, I will send you a pre-recorded Back to School Night presentation. We will not host a live PEN Back to School Night given the demands of the start of this school year. You will be able to reference this recorded presentation at any time. It will include details about the PEN curriculum, the format of PEN instruction during virtual learning, GIEP procedures and more. *We will begin PEN classes the week of September 28<sup>th</sup>*. I will send parents and students an email the week prior with specific directions for accessing their PEN classes via Canvas and class schedules (days/times).

Please reach out at any time with questions or concerns. I am here for your family! While this is going to be an unusual and unpredictable year, my commitment to your child’s education and happiness has not changed. My utmost priority is the emotional well-being of your child, as we navigate uncharted learning territory. We are a TEAM, and we will excel through this TOGETHER!

All my best,  
Heidi Long

Here is the CB work-flow chart to assist students when logging in and joining classes.



# Virtual Workflow for Students

All students are expected to access their daily Teams calls via their district-provided device using the workflow below.



Turn On iPad



Go to the Canvas App



Find Homeroom Course



Click the Teams Call Link



### ClassLink (myCBSD)



This is a single sign-on tool that may be used to access a variety of district programs via a CB username and password. It will reduce the number of logins students and staff need to remember.

Be sure to login using the ADFS Sign-In Button, NOT the Windows button.



iPad Sign-In

Sign in with ADFS

Laptop Sign-In

Sign in

**\*Note for K-2:** ClassLink (myCBSD) is not the starting point for iPads because it forces some of these apps to open in the web-version. We recommend that students using iPads stay within the app-version of Canvas, Teams, and Seesaw.



Sign Into Laptop



Sign Into ClassLink via Edge



Click Canvas Tile



Find Course Tile



Click the Teams Call Link

