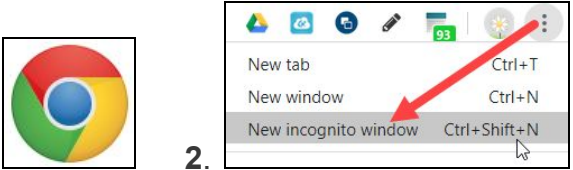
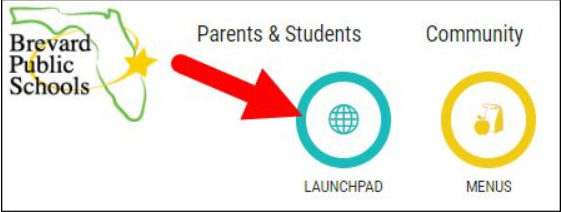

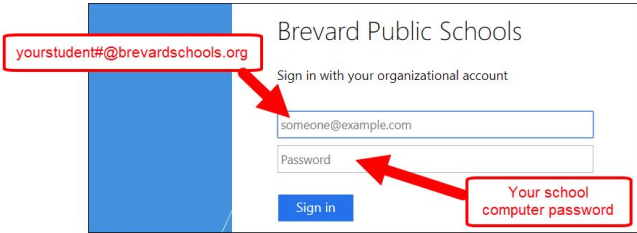
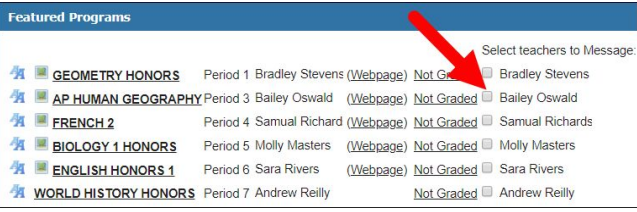
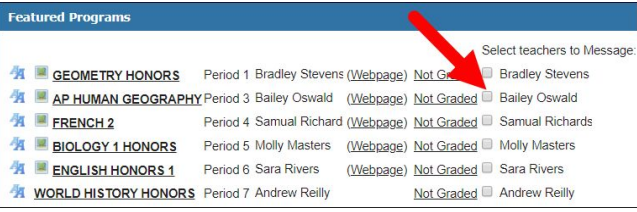


FOCUS

Students Sending Email to A Teacher

Link to this page: bit.ly/bpsFocusEmailingTeachers

These directions are for students to email their teachers through Focus..

| <p>1. Use Google Chrome browser. <u>Open an incognito Window</u> (close the browser completely between students if you have more than one child).</p> <p>2. Go to Brevard Public Schools website www.brevardschools.org</p> <p>3. Click the round “LaunchPad” button</p> |  <p>2.</p>  <p>3.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|--------------------------|-----------------------------|--|-----------------------------|--|-----------------|---|--------------------------|-----------------|--|--------------------|---|--------------------------|---------------|--|----------|--|--------------------------|-----------------|--|------------------|---|--------------------------|---------------|--|------------------|---|--------------------------|-------------|--|----------------------|-----------------------------------|--------------------------|---------------|
| <p>4. Click on the “Sign in with SAML” button</p> |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>5. On the next screen, enter your username and password.</p> <p>Student Username: Yourstudent#@brevardschools.org</p> <p>Student Password: Your personal school password</p> |  <p>Example: a student with student number of 1234567 will have a username of 1234567@brevardschools.org</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>6. Click on the BPS FOCUS live app tile inside LaunchPad.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>7. Locate the Featured Programs box inside of FOCUS. Click on the box in front of the name of the teacher you want to email.</p> |  <table border="1"> <thead> <tr> <th colspan="4">Featured Programs</th> <th>Select teachers to Message:</th> </tr> </thead> <tbody> <tr> <td></td> <td>GEOMETRY HONORS</td> <td>Period 1 Bradley Stevens (Webpage) Not Graded</td> <td><input type="checkbox"/></td> <td>Bradley Stevens</td> </tr> <tr> <td></td> <td>AP HUMAN GEOGRAPHY</td> <td>Period 3 Bailey Oswald (Webpage) Not Graded</td> <td><input type="checkbox"/></td> <td>Bailey Oswald</td> </tr> <tr> <td></td> <td>FRENCH 2</td> <td>Period 4 Samuel Richard (Webpage) Not Graded</td> <td><input type="checkbox"/></td> <td>Samual Richards</td> </tr> <tr> <td></td> <td>BIOLOGY 1 HONORS</td> <td>Period 5 Molly Masters (Webpage) Not Graded</td> <td><input type="checkbox"/></td> <td>Molly Masters</td> </tr> <tr> <td></td> <td>ENGLISH HONORS 1</td> <td>Period 6 Sara Rivers (Webpage) Not Graded</td> <td><input type="checkbox"/></td> <td>Sara Rivers</td> </tr> <tr> <td></td> <td>WORLD HISTORY HONORS</td> <td>Period 7 Andrew Reilly Not Graded</td> <td><input type="checkbox"/></td> <td>Andrew Reilly</td> </tr> </tbody> </table> | Featured Programs | | | | Select teachers to Message: | | GEOMETRY HONORS | Period 1 Bradley Stevens (Webpage) Not Graded | <input type="checkbox"/> | Bradley Stevens | | AP HUMAN GEOGRAPHY | Period 3 Bailey Oswald (Webpage) Not Graded | <input type="checkbox"/> | Bailey Oswald | | FRENCH 2 | Period 4 Samuel Richard (Webpage) Not Graded | <input type="checkbox"/> | Samual Richards | | BIOLOGY 1 HONORS | Period 5 Molly Masters (Webpage) Not Graded | <input type="checkbox"/> | Molly Masters | | ENGLISH HONORS 1 | Period 6 Sara Rivers (Webpage) Not Graded | <input type="checkbox"/> | Sara Rivers | | WORLD HISTORY HONORS | Period 7 Andrew Reilly Not Graded | <input type="checkbox"/> | Andrew Reilly |
| Featured Programs | | | | Select teachers to Message: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | GEOMETRY HONORS | Period 1 Bradley Stevens (Webpage) Not Graded | <input type="checkbox"/> | Bradley Stevens | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | AP HUMAN GEOGRAPHY | Period 3 Bailey Oswald (Webpage) Not Graded | <input type="checkbox"/> | Bailey Oswald | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | FRENCH 2 | Period 4 Samuel Richard (Webpage) Not Graded | <input type="checkbox"/> | Samual Richards | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | BIOLOGY 1 HONORS | Period 5 Molly Masters (Webpage) Not Graded | <input type="checkbox"/> | Molly Masters | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | ENGLISH HONORS 1 | Period 6 Sara Rivers (Webpage) Not Graded | <input type="checkbox"/> | Sara Rivers | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | WORLD HISTORY HONORS | Period 7 Andrew Reilly Not Graded | <input type="checkbox"/> | Andrew Reilly | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

FOCUS

Students Sending Email to A Teacher

Link to this page: bit.ly/bpsFocusEmailingTeachers

8. Type your message and then click **Send**.

Note: The student's email address defaults to their Office 365 account.

Optional: Add a CC email address if you would like your message copied to another email address

IMPORTANT:

Replies will be sent to your Office 365 account, student#@st.brevardschools.org. Here are directions on how to access your Office 365 email account <https://bit.ly/bpsfocusstudentemails>