



FYI -Titusville High School Tech Tips

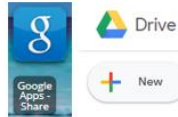


Trying to open Google Classroom?

There are **two ways** to access Google Classroom.

1st Way

* Click on BPS Google Share App (remember it save automatically)



2nd Way

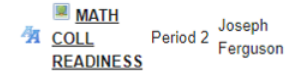
* Click on the 9 dots (top right side of screen) to open Google Classroom



Where can I find work my teacher posts in FOCUS ?

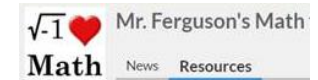
1. Locate the **Underlined Course Title**

Featured Programs



2. Click on (**Webpage**) next to your teachers name to take you to the information, links, documents, etc...

3. The **News** tab shows updated messages from your teacher.



4. The **Resources** tab has all the documents, links, assignments, videos, etc. (**remember these files open up on the bottom right side of your screen**).



Logging into Launchpad to access ...

BPS Google Share App & Email Account

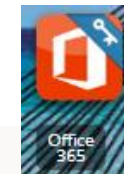
* Click on the 9 dots (top right side of screen) to open Google Email



Logging into Launchpad to access ...

BPS Outlook Email Account

* Click on Office 365



* Click on Outlook

Good morning





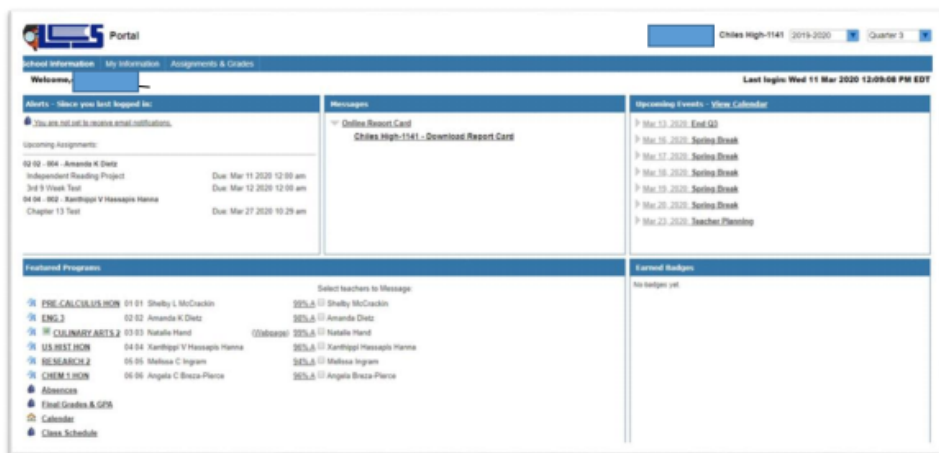
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Student FOCUS Tips-Uploading

Tip #1- START by logging on your your launchpad account.

Tip #2- IF you have trouble logging in, make sure you are using your user ID student#@brevardschools.org and your school password.



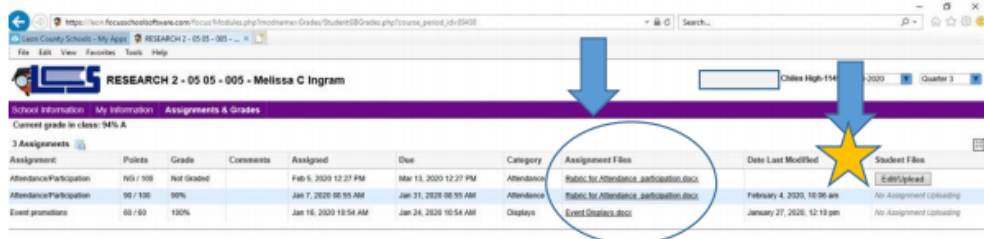
Click on the class name then scroll over to right side of the screen to see posted directions/ assignment resources to click and view.

Complete assignment and **SAVE** with your Last First Teacher Name P# .

For ease of posting, create a new folder on desktop and save files there.

Click the gray **EDIT / UPLOAD** button to **SELECT** file-It helps to save finished work to desktop OR download and find in computer "downloads folder."

After upload, a green icon appears left of your file—Green means SUCCESS!



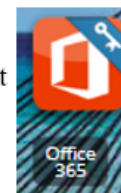
Trying to figure out OneDrive on your device at home?

There are two ways to get access: (recommend Launchpad version!)

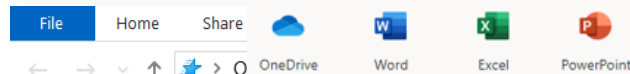
BPS Microsoft Word & PowerPoint

* Click on Office 365

* Click on Microsoft Word or PowerPoint (remember it save automatically)



Good morning



Quick access

- Desktop
- Downloads
- Documents
- Pictures
- OneDrive
- OneDrive - Brevard P
- This PC

***** Saving to OneDrive – Brevard Public Schools means the documents can be accessed anywhere with internet through your Launchpad. No more docments lost or forgotten or not accessible! No flashdrives!**