



SAIL High School

2006 Jackson Bluff Rd
Tallahassee, FL 32304
(850) 488-2468

Principal
Matt Roberson

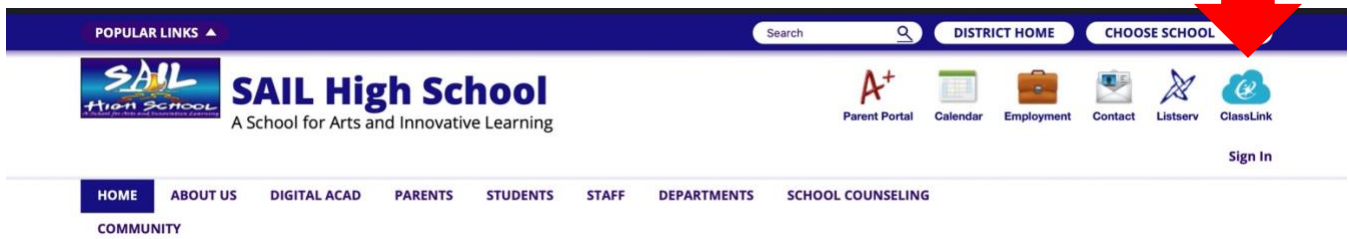
Assistant Principal
Jessica Chapman

Digital Academy Students

It is the first day of school! What do I do? These directions will help you!

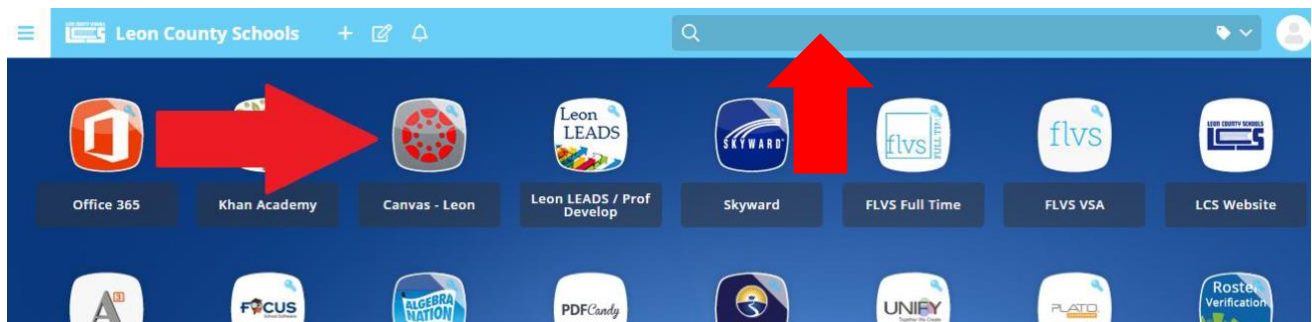
Before the First Day of School:

- **Make sure you can log in to Classlink!**



- Access Classlink by starting on our website. <https://www.leonschools.net/sail>
Classlink is on the top right corner of the website
- Username: studentnumber@edu.leonschools.net
- Password: SHS-lunchpin (SHS-12345)
 - Don't know your lunch pin number? Parents can look it up in their Parent Portal account, under Child Info.
 - Child info → Classified → Lunch Pin

- **Find your Canvas tile on your Classlink!** (If you don't see it, type in the search box to find it!)



- **Don't see your classes yet? Don't worry!** Your teacher is working hard to get everything ready for you. Your class will be ready to access on the first day!
- **Know your class schedule!**
 - Look up your schedule in FOCUS! Don't know it? Ask Mr. Justin (gonnerj@leonschools.net)

- **Get familiar with the new block Bell Schedule!**

DIGITAL ACADEMY STUDENTS **must** be present online at **8:00am, 9:50am, and 12:20pm** each day.

Days alternate following odd and even calendar days.

8:00 **1st/2nd Period**

9:50 **3rd/4th Period**

12:20 **5th/6th Period**

The First Day of School:

You are required to sign in to each of your teacher's live sessions, each period, each day! That is three different times every school day! How do you do that? Each day, for each period, teachers need to take attendance. You must log in at the beginning of each class for attendance and remain there for the lesson. Certain days for certain classes, your teacher may ask you to stay logged in and be a part of a live lesson, class lecture or discussion, or a live activity. Other days, you may have independent work or a recorded video to watch instead of staying logged in for a live session. Simply signing on to Classlink or being logged in to Canvas at the beginning of class does not count! You must be logged in to the teacher's live session!

This is not only for the FIRST DAY of school, but for EVERY DAY of school

****FIRST DAY ONLY: Due to morning temperature checks and housekeeping tasks with our in-person students, 1st period will begin at 8:30. Please be logged in and ready for 1st period at 8:30**

(Steps on next page)

- Step 1: Log into Classlink
- Step 2: Open Canvas
- Step 3: Open your 1st class teacher's Canvas course at the assigned time
- Step 4: Click your teacher's "Zoom" or "Live Session" link located on their Homepage! The link will either take you to the teacher's Zoom or TEAMS live meeting
- Step 5: Wait for your teacher's instructions!
- Step 6: Reference the Bell Schedule to see when classes start

Here is an example of what a teacher's Homepage will look like!

The image shows two screenshots of a teacher's Canvas homepage. The top screenshot features a colorful "WELCOME to Spanish 1!" banner with a rainbow border. Below the banner is a virtual classroom scene with a whiteboard that says "¡Bienvenidos!", a teacher avatar, and a bookshelf. A red arrow points to the "Zoom" link in the left-hand navigation menu. The right-hand side shows a "View Course Notifications" button and a "To Do" section with "Nothing for now".

The bottom screenshot shows a navigation area with the text "CLICK below! to get started". It contains six colored buttons: "CONTACT INFO" (pink), "CLASSROOM INFO" (orange), "MODULES" (yellow), "OFFICE HOURS" (green), "ZOOM" (cyan), and "RESOURCES" (blue). A red arrow points to the "ZOOM" button. At the bottom, it says "stay UP TO DATE" with a circular arrow icon.

Need More Help?

Leon County Schools Call Center



We have set up a call center for all of your back-to-school questions.

**For Technology Support
and Digital Academy
Questions Call:**

487-7260

Monday - Friday
7 a.m. - 7 p.m.

Saturday - Sunday, August 29 & 30
1 p.m. - 7 p.m.

Saturday - Sunday, September 5 & 6
1 p.m. - 7 p.m.

**For All Other Questions
Call the
After Hours Hotline:**

617-5944

Monday - Friday
2 p.m. - 7 p.m.



The District Security Center is available 24rs at 922-KIDS (5437)

Visit www.LeonSchools.net/ReOpenLeon for more information.