



Legacy Middle School LaunchEd@HOME Instructions

**On Monday, August 10th, all students will begin school through LaunchEd@Home!
Here are some helpful steps for you follow to get you started on Monday.**

Step 1: Be Ready

School Starts at 9:30 am

We recommend you have your Laptop out and ready around 9:00 am to give yourself plenty of time to address any technical issues you may face before school begins.

Step 2: Log in to your School Laptop

Your Username is your Student ID Number

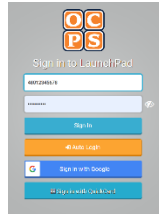
Your Password is the same from last year.

- **NOTE:** if you are new, passwords are often defaulted to your birthday (YYYYMMDD)
- Go to <https://studentid.ocps.net/> to reset your password

Step 3: Go to Launch Pad

Launchpad.ocps.net

You'll need to log into this, too. It'll be the same log-in Information you used in Step 2.



Step 4: Go to Skyward

Once you're in LaunchPad, Click on the Skyward Icon so you can check your school schedule*.

NOTE: Schedule is located on the left side.

You'll be able to see your classes by period here.

*Schedules are subject to change.



Skyward Production

Step 5: Go to CANVAS



Canvas OCPS

Now that you know your schedule, go back to LaunchPad and Click on the Canvas OCPS Icon. Canvas is the home for all of your classes. Here your teachers will have welcome videos, instructions for the day, conferences for you to join live virtual sessions, and so much more.

NOTE: Be sure to follow the Bell Schedule and only attend your classes during your assigned period.

Step 6: Follow your Class Schedule and have the BEST Day!

Class Pd.	M, Tu, Th, F	Weds Only
1	9:30 – 10:17	9:30 – 10:12
2	10:21 – 11:08	10:16 – 10:54
LUNCH	11:12 – 11:42	10:54 – 11:24
3	11:46 – 12:33	11:28 – 12:06
4	12:37 – 1:24	12:10 – 12:48
5	1:28 – 2:15	12:52 – 1:30
6	2:19 – 3:06	1:34 – 2:12
7	3:10 – 3:57	2:16 – 2:54

SPECIAL RESOURCES JUST FOR YOU:

Tech Concerns: go to studenttechrequest.ocps.net
OR Check out the [Student Tech Help Resource](#).

Schedule Concerns: Some schedules change during the beginning of the school year as we level classes. We ask for your patience while our Guidance Team creates the best schedules we can.

Lunch Concerns: Our school is offering Grab & Go Lunch services (food for the week) on Mondays, from 4:00 to 6:30.

Other Concerns: Call Us – 407-658-5330
Email Us – legacy_ms@ocps.net

Remember, there are a ton of uncertainties surrounding our current situation.

But one thing that remains certain with us is our dedication to your success. We are, and will always be, here for you.

Leave Your Legacy!