



Southern Guilford High School

5700 Drake Road
Greensboro, NC 27406

Dear students and parents,

We thank you for your patience as we go through this unprecedented circumstance. There are many questions we are still trying to figure out and we are still awaiting responses not only from the county but also from the state as to how certain things will be carried out.

As of this moment, teachers have been asked to set up classes on Canvas for all students. This will be the central location for work, resources, and instruction. In order to login to Canvas, please use the directions at the bottom of the page.

Additionally, GCS offers free access to the Microsoft Office Suite for all students. Students can download and install these apps on computers and other devices with their GCS credentials. Please see directions for these downloads on the back of this letter.

We have also received many questions regarding devices for students to access work. GCS is working on a plan to provide devices to students and that information will be shared with families as soon as it is available. If you have any additional questions, or need assistance during this time, you can call the GCS general hotline at 336-332-7290, or you can call us at SGHS at 336-674-4250.

Thank you,

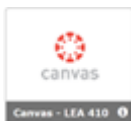
The SGHS Administrative Team

How to Access Distance/Online Learning

When students come to pick up materials, please be sure they have their student ID # (Data Managers have received messaging for printing an appropriate letter for parents with the student ID). Please be sure parents understand how to login to Canvas before they leave the school site.

[Student login instructions to Canvas:](#)

1. Go to NCEdCloud (<https://my.ncedcloud.org>)
2. Type in your username/password
 - a. Username: PowerSchool Student ID (*This is the same as your lunch #*)
 - b. Password: MMDDYYYY



3. Click on the red Canvas icon

Directions to download Microsoft Office

Step One

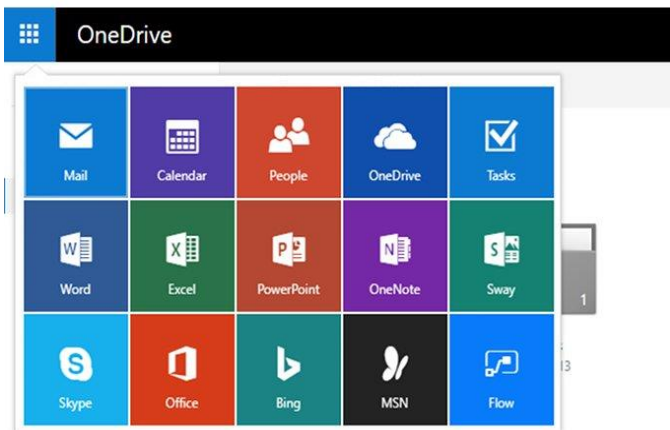
Login to your OneDrive account (studentid#@stu.gcsnc.com)

Your student id # is the same as your lunch number.

It should not ask for a password. If it does asks for a password use the one you use to logon to the computer at school. (which is frequently your 8-digit birthday. Email Lloydk@gcsnc.com to reset your PW to your birthdate)

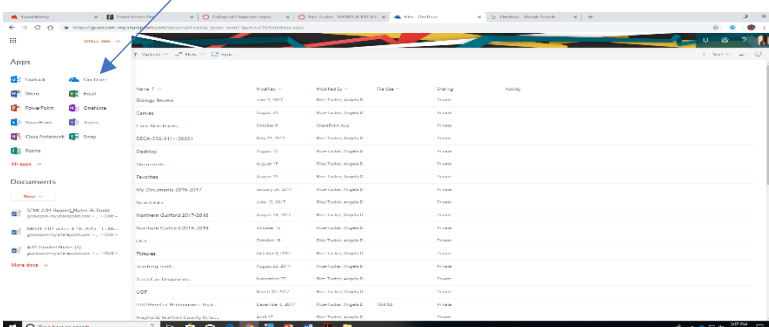
Step Two

Click this box of nine dots to make the menu below appear.



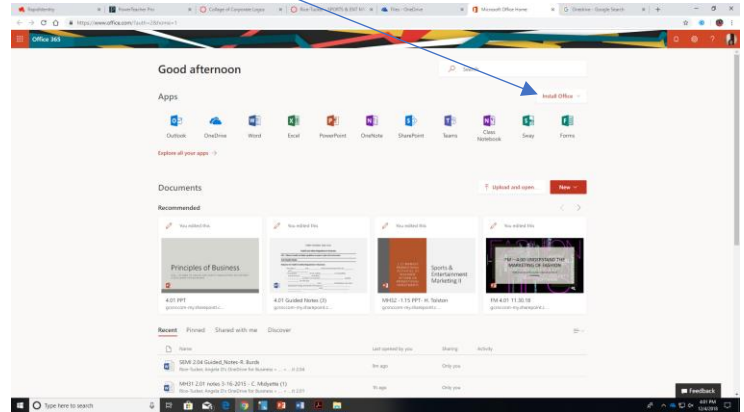
Step Three

Click the **Office 365** link



Step Four

Click here to begin download



Follow the prompts from here.