



## Butler County Area Vocational-Technical School

210 Campus Lane • Butler, Pennsylvania 16001 • Phone (724) 282-0735

Fax (724) 282-7448

March 26, 2020

Dear Families of Butler County Area Vocational-Technical School:

I hope that you, your families and friends are staying healthy and safe during this time. Thank you for your patience and belief in our staff as we work through all of the aspects of keeping our students connected to Butler County AVTS during this absence from school.

Earlier this week, Governor Wolf prolonged Pennsylvania's school closure for all students until April 9, 2020. So that our students can continue to be educated, BCAVTS staff members have been working diligently to develop relevant learning assignments for our students. Needless to say, these assignments will be delivered a bit differently than originally planned. Even with these changes, our goal is to reach all of our students. Moreover, BCAVTS will follow each student's IEP Addendum as provided to us by each school district.

How will the students be able to access these assignments? On the back of this letter, you will see the various directions to log into "Canvas" for our online learning assignments. If you have any questions, concerns, or would prefer offline assignments, please contact the school at 724 282 0735 Ext. 204 or Ext. 230.

As time progresses, BCAVTS staff members will communicate factual and relevant updates with families through our website, social media, email and/or phone calls. Thank you again for trusting in BCAVTS as we navigate through uncharted territory. As always, please contact me with any concerns.

Sincerely

A handwritten signature in blue ink, appearing to read 'R. Hiler'.

Regina Hiler, Principal/Assistant Director

724 282 0735 Ext. 204

[hilerr@butlertec.us](mailto:hilerr@butlertec.us)

## Directions to Login to Canvas

| <p style="text-align: center;"><b>Option 1</b></p> <p style="text-align: center;">If you <b>HAVE</b> an email address and have not logged into Canvas:</p>  | <p style="text-align: center;"><b>Option 2</b></p> <p style="text-align: center;">If you <b>DO NOT HAVE</b> an email address sand have not logged into Canvas:</p>  | <p style="text-align: center;"><b>Option 3</b></p> <p style="text-align: center;">If you have previously logged in to Canvas:</p> |
|---|---|---|
| <p><b><u>Step 1</u></b><br/>Send an email to <a href="mailto:StudentLearning@butlertec.us">StudentLearning@butlertec.us</a> with your:</p> <ul style="list-style-type: none"> <li>• First and Last Name</li> <li>• Program</li> <li>• Session</li> <li>• Email Address</li> </ul> <p><b><u>Step 2</u></b><br/>After 24 hours, go to <a href="https://www.butlertec.us/">https://www.butlertec.us/</a> Hover over the “Family Hub” tab across the top of the screen and click on “Canvas-Student” from the drop-down.</p> <p><b><u>Step 3</u></b><br/>On the Canvas screen, click on the FORGOT PASSWORD? link.</p> <p><b><u>Step 4</u></b><br/>On the next screen, enter your BCAVTS Login ID.</p> <p style="text-align: center;"><b>Your Login ID is:</b> <i>Your Last Name, First Initial, last 2 digits of Your Graduation Year and 3 Zeros.</i></p> <p style="text-align: center;"><b>For example:</b> <i>If Regina Hiler’s graduation year is 2022, her login would be: <u>HilerR22000</u>.</i></p> <p><b><u>Step 5</u></b><br/>Click the REQUEST PASSWORD button.</p> <p><b><u>Step 6</u></b><br/>Check your email for a <i>password reset link</i> from Butler County AVTS-Canvas.</p> <p><b><u>Step 7</u></b><br/>Use the link in the email to reset your password.</p> <p><b><u>Step 8</u></b><br/>Once logged into Canvas, your BCAVTS course will be in your DASHBOARD. Click on your Course card to open your course to work on assorted assignments.</p> | <p><b><u>Step 1</u></b><br/>Call Mrs. Brumbaugh at 724 712 6718 and provide her your:</p> <ul style="list-style-type: none"> <li>• First and Last Name</li> <li>• Program</li> <li>• Session</li> <li>• Phone Number</li> </ul> <p><b><u>Step 2</u></b><br/>Mrs. Brumbaugh will provide you with a password. Please SAVE this password.</p> <p><b><u>Step 3</u></b><br/>After 24 hours, go to <a href="https://www.butlertec.us/">https://www.butlertec.us/</a> Hover over the “Family Hub” tab across the top of the screen and click on “Canvas-Student” from the drop-down.</p> <p><b><u>Step 4</u></b><br/>On the Canvas screen, enter your BCAVTS Login ID.</p> <p style="text-align: center;"><b>Your Login ID is:</b> <i>Your Last Name, First Initial, last 2 digits of Your Graduation Year and 3 Zeros.</i></p> <p style="text-align: center;"><b>For example:</b> <i>If Regina Hiler’s graduation year is 2022, her login would be: <u>HilerR22000</u>.</i></p> <p><b><u>Step 5</u></b><br/>Enter the password you received from Mrs. Brumbaugh.</p> <p><b><u>Step 6</u></b><br/>Once logged into Canvas, your BCAVTS course will be in your DASHBOARD. Click on your Course card to open your course to work on assorted assignments.</p> | <p><b><u>Step 1</u></b><br/>Click on your Course card to open your course to continue to work on assorted assignments.</p>        |