

**Welcome to Cabarrus Virtual Academy!** We're glad you're here and look forward to working with you to ensure a successful year of virtual learning. We have included some basic information on this handout. You will find more detailed information in the [CVA Student Handbook](#); you can also find a link under "students" on the CVA homepage.



My best,  
Ms. Chrissy Rotan, Principal  
[chrissy.rotan@cabarrus.k12.nc.us](mailto:chrissy.rotan@cabarrus.k12.nc.us)

## FREQUENTLY ASKED QUESTIONS:

### HOW DO I LOG IN TO MY CHROMEBOOK, CANVAS, OFFICE 365, NCEDCLOUD, CLEVER & GOOGLE?

Usernames & Passwords			
	Username	Username Example	Password
<a href="#">NCEdCloud</a> (Access to NCPVS and Infinite Campus)	Student ID Number		Student Created (email homeroom teacher if you forgot)
<a href="#">Chromebook, Canvas, and Clever</a>	First initial, last name, last 4 digits of ID number	ahornet1234	Student ID Number
<a href="#">Office 365</a> (Teams & Outlook)	First initial, last name, last 4 digits of ID number @cabarrus.k12.nc.us	ahornet1234@cabarrus.k12.nc.us	Student ID Number
<a href="#">Google Account</a> (Docs, Sheets & Attendance)	First initial, last name, last 4 digits of ID number @st.cabarrus.k12.nc.us	ahornet1234@st.cabarrus.k12.nc.us	Student ID Number

### HOW DO I ACCESS MY CLASSES?

- **CVA Classes:** Students access [Canvas](#) courses from the [Cabarrus Virtual Academy](#) home page under the "Students" tab. Note: New enrollees: please allow up to 72 hours after enrollment to access Canvas courses.
- **NCVPS Classes:** Login to [my.ncedcloud.org](https://my.ncedcloud.org), enter your username & password and click on the NCVPS icon.
- **RCCC Classes:** RCCC courses are in Blackboard and can be accessed through the self-service portal at <https://advisor.rccc.edu/>. Students should have received a welcome email from RCCC with directions to access your courses.. Reach out to [maghen.rubbino@cabarrus.k12.nc.us](mailto:maghen.rubbino@cabarrus.k12.nc.us) if you have questions..
- **Edgenuity:** Login to Clever and click on the Edgenuity icon.

### WHAT IS MEANT BY "ASYNCHRONOUS INSTRUCTION"?

- Because there is no scheduled time for classes, students have the flexibility to complete their coursework during the time of day that works best for them and their families. This means that students can work ahead in the course, a great strategy if students have other commitments that might take time away from schoolwork at a later date.
- Students complete assignments, submit their work, and receive feedback from their teachers in Canvas. If students have questions, they can respond to the feedback or reach out to their teacher for clarification.
- Students will complete coursework that is assigned in each of their classes during the day. Students should plan to work 60-90 minutes per day in each class Monday through Friday (4-6 hours per week), excluding holidays.
- Paying attention to due dates is the best way for students to stay on pace. While we do not penalize late work, we have found that our most successful students manage to work consistently and stay on pace with their learning.

## HOW DOES ATTENDANCE WORK AT CVA?

- **Students must complete the [attendance Google Form](#) by 12PM each day.** You can also find the link to the Google Form on your Canvas Homeroom page. Note: To access this form, you must be signed into your school Google account (see username & password above) to access.
- If a student worked during the school day but forgot to sign in, they have 24 hours to request a correction. To request a correction, the **STUDENT** should email the request to [kelly.poulos@cabarrus.k12.nc.us](mailto:kelly.poulos@cabarrus.k12.nc.us) a screenshot that shows work they submitted prior to the deadline. The screenshot must show the student's name, the time, and the date.

## WHAT ADDITIONAL SUPPORTS ARE AVAILABLE TO CVA STUDENTS?

- **Read all feedback that teachers provide on assignments.** Because there is no face to face instruction, much of the instruction is provided through feedback. **If you need help, contact your teacher through Canvas.**
- **All CVA and NCVPS teachers offer scheduled weekly office hours and are available by appointment.** Note: Many of your teachers also work in traditional schools, so please be aware that they might take a few hours or more to reply to questions.
- **Attend weekly in-person sessions at CVA from 8:30am-2:30pm**
  - **8:30 - 11:00 History and English support**
  - **11:00 - 12:00 Lunch and Independent Work Time** - We will walk to PLC for lunch at 11am; since the PLC is a CEP school, lunch will be provided FREE OF CHARGE to all students.
  - **12:00 - 2:30 Math and Science support**

## HOW CAN PARENTS/GUARDIANS FOLLOW THEIR STUDENT'S ACADEMIC PROGRESS?

You access grades and attendance in Infinite Campus (see contact below for access). We also recommend setting up a Canvas Parent account to see upcoming due dates, missing & graded assignments, teacher comments, etc. Learn how to set up a Canvas parent account here (URL is case sensitive): <https://tinyurl.com/2tfb6h86>

## WE NEED HELP! WHO SHOULD WE CONTACT????

QUESTION/ISSUE	CONTACT PERSON
Grades, assignments, & academic progress	Contact your child's teacher via ParentSquare or <a href="#">Canvas</a>
Notes to excuse an absence	<a href="mailto:lauren.hawkins@cabarrus.k12.nc.us">lauren.hawkins@cabarrus.k12.nc.us</a>
Infinite Campus Access for Parents	<a href="mailto:christin.lindsey@cabarrus.k12.nc.us">christin.lindsey@cabarrus.k12.nc.us</a>
Canvas, MS Teams, or Office 365	<a href="mailto:mary.crawford@cabarrus.k12.nc.us">mary.crawford@cabarrus.k12.nc.us</a>
Technological issues with Chromebook	Complete a Ticket at <a href="https://techhelpccs.incidentiq.com">https://techhelpccs.incidentiq.com</a> <b>AND</b> call CVA 704-260-6820
EC Services	<a href="mailto:lacy.sheets@cabarrus.k12.nc.us">lacy.sheets@cabarrus.k12.nc.us</a>
Counseling, scheduling & 504 Services	<a href="mailto:maghen.rubbino@cabarrus.k12.nc.us">maghen.rubbino@cabarrus.k12.nc.us</a>
Multi-Lingual Services	<a href="mailto:myron.claeys@cabarrus.k12.nc.us">myron.claeys@cabarrus.k12.nc.us</a>
Medical/health/immunization questions	<a href="mailto:savannah.anderson@cabarrus.k12.nc.us">savannah.anderson@cabarrus.k12.nc.us</a>
Other Questions	<a href="mailto:kelly.poulos@cabarrus.k12.nc.us">kelly.poulos@cabarrus.k12.nc.us</a>

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