

Parent, Guardians, and Students, this newsletter has a lot of information in it. Our colleague Ankie Carswell, the principal at McKechnie, shared some key points to support elearning. Some you may be familiar with, some of it will be new. All of it will be important when setting up e-learning at home. Please keep these instructions to help troubleshoot issues that pop up. We appreciate the support as we navigate this new way of learning.

Your Student Number

Your student number is very important. You will need it for everything!

When you get it, write it down and keep it near where you will be learning.

My Student Number ______ .

DO NOT use a classmate's student number. Don't share your own student number and if you know a friend's student number, don't share that either. Protect your privacy and protect each other's privacy.

Your Personal Education Number (PEN)

You <u>will not need your PEN Number</u> for logging into any of the digital platforms unless you have forgotten your password (we can help you out if that is the case). It is an important number for your parents to have. It identifies you in the BC K-12 system.

Your Email Address

Your email address is studentnumber@learn.vsb.bc.ca

Your email address is also your username for Office 365.

Your Password

The Default password (the one you enter when you log in for the FIRST time ever, before you change it) is *"student"*. After you change your password, you will need to remember it! Write it down if you have to and share it with your parents so they are able to help you when you have trouble logging in. DON'T share it with your friends or siblings.



VSB Students Logging onto Office365

All VSB students have access to Office 365.

1. Go to: Office.com



 Sign in with your VSB email address. It is your <u>studentnumber@learn.vsb.bc.ca</u>

This will synchronize with the VSB login system.





Wancouver School Board								
← 1234567@learn.vsb.bc.ca								
Enter password								
Password								
Forgot my password								
Sign in								
For technical assistance, call the service desk at 604 713-4444								

3. Enter your Password – This is the same password you use to log onto school computers. **Default password** for first time users is "student".

Forgot your password? There are two ways to reset your password.

a. Contact your teacher. Your teacher can reset your password and send it to your parent.

b. If your parent can help you, your password can be reset by going to <u>studentpass.vsb.bc.ca</u> You will need your PEN and Date of Birth.

4. Now you can use office products online or download to your home computer!

Good eve	ening								Install Office 🗸
+			w	x		N	5	L	N
Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Class Notebook
s	F	\rightarrow							
Sway	Forms	All apps							

5. The first application to download is Teams!

You are also able to use Teams as a web-based application if your computer allows third-party cookies. Eventually, your teacher will be inviting you to join a MS Teams Classroom.





Checking your VSB email on Office 365

After you sign into Office 365, you will see the option to use Outlook. Select Outlook and it will automatically open up your email. From your email, you will be able to access many other applications without going back to the Office.com screen.

myBluePrint

1. To find myBluePrint, a student driven e-portfolio and classroom platform, click on the App Launcher symbol (some teachers call it the waffle).





Signing into myBluePrint

There are three ways to sign into myBluePrint. Sign Up 1. "sd39" is the Username/Email Password is your Student Number Welcome Back 2. Click on School Account Login Username/Email Select SD39 from the drop down menu. Username/Email Click on Login with School Account. 1 Forgot Password? Password £ Password 0 School Login Find your school district below to log in with your school username/email and password Log In School District/School 2 🖶 School Account Login It will then prompt for email address and password. B QR Code Login 3 3. If you have your QR Code, click and scan.

Getting into your MS Teams Classroom

You will receive an invitation from your classroom teacher in your email. Open the email and click on the *Open Microsoft Teams*.

This will open up on a web browser if you haven't yet downloaded the TEAMS app to your home computer.

In the future, to get into your Team, just click on the Teams application on your desktop. It will remember you!





Digital Learning Protocols

Expectations for effective digital learning

Your learning environment

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Set up an effective learning environment free from distractions.

- Designate a quiet area in your home (**A**)
- Make sure the TV and music is turned off. 🗩
- Use earbuds / headphones 🔓
- Mute microphone

- Your phone should be put on silence and put away \tag
- Pause / turn off notifications

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- Close extra tabs
- No gaming

Respect Class time

Treat this time as if you're in a face-to-face situation.

Sit up in a chair



Don't eat during a live session

Use the restroom before or after class

Wear appropriate attire

Log in on time

Have all your textbooks & supplies with you

Don't take your laptop

to the bathroom

Online Presence



Use appropriate, professional language

Use appropriate avatars

Communicate with your teachers!

This is new to both your teacher and for you. Emergencies happen. Communicate your situation with your teachers. We want to work with you!

Netiquette and Digital Citizenship

These protocols will help you be successful. Take some time to go over them together.

Your success is important to everybody – yourself, your parents, your teachers and me. I value the time your teachers have spent in planning for your continuity of learning. I value the support your family and guardians are providing at home. I value your learning process. I want you to have a positive experience.

If you need any help at all, please reach out to your classmates, your teacher, a support staff in your class, your viceprincipal or your principal.

Print these instructions if you can and keep them handy.

"See" you soon!

