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 will not need your PEN Number 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.

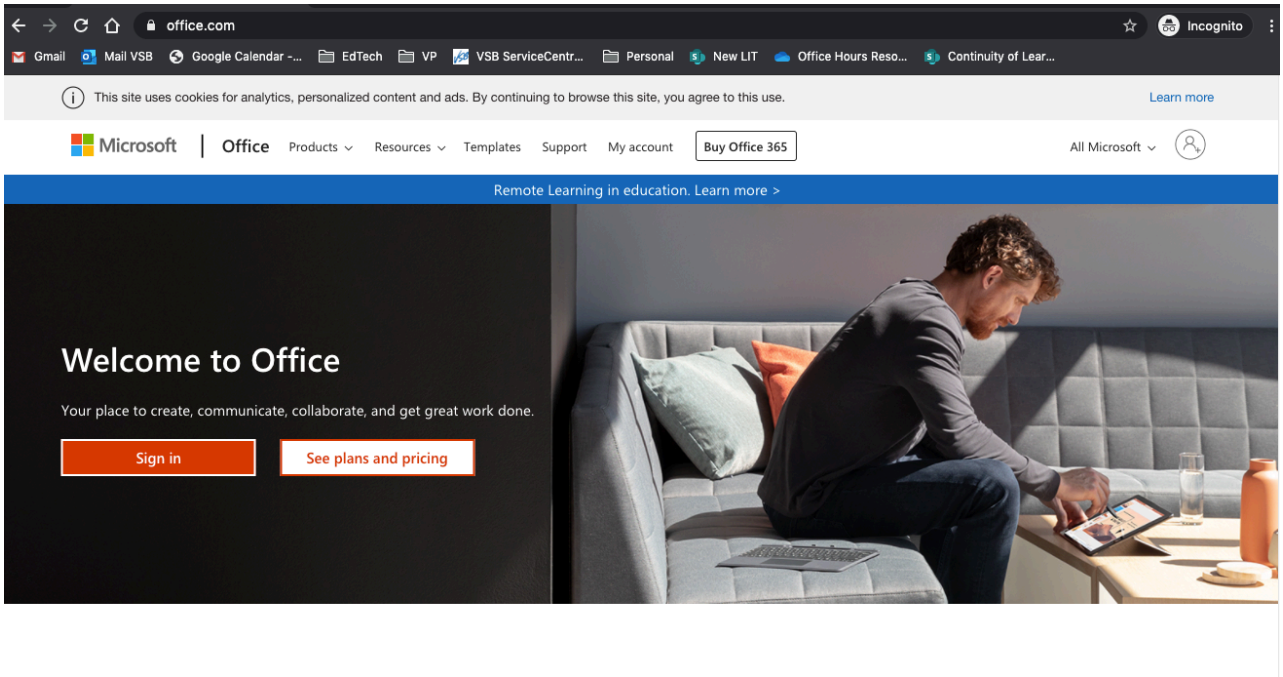
Your Password

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

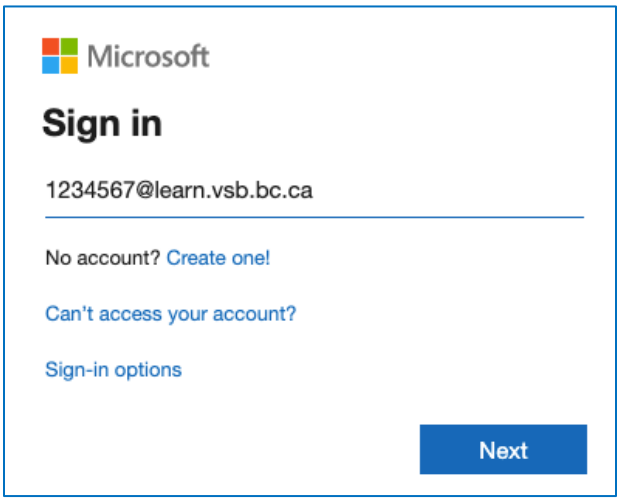
All VSB students have access to Office 365.

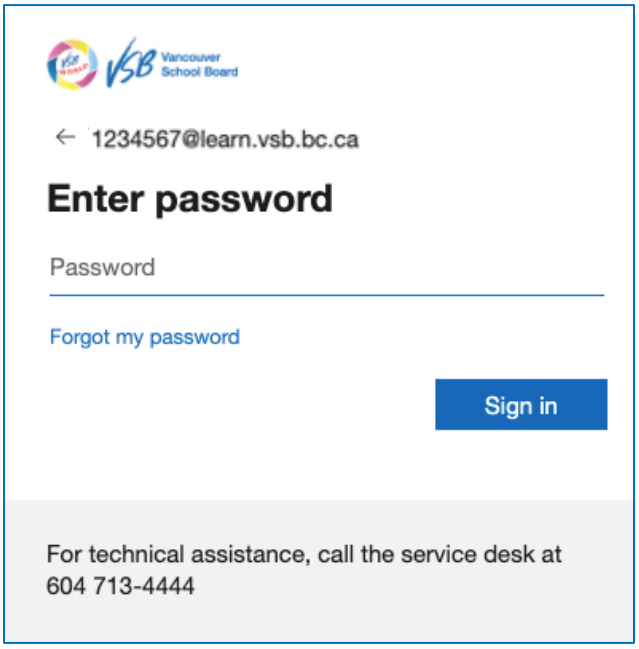
1. Go to: Office.com



2. Sign in with your VSB email address. It is your *studentnumber*@learn.vsb.bc.ca

This will synchronize with the VSB login system.



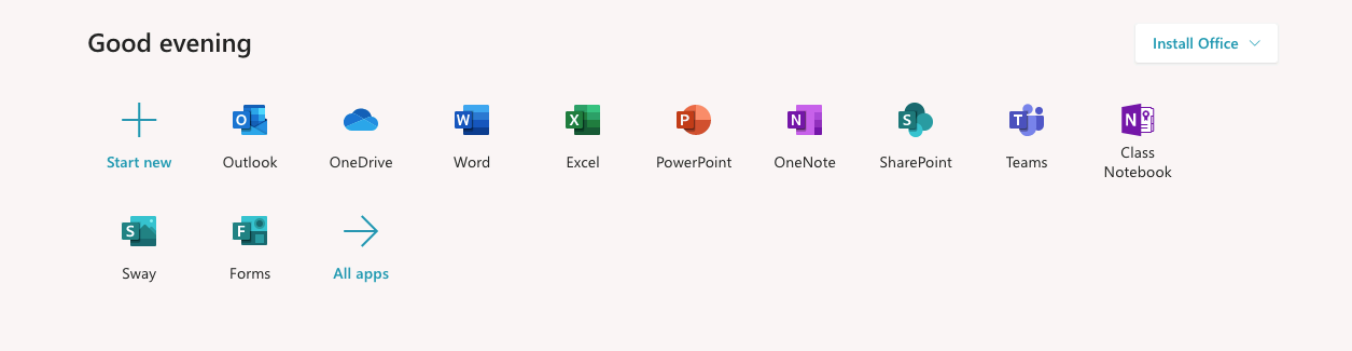


3. Enter your Password – This is the same password you use to log onto school computers. **Default password** for first time users is “student”.

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 studentpass.vsb.bc.ca You will need your PEN and Date of Birth.

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



5. The first application to download is Teams!

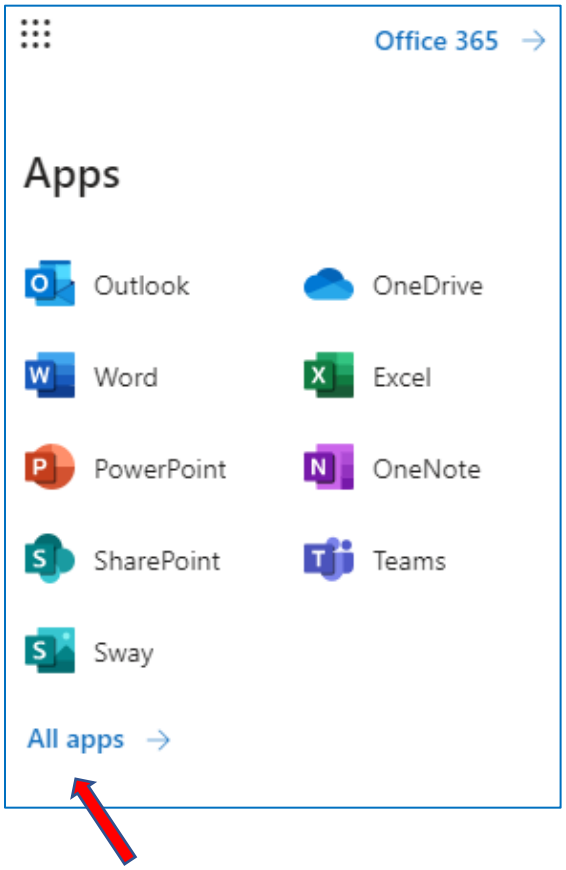
   You are also able to use Teams as a web-based application if your computer allows third-party cookies. Eventually, your teacher will be inviting you to join a MS Teams Classroom.

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.

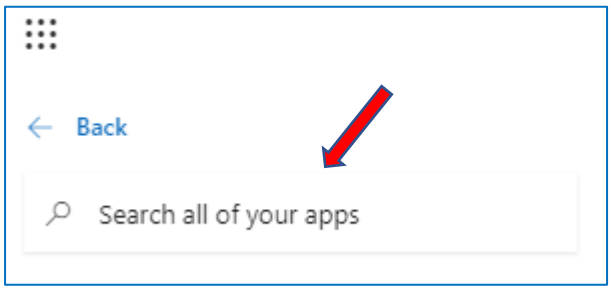
myBluePrint

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



2. If myBluePrint does not appear on the list of apps, click on "All apps".

3. Search for "myBluePrint" in "Search all of your apps".



4. Next time you click on your App Launcher, myBluePrint will appear as one of the apps you use.

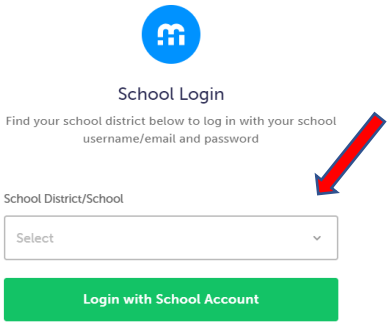
Signing into myBluePrint

There are three ways to sign into myBluePrint.

1. "*sd39*" is the Username/Email
   Password is your Student Number

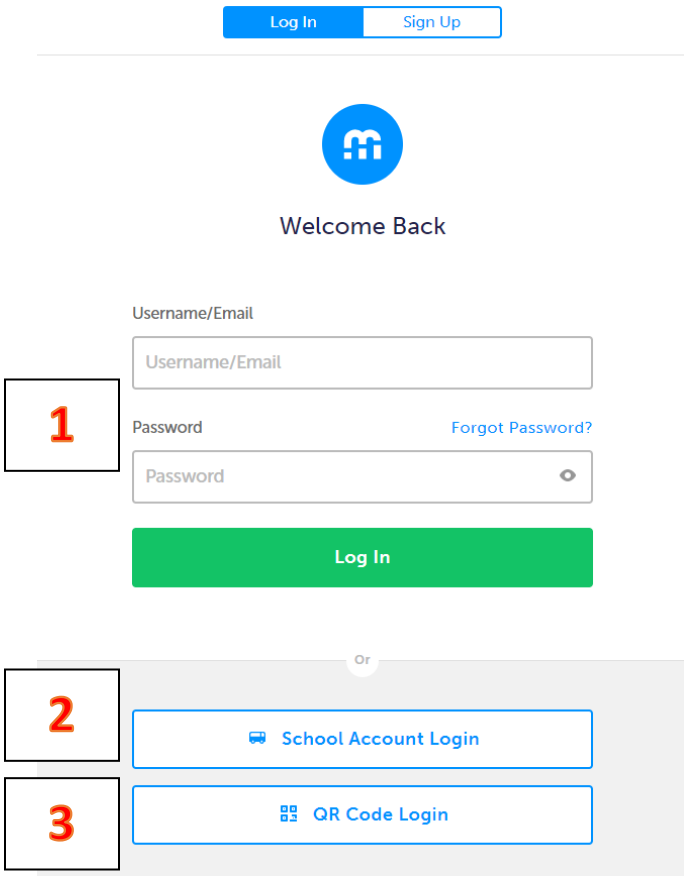
2. Click on *School Account Login*

   Select SD39 from the drop down menu.
   Click on Login with School Account.



   It will then prompt for email address and password.

3. If you have your QR Code, click and scan.

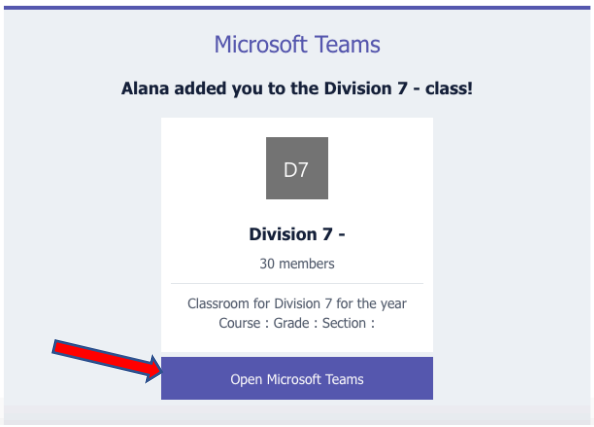


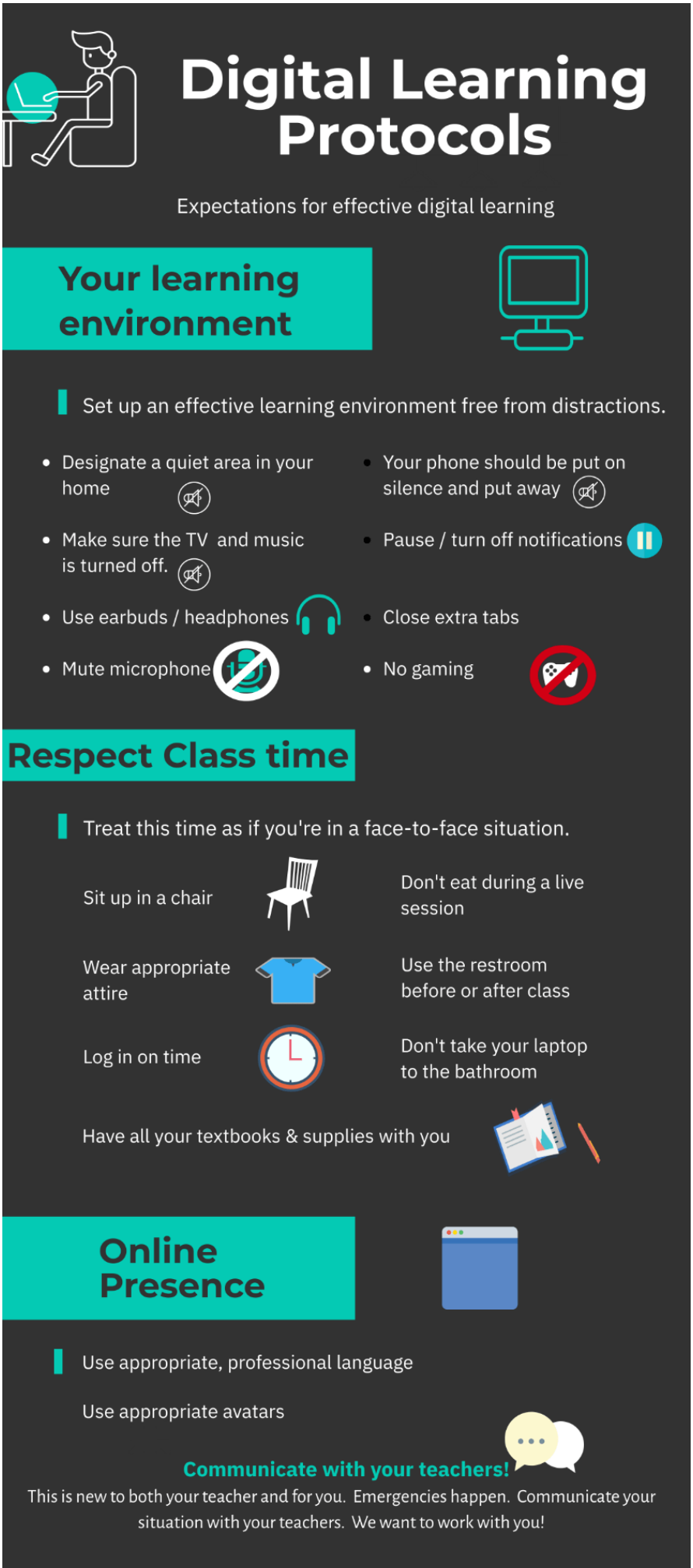
Getting into your MS Teams Classroom

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!





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 vice-principal or your principal.

Print these instructions if you can and keep them handy.

"See" you soon!