Please find below information about how to access class materials for "CLASS NAME" with "TEACHER NAME". We will be using "PLATFORM NAME" for this class.

A Bit About Usernames and Passwords:

You will use the SAME CREDENTIALS to access any of the virtual learning environments your teachers are choosing to use. Your Sudbury Catholic username and password will be in this format:

Username:

First initial, followed by first 6 letters of your last name, followed by the last 4 numbers or your OEN, followed by @sudburycatholicstudents.ca.

For example: Jillian Ospina, OEN 123456789, my username would be JOspina6789@sudburycatholicstudents.ca

Password: Your password does not change. It is the same for the school WiFi, O365 and the vLE (for course selections using Xello).

If you have difficulty logging into your account, you may contact the following individuals:

Grade 7 & 8	robert.pappin@sudburycatholicschools.ca
	christine.guerra@sudburycatholicschools.ca
Grade 9	stephanie.macneil@sudburycatholicschools.ca
Grade 10	james.macneil@sudburycatholicschools.ca
	angela.faught@sudburycatholicschools.ca
Grade 11	sandra.hayden@sudburycatholicschools.ca
	troy.brushett@sudburycatholicschools.ca
Grade 12	kellyanne.lavallee@sudburycatholicschools.ca

How to log into the vLE:

1. Open a web browser (Chrome, Microsoft Edge, Safari, Firefox, etc.) and go to the following URL: **https://srcdsb.elearningontario.ca**

2. Enter your login credentials (username and password explained above)

3. Read the news message and watch the video for a quick orientation to the vLE if this is your first time logging into this platform.

4. Click on your class on the left side of the screen.

NEED HELP? Here's a screencast that will help you log into the vLE: https://screencast-o-matic.com/watch/cYeUFb4hNd

Once you've logged in, go to the News Items and read through those, then go to the **Discussions** and add your answer to the question I put up there.

We will be starting out slowly at first. The main goal right now is that everyone has access to course material.

If you need help or have a question, you can email me through the vLE (there is a mail icon at the top). You can also click on the "classlist" button and click on my name: it will automatically open an email to me).

How to log into MS Teams for the first time:

Username: ex : JOspina6789@sudburycatholicstudents.ca)

Password: Same for O365, vLE, WIFI, Google

1. Open a web browser (Chrome, Microsoft Edge, Safari, Firefox, etc.) and go to the following URL: http://portal.office.com

2. Enter your login credentials

3. Click on Teams

4. Click on join a team (top left) and enter the code provided by your teacher

NEED HELP? Here's a screencast that will walk you through how to log in and join your MS Team: https://screencast-o-matic.com/watch/cYfeYq4MWM

How to log into Google for the first time:

Username: (ex: JOspina6789@sudburycatholicstudents.ca)
1. **Password:** Same for O365, vLE, WIFI, Google
2. Connect to the following URL: https://drive.google.com/a/sudburycdsb.ca
3. Log in using the username and password provided (see above)
4. Click on the top left of the screen (9 dots) and go to Classroom
5. If you don't already see your Google Classroom, click on the **plus sign** (top right) and then enter the class code provided by your teacher

After you have logged into your Google for the first time, you can choose to use the URL above to access your account, or log into gmail using the following email address:

Same username as above @SudburyCDSB.ca (ex: ospinaj6789@sudburycdsb.ca)

NEED HELP? Here's a screencast that will walk you through how to log in and join your Google Classroom: https://screencast-o-matic.com/watch/cYfeYG4LIZ