



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD



Student Orientation Guide Summer School 2017

Welcome to ALCDSB Summer School. This orientation guides you through the navigation and features of your online course. This document will cover five major topics:

1. System Requirements
2. Logging into your Course
3. Navigating the Online Course
4. Course Tools
5. Contacting Your Teacher and Technical Assistance

1. System Requirements (Internet Browser)

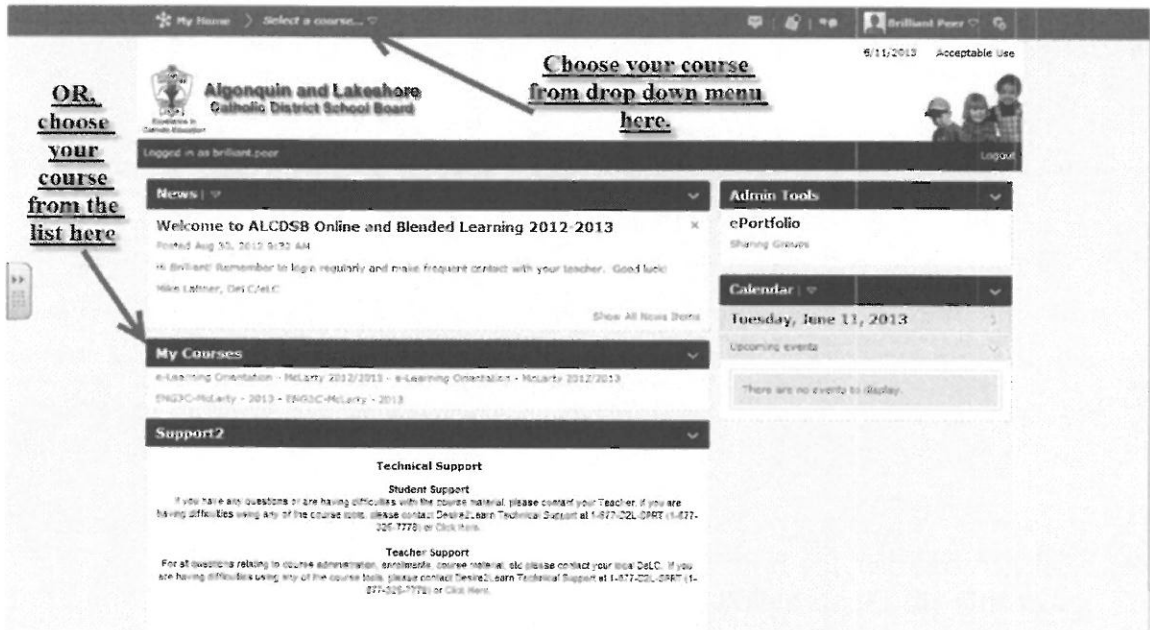
- The online course works best with Firefox or Google Chrome. We do not recommend using Internet Explorer.
- Some teachers use videos, so having the up-to date Adobe Flash player is a good idea.
- Access to Microsoft Word, Google Docs or Open Office for typing documents and assignments.

2. Logging into Your Online Course

- The ALCDSB online courses can be found at: <http://my.alcdsb.on.ca>.
- You will be prompted to login in with your ALCDSB board credentials user@alcdsb.on.ca
- If you are not from the ALCDSB, you should log into your own school board online D2L site and use the “My courses from other “orgs” widget.

3. Navigating the Online Course

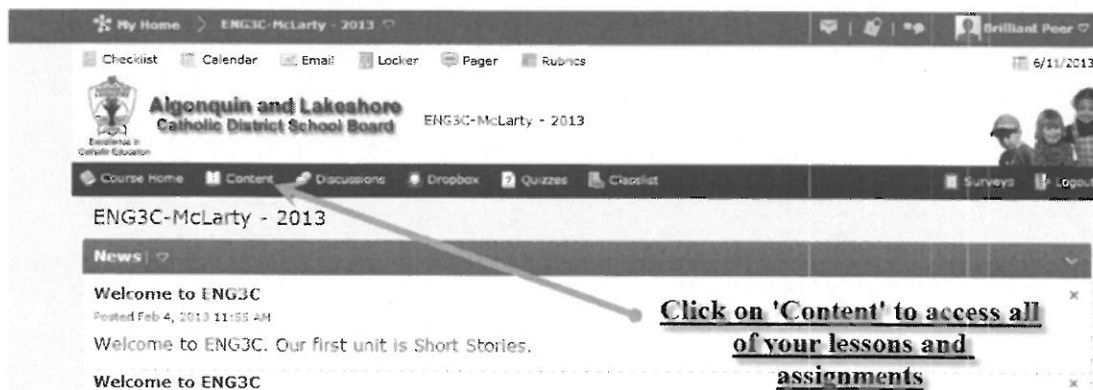
- When you first Login you are in “My Home” and you will see ALCDSB News and a list of the classes in which you are enrolled under **My Courses**. To get into your course, you must click on your course and you will be taken to the **Course Home** page.



5. Course Tools

On the **Course Home** page, there are a number of tools that will help you to access your course materials and allow you to communicate with your teacher and classmates.

- Accessing Your Lessons and Assignments** – Use the “Content” link to access all of your course material associated with your summer school course. You can also reach course content using the **Content Browser**. You will find all of your lessons and assignments within the course content section.



Once in the Content Section, you will see your units and your lessons displayed.

Units will be displayed here.

Additional information about the course may be displayed here too, such as "Student Information"

Lessons for each unit are listed once you click on the Unit. Start from the top and move down.

b) **News** – your teacher will communicate important messages to the class using the news tool. You should always read the news items posted by your teacher.

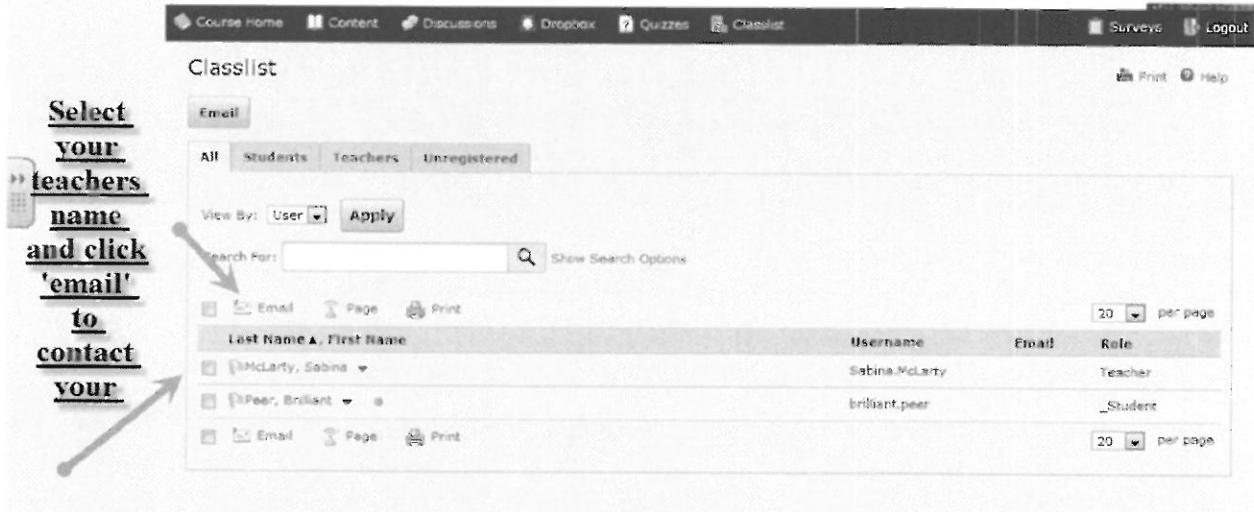
Announcements from your teacher will be displayed under "News"

c) **Other Course Tools (that may be available, depending on the course)**

- Discussions** – read and add to the discussion as directed by your teacher
- Quizzes** – your teachers will advise you when to complete each quiz
- Classlist** – this is a directory of names of your teacher and classmates; a green dot beside the name indicates that the user is currently online; use this to email your teacher or classmates
- Surveys** – this tool can be used by your teacher to collect information or student feedback
- Email** – There is an internal email that you can use to contact your teacher if you have questions or need help. You can email your teacher by clicking on Class List, and click your teacher's name.

6. Requesting Help

If you are having difficulties with the course material, contact your teacher by using email.



The screenshot shows the Blackboard Classlist interface. At the top, there is a navigation bar with links for Course Home, Content, Discussions, Dropbox, Quizzes, and Classlist. On the right, there are links for Surveys and Logout. Below the navigation bar, the page title is "Classlist" with "Print" and "Help" options. A tab labeled "Email" is selected. Underneath, there are tabs for "All", "Students", "Teachers", and "Unregistered". A "View By" dropdown is set to "User" with an "Apply" button. A search bar is present with a "Search For:" label and a "Show Search Options" link. Below the search bar, there are icons for Email, Page, and Print. A table lists users with columns for "Last Name ▲, First Name", "Username", "Email", and "Role". The table contains two entries: Sabina McLarty (Teacher) and Brilliant.pear (_Student). At the bottom of the table, there are icons for Email, Page, and Print, and a "20 per page" indicator. On the left side of the screenshot, there is a text box with the instruction: "Select your teachers name and click 'email' to contact your". Two arrows point from this text to the "Email" icon above the table and the "Email" icon below the table.

** If you have any issues logging into your course please contact Mr. Delisle at delichri@alcdsb.on.ca .