Parent and Student Guide
For
Accessing ALCDSB Learning Platforms
How to access the ALCDSB Virtual Commons (VC)

The Virtual Commons is our student and teacher landing page. This site was designed to provide students with quick access to all their digital tools through single sign-on process. Your son or daughter should only need one account to access ministry and board procure resources. *(Account information can be obtained from your school principal)*

How does a student access their Virtual Commons?

**Android and Apple**
- Go to iTunes or Google Play store and download the Google Chrome browser
- Type my.alcdsb.on.ca into the address bar. **Do not search for it**!
- Add this site to your favorites and consider adding to your home screen

**Mac or PC**
- Download the Google Chrome browser to your computer or laptop
- Type my.alcdsb.on.ca into the address bar. **Do not search for it**!
- Add this site to your bookmarks or favorites bar
- Choose remember user name and password if you are the sole user of device

Although all browsers may be used to access the Virtual Commons we recommend using the Chrome browser for the best experience.
As part of our elearning strategy ALCDSB will continue to provide access to the Brightspace (D2L) Learning Management System. Students will find their courses through the “My Courses” widget located at the bottom of their Virtual Commons. Students will need to login into the Virtual Commons to access course content from their teacher. (Please see instruction for accessing the Virtual Commons on the previous page)

Parents and students can place a helpdesk ticket if they are having any difficulty accessing any of our educational tools. The helpdesk icon appears on the student apps section of the Virtual Commons.
Accessing FreshGrade from Home for Remote Learning! A Parent Guide

In an effort to maintain instruction and curriculum delivery from a remote setting, your child will be able to access FreshGrade as a means of sharing learning. This infographic can be used to assist in accessing FreshGrade from home. As your child will be sharing work that is completed at home, you will need to access FreshGrade through the Student app/program, as the Parent app is only for viewing and commenting on work.

There are three(!) ways to access FreshGrade for Students:

<table>
<thead>
<tr>
<th>On Mobile Device or Tablet</th>
<th>From a PC using ALCDSB my.alcdsb.on.ca</th>
<th>From a PC visiting <a href="https://freshgrade.com/freshgrade-classic/">https://freshgrade.com/freshgrade-classic/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1. Download the FreshGrade for Students app from your app store (app is Green)</td>
<td>Step 1. Navigate to my.alcdsb.on.ca and login with your child’s username and password (this is available from your school if unknown)</td>
<td>Step 1. Navigate to <a href="https://freshgrade.com/freshgrade-classic/">https://freshgrade.com/freshgrade-classic/</a> and select the Log in button in the top right of the screen. (Select FreshGrade Classic if prompted!)</td>
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<tr>
<td>Step 2. Open up the App on your mobile device or tablet</td>
<td>Step 2. From your child’s Virtual Commons, select the “FreshGrade” Icon (once you complete the following steps once, your child will login automatically from this point!)</td>
<td>Step 2. Select “I would like to log in as a” ... Student!</td>
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</table>
Step 3. (This is the same for all three login types)

For all three logins, select “I Have an Account” listed below the other options (This is highlighted in Blue)

Step 4. (This is the same for all three login types)

Select “Go to District Account Log In” (This is also highlighted in blue)

Step 4. (this is the same for all login types)

Search for our District Name (Algonquin and Lakeshore CDSB) This should show up after the first couple of letters.

Select this option!

Step 5. (This is the same for all login types) Enter your child’s username and password. Select “Sign in”
Step 6.

You’re in!

From here you’ll be able to access and share content with your child’s teacher!