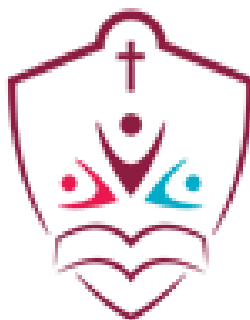


**Parent and Student Guide**  
**For**  
**Accessing ALCDSB**  
**Learning Platforms**





## 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 child should only need one account to access ministry and board 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.alcgsb.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.alcgsb.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



As part of our remote learning 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*)



ALCDSB offers all students the complete suite of Microsoft educational products. Parents or guardians should know that each student can download up to 5 copies of Microsoft Office to install on their personal devices. This license can also be applied to family members as well. The software is available for download on the Office 365 homepage which can be accessed from the ALCDSB Virtual commons.





All synchronous learning will take place in the Brightspace or Microsoft Teams environments. Parents, guardians and students can request technical assistance by emailing [help@alcdsb.on.ca](mailto:help@alcdsb.on.ca). Students can also request assistance through our service desk app found on the Virtual Commons by using their account credentials.