



Dear Student,

Welcome to Module 5 at Thomas Merton Oakville located at 255 Morden Rd. Our Module 5 classes begin on Monday March 22, 2021 through to Thursday May 13, 2021. Morning Classes run from 8:20 a.m. – 11:53 am and afternoon classes run from 12:25 pm – 3:58 pm.

Our learning delivery system for Module 5 remains unchanged from Module 4. Courses will be delivered in a blended/hybrid format which combines face-to-face learning and virtual/on-line learning in a synchronous environment, meaning that teaching and learning will occur in real time.

Students enrolled in courses with Thomas Merton in Module 5 will be able to take those courses in either a face-to-face format in a physical classroom or take the courses virtually away from the school through the use of a computer. The face-to-face and virtual courses will be conducted in real time (synchronously) with each group receiving the same amount of instruction at the same time.

Students who have chosen to take their courses virtually will be using the Brightspace (D2L) Learning Management System that will contain information and resources relating to their course of study. The synchronous learning environment will be established through the Microsoft Teams communications platform.

Students that have chosen to take their courses in a face-to-face format will be using Brightspace (D2L) and may also be using Microsoft Teams especially in the case where some of their classmates are engaging with the course remotely. So, in essence, whether students are engaging their courses face-to-face or virtually, they will be using Brightspace (D2L) and/or Microsoft Teams in their learning.

For some students that are new to the Halton Catholic District School Board and Thomas Merton and who may have registered close to the start of Module 5, there is the possibility that their Office 365 account (e-mail) which they will need to access D2L and Microsoft Teams may not be available to them on the first day of Module 5 and for the first few days thereafter. In this event, their teachers will be providing them with the materials and resources they will need through their personal e-mail contact information, that they supplied at the time of their registration, so that they will not fall behind while waiting for their Office 365 e-mail account.

Should students encounter any problems or difficulty connecting with their courses, their teacher contact information is available in the table below for any required assistance.

<b>COURSE</b>	<b>TEACHER</b>	<b>CONTACT INFORMATION</b>
ENG4C1-03	Morales	moralesc@staff.hcdsb.org
ENG4U1-02	Mannarino	mannarinoa@hcdsb.org
GLN4O1-01	Babic	babica2@staff.hcdsb.org
HHS4U1-01	Saxton	saxtons@staff.hcdsb.org
MCF3M1-01	Cimera	cimerae@staff.hcdsb.org
MDM4M1-01	Virido	viridop@staff.hcdsb.org
NBE3C1-01	Kendry	kendryla@staff.hcdsb.org
NGC4OA/OP-05	McLean	mcleana2@staff.hcdsb.org
NGC4OA/OP-11	Blundy	blundyc@staff.hcdsb.org
SBI3C1-01	Staboon	staboonb@staff.hcdsb.org
SCH4U1-01	Shirton	shirtonj@staff.hcdsb.org

## Logging on for Students Taking Courses Virtually

Students who are taking their course virtually will be accessing the Microsoft Teams communication platform through Brightspace (D2L). Therefore, logging onto Microsoft Teams is a two step process.

**Please note, Google Chrome and Mozilla Firefox web browsers are strongly recommended. Older versions of Internet Explorer are not supported by D2L.**

### Step 1: Logging into Brightspace (D2L)

To log into Brightspace (D2L), students need to use their Office 365 e-mail that was issued upon registration with the Halton Catholic District School Board. The login account format is:

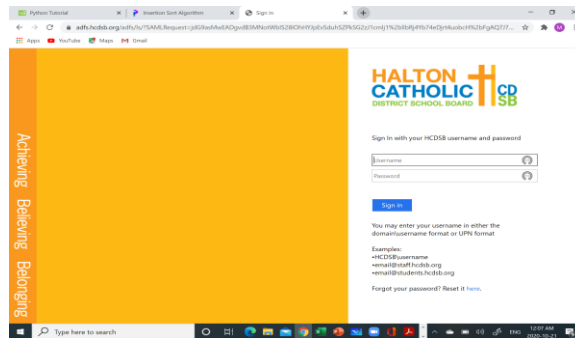
[firstname.lastname.3digits@students.hcdsb.org](mailto:firstname.lastname.3digits@students.hcdsb.org).

This is what students will use to log into Brightspace (D2L) plus their password. This is the same password students use to log into their school account.

To log onto Brightspace (D2L), you can use one of two methods:

#### Method 1:

- Go to <https://hcdsb.elearningontario.ca/d2l/home>



- Enter your Office 365 e-mail and password, for example:


**Username:** [John.Smith.000@students.hcdsb.org](mailto:John.Smith.000@students.hcdsb.org)

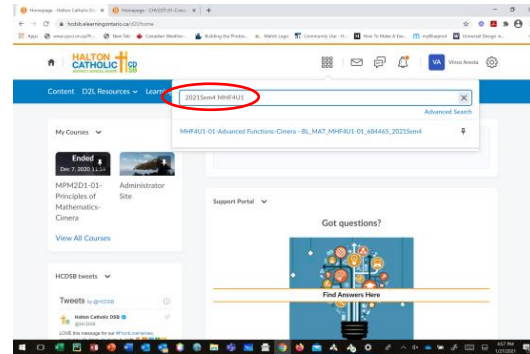
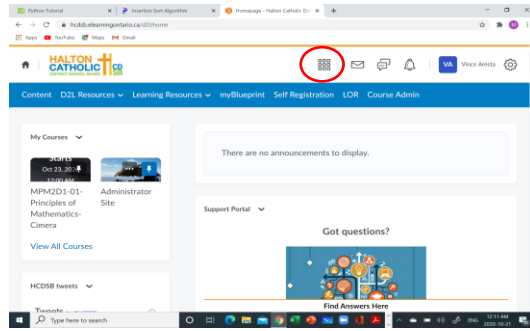
**Password:** 123456000 (The last 3 characters of the password are in the email)

If you do not know your Office 365 e-mail and password, you can get this information from your classroom teacher from the contact information above on the first day of classes.

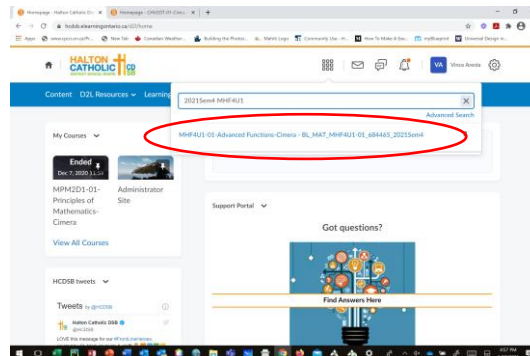
**If your Office 365 e-mail and password are not available for you yet, your teacher will be providing you with resources and materials that you will need for the first few days until you receive your Office 365 e-mail and password.**

- If you lose or forget your password, you can get your password reset through HCDSB Help Desk. Ask your teacher how to get the process started.
- To update your password, visit <https://adfs.hcdsb.org/adfs/portal/updatepassword/>

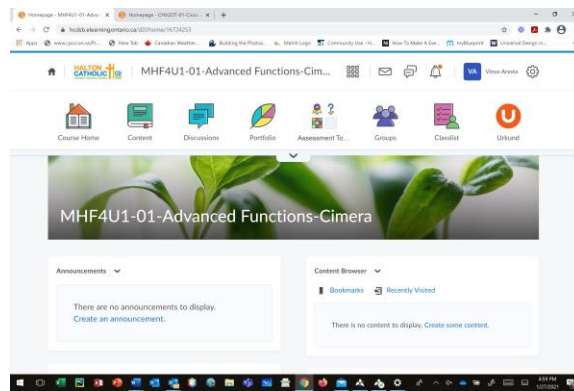
- To find your Module 5 course, click on the waffle  and search “2021Sem4 [your course code]” (e.g. 2021Sem4 MPM2D1).



- Locate your course by referencing the course code and click on it. This will take you to your Brightspace (D2L) home page.



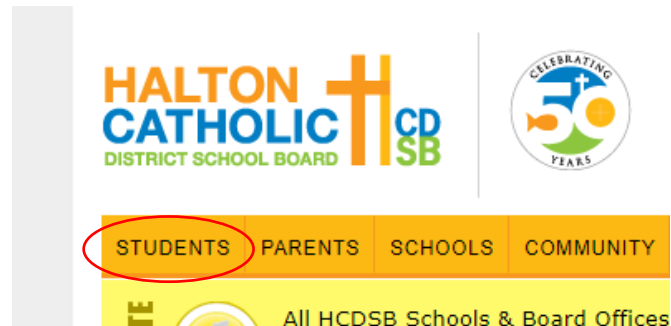
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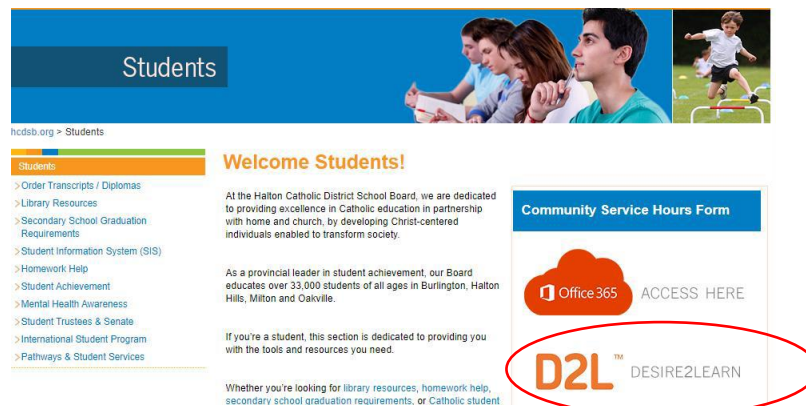
- Remember your course will not be visible until the first day of Module 5.

## Method 2:

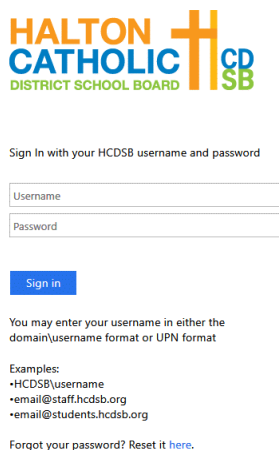
- Go to [www.hcdsb.org](http://www.hcdsb.org)
- You will see “Students” in the top left-hand corner of the Main Board website. Click on it to enter the page.



- You will arrive on the following page where you have the option to sign into D2L.



- When you try to access **D2L** from a home computer, you will see the following screen appear:




- Sign in using the Office 365 email and password provided by the teacher, for example:

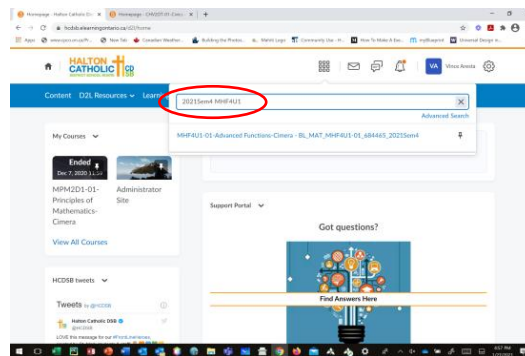
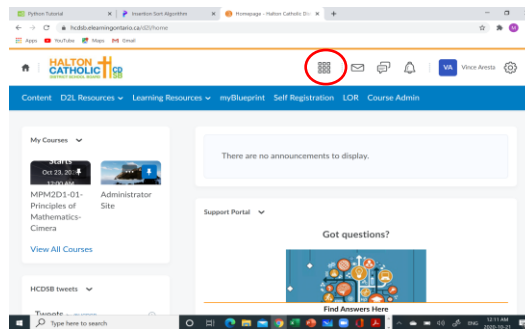
**Username:** [John.Smith.000@students.hcdsb.org](mailto:John.Smith.000@students.hcdsb.org)

**Password:** 123456000 (The last 3 characters of the password are in the email)

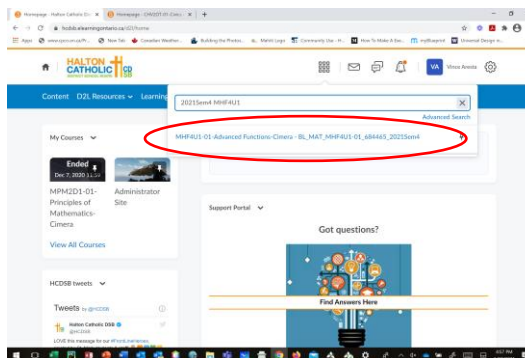
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**If your Office 365 e-mail and password are not available for you yet, your teacher will be providing you with resources and materials that you will need for the first few days until you receive you Office 365 e-mail and password.**

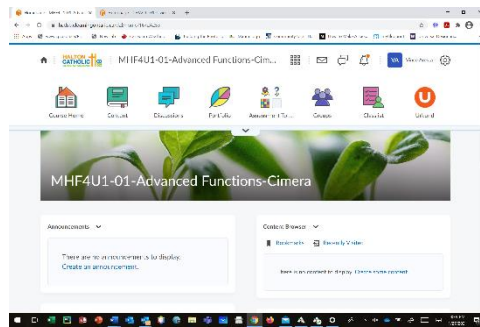
- If you lose or forget your password, you can get your password reset through HCDSB Help Desk. Ask your teacher how to get the process started.
- To update your password, visit <https://adfs.hcdsb.org/adfs/portal/updatepassword/>
- To find your Module 5 course, click on the waffle  and search “2021Sem4 [your course code]” (e.g. 2021Sem3 MPM2D1).



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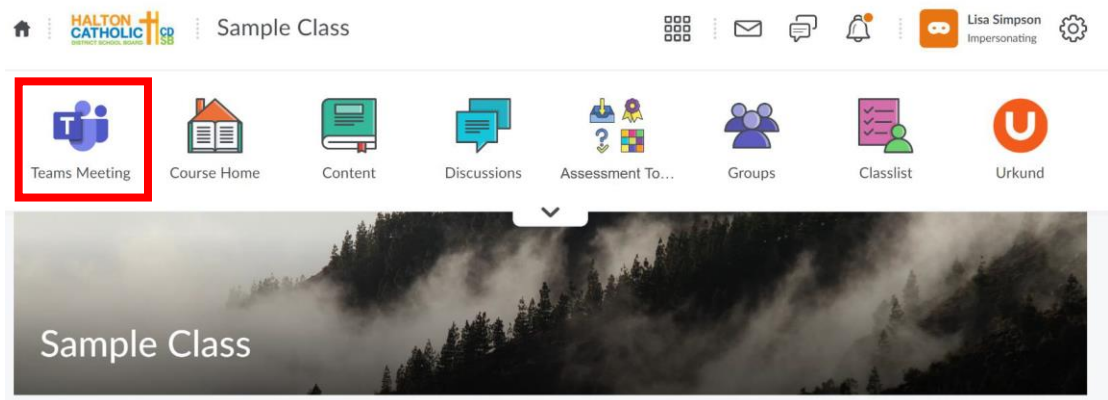


- Remember your course will not be visible until the first day of Module 5.

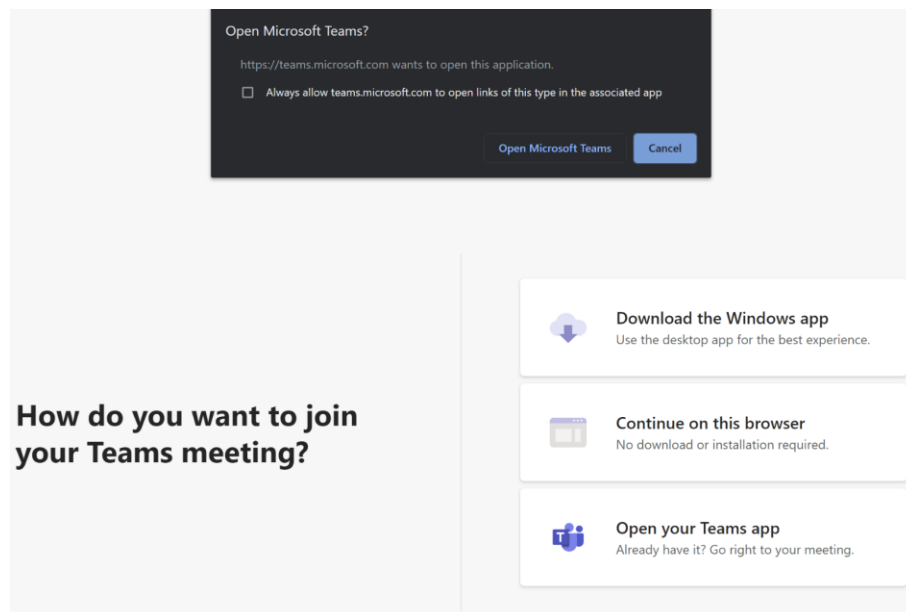
## Step 2: Logging into Microsoft Teams

To log into Microsoft Teams:

- Once you have signed into D2L, you will see a Navbar with different icons at the top of the page. When accessing the Teams meeting, you want to click on the Teams meeting link icon similar to the one below:



- After you click on the Teams meeting link icon, another web browser tab will open with the following information:

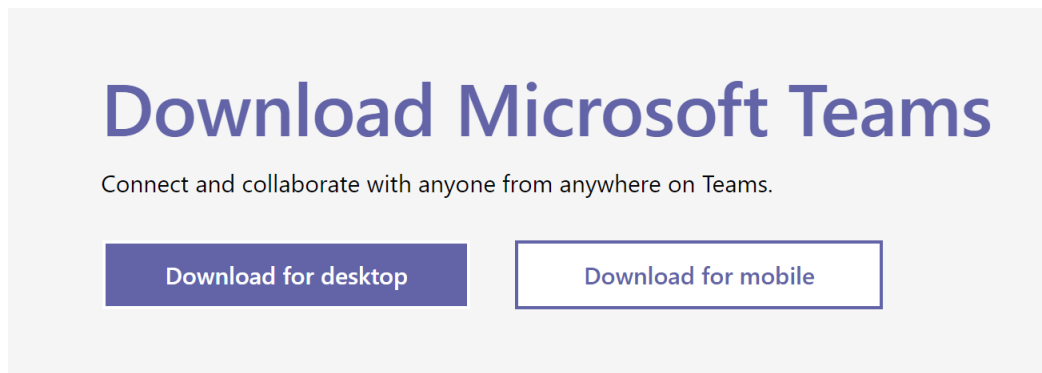


- You can either continue using the web browser to access the Teams meeting or switch over to the Microsoft Teams App. For the best experience, it is recommended to use the Microsoft Teams App if possible.

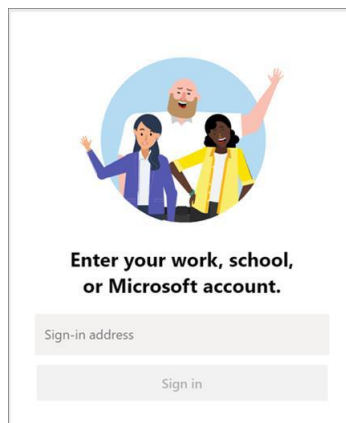
## How to Install the Microsoft Teams App

- If you do not have the Microsoft Teams App installed on your device, click on the following link to download it:

<https://products.office.com/en-ca/microsoft-teams/download-app>



- Click **“Download for desktop”** then download and run the Microsoft Teams installation program. You should not need to change any of the settings or press any buttons. You can also download the Microsoft Teams App on your mobile device.
- Once installation has finished, the following window will appear. Enter your HCDSB Office 365 email address in the field (i.e. John.Smith.000@students.hcdsb.org) and click **“Sign in”**.



- You will notice another window appear prompting for your HCDSB Office 365 password. Enter your password and click **“Sign In”**.



Sign in with your HCDSB username and password

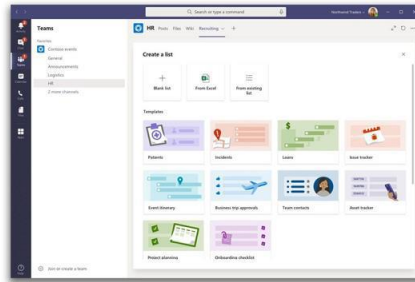
Username   
Password

You may enter your username in either the domain\username format or UPN format

Examples:  
-HCDSBusername  
-email@halton.org  
-email@students.hcdsb.org

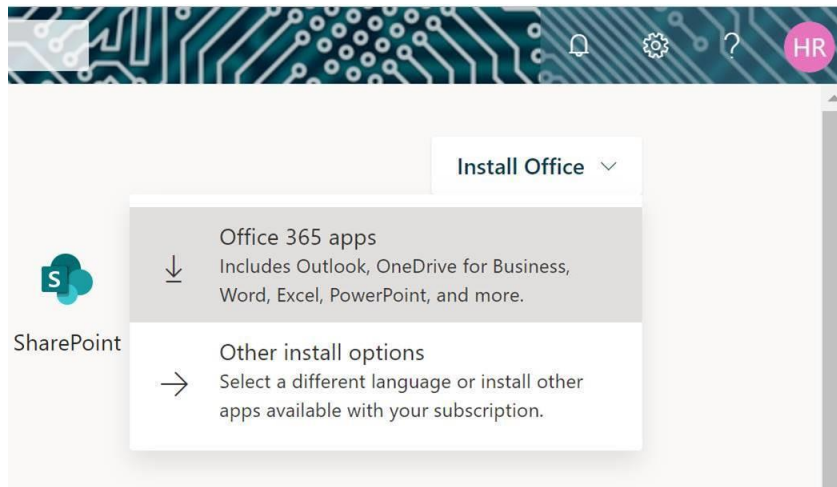
Forgot your password? [Reset it here.](#)

- The Microsoft Teams App will then load on your device.



## Office 365 Home Install Instructions

- Every student in the board receives 5 downloads of Office 365 for Mac and/or PC!
- All you need to do is go and sign into Office 365 using your HCDSB Office 365 email address. Example: john.smith.000@students.hcdsb.org.
- Once you are logged into Office 365, in the top right corner you will see this box:



- Click on the drop down and select “Office 365 apps”. You can then download, run the installer and you are good to go!

### PLEASE NOTE:

- Please note that your course will not be available until the first day of summer school, but you will be able to log onto Brightspace (D2L).
- You may wish to view video tutorials on the Brightspace channel on Youtube:  
<https://www.youtube.com/channel/UCLsXdOzKAFOCZjXav1aCRQ>
- Another useful resource from Brightspace is: <https://tinyurl.com/yavkpy36>