

Dear Student,

Welcome to Module 1 at Thomas Merton Oakville located at 255 Morden Rd. Our Module 1 classes begin on Tuesday, September 7, 2021 through to Friday, October 22, 2021. Morning classes run from 8:20 a.m. – 11:53 am and afternoon classes run from 12:25 pm – 3:58 pm.

Classes will be delivered in a blended/hybrid format which combines face-to-face learning and remote/on-line learning in a synchronous environment. The face-to-face and remote classes will be conducted in real time (synchronously) with each group receiving the same instruction at the same time.

Teachers will use a variety of tools and strategies to support both face-to-face and remote learners. You will be using the Brightspace (D2L) Learning Management System that will contain information and resources relating to your classes as well as Microsoft Teams to support synchronous learning components. Please see the attachments for information regarding logging in and technical support.

Please complete this survey to indicate your mode of instruction: Fully Remote **OR** Face-to-Face:  
<https://forms.gle/CCfNGcXJKTbUumCR9>

If you are new to the Halton Catholic District School Board and to the Thomas Merton Centre, there is a possibility that your Office 365 account, which you will need to access D2L and Microsoft Teams, may not be available to you on the first day of Module 1. In this event, your teachers will be providing you with the materials and resources you will need through your personal e-mail address that you provided at the time of your registration.

As you know, the Ministry of Education has directed all schools to implement daily confirmation of COVID-19 self-screening for all students attending school **in person**. You are asked to complete the [COVID-19 School Screening Tool](#) before leaving home for school each day.

<https://covid-19.ontario.ca/school-screening/>

Confirmation of the daily screening must be shown to a staff member at the front door prior to entering the school in one of the following formats:

- Show “pass” confirmation including the current date on a personal device;
- Show printed copy of the screening tool indicating the current date and a “pass”; OR
- Complete Confirmation of Daily COVID-19 Student Screening on paper (the office can provide these).

Should you encounter any problems or difficulty connecting with your courses, teacher contact information is available in the table below for any required assistance. All the best for a successful module!

COURSE	TEACHER	CONTACT INFORMATION
ELS2O1-01	Babic	babica2@hcdsb.org
GLS4O1-01	Provost	provostl@hcdsb.org
MBF3C1-01	Cimera	cimerae@hcdsb.org
MFM2P/MEL3E	Staboon	staboonb@hcdsb.org
NBE3C1-01	Kendry	kendryla@hcdsb.org
NBE3U1-01	Mannarino	mannarinoa@hcdsb.org
NDG4M1-01/02	lozzo	iozzob@hcdsb.org
NGC4OA-01	McLean	mcleana2@hcdsb.org
NGC4OA-02	Blundy	blundyc@hcdsb.org
MFM2P/MEL3E	Staboon	staboonb@staff.hcdsb.org
SNC4M1-01	Shirton	shirtonj@hcdsb.org

## Logging on for Students taking Courses Remotely

Students who are taking their course remotely 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:

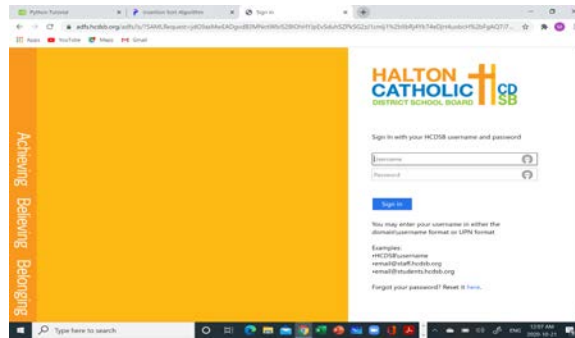
[firstname.lastname.3digits@students.hcdsb.org](mailto:firstname.lastname.3digits@students.hcdsb.org).

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:

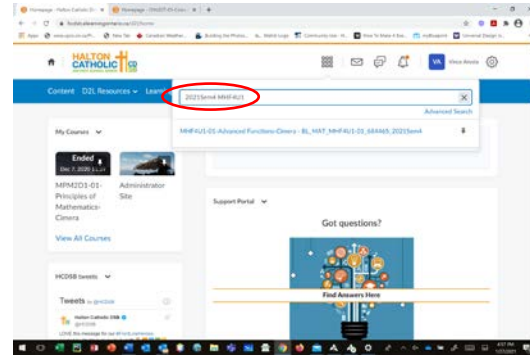
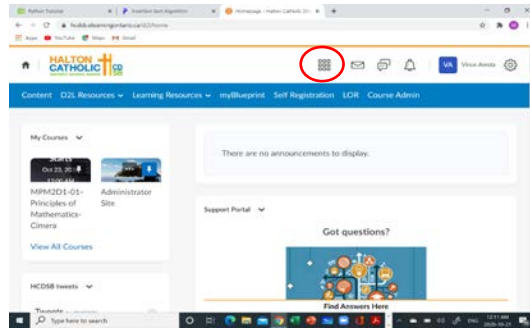
**Username:** [John.Smith.000@students.hcdsb.org](mailto:John.Smith.000@students.hcdsb.org)

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

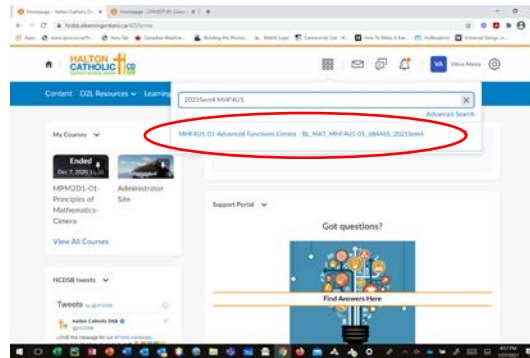
If you do not know your Office 365 e-mail and password, you can get this information from your classroom teacher from the contact information above on the first day of classes.

**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 until you receive you Office 365 e-mail and password.**

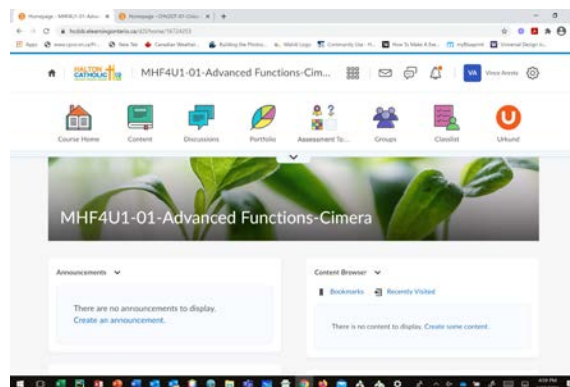
- If you lose or forget your password, you can get your password reset through HCDSB Help Desk. Ask your teacher how to get the process started.
- To update your password, visit <https://adfs.hcdsb.org/adfs/portal/updatepassword/>
- To find your course, click on the waffle  and search “2122 [your course code]” (e.g. 2122 MPM2D1).



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



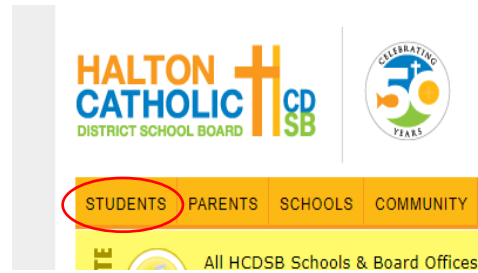
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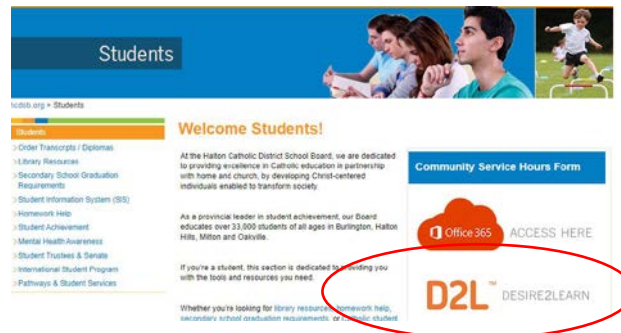
- Note that your course will not be visible until the first day of the module.

## Method 2:

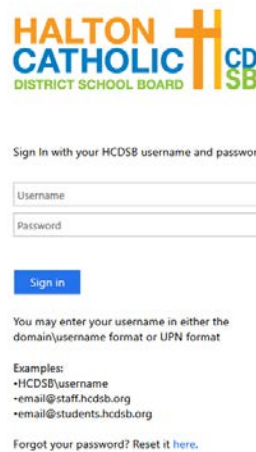
- Go to [www.hcdsb.org](http://www.hcdsb.org)
- You will see “Students” in the top left-hand corner of the Main Board website. Click on it to enter the page.



- 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:



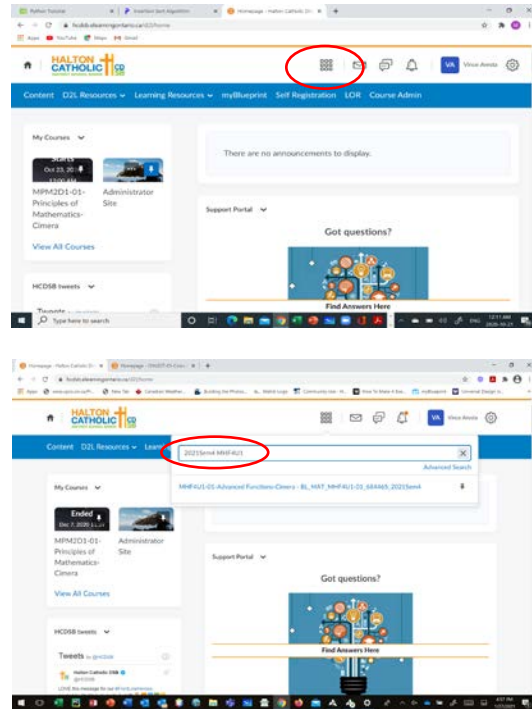
- Sign in using the Office 365 email and password provided by the teacher, for example:  
**Username:** [John.Smith.000@students.hcdsb.org](mailto:John.Smith.000@students.hcdsb.org)  
**Password:** 123456000 (The last 3 characters of the password are in the email)

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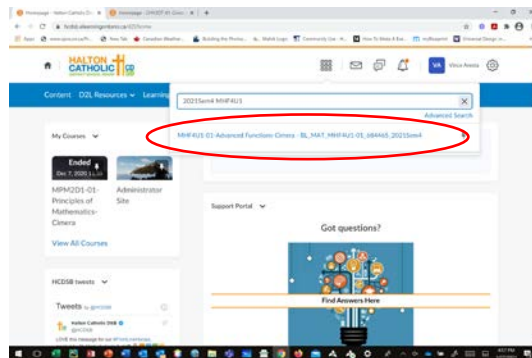
**If your Office 365 e-mail and password are not available for you yet, your teacher will be providing you with resources and materials that you will need for the first few days until you receive you Office 365 e-mail and password.**

- 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/>

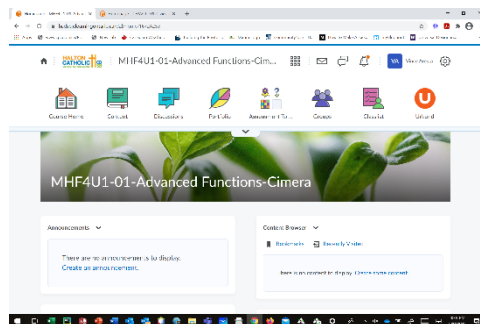
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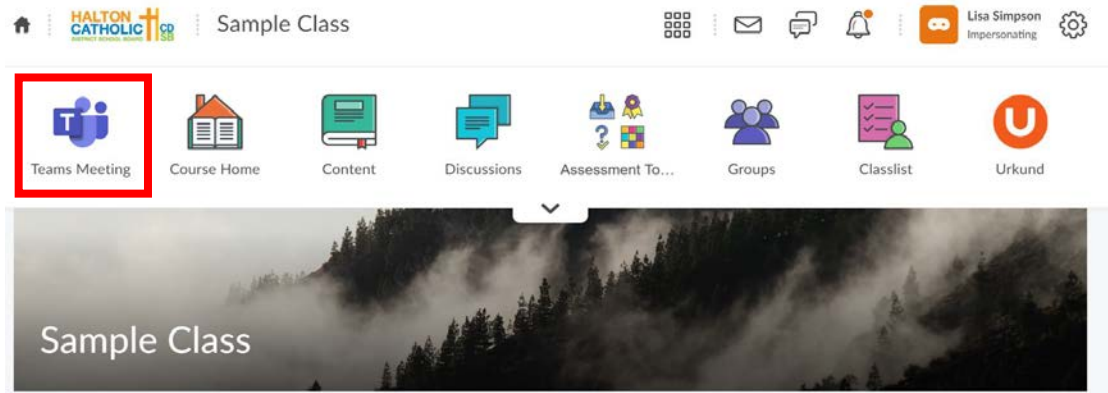


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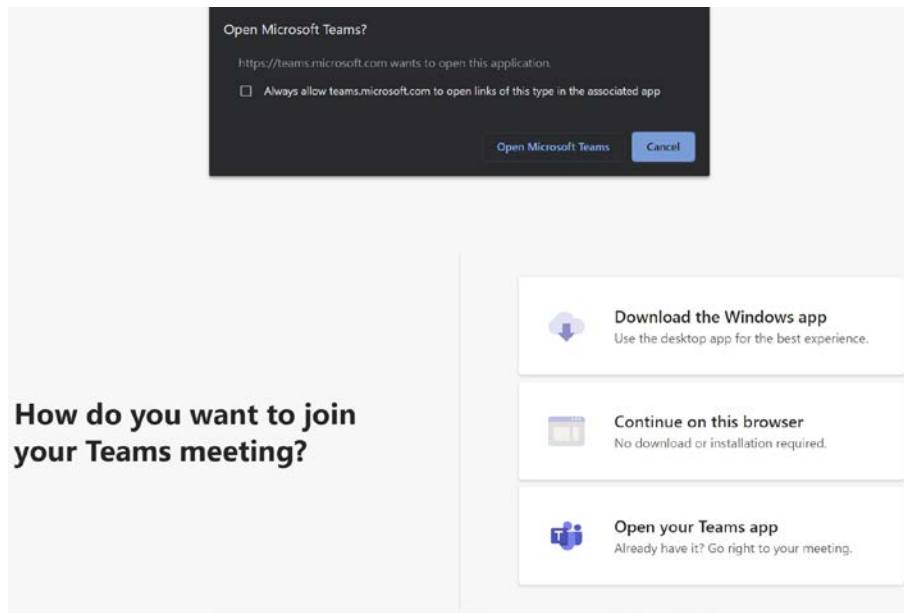
## Step 2: Logging into Microsoft Teams

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>

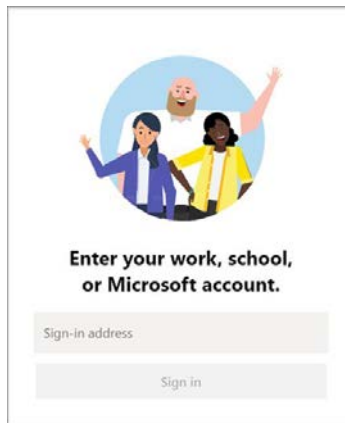
# Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

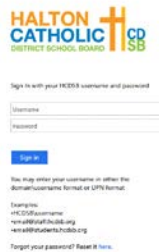
Download for desktop

Download for mobile

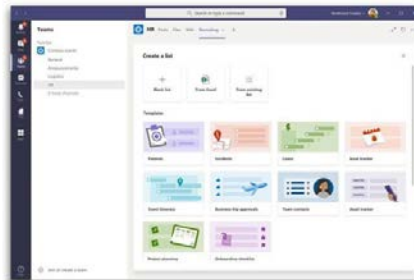
- Click **“Download for desktop”** then download and run the Microsoft Teams installation program. You should not need to change any of the settings or press any buttons. You can also download the Microsoft Teams App on your mobile device.
- Once installation has finished, the following window will appear. 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”**.

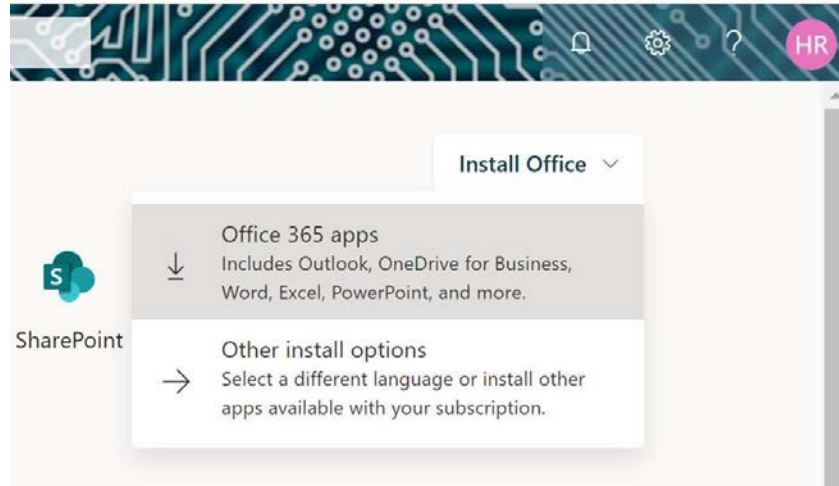


- The Microsoft Teams App will then load on your device. You can also check the **calendar** in the Teams App for any invitations to Teams Meetings.



## 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 can see a variety of supports under “Resources” on the homepage.
- You may wish to view video tutorials on the Brightspace channel on Youtube:  
<https://www.youtube.com/channel/UCL5xTdOzKAFOCzjXav1aCRQ>
- Another useful resource from Brightspace is: <https://tinyurl.com/yavkpy36>