

Virtual Learning in HWCDSB (Elementary)

Within HWCDSB, the myClass learning management system and Microsoft Teams are used to support online learning. Students will access their Class myClass page each day to access the classroom announcements, the agenda of learning for the day, their daily learning activities, their assignments, and the link to their virtual class meeting.

How to Access Online Classes

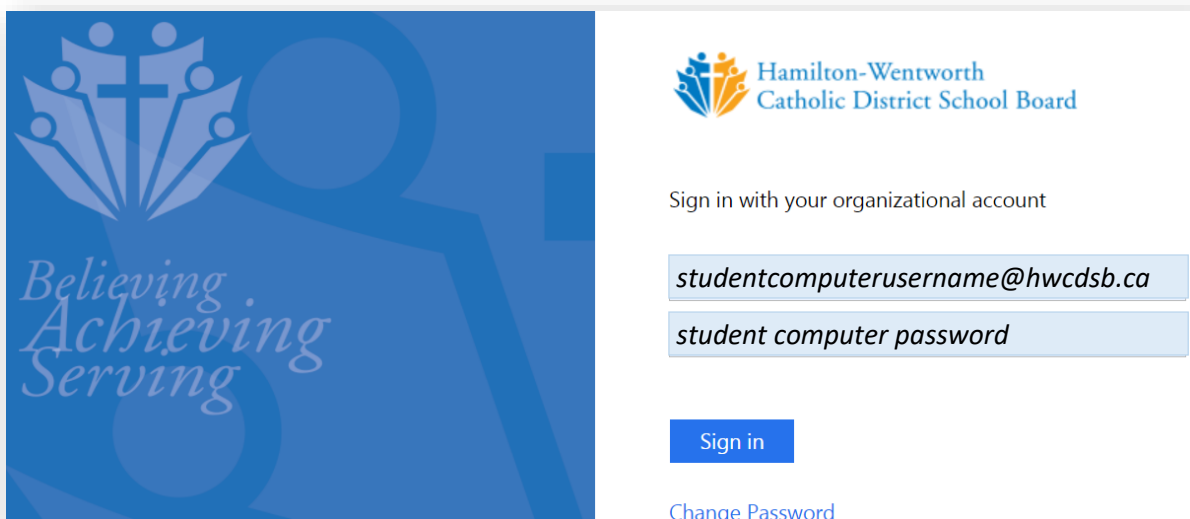
1. Launch the Google Chrome internet browser on your device.
2. Go to the board website, found at <http://www.hwcdsb.ca>
3. Click on mySite in the options menu.



4. Students will log in to mySite using their mySite login credentials. Each student's mySite login credentials consist of their school computer username with the extension @hwcdsb.ca and their school computer password.

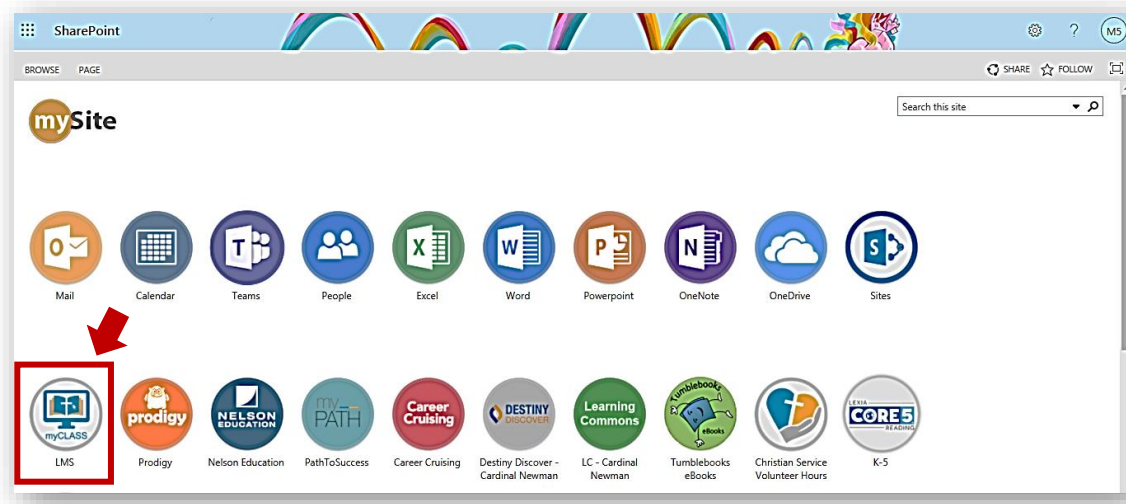
mySite Username: schoolcomputerusername@hwcdsb.ca

mySite Password: school computer password



Please contact the homeschool for unknown or forgotten usernames and passwords.

5. Once logged into mySite, students click on the myClass/LMS icon and they will be taken directly into their Class myClass Page.



Online Class Meetings (Teams Meetings)

All online class meetings are accessed through a meeting link posted on the Class myClass page. As online class meetings are run through Microsoft Teams, students will need access to Teams.

- If students are using a mobile device or tablet, they will need to download the free Teams meeting app ahead of time to participate in the meeting. If using a board issued iPad, the Teams app can be installed from the HWCDSB Apps app or the Your Apps app. Once the app is downloaded, students are to log into Teams using their mySite login credentials.
- If working on a laptop or desktop, it is recommended that students download the Teams desktop app. Once downloaded, students should log into Teams using their mySite login credentials.
- Students may participate in the online class meeting using the Teams web app via the browser. If participating via the web app, students should sign into the web version of Teams using their mySite login credentials.

To participate in the online class meeting:

1. Go to the Class myClass page.
2. Scroll through the page to look for a class/Teams meeting link. This may appear within an announcement post or within a class meetings section on the page or within the calendar.
3. Click the meeting link. Students may be asked how they wish to participate in the online meeting (via the downloaded app or the browser), otherwise students will be taken directly into Teams. If given an option, participation via the downloaded app is recommended.
4. Once in Teams, select the **Join Meeting** button to join the class meeting. Students will be placed into the meeting lobby. The teacher will admit students into the class meeting when the meeting is set to begin or when the teacher has a moment to do so.