

Welcome

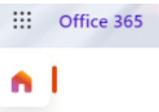
December 10, 2020 10:10 AM

Welcome Coquitlam Continuing Education students.

We hope this document will help you use the online tools you will need for your class.

For further assistance please phone 604-936-4261 (Montgomery Centre) or 604-945-4211 (CLOC) or email us at ceaccounts@sd43.bc.ca

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How to find your new SD43 email and password

December 9, 2020 8:40 AM

You need a school district email account to be in your class
You will receive the following email sent to your personal email from ceaccounts@sd43.bc.ca
Please check your Junk Mail folder as well as your Inbox:

Dear _____:

You are receiving this email because you are registered in <name of class> with teacher <first or first/last name of teacher>.

Due to COVID-19, our Face-to-Face classes have been moved to online learning.
You have received free access to Office 365 in order to take part in this online class.

Your username is: 097-----@sd43.bc.ca

Your password is: -----

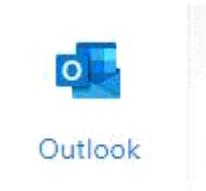
This will be the e-mail address and username you use for your new online class.

To login to Office365, please visit <https://www.office.com/>

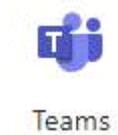


Once you have logged into your office, please click the "Install Office" box on your screen. This will install the Office Apps on your home computer.

You will receive an invitation from your teacher to join your online class at _____@sd43.bc.ca



Once you are signed in to office.com, click on "Outlook" to access your new e-mail account.



Once you have been invited to your class, click on "Teams" to visit your class.

We hope you enjoy your new online learning environment.

How to use your SD43 email

December 9, 2020 8:41 AM

Your SD43 email is found in Outlook in Office 365:

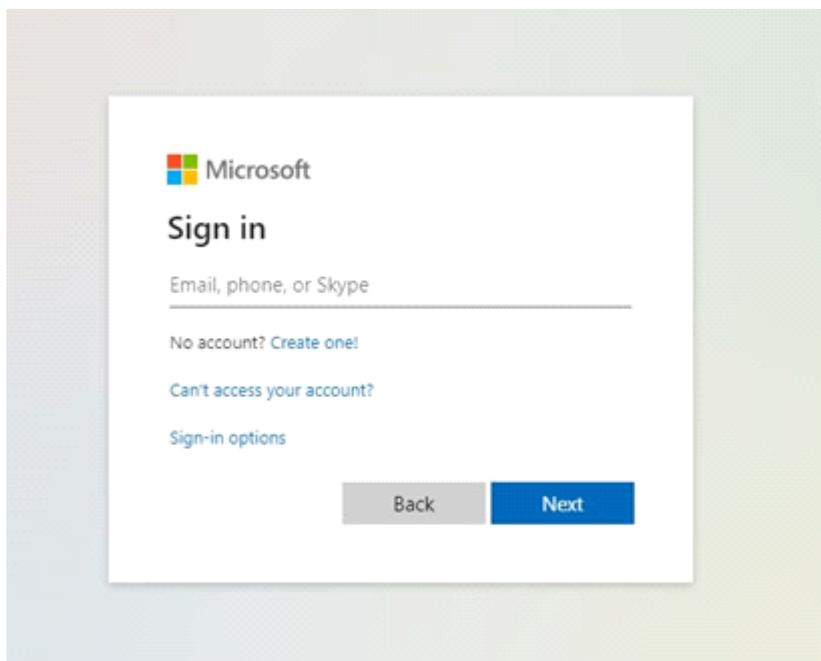
1. To access Office 365

Go to the SD43 website www.sd43.bc.ca and click Office 365 in the top right corner:

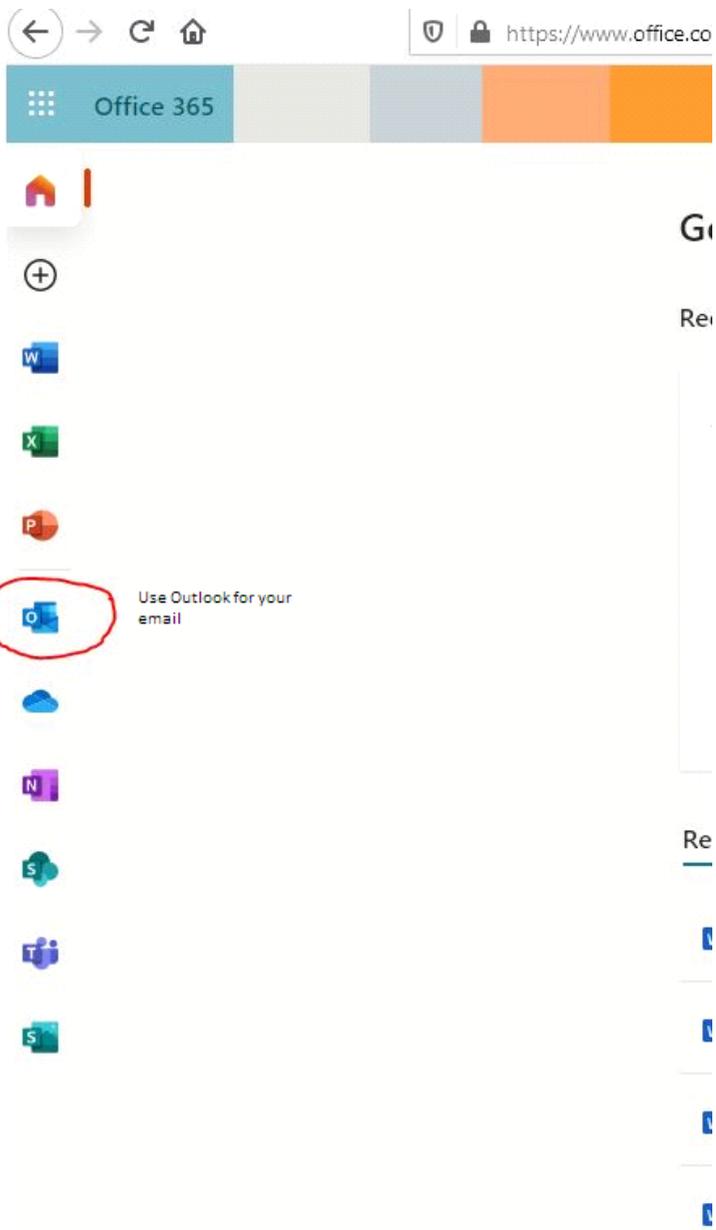


Sign in with your 097-username@sd43.bc.ca and enter your password.

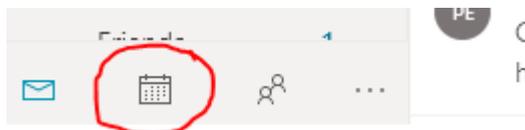
Please check your personal email for this information. Check your junk folder as well.



2. Email: use **Outlook**. Your teacher will use your district email address, not your personal email, to communicate with you



3. You can also use the Calendar in Outlook:



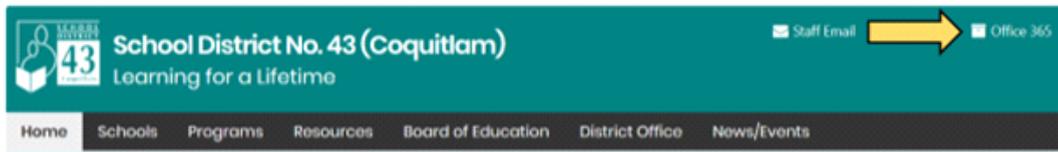
How to download Office 365 apps

December 9, 2020 8:41 AM

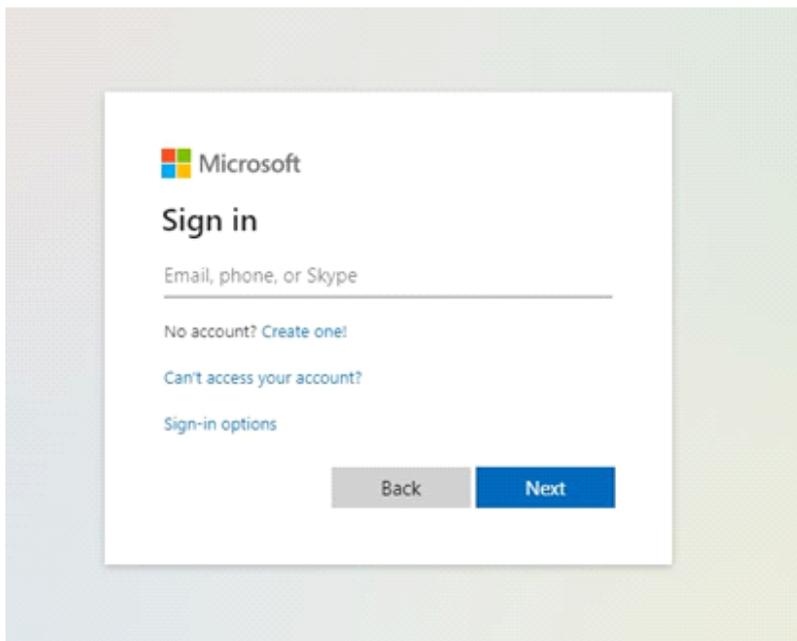
You will use a Teams site for your class. Teams is found in Office365.

1. To access Office 365

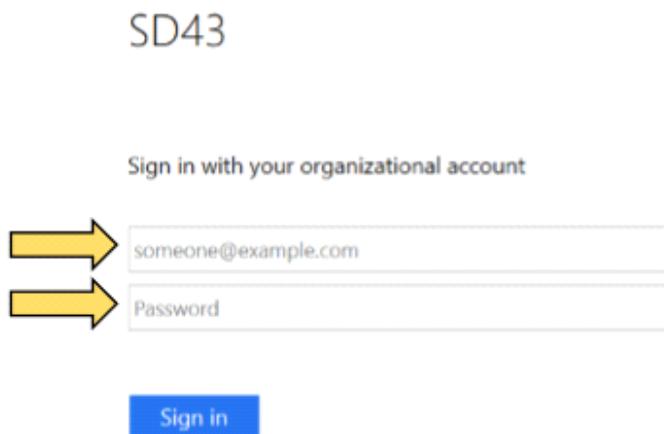
Go to the SD43 website www.sd43.bc.ca and click Office 365 in the top right corner:



2. Sign in with your 097-username@sd43.bc.ca and enter your password. The "0" is a zero and be sure to include the @sd43.bc.ca
Please check your personal email for this information. Check your junk folder as well.



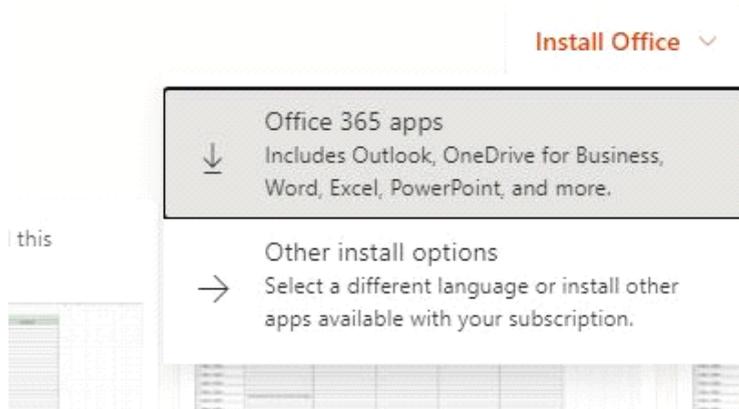
3. A new screen will appear in your browser. Enter the e-mail address (username) and password (password):



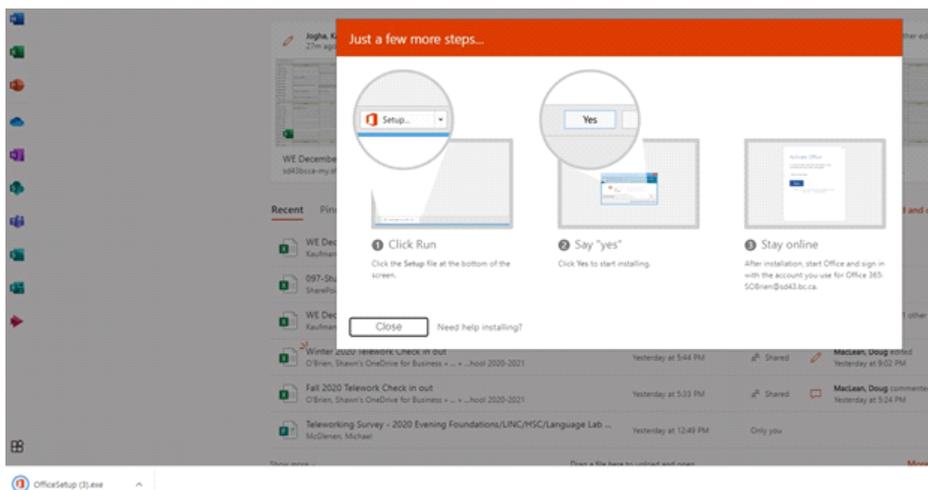
4. Click on Install Office tab on right side of page



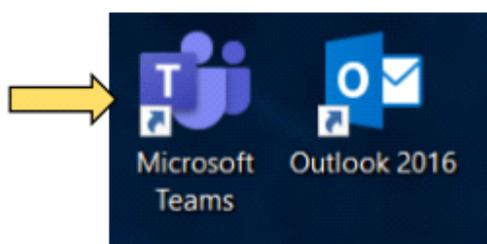
5. Choose to download Office 365 apps



6. Follow the instructions from the pop-up (the 3-step instruction will vary based on the browser you are using). Please ensure your @sd43.bc.ca email appears under the Step 3 Stay Online.



7. Once the installation is complete, you should be able to access your Microsoft Office 365 apps – including Microsoft Teams. To access Microsoft Teams, click on the Microsoft Teams Icon. You should be able to access your profile under your email address: **username**



In the next couple of days, you will receive an invitation from your teacher to attend your online class at your new e-mail address: ***username***

How to access your class Teams Site

December 9, 2020 8:41 AM

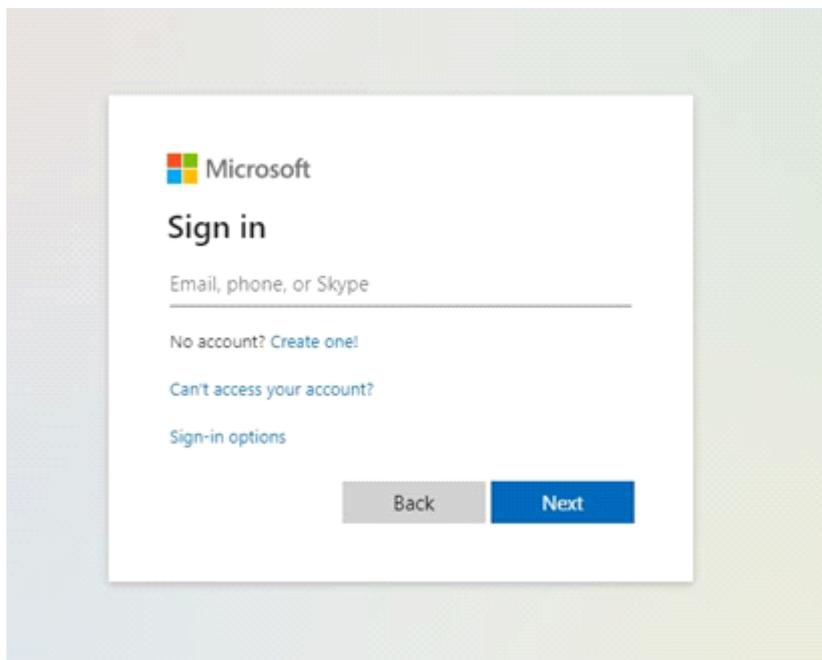
You will use a Teams site for your class. Teams is found in Office365.

1. To access Office 365

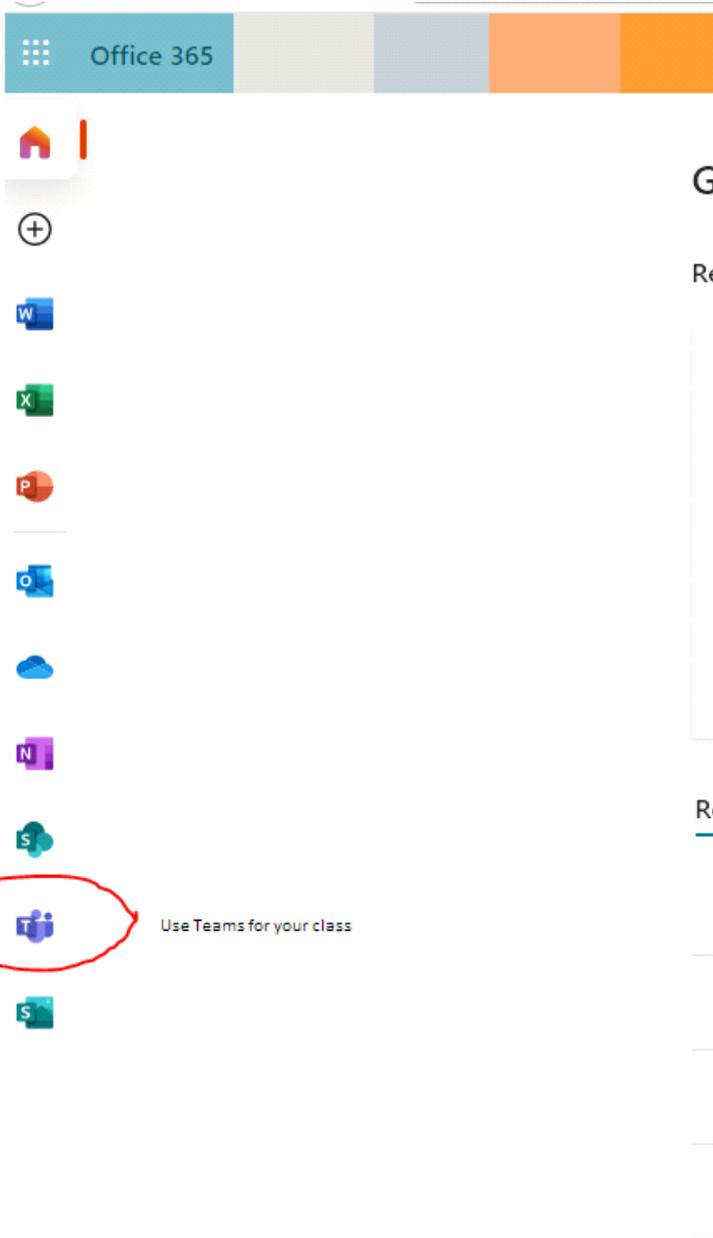
Go to the SD43 website www.sd43.bc.ca and click Office 365 in the top right corner:



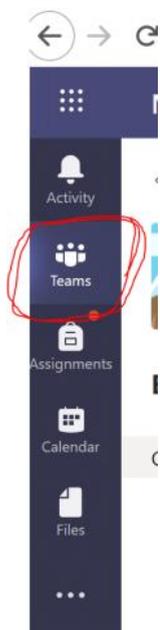
Log in with your Sign in with your 097-username@sd43.bc.ca and enter your password. Please check your personal email for this information. Check your junk folder as well.

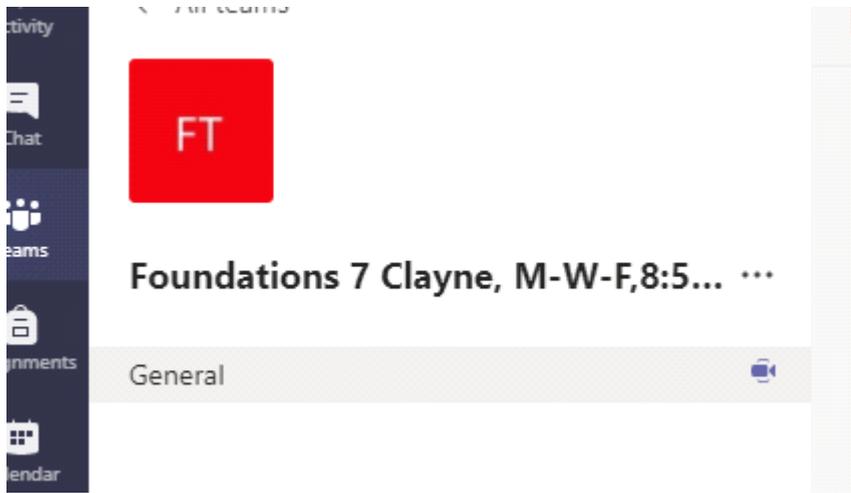


2. Teams:

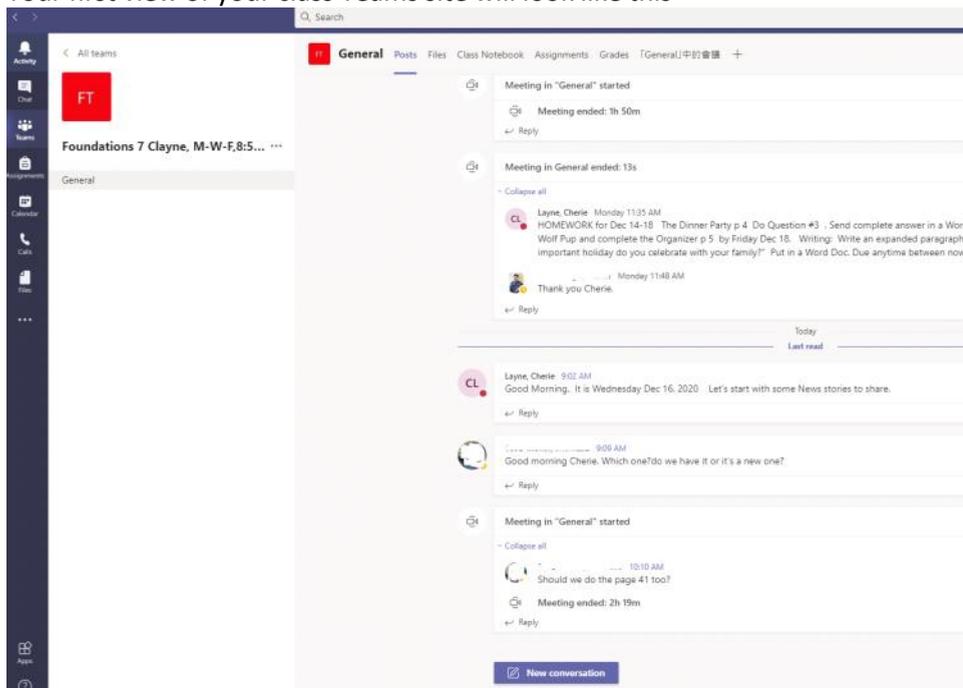


3. Click on "Teams" on the left side, then select your class:





4. Your first view of your class Teams site will look like this



5. Your class Teams site will include:

Posts: You and your teacher can message each other. Look here for important announcements

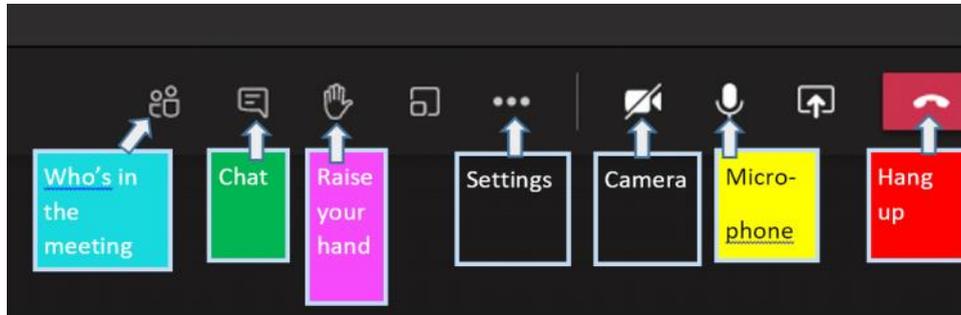


How to attend class in Teams

Thursday, December 10, 2020 8:41 PM

NOTE: When you join your class, you will see some of these icons.

Once you are in the Teams class, **wait** for further instructions from your teacher.



1. Turn off your **microphone** unless you are speaking (this will remove background noise).



Click once to turn it off and once to turn it back on.

2. Click the **chat** and ask questions here.
3. See who is online and in the meeting using the **people icon**.
4. Raise your **hand** using the hand raise icon: Click one more time to lower your hand.
5. Once the meeting is finished, hang up using the **red phone icon**.

Important points:

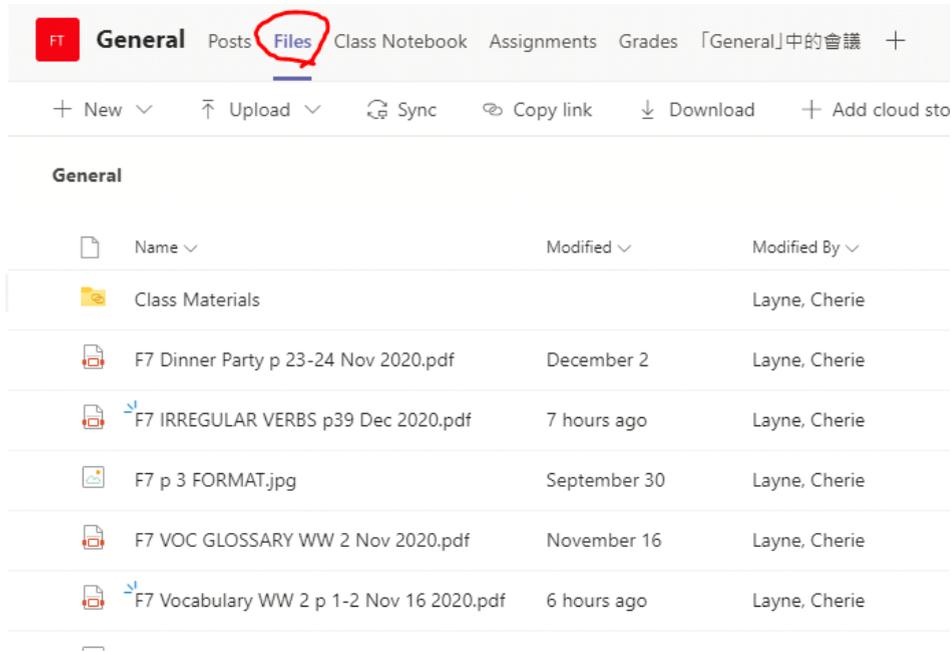
6. Do not start a meeting before you teacher does.
7. Do not record class meetings.

Your Classwork in Teams

December 9, 2020 8:41 AM

Where do you find your classwork and assignments?

Your teacher will put classwork and assignments in the Files section.



Open these assignments and your teacher will give you instructions for them.

How do you hand in your assignments?

Your teacher will give you instructions. This could include:

- Emailing your work to your teacher
- Taking a photo of your work and sending it to your teacher
- Uploading your work to your class Teams site (see below).

Uploading your work in Teams requires a few steps:

1. Go to the **General Channel** and then select **Assignments**:
2. Your assigned work will show assignments in order of when they are due.
3. Select any assignment to open it and look at the details.
4. Complete the assignment. If your teacher wants you to add a file, click on the **+Add Work** and **upload your file**.
5. When you are finished, click the **"Turn in"** button to hand in your work.

< All teams

General Posts Files Class Notebook **Assignments** Grades Class Calendar Insi

Lit. Found. 5-7 (Paired) – JGross...

General
Daily attendance check-in

All categories ▾

> Drafts

▾ Assigned

Load previous

Current Events response: Unpacking Systemic Racism [Social Studies](#)
Due December 4, 2020 9:00 AM

Foundations English 5-7 Listening and Writing Activity: Novel Study-The Book Case [List](#)
Due December 7, 2020 11:30 AM

Foundations English 5-7 Punctuation quiz [Writing and Representing](#)
Due today at 11:00 AM

Life Lesson Writing and Speaking Assignment [Writing and Representing](#)
Due December 18, 2020 9:00 AM

< Back **Turn in**

Shakespeare Sonnet Annotation [Homework](#)

Due September 13, 2019 9:59 PM

Instructions
Read Sonnet 116 and annotate it, using the PowerPoint for guidance.

My work

How to Read a Sonnet.pptx ...

+ Add work

Points
100 points possible

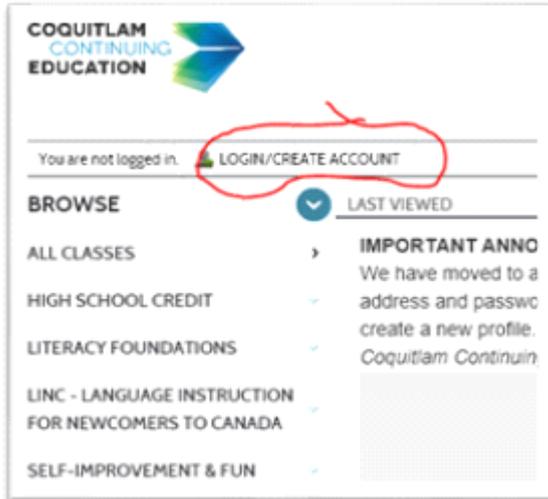
Important:

- If you have trouble handing in work on Teams, talk to your teacher.

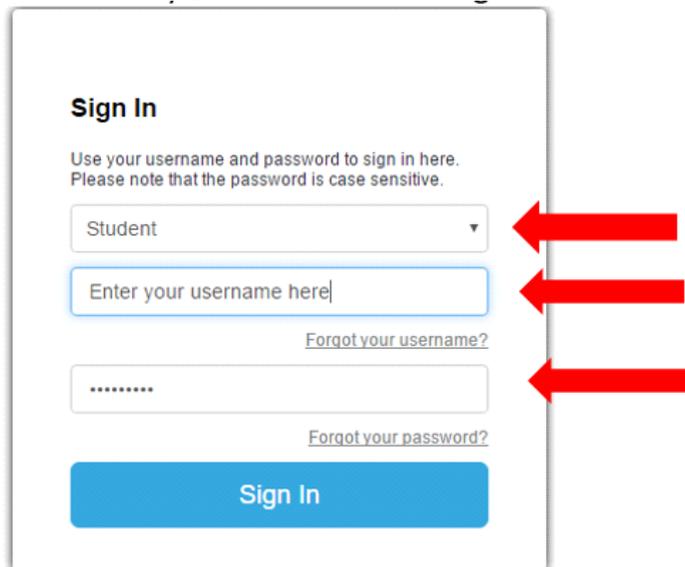
How to log into the Continuing Education website

December 9, 2020 8:41 AM

1. Go to ce43.com and click LOGIN/CREATE ACCOUNT



2. Enter your Username (will usually be your personal email address) and your password if you know it. Click "Sign In"



3. If you do not know your password, phone 604-936-4261, or
4. Click "Forgot your password?"

Sign In

Use your username and password to sign in here.
Please note that the password is case sensitive.

username ✕

[Forgot your username?](#)

Password

[Forgot your password?](#)

Sign In

4. Enter your username and email address*, check the “Robot” box. Click pictures as instructed.

Reset Password Request

Please enter your user name and email address.
If they match the information on your profile, we will send you an email with a new password.
* denotes required fields.

User name * ✕

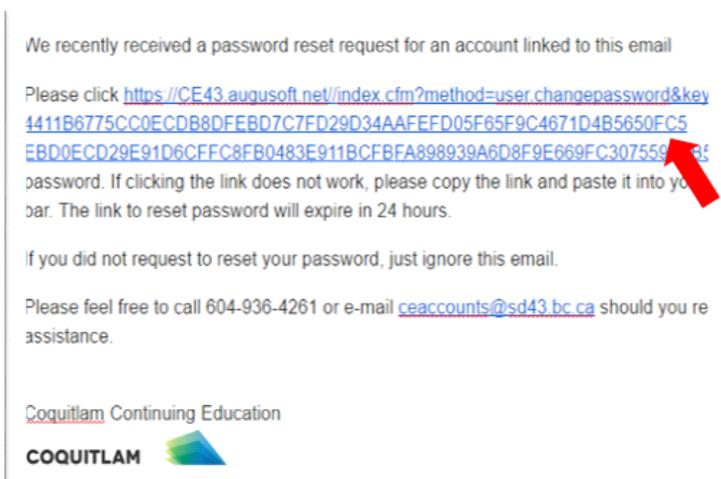
[Forgot your username?](#)

E-mail * ✕

I don't have an email

I'm not a robot 

5. You will receive an email. Click the blue address. You will need to create a new password.



6. You must create a new password

Change Password

Reset your password here

(Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: !@#\$%^&*)

Change Password

Reset your password here

Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: !@#\$%^&*)

Password

Strong



Re-enter Password

Save

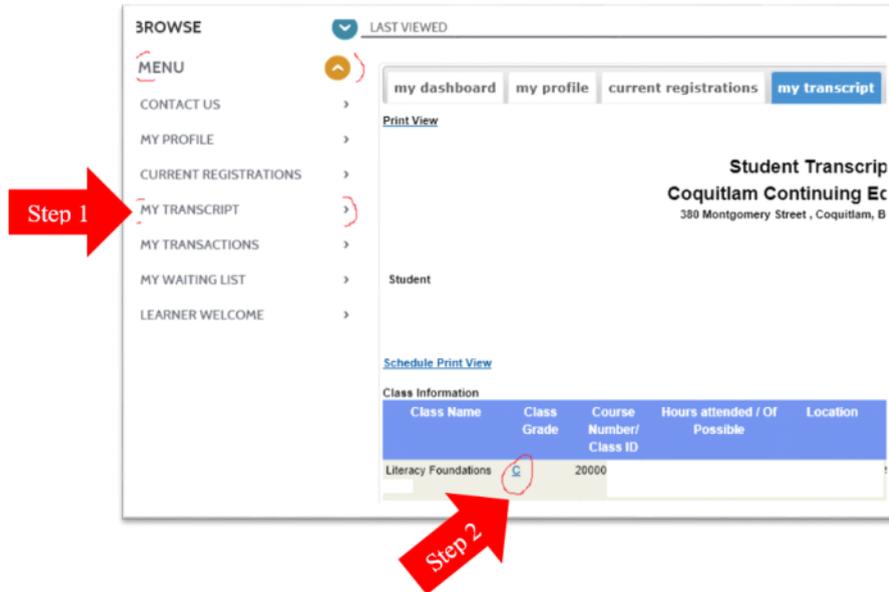
How to view your Report Card

December 9, 2020 8:42 AM

Once your course has finished (past the final class date):

[Log in to your account](#), using your Username and Password.

Go to MENU, then MY TRANSCRIPT, then click on the Class Grade:



After several seconds your report card will appear, as follows:

FINAL REPORT CARD

Literacy Foundations 5

Class ID: 2231

Teacher: _____

09/10/2020 - 12/01/2020

12/10/2020

Student Name: _____

Lesson	Mark / Grade	Comments
Recommended Level	F6	
Oral Language	1	
Reading and Viewing	1	
Writing and Representing	1	
Final Mark	1	
Final Letter Grade	A	_____, it was a pleasure to have you in the class. You worked hard and did well. Take care and best of luck in the future!

Total Hours of Attendance: 69.93

Marks and Definitions
1 - Exceeding Expectations
2 - Fully Meeting Expectations
3 - Developing
4 - Not Yet Meeting Expectations

Michael McGlenen
District Principal

Note: if your report card does not appear, check your web browser Settings and enable Pop-ups.