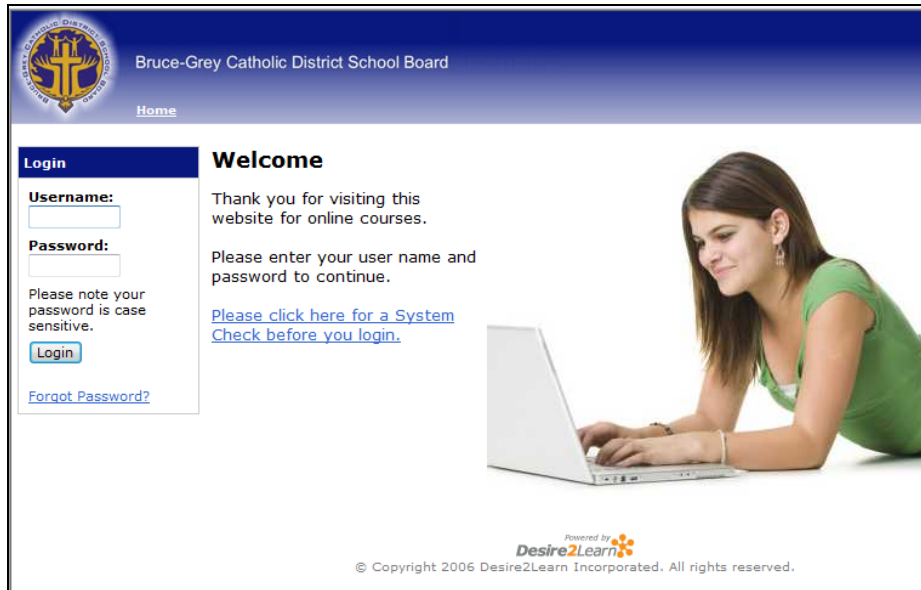# Welcome to eLearning

1. **Getting Started**
    This is the welcome screen you will see when you go to the login page. Type the following into the address bar on your Internet Browser:

    bgcdsb.elearningontario.ca

2. **Username and Password**
    Your username includes the code for your school (SMHS) followed by your first and last name. The username is case-sensitive, that means you **have** to type it in with capitals in the correct place.
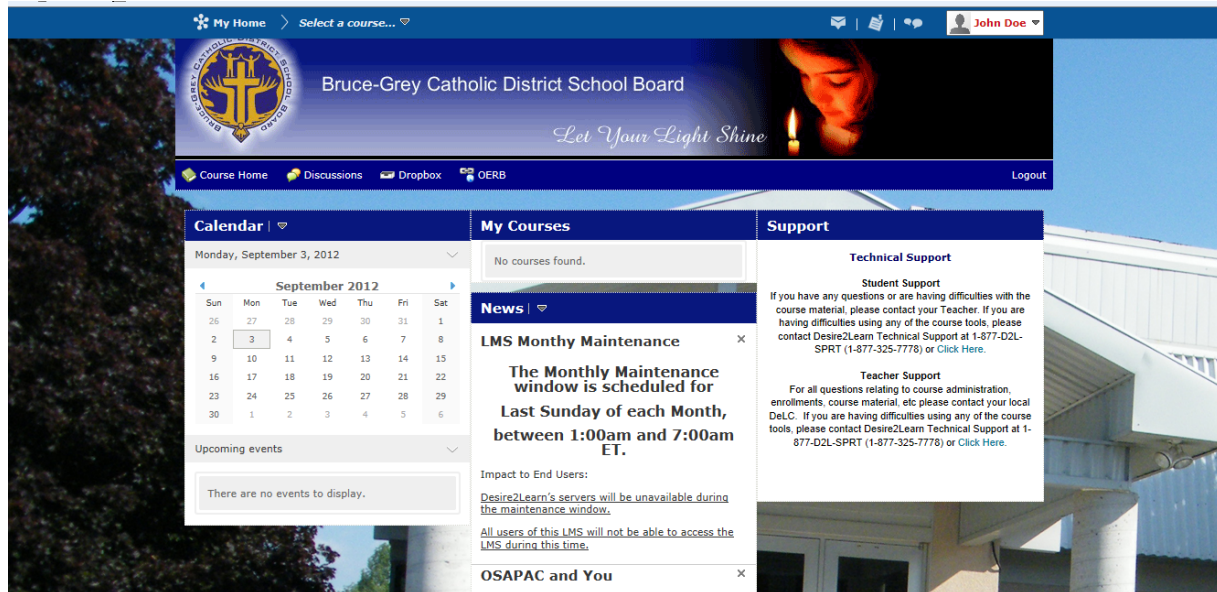
    Example: SMHS_John_Doe

    The password is **elearning**. The first thing you will do is reset your password.

    Once you login there is an **Acceptable Use Policy** that you must agree to in order to access your course material.
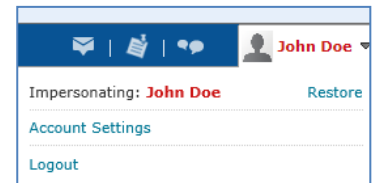

This will be the screen you see when you first log in to your course.

3. **Resetting Your Password**
   You will be prompted to change your password when you first login. You can also access your account settings from the drop down arrow beside your name.
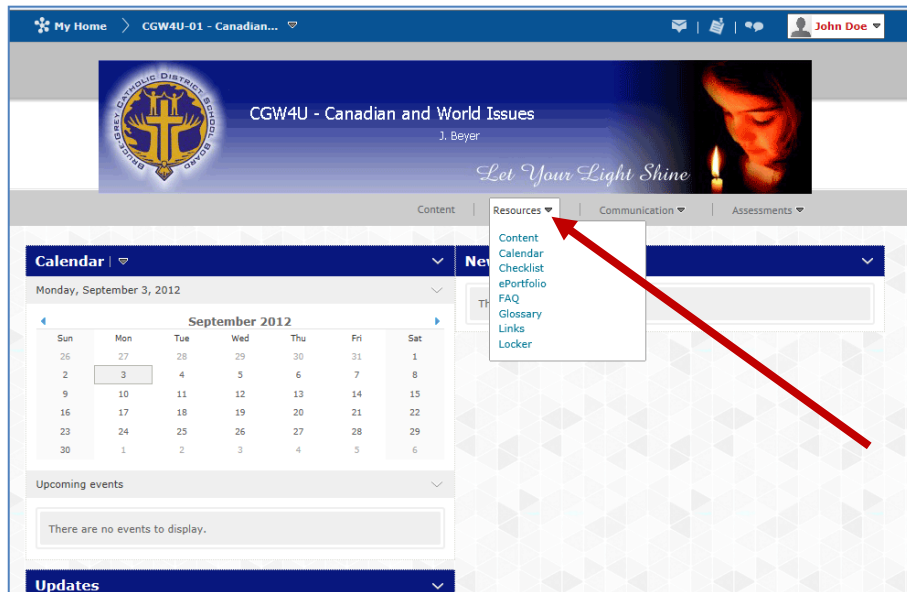

4. **Accessing your Course**
   On the **My Home** page your course will be listed. Click on the course code to access your course.

5. **Becoming Familiar with the LMS**
   Once you select your course link you will see that the **Course Home** is made up with a number of widgets that your teacher has included for you to have easy access to some important tools he or she will be using. Explore the drop down menu in the navigation bar under **Resources** to find the course content.

6. Locker
You can save files in your locker. Your teacher will give you instructions as to the format they wish files to be saved. If you create a file in your locker it will be saved as a HTML file which can then be uploaded and submitted to the dropbox.

7. If you experience any **technical** problems while working on an Online Course (for example, the website or course email is not functioning normally) contact the Helpdesk at Desire2Learn:

   Phone: 1-877-325-7778
   Email: helpdesk@desire2learn.com

8. If you experience problems with the **content** of the course email your course instructor and state the unit, the activity, and the section (content or assignment) in which the problem occurs. Copy the question or statement that is giving you difficulty, or describe the link that is not working. **DO NOT** phone the above number if there is a problem with the content.