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

Bruce-G	Grey Catholic District School Board	
Login Username: Password: Please note your password is case sensitive. Login Forgot Password?	Welcome Thank you for visiting this website for online courses. Please enter your user name and password to continue. Please click here for a System Check before you login.	<image/>
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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.

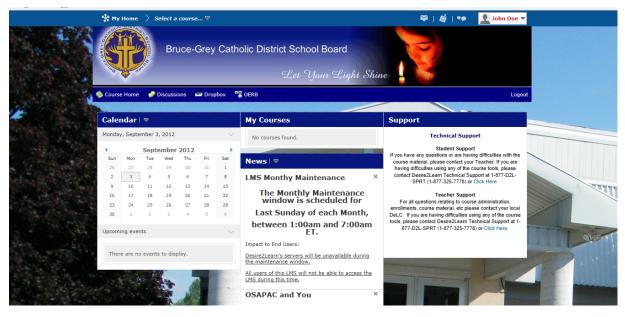
Example: SMHS_John_Doe

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.

I Agree
I Decline

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.

🏹 🖄 🆘	👤 John Doe 🔻
Impersonating: John Doe	Restore
Account Settings	
Logout	

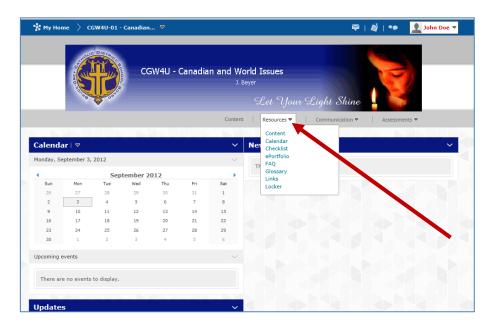
4. Accessing your Course

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

Iy Home Email Locker Calendar				Logged in as SMHS_John_Doe 9/3/2
Bruce-Gr	ey Cath	olic District School Board Let Your Lie		e
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Course Home 🔗 Discussions 📼 D Calendar 🗢	Dropbox	OERB My Courses		Log
	Dropbox			
Calendar ⊽		My Courses	~ ~ ~	Support

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: <u>helpdesk@desire2learn.com</u>

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.