

eLearning Student Checklist

Checklist	Yes or No	What Should I Do?
<p>Are you able to access your Grand Erie Outlook email?</p> <p>It is very important that you can access and regularly check your Grand Erie Outlook email. This will be where you will receive important information about your eLearning course.</p> <p>To access, click the link “Office 365 Login” link located at the bottom of the Grand Erie homepage (http://granderie.ca) under the heading “Resources”. Use your Grand Erie email (username@granderie.ca) and password.</p>		Contact ITS Support or ask one of your classroom teachers for your username and password.
<p>Are you able to log into the Virtual Learning Environment (VLE) Brightspace/D2L?</p> <p>On a Grand Erie computer, you should be able to access Brightspace/ D2L without logging in. On a Grand Erie device, click the Desire2Learn Chrome icon on your Desktop.</p> <p>From home, go to http://gedsb.elearningontario.ca and use your email (username@granderie.ca) and password to access.</p>		Contact eLearning Support
<p>Are you able to find your course?</p> <p>If your course is taught by a teacher in Grand Erie, it should be in your My Courses widget section on your homepage.</p> <p>If your course is being taught by a teacher outside of Grand Erie, it should be in the My Courses in Other Boards widget section on your homepage.</p>		Contact eLearning Support
<p>Do you know how to contact your teacher?</p> <p>This information should be easy to find. It may be located on the Newsfeed/Activity Feed on the course homepage and/or in the course syllabus or orientation.</p>		Make sure you’ve read all available information before contacting eLearning Support.
<p>Is there information on the Newsfeed or Activity feed?</p> <p>There should be communication on the course homepage (ex. Newsfeed, Calendar, Activity Feed).</p>		If you see nothing, contact your eLearning Teacher.
<p>Is there an orientation that needs to be completed?</p> <p>Sometimes an orientation needs to be completed before you can access the course.</p>		Make sure you’ve read all available information before contacting your eLearning Teacher.



<p>Have you located the course syllabus?</p> <p>The course syllabus may be accessed in the Newfeed/Activity Feed and/or content area.</p>		<p>Contact eLearning Teacher</p>
<p>Do you know important course dates?</p> <p>The calendar is the most commonly used scheduling tool. If you don't see anything in the calendar, check the course syllabus.</p>		<p>If you are unsure of unit release dates, due dates, and or/test dates, contact your eLearning Teacher.</p>
<p>Do you know the date of your final exam?</p> <p>This is very important! Ensure you know the date and important details of your final exam now so you can ensure you are available that day.</p>		<p>Contact eLearning Teacher</p>

eLearning Support: elearning@granderie.ca

ITS Support: its.support@granderie.ca

