

SURVIVAL KIT for students

myClass (LMS)



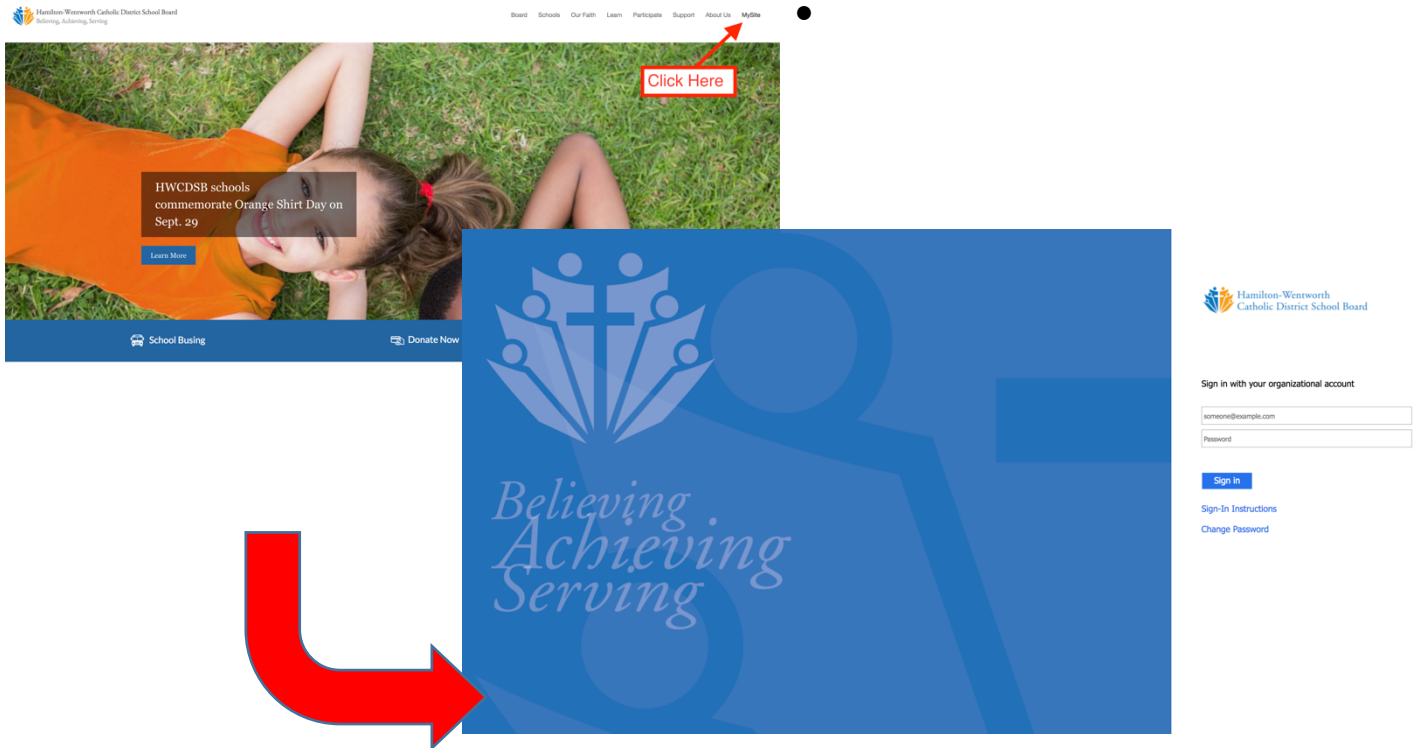
LMS

Getting Started

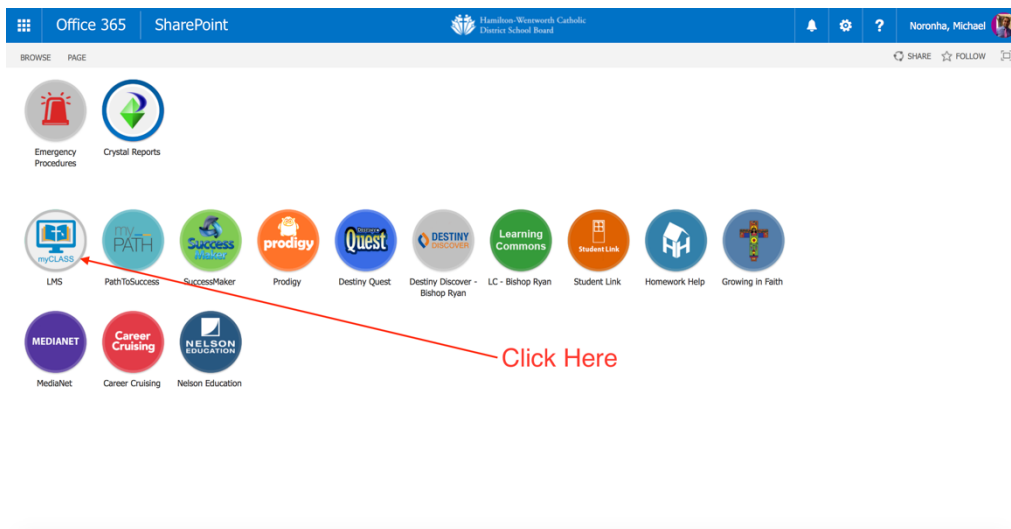
1. [Where do I login to access my course?](#)
2. [Where do I find my course?](#)
3. [How can I receive automatic notifications via text message and email?](#)
4. [How will I be communicating in an online learning environment?](#)
5. [What are some guidelines when participating in online Discussions?](#)
6. [How can I provide constructive feedback?](#)
7. [How do I download my class notes?](#)
8. [Who can I contact to get technical support?](#)

1. Where do I login to access my course?

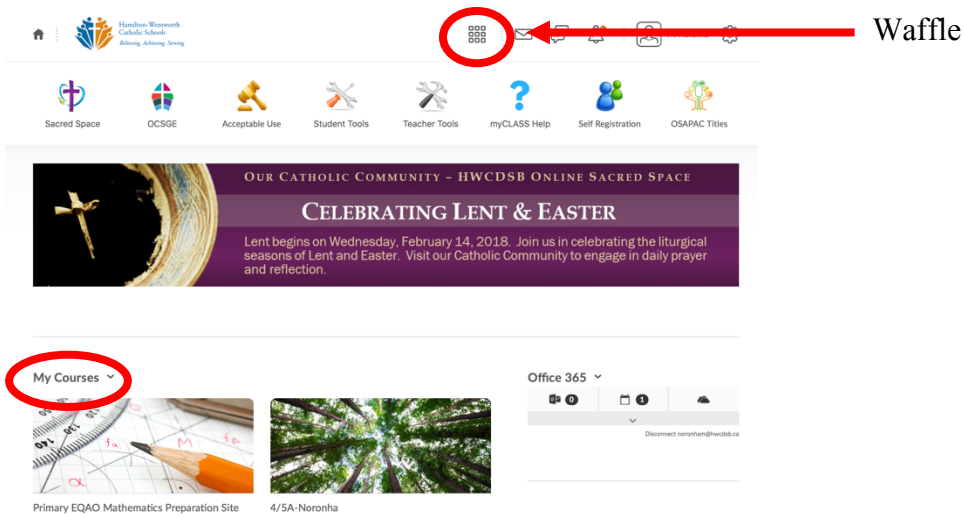
- Visit www.hwcdsb.ca and log into mySite with your Office 365 User Name and Password.



- Click on the myClass/LMS icon.



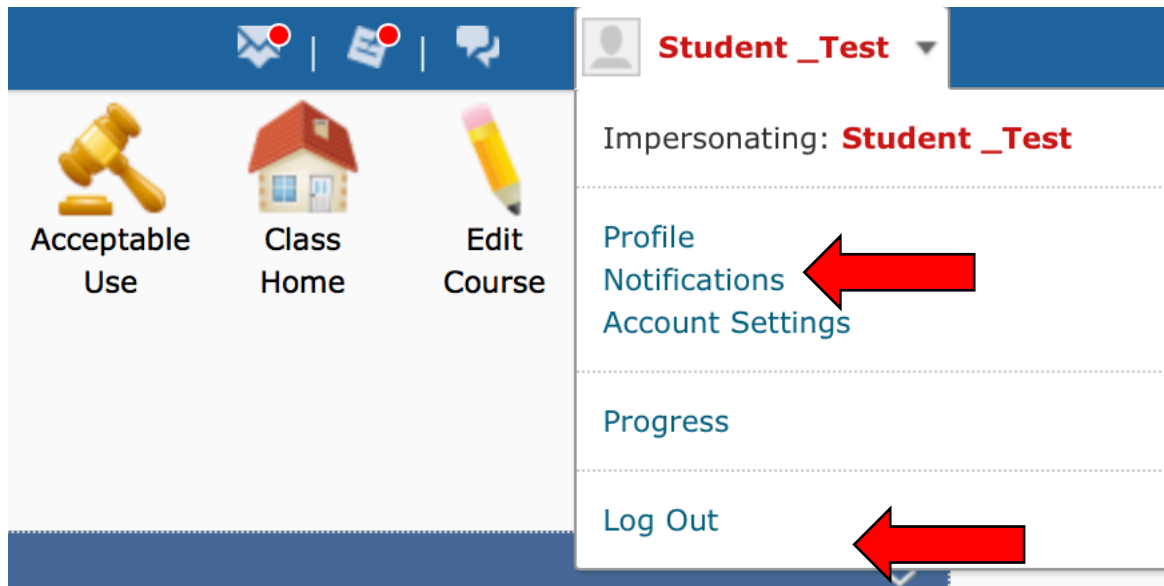
2. Where do I find my course?



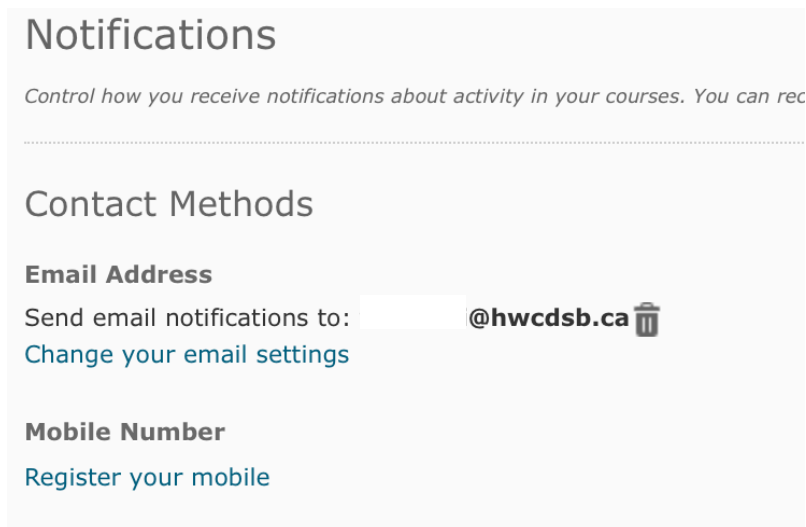
- Either Click on '**The Waffle**' and choose the course title you are enrolled in.
- OR Look under the My Courses Widget

3. How can I receive automatic notifications via text message and email?

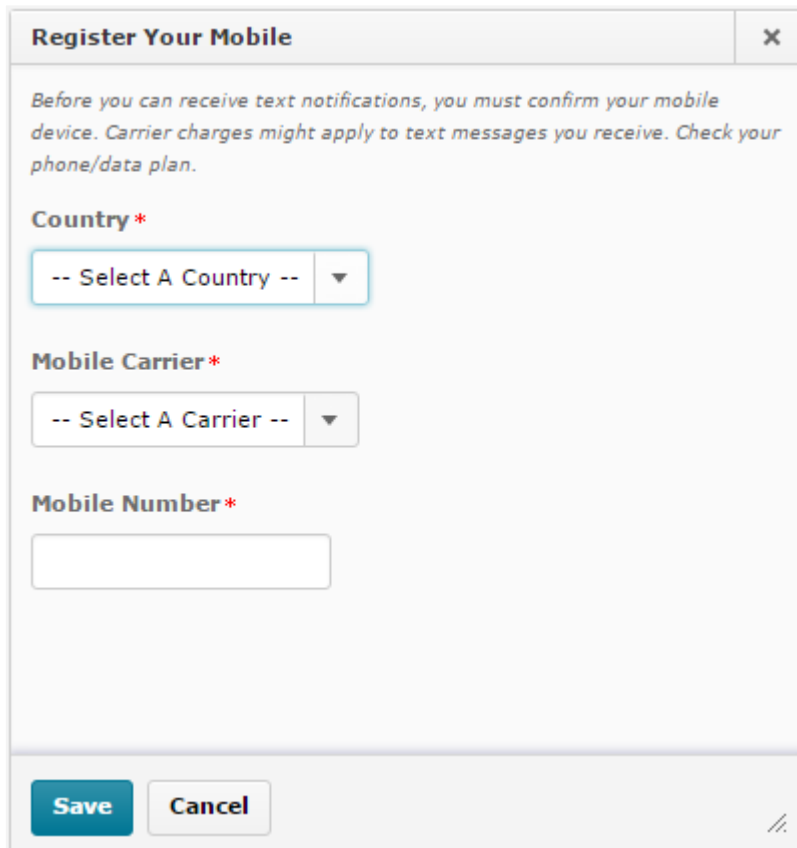
- Click on your name (top right hand corner) and select '**Notifications**'



- Select the '**Register your mobile**' link.



- Select '**Country**', a '**Mobile Carrier**' and enter your '**Mobile Number**' with area code.



Register Your Mobile [X]

Before you can receive text notifications, you must confirm your mobile device. Carrier charges might apply to text messages you receive. Check your phone/data plan.

Country *

-- Select A Country -- [v]

Mobile Carrier *

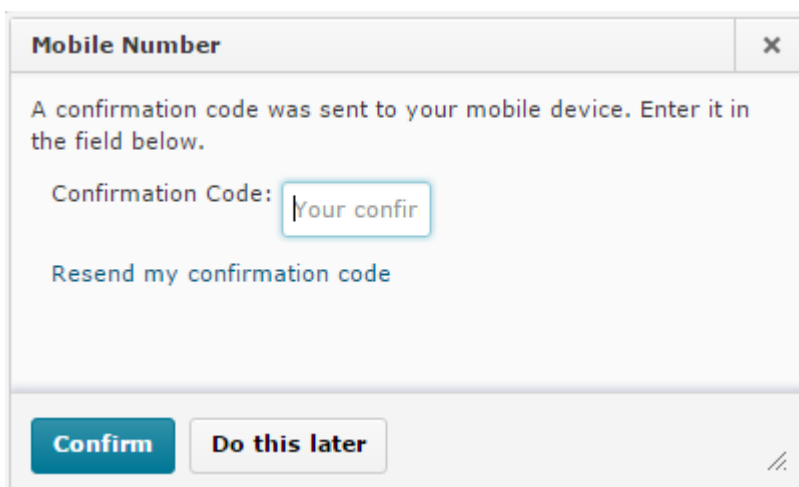
-- Select A Carrier -- [v]

Mobile Number *

[Text Input Field]

Save **Cancel** [Close Icon]

- A confirmation code will be sent to you via text. Enter the '**Confirmation Code**' and select '**Confirm**'.



Mobile Number [X]

A confirmation code was sent to your mobile device. Enter it in the field below.

Confirmation Code: [Your confir]

[Resend my confirmation code](#)

Confirm **Do this later** [Close Icon]

- Some key instant notifications recommended are; **Discussions, Dropbox, News - new item available, and Quizzes**. Simply check the box for the type of notification method you would like to receive.
* *News - new item available is an important notification.*

Instant Notifications	Email	SMS
Content - content item created	<input type="checkbox"/>	<input type="checkbox"/>
Content - content item updated	<input type="checkbox"/>	<input type="checkbox"/>
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	<input checked="" type="checkbox"/>	
Dropbox - dropbox folder due date or end date is 2 days away	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ePortfolio - feedback added to subscribed items	<input type="checkbox"/>	<input type="checkbox"/>
ePortfolio - another user has subscribed to your updates	<input type="checkbox"/>	<input type="checkbox"/>
ePortfolio - feedback added to my items	<input type="checkbox"/>	<input type="checkbox"/>
Grades - grade item released	<input type="checkbox"/>	<input type="checkbox"/>
Grades - grade item updated	<input type="checkbox"/>	<input type="checkbox"/>
News - item updated	<input type="checkbox"/>	<input type="checkbox"/>
News - new item available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Quizzes - quiz end date is 2 days away	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. How will I be communicating in an online learning environment?

- You can communicate in a variety of ways with your instructor and peers in an online learning environment; *E-Mail, Discussions/Activity Feed, Chats, Blogs, Dropbox, Skype, Portfolios, Face-to-Face meetings etc.* Please keep the following strategies in mind when participating in your course:
 - Be respectful.** Respect your fellow classmates in a polite manner.
 - Be constructive.** A learning environment is about engaging with one another. Provide feedback and suggestions that help improve ideas.
 - Be sensitive.** An online community is made up of many participants from different cultures and backgrounds. Ensure you are considerate when discussing race, religion, gender, sexual orientation or controversial topics.

- **Post appropriate information.** Ensure content that you share doesn't violate the User Agreement or Copyright laws.

As a student you are part of a diverse learning community. Whether it be online or face-to-face a healthy learning environment starts with some basics:



- ✓ **Your success is a shared responsibility.**
- ✓ **Maintain regular communication with your instructor.**
- ✓ **Maintain the suggested pace of the course.**
- ✓ **All communication is cordial and respectful.**
- ✓ **Ensure the integrity and authenticity of your work.**

5. What are some guidelines when participating in online Discussions?

- Discussions is a place where participants can collaborate on content together to make the learning experience more meaningful.
- When posting in the online course Discussions please consider the following guidelines:
 - **Keep your posts on-topic.**
 - **Make it easy to read.**
 - **Comment using facts and ideas shared in the course.**
 - **Report inappropriate comments and replies to your instructor.**



6. How can I provide constructive feedback?

- When collaborating and communicating with your peers and teacher consider the following when providing feedback:



Challenge the participant to improve and refine their ideas.

Provide feedback on how clearly they are expressing those ideas.

Reflect on how the ideas support the participant's objectives and how their work has influenced your own thinking.

Ask questions that can help your classmates reflect on their intentions.

7. How can I download my course notes?

- Select the '**Download**' button to create a file that can be saved to your device.
- Select the '**Print**' button if you want to create a hardcopy of the content

8. Who can I contact to get technical support?

- Talk to your instructor to inform them of the technical issue you are experiencing.