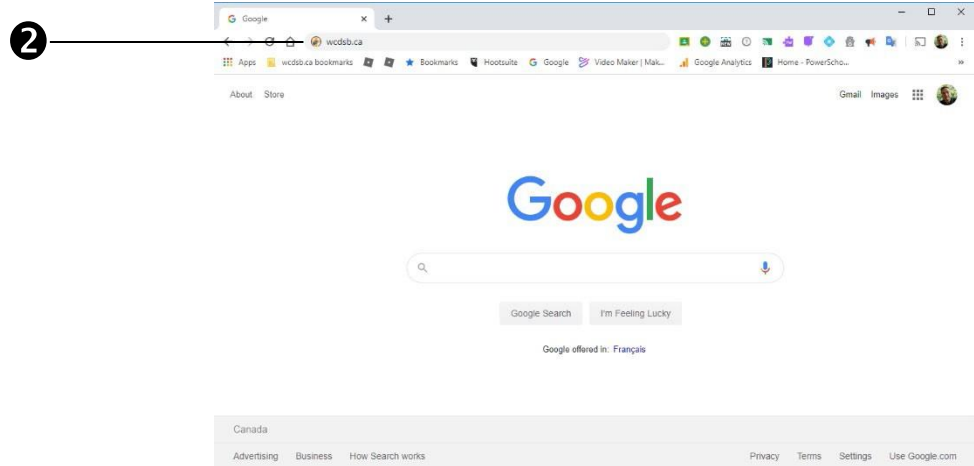


How to Login to D2L and Tools for Getting Work Done

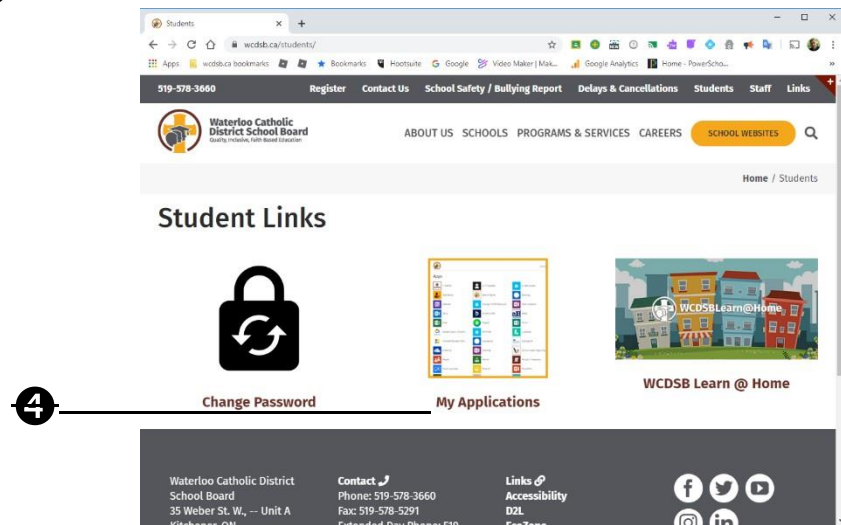
1. Open a browser on a computer or tablet (Cell phone will not display nicely).
2. If your browser opens a personal Google account automatically, sign out of that Google account, and start from step 1 again.
3. Type **www.wcdsb.ca** into the search box and hit **Enter** on the keyboard.



4. Click on **Students**



5. Click on My Applications

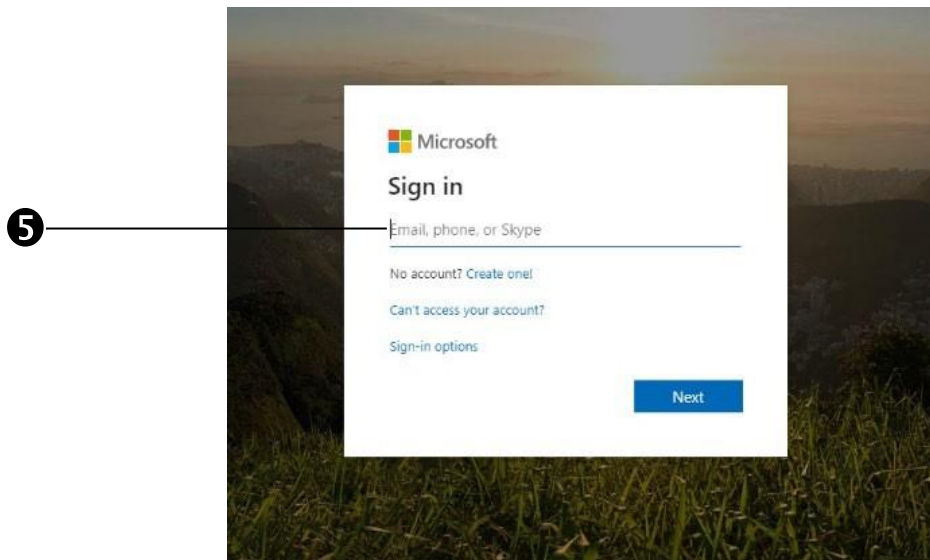


6. Type YOUR wcdsb.ca email/userid -

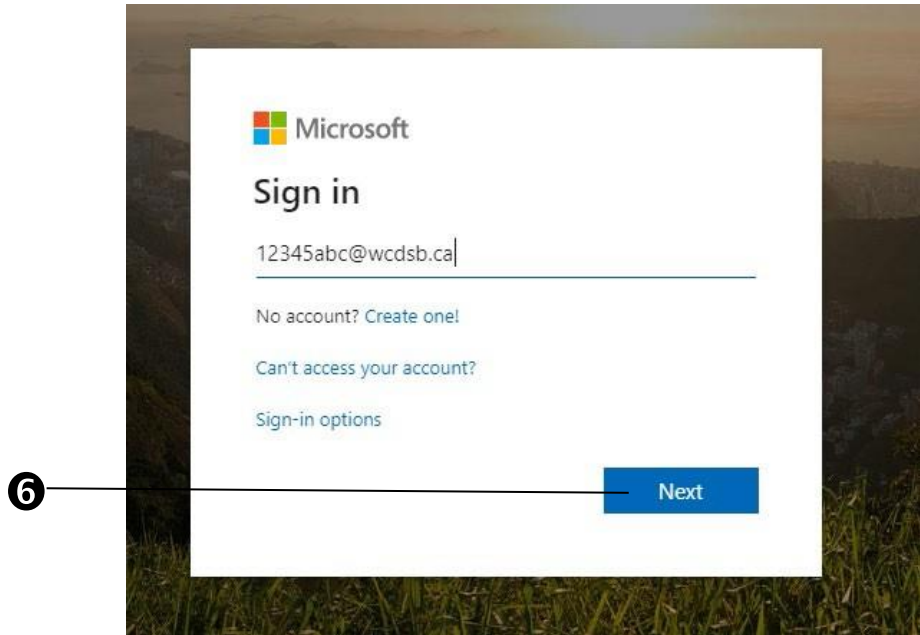
DO NOT CUT AND PASTE IT.

Example: **12345abc@wcdsb.ca**

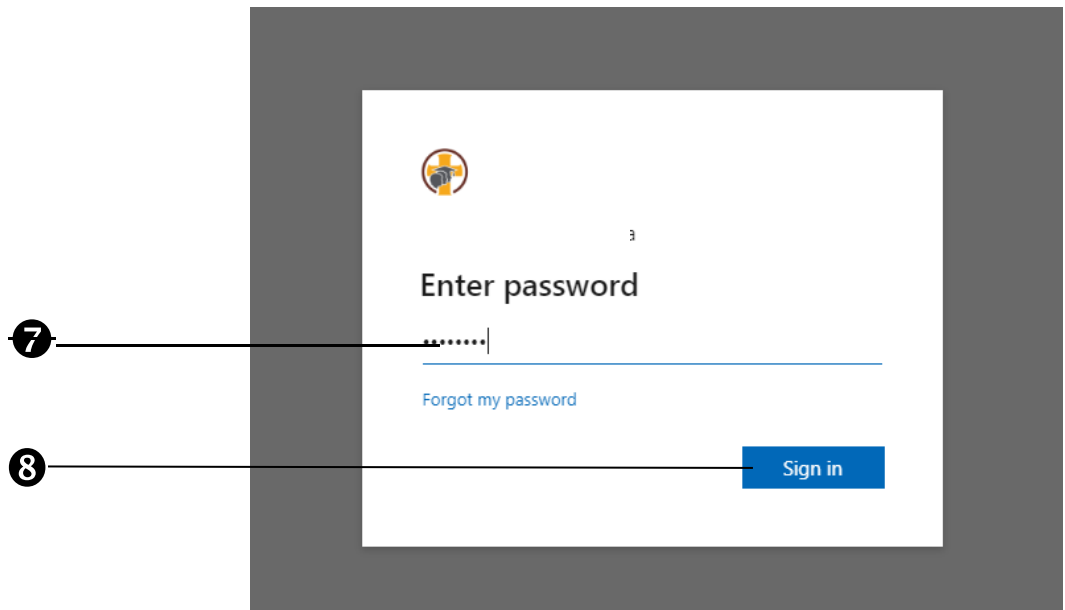
Please contact your teacher if you do not know your email and password.
(the Change Password feature is for Parents and Staff **only**)



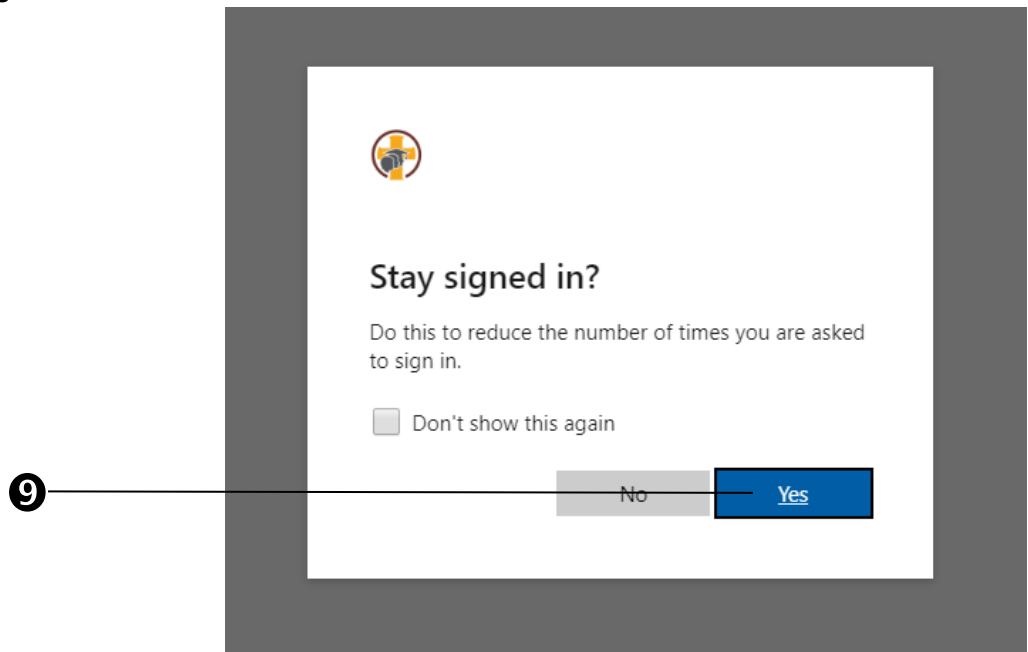
7. **Click on Next**



8. **Type in your password**
9. **Click on Sign in**

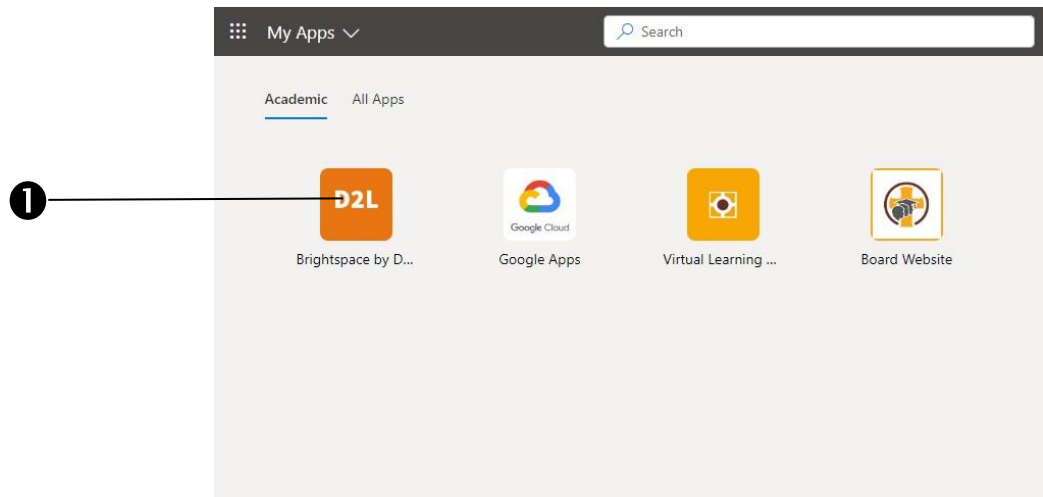


10. **Click on Yes**



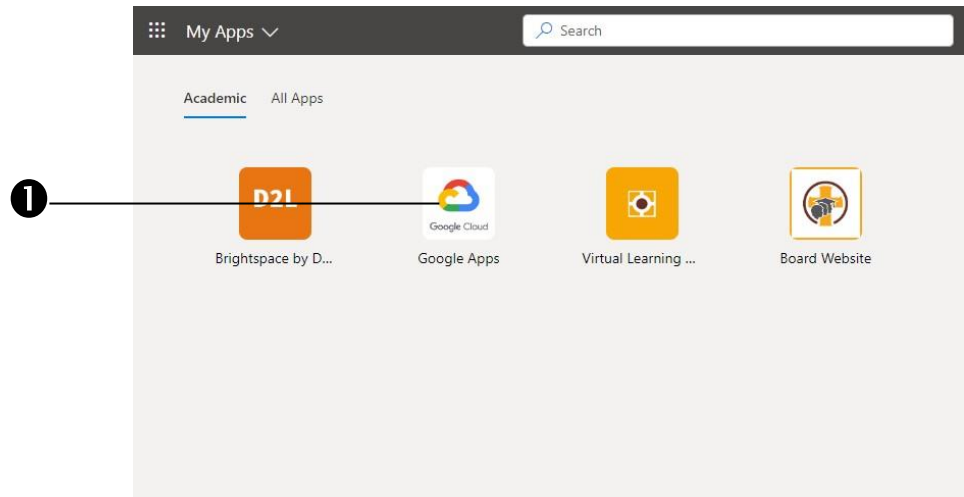
HOW TO ACCESS D2L WHERE YOUR CORRESPONDENCE COURSE IS

1. From My Apps, **Click on D2L**

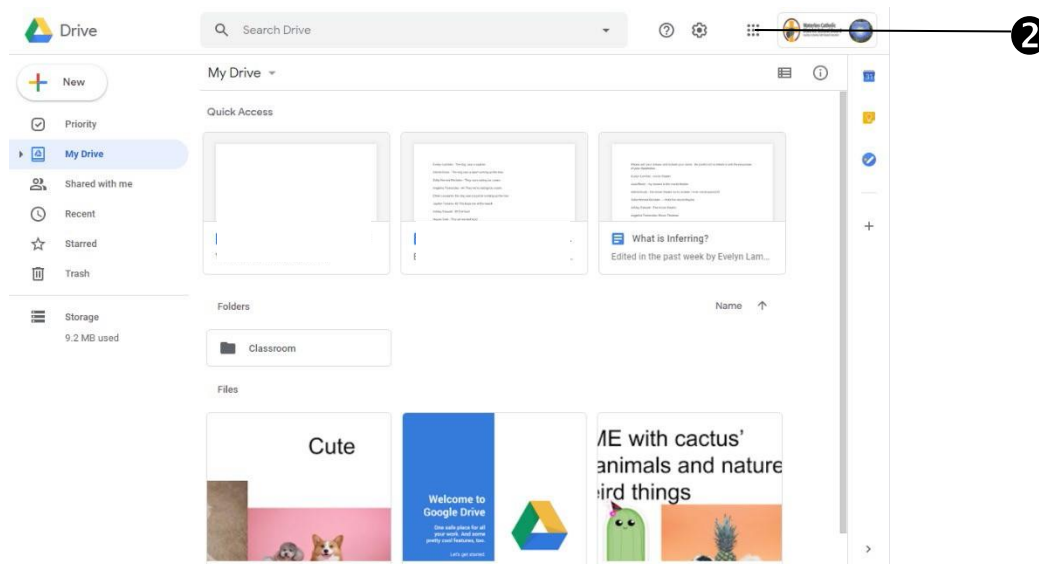


HOW TO ACCESS GOOGLE TOOLS FOR CREATING DOCUMENTS AND ACCESSING MAIL

1. Click on Google Apps

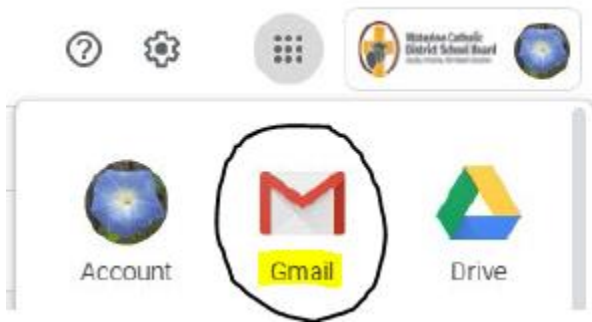


2. Click on the "Waffle"

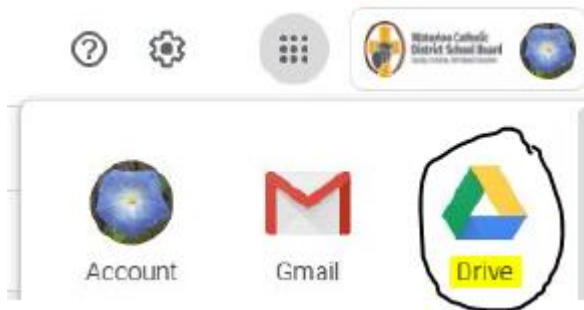


3. **DO NOT TRY TO GET INTO GOOGLE CLASSROOM-THAT IS NOT WHERE YOUR CORRESPONDENCE COURSE IS!!** SEE ABOVE SECTION LABELLED: **“HOW TO ACCESS D2L WHERE YOUR CORRESPONDENCE COURSE IS”**

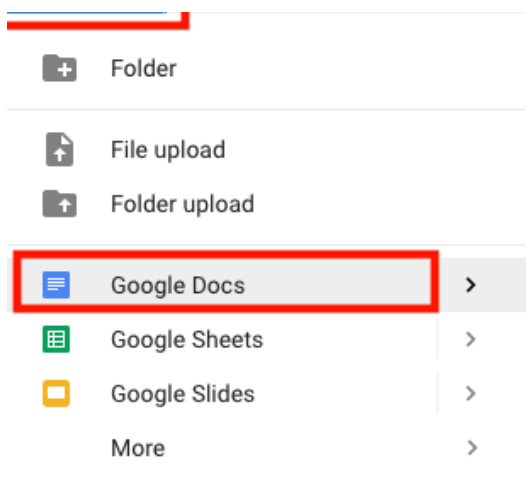
4. To get into your 12345ABC@wcdsbcloud.ca Mail account, Click on the Mail icon:



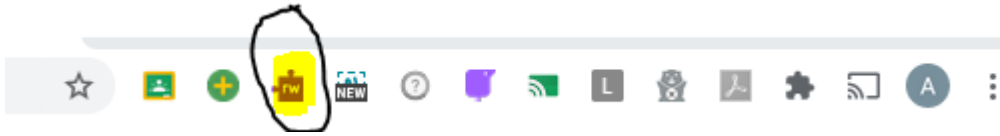
5. To get into Google Drive to create and store files, Click on the Drive icon:



Once in Google Drive, you can access existing files or create new ones:



6. You may already have the Google Read&Write application available to you. Look on your Google Tool Bar for a purple puzzle piece.



7. To activate the Read&Write App for Google Chrome, after clicking on Waffle, scroll down and click



on:

8. By clicking on the puzzle piece, you will see a Google Read&Write toolbar:



9. The following resources will help you learn how to use it:

<https://support.texthelp.com/help/lets-get-started>

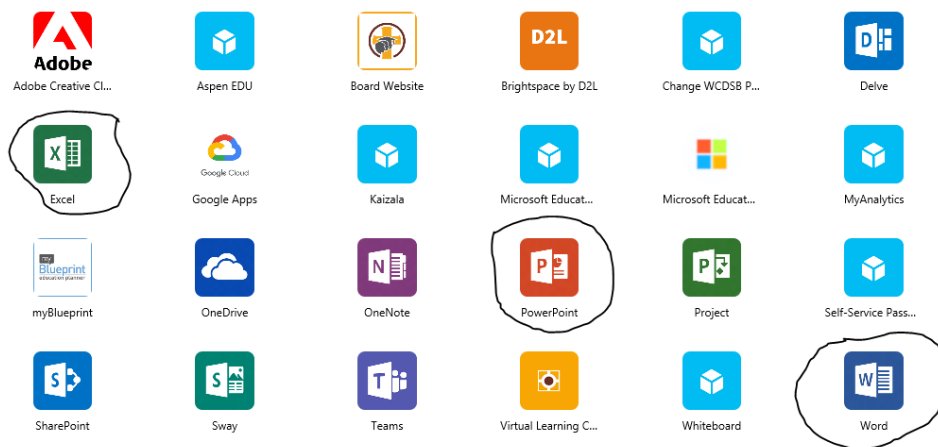
<https://www.texthelp.com/Uploads/MediaLibrary/texthelp/US-Training-Documents/Read-Write-for-Google-Chrome-Quick-Reference-Card.pdf>

https://www.youtube.com/watch?v=hwC_hJ7KmAg

HOW TO ACCESS MICROSOFT OFFICE TOOLS FOR CREATING DOCUMENTS

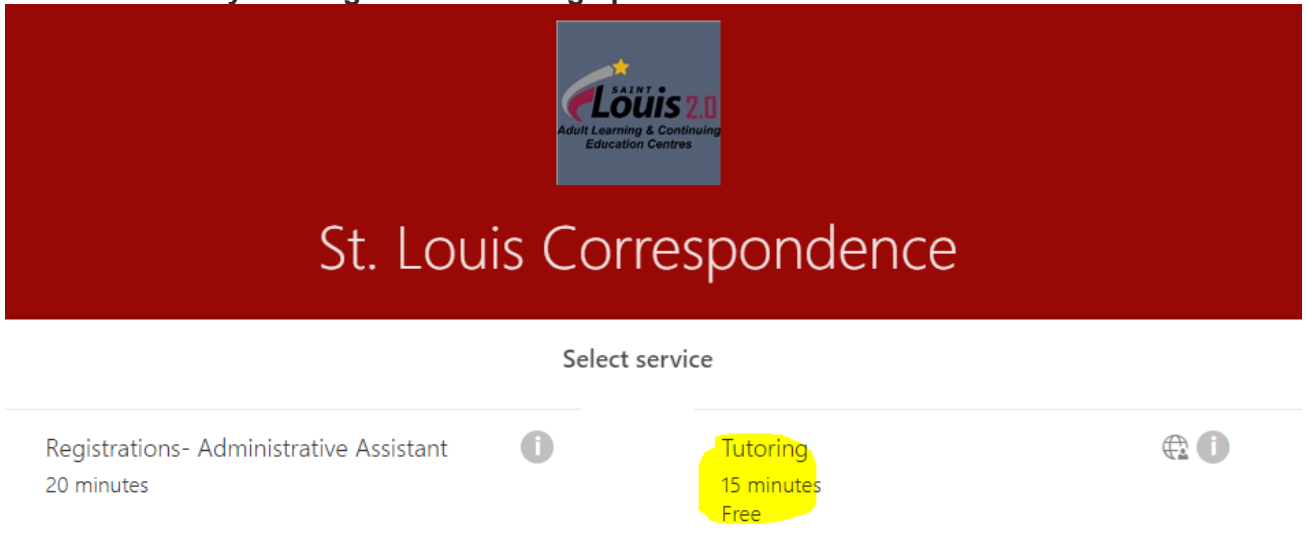
1. If you prefer to use Word, Excel, and PowerPoint, those are accessible from My Apps

All apps



HOW TO BOOK ONLINE TUTORING




1. Book time with a tutor using the link: <https://outlook.office365.com/owa/calendar/SDCorrespondence@wcdsbca.onmicrosoft.com/bookings/>
2. Select service by clicking on the Tutoring option



SAINT Louis 2.0
Adult Learning & Continuing Education Centres

St. Louis Correspondence

Select service

Registrations- Administrative Assistant 20 minutes		Tutoring 15 minutes Free	 
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3. Pick the day by using the calendar


< > October 2020

Su	Mo	Tu	We	Th
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29



4. Pick your time

Select staff (optional)

 Anyone 

1:30 pm	1:45 pm	2:00 pm
2:30 pm	2:45 pm	

5. Scroll down and accurately fill out the details we need. You and your tutor will receive a confirmation email.

6. Read out privacy policy and click on the checkbox.

<https://www.wcdsb.ca/about-us/policies-and-administrative-procedures/freedom-of-information-and-protection-of-privacy-student-personal-information-apc023/>

7. At the bottom of the screen, Click on **Book**

By clicking below you agree to these [privacy policies](#).

Book

8. You and your tutor will receive a confirmation email with details of your appointment.