



Parent and Students, this newsletter has a lot of information in it. Some you may be familiar with, some of it will be new. All of it will be important when setting up e-learning at home. Please keep these instructions to help troubleshoot issues that pop up. We appreciate the support as we navigate this new way of learning. Not all classes will be using all of these platforms however we have provided all of you with the instructions. The purpose of the TEAMS channels is to provide us with a way to communicate with classes and set up virtual meetings both internally and externally. Your child's teacher will let you know what platforms they are using.

Student Number

Your child's student number is very important. They will need it for everything!

When you get it, write it down and keep it near where you will be learning.

My Student Number _____ .

DO NOT use a classmate's student number. Don't share your own student number and if you know a friend's student number, don't share that either. Protect your privacy and protect each other's privacy.

Your Personal Education Number (PEN)

You will not need your PEN Number for logging into any of the digital platforms Henderson teachers are planning to use. It is an important number for your parents to have. It identifies you in the BC K-12 system.

Your Email Address

Your email address is studentnumber@learn.vsb.bc.ca

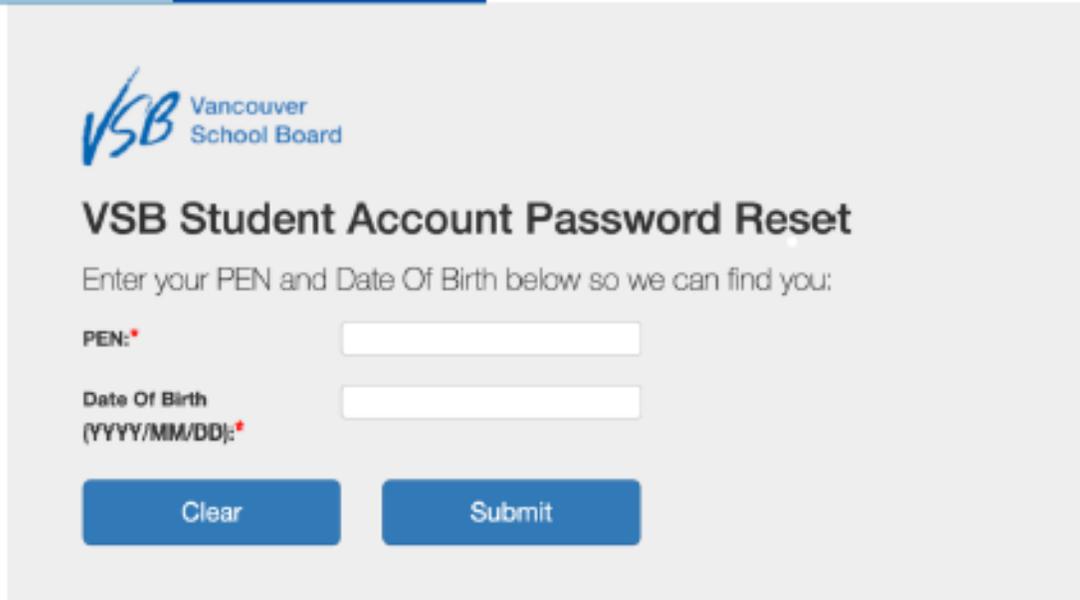
Your email address is also your username for Office 365.

Your Password

Your child's password will need to be reset if they do not remember it or if they never had one, you may need to assist them and to help them remember it! For privacy reasons we, at the school, no longer reset the passwords. The instructions for setting/resetting student passwords is below. Once set write it down if you have to and share it with your parents so they are able to help you when you have trouble logging in. DON'T share it with your friends or siblings.

Instructions for Students to Reset Passwords

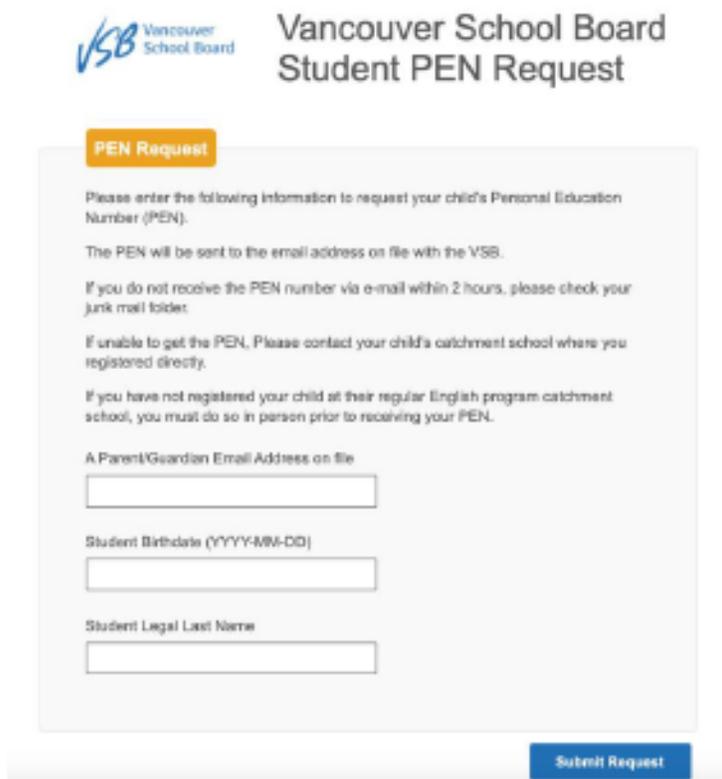
1. Please visit studentpass.vsb.bc.ca



The screenshot shows the VSB Student Account Password Reset page. At the top left is the VSB Vancouver School Board logo. The main heading is "VSB Student Account Password Reset". Below the heading, it says "Enter your PEN and Date Of Birth below so we can find you:". There are two input fields: "PEN:" and "Date Of Birth (YYYY/MM/DD):". Below the input fields are two buttons: "Clear" and "Submit".

2. Input student PEN (Personal Education Number) and Date of Birth

3. If you do not know the Student PEN number, please contact the office staff or visit the [VSB Student PEN Request](#) site. You will need to know the parent email address on file, student birthdate and legal last name.



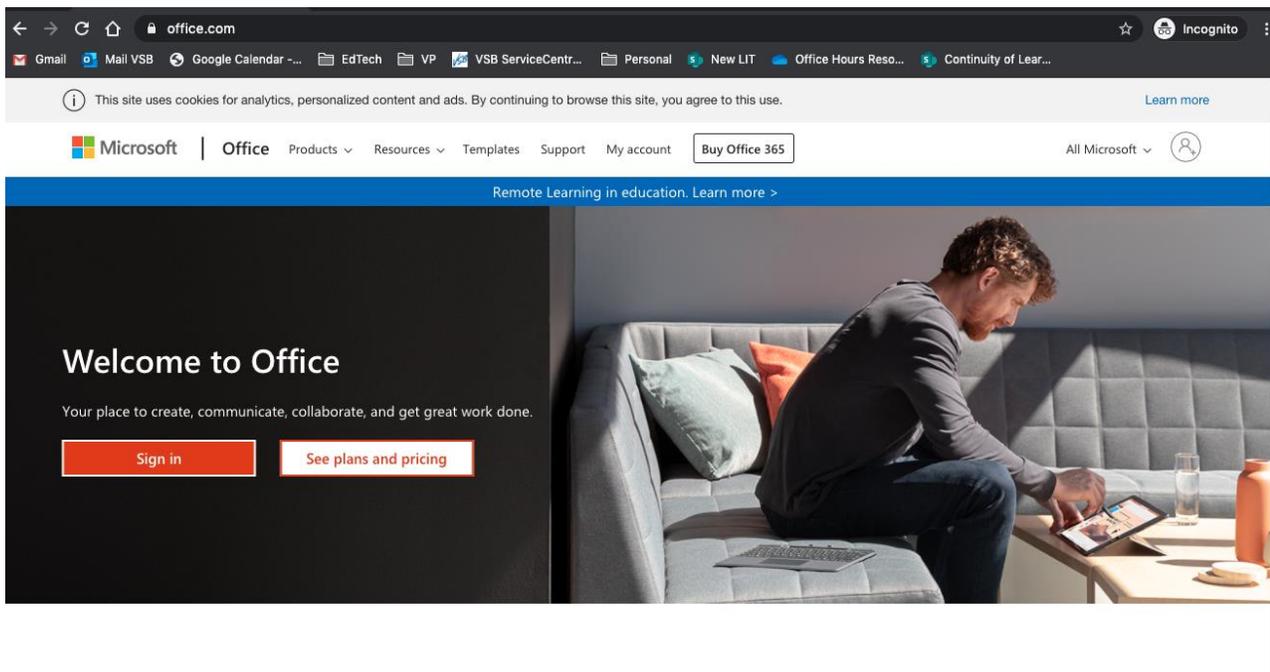
The screenshot shows the Vancouver School Board Student PEN Request page. At the top left is the VSB Vancouver School Board logo. The main heading is "Vancouver School Board Student PEN Request". Below the heading is a section titled "PEN Request" with an orange background. The text in this section reads: "Please enter the following information to request your child's Personal Education Number (PEN). The PEN will be sent to the email address on file with the VSB. If you do not receive the PEN number via e-mail within 2 hours, please check your junk mail folder. If unable to get the PEN, Please contact your child's catchment school where you registered directly. If you have not registered your child at their regular English program catchment school, you must do so in person prior to receiving your PEN." Below the text are three input fields: "A Parent/Guardian Email Address on file", "Student Birthdate (YYYY-MM-DD)", and "Student Legal Last Name". At the bottom right of the form is a blue button labeled "Submit Request".



VSB Students Logging onto Office365

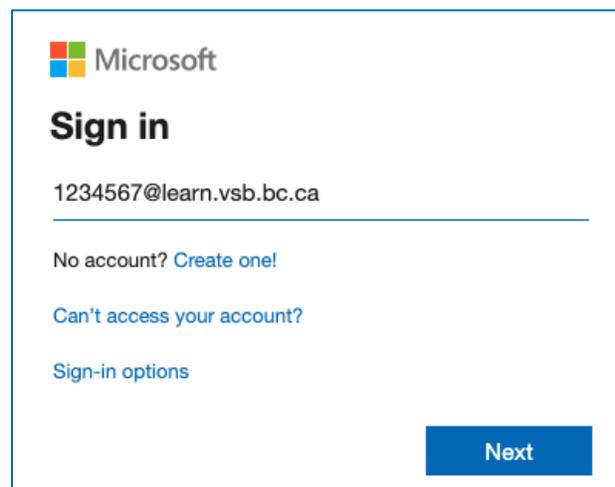
All VSB students have access to Office 365.

1. Go to: Office.com



2. Sign in with your VSB email address. It is your studentnumber@learn.vsb.bc.ca

This will synchronize with the VSB login system.





VSB Vancouver School Board

← 1234567@learn.vsb.bc.ca

Enter password

Password

[Forgot my password](#)

Sign in

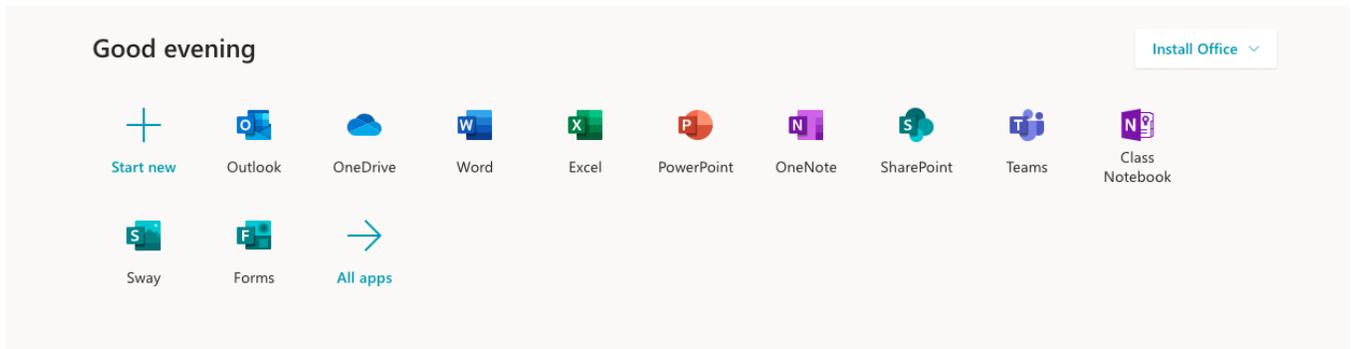
For technical assistance, call the service desk at 604 713-4444

3. Enter your Password – This is the same password you use to log onto school computers. **For first time use this year all students will need to reset their password. You will need to help them navigate this**

Forgot your password? There are two ways to reset your password.

- Contact your teacher. Your teacher can reset your password and send it to your parent.
- If your parent can help you, your password can be reset by going to studentpass.vsb.bc.ca You will need your PEN and Date of Birth.

4. Now you can use office products online or download to your home computer!



5. The first application to download is Teams!

You are also able to use Teams as a web-based application if your computer allows third-party cookies. Eventually, your teacher will be inviting you to join a MS Teams Classroom.



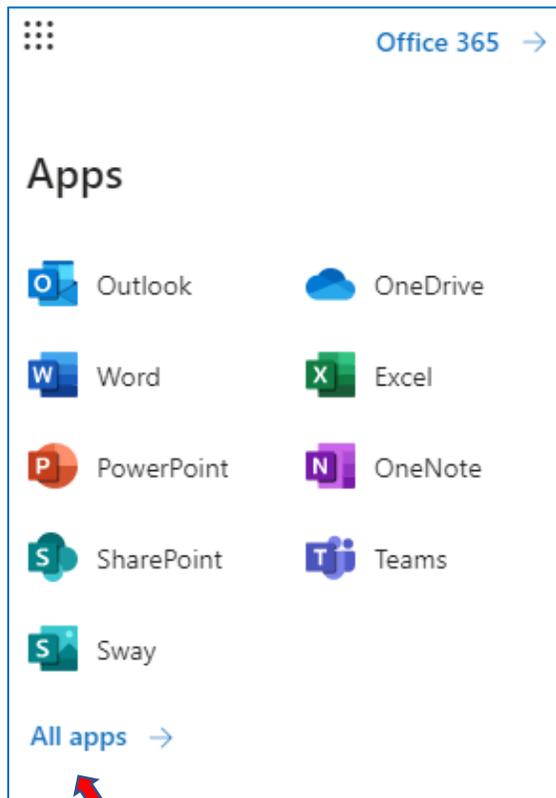


Checking your VSB email on Office 365

After you sign into Office 365, you will see the option to use Outlook. Select Outlook and it will automatically open up your email. From your email, you will be able to access many other applications without going back to the Office.com screen.

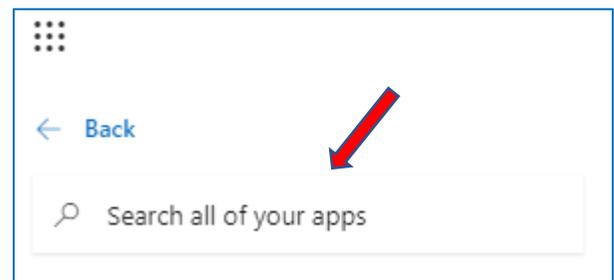
myBluePrint

1. To find myBluePrint, a student driven e-portfolio and classroom platform, click on the App Launcher symbol (some teachers call it the waffle).



2. If myBluePrint does not appear on the list of apps, click on "All apps".

3. Search for "myBluePrint" in "Search all of your apps".



4. Next time you click on your App Launcher, myBluePrint will appear as one of the apps you use.



Signing into myBluePrint

There are three ways to sign into myBluePrint.

1. "sd39" is the Username/Email
Password is your Student Number
2. Click on *School Account Login*

Select SD39 from the drop down menu.
Click on Login with School Account.

It will then prompt for email address and password.

3. If you have your QR Code, click and scan.

Getting into your MS Teams Classroom

You will receive an invitation from your classroom teacher in your email. Open the email and click on the *Open Microsoft Teams*.

This will open up on a web browser if you haven't yet downloaded the TEAMS app to your home computer.

In the future, to get into your Team, just click on the Teams application on your desktop. It will remember you!



Digital Learning Protocols

Expectations for effective digital learning

Your learning environment



Set up an effective learning environment free from distractions.

- Designate a quiet area in your home 
- Your phone should be put on silence and put away 
- Make sure the TV and music is turned off. 
- Pause / turn off notifications 
- Use earbuds / headphones 
- Close extra tabs
- Mute microphone 
- No gaming 

Respect Class time

Treat this time as if you're in a face-to-face situation.

- Sit up in a chair  Don't eat during a live session
- Wear appropriate attire  Use the restroom before or after class
- Log in on time  Don't take your laptop to the bathroom
- Have all your textbooks & supplies with you 

Online Presence



- Use appropriate, professional language
- Use appropriate avatars

Communicate with your teachers!



This is new to both your teacher and for you. Emergencies happen. Communicate your situation with your teachers. We want to work with you!

Netiquette and Digital Citizenship

These protocols will help you be successful. Take some time to go over them together.

Your success is important to everybody – yourself, your parents, your teachers and us. We value the time your teachers have spent in planning for your being able to stay connected and keep your parents connected to you learning. We value the support your parents are providing at home. We value your learning process. We want you to have a positive experience.

If you need any help at all, please reach out to your teachers, support staff in your class, or Mr. Singh or Ms. Sandhu.

Print these instructions if you can and keep them handy.

Thank you for staying connected.

