# **eLearning Student Checklist**

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| **Checklist** | **Yes or No** | **What Should I Do?** |
| **Are you able to access your Grand Erie Outlook email?**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.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) and password.  |  | Contact ITS Support or ask one of your classroom teachers for your username and password. |
| **Are you able to login to Brightspace?**On a Grand Erie computer, you should be able to access Brightspace without logging in. Click the Desire2Learn Chrome icon on your Desktop. From home, go to <http://gedsb.elearningontario.ca> and use your email (username@granderie.ca) and password to access. |  | Contact eLearning Support |
| **Are you able to find your course?**If you course is taught by a teacher in Grand Erie, it should be in your My Courses widget on your homepage.If your course is being taught by a teacher outside of Grand Erie, it should be in the My Courses in Other Boards widget on your homepage.If you are taking a course taught by a teacher outside of Grand Erie and do not see it in the My Courses in Other Orgs widget, check your Grand Erie email for login information. You may need to login to a different board’s Brightspace to access your course. |  | Contact eLearning Support |
| **Do you know how to contact your teacher?**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.Check your Grand Erie email. You teacher may have contacted you. |  | Make sure you’ve read all available information before contacting eLearning Support. |
| **Is there information on the Newsfeed or Activity feed?**There should be communication on the course homepage (ex. Newsfeed, Calendar, Activity Feed). |  | If you see nothing, contact your eLearning Teacher. |
| **Is there an orientation that needs to be completed?**Sometimes an orientation needs to be completed before you can access the course. |  | Make sure you’ve read all available information before contacting your eLearning Teacher. |
| **Have you located the course syllabus?**The course syllabus may be accessed in the Newfeed/Activity Feed and/or content area. |  | Contact eLearning Teacher |
| **Do you know important course dates?**The calendar is the most commonly used scheduling tool. If you don’t see anything in the calendar, check the course syllabus. |  | If you are unsure of unit release dates, due dates, and or/test dates, contact your eLearning Teacher. |
| **Do you know the date of your final exam?**This is very important! Ensure you know the date of your final exam now so you can ensure you are available that day. |  | Contact eLearning Teacher |

eLearning Support: elearning@granderie.ca

ITS Support: its.support@granderie.ca