



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.

## 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](mailto:studentnumber@learn.vsb.bc.ca)

Your email address is also your username for Office 365.

## Your Password

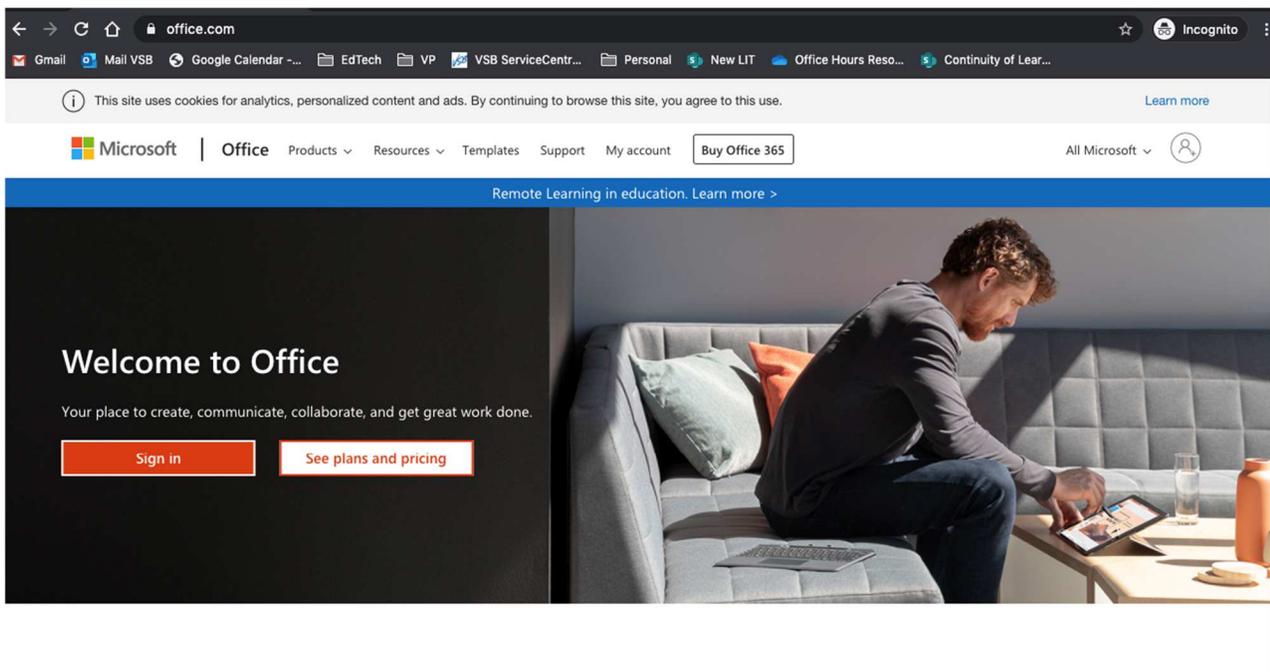
Your child's password will be sent to you by either your child's resource or classroom teacher, you will need to remember it! Write it down if you have to and share it with your parents so they are able to help you when you have trouble logging in. DON'T share it with your friends or siblings.



## VSB Students Logging onto Office365

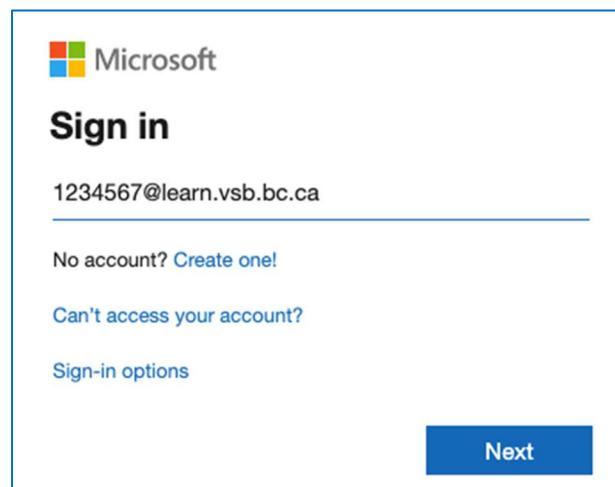
All VSB students have access to Office 365.

### 1. Go to: Office.com



### 2. Sign in with your VSB email address. It is your [studentnumber@learn.vsb.bc.ca](mailto:studentnumber@learn.vsb.bc.ca)

This will synchronize with the VSB login system.





 Vancouver School Board

← 1234567@learn.vsb.bc.ca

### Enter password

Password

[Forgot my password](#)

[Sign in](#)

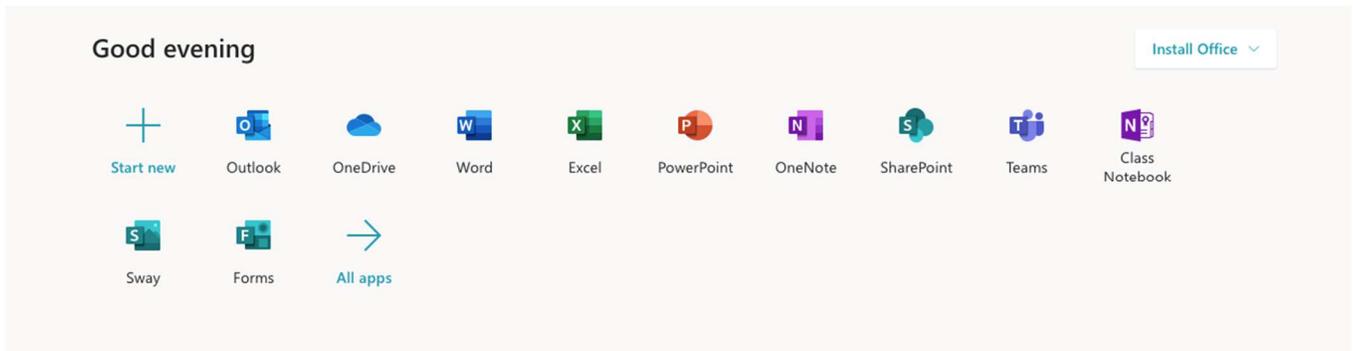
For technical assistance, call the service desk at 604 713-4444

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 be given a new password by their teacher.**

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](https://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.



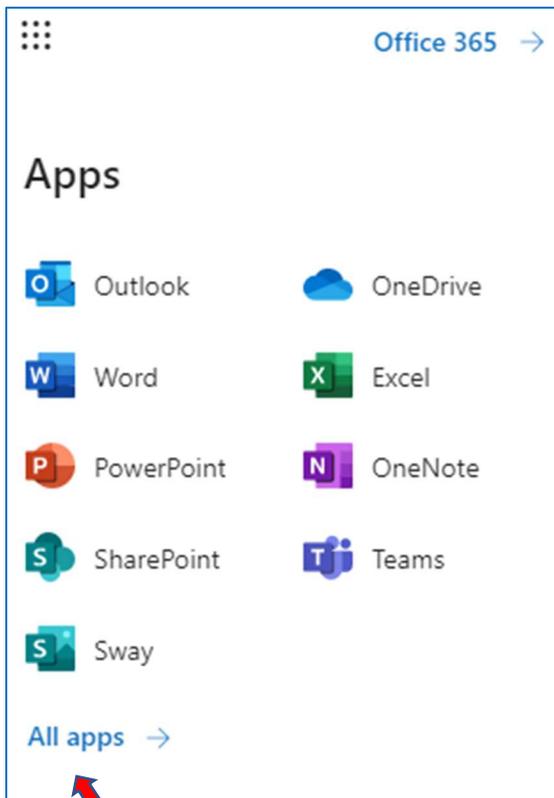


## Checking your VSB email on Office 365

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.

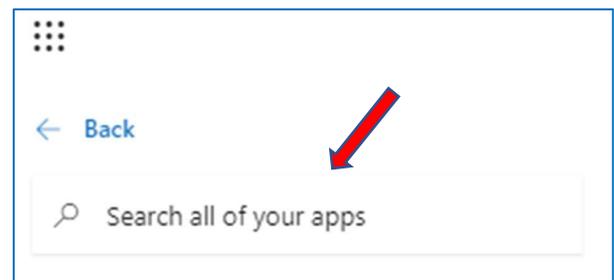
## myBluePrint

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.

*MISTAKES  
are proof  
THAT YOU ARE  
Trying*