

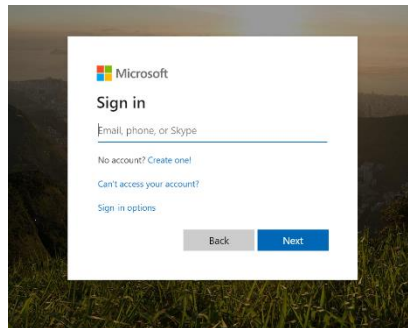
Dear **MTCS** families,

Today, schools across the province, including **MTCS**, will begin to provide learning at home activities to our families. These activities have been created by your teachers to support continued learning at home, based on previous student learning.

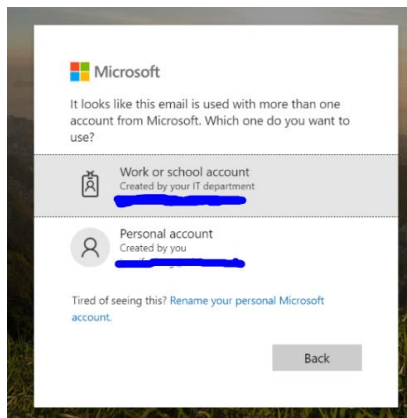
1. The learning activities will be accessed through the **Microsoft Teams** app in the **Microsoft Office 365 portal**. A link to this portal has been created on our school webpage, and can be accessed at www.office365.com. Click on the **red icon** that says **Sign In**.



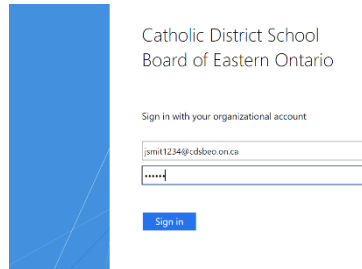
2. The student should use their **school username** to access **Microsoft Office 365** through the **Sign In** page (i.e. jsmit1234@cdsbeo.on.ca).



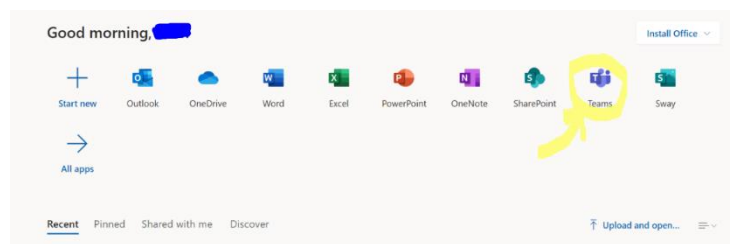
3. The student should select their **Work/school account**.



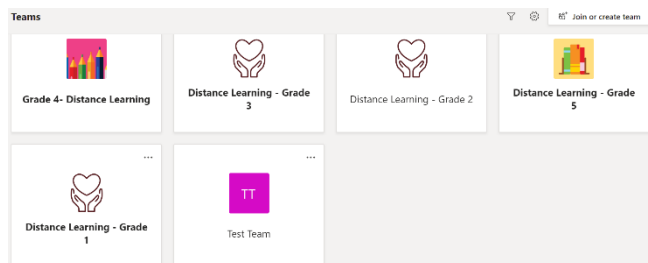
4. The student will be directed to the **CDSBEO** school server page to enter their **password**. The student password is the password that they have been using on school devices.



5. Once the student has logged into **Microsoft Office 365**, they should select the **Microsoft Teams** app.



6. All students have been assigned to grade level groupings. Once a student is in the **Microsoft Teams** app, they select and open the **class Teams** for their specific grade level.



7. In the grade level **class Teams**, there are **channels** for the student work, based on subject area:
- Grade 1 to 3: Literacy, Numeracy, FSL (optional)
 - Grade 4 to 6: Literacy, Numeracy, Science, Science Immersion, Social Studies, Social Studies Immersion.

8. The student can open the **channel** they wish to use and select from the posted learning activities.



We understand that this is going to be a learning experience for parents, students and teachers, as we move to working together in this online environment. Your school team is here to support you and your child, as we navigate this distance learning together. Please do not hesitate to reach out to your child's teacher through e-mail (firstname.lastname@cdsbeo.on.ca), should you have any questions about the learning activities provided.

Yours in Catholic Education,

Chris Oldford,

Principal

Mother Teresa Catholic School