



# Avon Maitland District eLearning Centre

P.O. Box 729, 165 Princess Street East  
Clinton, ON N0M 1L0  
Tel: (519) 482-5428 Fax: (519) 482-8795  
www.amdec.ca



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## Instructions for Completing Orientation 2016-17

To complete your AMDEC orientation you must complete both of the steps listed below.

Students taking Semestered course must have these steps completed within 3 school days of the orientation email being sent.

Students taking Non-Semestered course must have these steps completed within 5 school days of the orientation email being sent.

If you have not yet received your orientation email, you should receive it within several school days of all required paperwork and board approvals (as necessary) being received in our AMDEC office.

### Step 1: Login to your course(s) and read the messages from your teacher

Log into your course website (<https://amdsb.elearningontario.ca/>) using the username and password provided in your orientation email.



## Welcome to The Core, Avon Maitland DSB's Student and Staff ePortal

AMDSB Students and Staff: Login below using your Active Directory username and password. To change/recover your Active Directory password, use the Self Service Password Reset Manager by clicking [this link](#).

Please note: Staff Active Directory passwords must be changed every 90 days. Failure to do so will impact your ability to login to The Core.

Students from outside of the Avon Maitland DSB: Login below using the login information that was emailed to you from AMDEC.

#### Need Assistance?

AMDSB Students: Please contact your teacher for assistance logging in.

AMDEC Students: Please contact AMDEC Tech Help at 1-800-592-5437, ext. 513 for assistance logging in.

Staff: Please contact your School Administrator or submit an eBase request for assistance logging in. If you are an Occasional Teacher or a staff member not associated with a school, please contact the LRC at (519) 482-5428 for assistance.

Username \*

Password \*

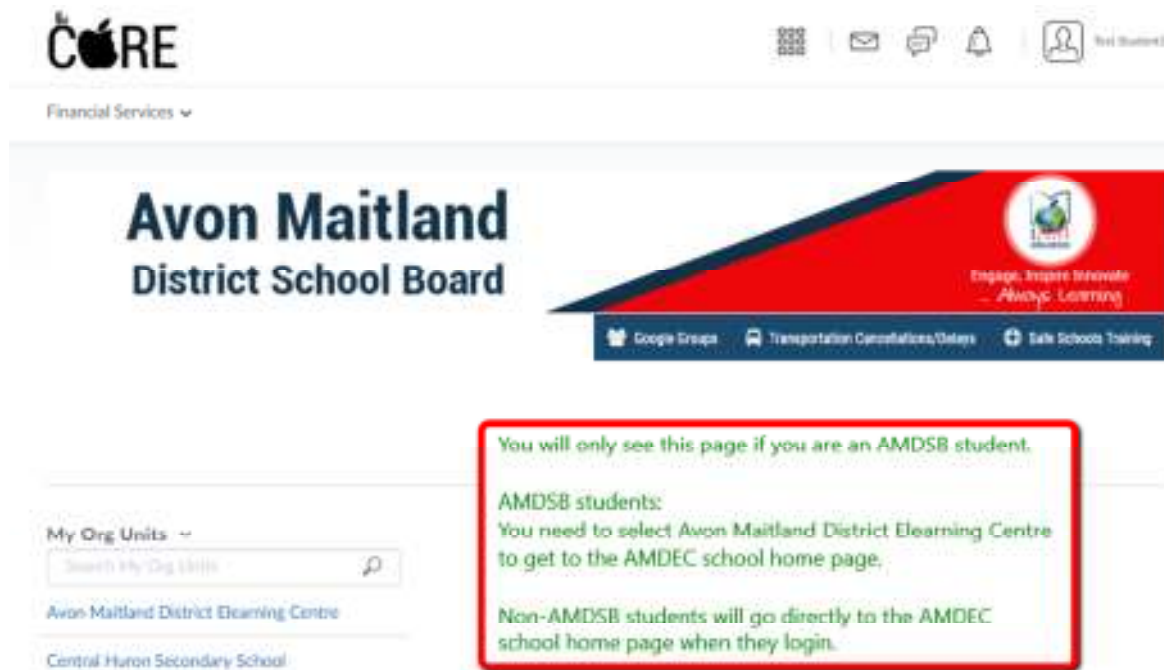
Log In

Go to <https://amdsb.elearningontario.ca>

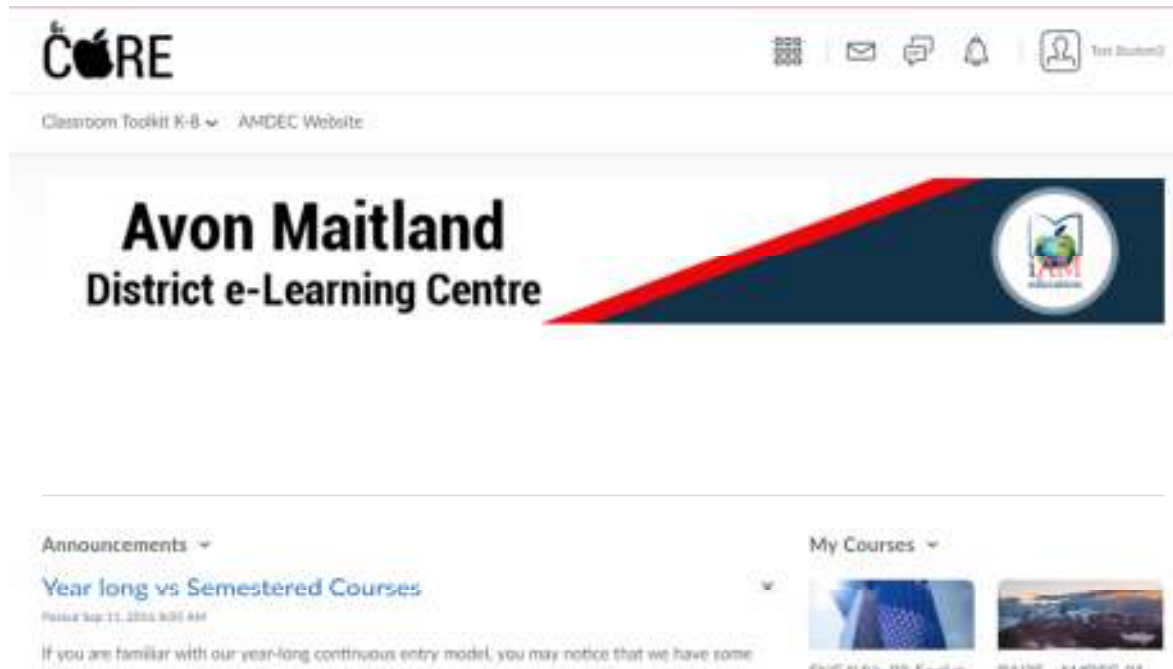
If you are an AMDSB student  
Username: Your AD Username - first4 last4 3digits

If you are not an AMDSB student  
Username: first4 last4 3digits  
Password: Birthdate in format MMDDYYYY

If you are an AMDSB student you will have to select AMDEC from your list of schools in the 'My org units' on your school home page.



If you are from outside AMDSB you will go directly to the AMDEC school home page.



This page is called your 'My Home' page. This is like walking through the front doors of the school - you are in the school, but not yet in your class. From your 'My Home' page, do the following:




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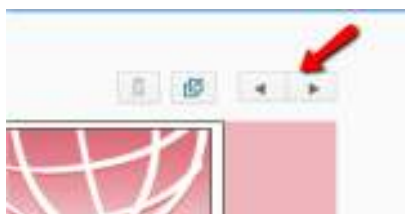
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- a)  Click on the waffle along the top of the window and click on your course. After clicking on your course, you will land on a page called your 'Course Home' page. This is like walking through the door of your classroom - you are now in your class.
- b) Find the Course News area on the Course Home page and read the Welcome message from your teacher.
- c) Find the 'Course Resources' area on your 'Course Home' page. Read and/or complete all 3 items listed below by clicking on the links in the 'Course Resources' area. Go back to your 'Course Home' page at any time by clicking on your course code in the 'MiniBar' at the top of the window:
- the Meet the Teacher page
  - the Tips for Success page
  - the Getting to Know You survey

## Step 2: Complete the Orientation unit

- a) Listed in the courses Assessment and Evaluation page your teacher has outlined all requirements of your course. A link to this document is found in the 'Course Resource' area. The Assessment and Evaluation document will outline what parts of the Orientation unit you need to complete.
- b) From your 'Course Home' page click on the 'My Class' dropdown in the Navigation (or Nav) bar at the top of the page, then click on the Content link to access the Table of Contents for your course.
- c) From the Table of Contents, click on Orientation at the left side of the screen to access the Orientation unit for your course. Then click on the Unit Overview in the middle section of the screen to access and review the first page of the Orientation course. You have several options for navigating to other pages within the course:
- At the top right of the page, click the forward or back arrow, or



- Near the top left of the page, click the tab with the right pointing arrow to expand the Table of Contents side panel and click on the page you would like to access, or



- Click the internal page links at the top and bottom of the page.



For each Activity in the Orientation course make sure to review the Overview and Learning Goals pages, read the Content pages and complete all assignments on the Assignment pages. The pages in the Orientation course contain the information you will need to know to get started on your course, so make sure to read carefully and complete all required assignments.

**Note:** If you are taking more than one AMDEC course, you will need to go back and complete steps 1 and 2 for each AMDEC course you are taking.

After you have completed both of the steps above for each of your AMDEC courses you will be ready to get started on your course(s). To access your course lessons and assignments, click on the My Class icon in the Nav bar at the top of your window and click on Content to access the Table of Contents for your course. If you have more than one AMDEC course and would like to access another course, click on the waffle icon at the left of the 'MiniBar' at the top of the window and then click on the course you would like to access.

If you experience any difficulty with this process, please e-mail AMDEC Tech Support at [support@amdec.ca](mailto:support@amdec.ca) or call 1-800-592-5437 x 513 on school days between the hours of 8:30 a.m. and 1:30 p.m.

We wish you all the best with your AMDEC course(s).