



ÉCOLE SECONDAIRE ARGYLE SECONDARY SCHOOL

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Thursday, April 9th, 2020

Hello Argyle Families!

As we near the end of this week we continue to build a deeper understanding of teaching and learning in this new educational reality. While we have been focusing on building a remote educational delivery model, improving technical literacy, and settling into new routines, we are mindful of being responsive to our student and families' current realities; we are working to "adjust the tap" and find a flow that works for our Argyle community. If you need to access past communications emailed home, Argyle emails are posted on our [website](#), while NVSD emails are posted [here](#). We are all learning and will continue to adjust to help best meet the needs of our students and families. As an example, teachers are recording lectures or live demonstrations to provide opportunities for students to access information and lessons at alternate times if they unable to join a live session. We understand that many students are sharing devices, or have schedules that require flexible access to learning.

Teachers are working to coordinate availability and some adjustments may occur over the next couple of weeks. Teachers will communicate schedule changes to class "meeting" times and optional open Q&A "office hours" to students via Microsoft Teams or the NVSD Portal. We have asked teachers to be flexible with how students submit work as we know each family's situation is different and many don't have printers & scanners at home. This may include sending a photo of work, uploading a word/PowerPoint file, or submitting a fillable Word document. All students have access to the full Microsoft Office365 suite of applications through the NVSD portal; Office365 includes Teams, One Drive, Word, Excel, and PowerPoint. There are set up guides for students posted on our [Argyle website](#).

If you have questions about a particular course, please reach out to your child's teacher by email. Teacher emails are listed on Argyle's website [here](#). Broader questions related to learning at home can be directed to your child's grade administrator. Our plan is to send out one school communication to families at the end of each week.

This newsletter contains information on:

[Portal and Microsoft Office365 Student User Login & Password Change](#)

[Student Tech Guides for Microsoft Teams](#)

[Microsoft Teams Tech Tip](#)

[New Terminology – Office Hours vs Live Meeting/Event](#)

[Locker Access – final opportunity to gather essential items](#)

[Resources for Managing Stress & Anxiety](#)

[Graduation Assessment Results](#)

Portal and MS Office365 Student User Login and Password Change

Students are accessing the Portal to access not only MS Teams, but to also utilize the entire MS Office365 Suite which includes Word, Excel, and PowerPoint. Student logins are a 6-digit ID followed by 's' (i.e. 123456s); students are familiar with this ID for accessing computers in the school. Students were assigned a generic password at the beginning of the year, however, it is recommended at this time that students update/change their password for added security.

To change the password, students should navigate to the reset page via the link: <http://aka.ms/ssprsetup>

Students will be prompted to enter their district Microsoft Credential which is usually their SD44 email (123456s@sd44.ca) if they are not already logged into the Portal.

Microsoft Teams Tech Guides

We have developed a couple of Microsoft Team Quick Guides for students. These guides are attached to this email.

The first is a new guide: ***Quick Guide for Students: Creating, Editing and Submitting Assignments in Teams***
The second is an updated guide: ***Quick Guide for Students for MS Teams***

These guides are posted on the Argyle website [here](#). If there are updates to the guides we will repost them on the school website.

Microsoft Teams Tech Tip

If your child(ren)'s MS Teams is not functioning properly, or they are missing a feature (like Chat, etc.) they may need to fully log out of the application and log back in to see updates and security changes. It is recommended to fully log out every evening and log back in the next day to ensure full functionality and access.

To log out fully:

- Click on the avatar in the upper right of the window (the avatar is the circle with their initials or image in it)
- Click on "Sign out"
- Close the tab or browser or application (depending how they access the application)
- Re-login to MS Teams using their SD44 credentials

New Terminology - "Office Hours" vs "Meeting/ Live Events"

With the migration to Learning at Home there are some new terms that we want to provide some clarity on – namely office hours and live meetings/events.

Office Hours are simply times when a teacher is available for student questions etc. much like a tutorial time they might normally hold after school or at lunch. During this time, students can chat directly with the teacher or post in the team conversation so that the teacher will be able to respond. For example, if a student had a specific question on a lesson, or an assignment, they could access the teacher at that time to get support. Office hours are also not recorded although posts on the team are available for everyone to review and could be helpful information. Chats are not available for everyone to see and would be more of an individual question or query.

Teachers may have 'lessons' that can be delivered via a 'meeting' or 'live event' in MSTeams. These will be recorded so that students can view later if they were not available to engage 'live' in the session.

2nd Locker Access Cleanout – Wednesday, April 15th

We are aware that some students were unable to come to this week's locker access time. We have added an additional time next week on **Wednesday, April 15th** to allow students to pick up essential personal items from their lockers. To ensure the health and safety of everyone there are several protocols that must be adhered to. Please see the attachment to this email for detailed information including the schedule for access.

Resources for Managing Stress & Anxiety

With the COVID-19 pandemic having a broad impact on young people, their families, and society, the NVSD has created a document with strategies and resources to keep us grounded and well.

- [Ways to Manage Stress and Anxiety and Support Children](#)
- [NVSD Social Emotional Learning and Mental Health](#)

Additionally, Argyle's grade counsellors will continue to be available to support your child(ren). The best way to reach them is by [email](#).

Graduation Assessment Results

The results from the Literacy 10 Graduation Assessment grade 10 students wrote in January are now available online. The results of the Numeracy 10 assessment a small number of grade 11 and 12 students wrote are also available. Students can access their results from the "Graduation Assessment/Provincial Examinations" link after logging in to their account on the Student Transcripts Service at: www.studenttranscripts.gov.bc.ca.

Student Transcripts Service (STS) is an online application for students to view their school marks, transcripts, scholarships and send transcripts electronically to post-secondary institutions and employers. For instructions on how to access the STS click [here](#). Students will need their Personal Education Number (PEN) which is a 9-digit number located on the top of every report card.

At this time, we would also like to reiterate the message in the Superintendent's letter from April 8th regarding physical distancing. We have been hearing concerns from members of our community about students who continue to gather in large groups on our school and municipal grounds. We ask that parents/guardians reinforce the message and speak to their children about the importance of staying at home and maintaining a safe physical distance (minimum 2 meters or 6 feet). The NVSD's Facilities and Planning team has developed a [Frequently Asked Questions document](#) that addresses why our school grounds are temporarily closed and who to contact if you observe unsafe physical distancing practices on our school grounds. We appreciate your support as we work to maintain the health and safety of our students, staff, and school community.

We wish you and your family an enjoyable and relaxing long weekend. Stay safe, healthy, and enjoy the sunshine!

Warmest regards,



Kim Jonat, Principal

Caren Hall, Vice Principal

John Crowley, Vice Principal