

Required Software How to Install FirstClass®:

Please keep your Parent Logins confidential from all students,
for exam integrity reasons.

STEP 1: Go to the website: www.centreforlearning.ca

STEP 2: Click on Parent and Student Login (link on the bottom blue bar).

PARENT & STUDENT LOGIN
PARENTS' CORNER

STEP 3: At the next screen click **DOWNLOAD**.



STEP 4: On the next screen, click on the version you want to install.

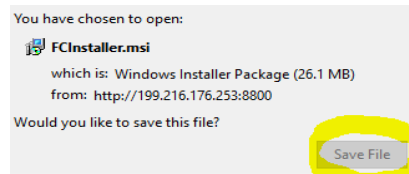
FirstClass® Client

FirstClass® enables you to experience the power
The FirstClass® Client software provides a desk

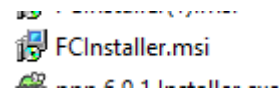
Step 1

Choose the version you want to install.
Windows
Macintosh

STEP 5: Click on SAVE FILE:



STEP 6: In your Downloads Folder look for an icon named (or similar):

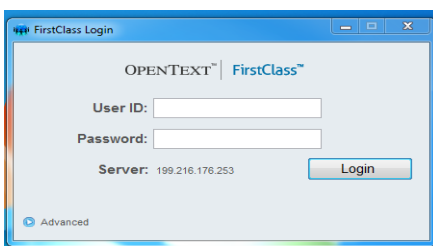


STEP 7: Double click on the Installer and “RUN”, then “NEXT”, and “INSTALL” followed by “FINISH”

STEP 8: The next 3 steps you **MUST** complete before your login for the first time!

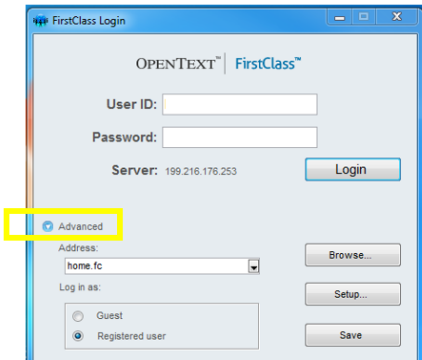
STEP 8A: “Setting & Resetting the Server - FirstClass® Instructions”

Open the FirstClass® icon on your desktop:

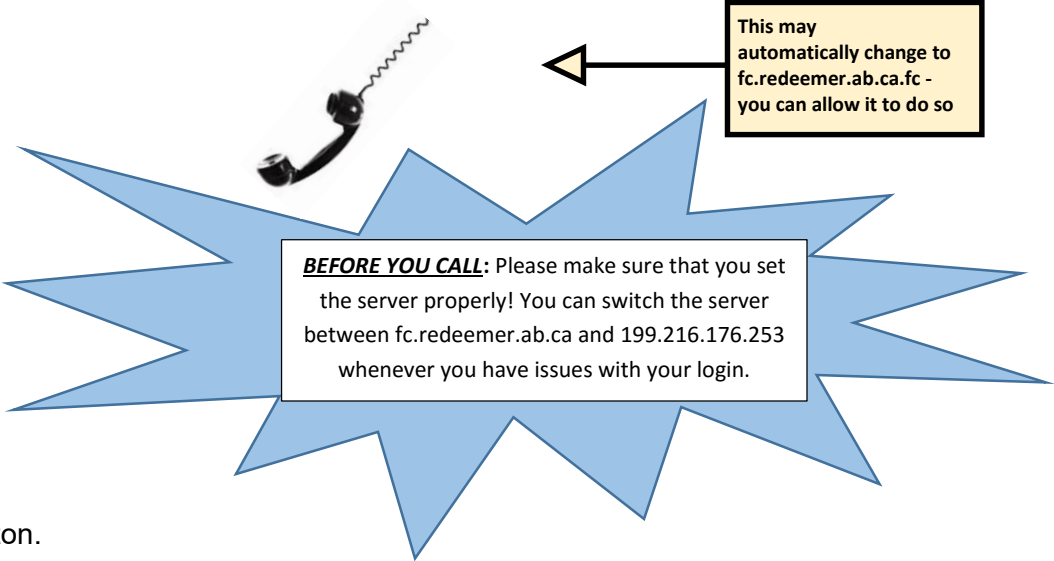


Required Software How to Install FirstClass®:

STEP 8B: Click on “Advanced” and under “Address”, please enter: 199.216.176.253



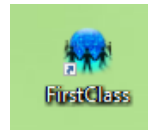
This may automatically change to fc.redeemer.ab.ca.fc - you can allow it to do so



BEFORE YOU CALL: Please make sure that you set the server properly! You can switch the server between fc.redeemer.ab.ca and 199.216.176.253 whenever you have issues with your login.

STEP 8C: Click on the Save button.

STEP 9: Find the FirstClass® icon on your desktop.



STEP 10: Enter your User Name and Password supplied to you.

Parent usernames and passwords - Parents, please do not share your parent logins with your child.

If your FirstClass® account is not up and running by August 30, 2016, please contact our office.

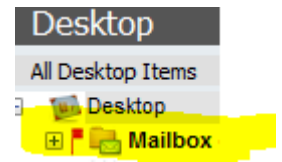
~ FirstClass® accounts will not be activated until after August 1, 2016

Required Software How to Install FirstClass®:

Online Orientation:

Step 1 – Download FirstClass® prior to August 23 and login (Student and Parent).

Step 2 – Check your “Mailbox” for further instructions from your assigned EA.



Step 3 – If you are new to online education, you are required to complete

Online Orientation at the direction of your assigned EA prior to starting your online courses.

2016-2017 Support Videos – please utilize the online training video’s as needed, they are an excellent resource for both Parents and Students getting familiar with us!

<http://albertahomeeducation.ca/online-education/support-videos/>

QUICK TIPS:

Reading New Messages:

Messages you have not read yet have a red flag beside them. You can delete messages from your Mailbox, but not from other folders (as these are controlled by the school).

Sending an Email:

1. Double-click on your Mailbox icon to enter your Mailbox.
2. Click the New Message icon (looks like an envelope).
3. In the To: line of your message, start typing the name of your recipient - all names matching the letters you type will appear for you to make a selection. OR, click Collaborate > Directory to see all members of the FirstClass® school directory to whom you can send a message to. Select your recipient and click the To:

Visiting Folders:

1. Note that you are in your mailbox, you are in full control of this area and if you send a message from your Mailbox, you need to indicate who the recipient is.
2. In any other folder, if you click New Message; you will be posting a message to that folder for all to see (ex. Parent Lounge).

If the above steps do not answer your questions, you can contact The Centre for Learning@HOME technical support via our toll-free number: 1-800-659-1945. You can also contact the Tech Department within FirstClass® by sending your questions to "Tech Questions".

Important Note: FirstClass® only allows you to communicate with teachers/students/parents within The Centre for Learning@HOME. You will need to use your own email address (i.e. Telus, Shaw, Hotmail, etc) to send email that is not related to school matters.

***Required Software* How to Install FirstClass®:**

FirstClass® is The Centre for Learning@HOME's forum for email, learning and communication.

Don't delay - log in soon to see what is available for you to access:

~ Announcements area - daily Gospel readings and announcements posted in a voice format (by The Centre for Learning@HOME teachers). Get up-to-the minute updates on upcoming events and important dates!

~ Parent Lounge and Parent Resource Forum - connect with other The Centre for Learning@HOME parents to share ideas, resources, and fellowship!

~ School and Home Education Resources - an area with many resources to assist parents with home-based children.

~ Exam and tests for any online core courses are only accessible by the Parent FirstClass® email account.

.....and much more! All areas in FirstClass® are constantly being updated so check back often!