Crestwood Preparatory College
Grades 7 to 12
217 Brookbanks Drive
Toronto, Ontario M3A 2T7
Tel: 416.391.1441
Fax: 416.444.0949

www.crestwood.on.ca

September, 2013

"FirstClass" and "The Cloud" Communities

What is FirstClass?

FirstClass is the e-mail and online learning system for Crestwood. It allows teachers to distribute learning materials, lessons, and notes to students. It allows students to collaborate on projects and assignments with each other. And it allows parents to keep track of homework, assignments and their child's course work.

What is The Cloud?

The Cloud is the newest addition to FirstClass. The Cloud is a new and engaging way for students to participate in their classes and for teachers to distribute course content in a more collaborate fashion. Parents will use The Cloud to see what is going on in their child's courses and get a firsthand look at the exciting things that are going on at Crestwood.
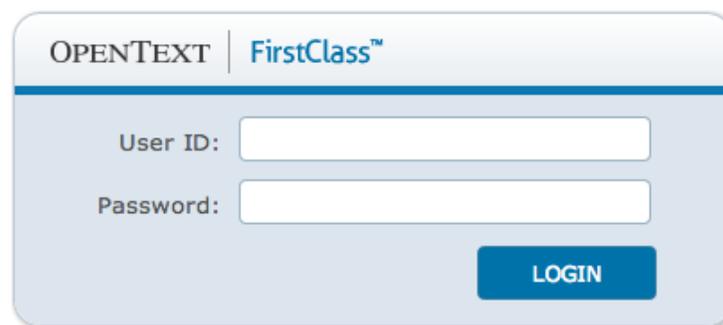
How do I log into FirstClass?

Open your web browser and go to:

http://fcws.crestwood.on.ca

You no longer need to download the FirstClass Client. All access is now web based.

Enter your user ID and password and click login. Your family ID and password are included in this mailing package.
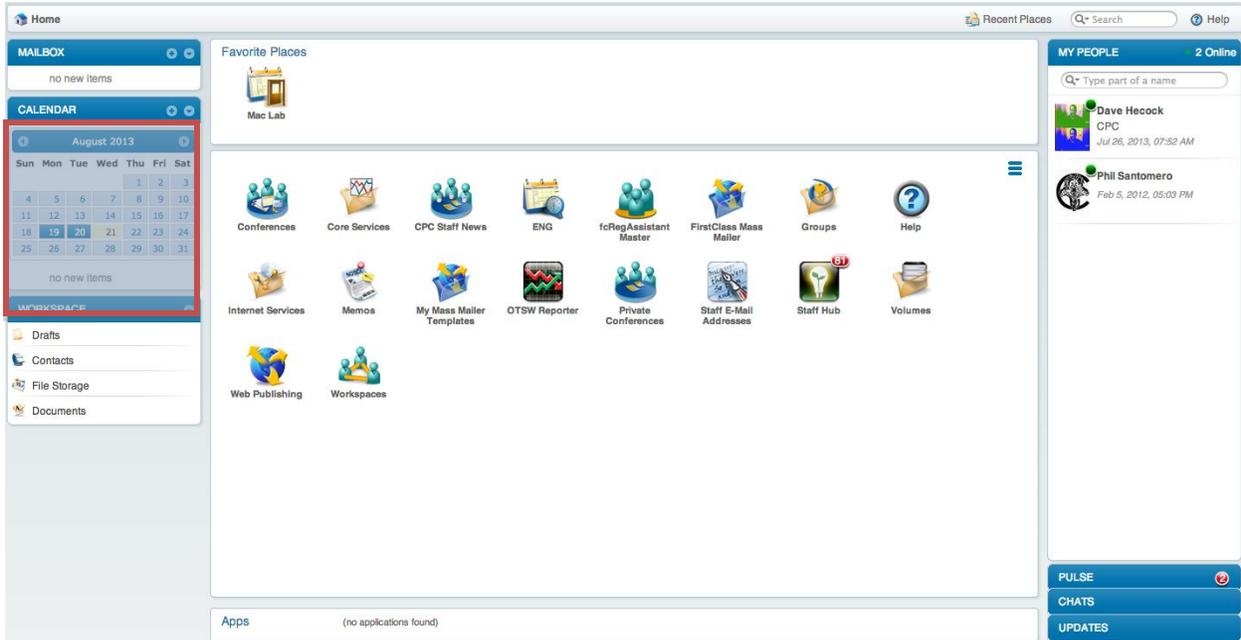
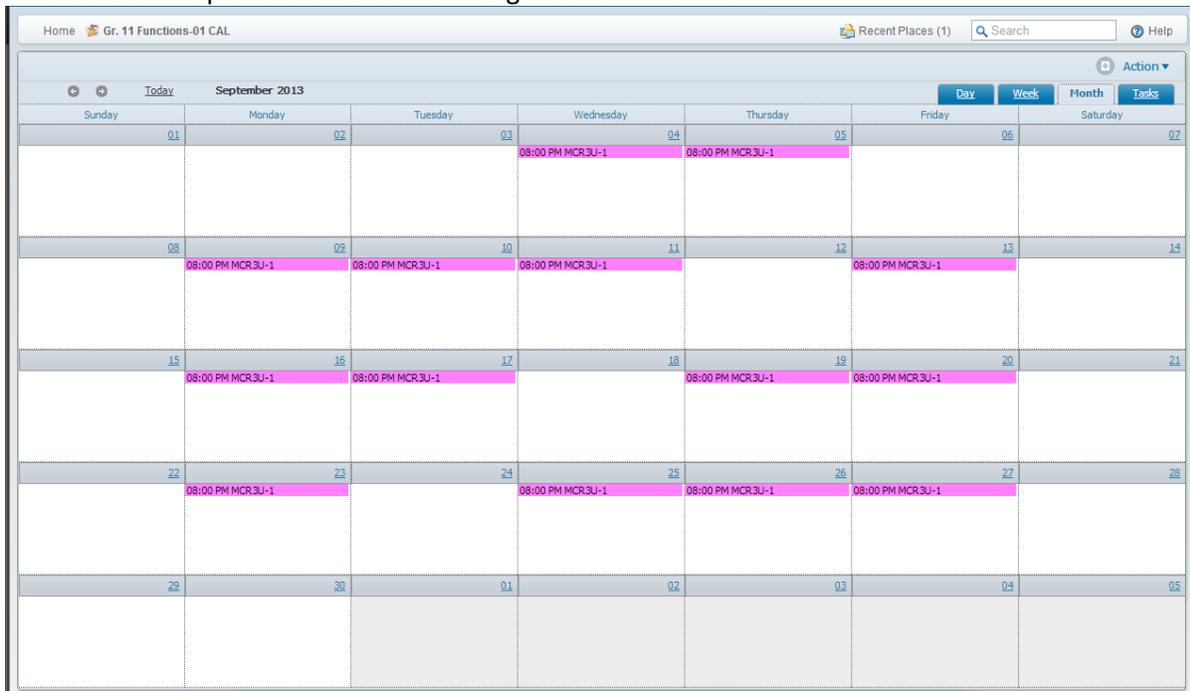OpenText | FirstClass™

User ID:
Password:

LOGIN

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Where do I find my child's homework?

Once you have logged in, you will see your desktop. To find your child's homework, click on the Calendar on the left-hand side. If there is any homework or other class events, you will see them listed just below the calendar.

Once you have clicked on the **Calendar**, it will open up and you'll get a week view to start. You can use the tabs at the top of the Calendar to change it to a Month view.

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By clicking on any event, you'll be able to get more information about the event (i.e. files need for an assignment, details about what chapters to read for homework, etc.).

You can use the tabs at the top of the event to see the different details. For example, click on the "Description" tab to see any additional notes the teacher may have added for the event.

Click **Done** when you want to close the window. Click on **Home** in the top left-hand corner of the screen to get back to your Desktop.

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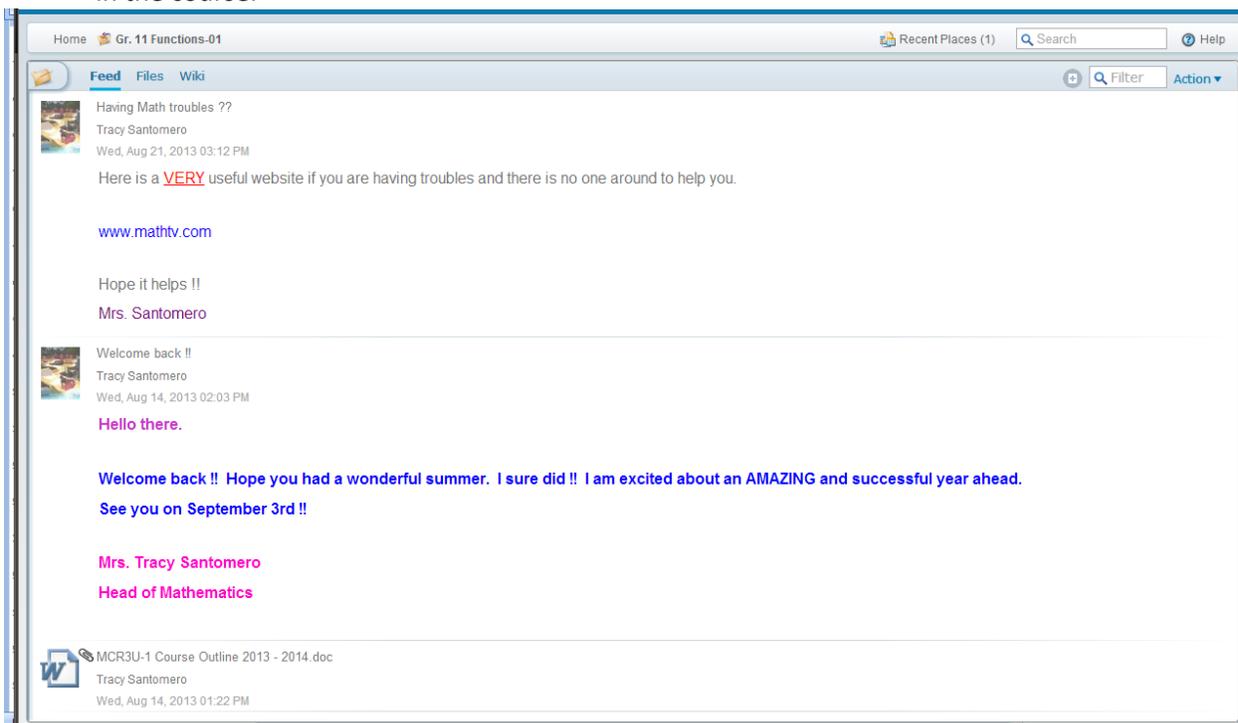Fax: 416.444.0949

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How can I see what is going on in my child's courses?

In the centre on the screen, you will see all the courses your child is currently taking, by clicking on any of them, it will take you into the class. If there is a red number in the top right corner of an icon it denotes an unread posting.
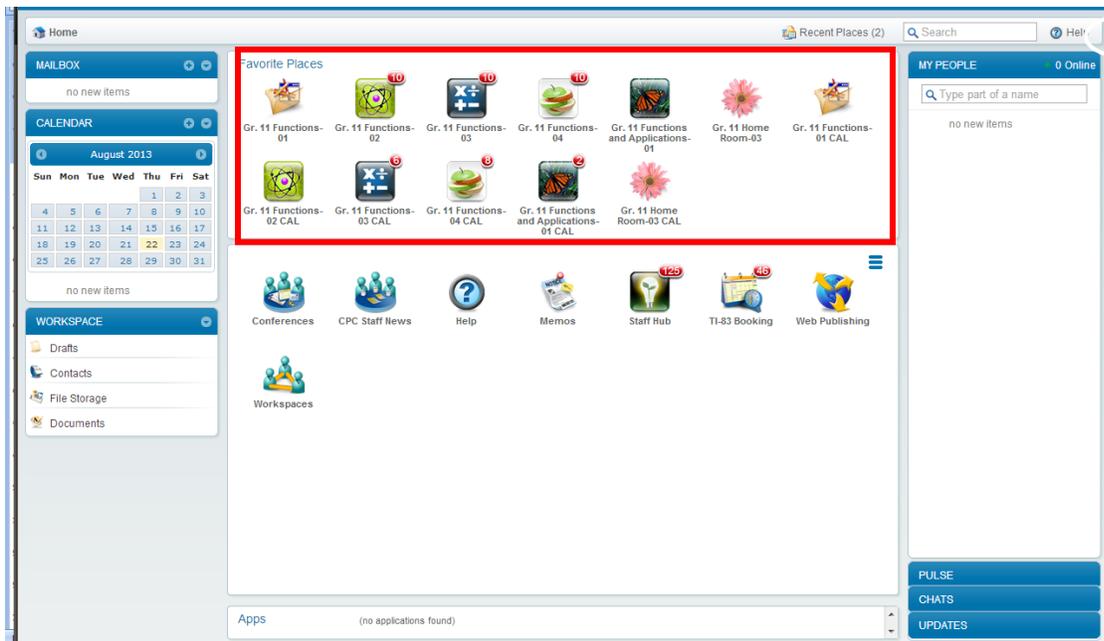

Every course is divided up into three tabs:
1. The Feed: Here you will find messages from the teacher and students about the course.
2. Documents: The teacher and students can post files here for each other.
3. Wiki: This area allows the teacher and students to create collaborative documents for everyone in the course.
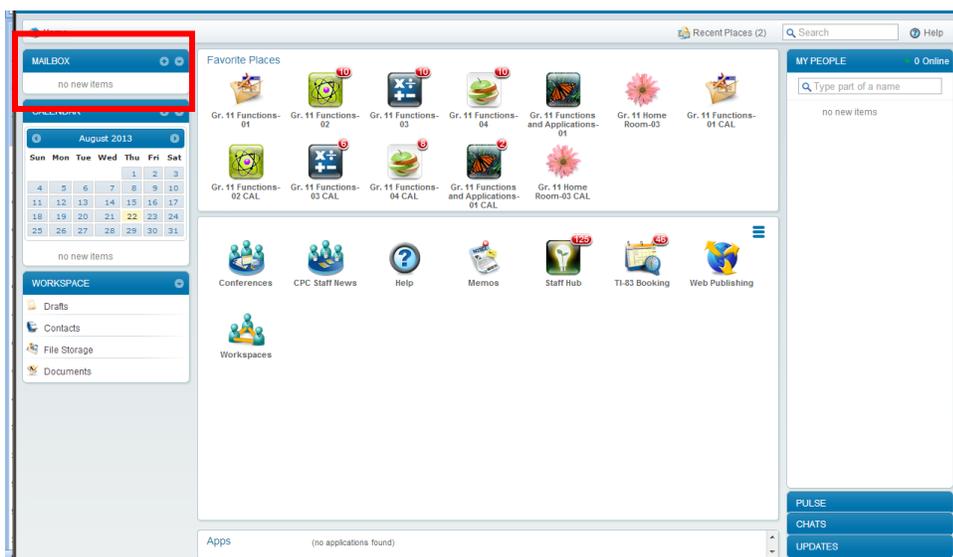
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To get back to the list of courses, click on the link for Home.

You can move classes you want to keep a closer watch on into the "Favourite Places" area by dragging the course from the middle section into the "Favourite Places" area. You can always put it back by dragging it back down.

Do I Have An Email Account?

No, but you will be able to receive messages from and send messages to the teachers using the mailbox. You can access the account by clicking on the mailbox in the top left side of the panel.

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Can I access FirstClass on my mobile device?

Yes. There are FirstClass clients available for both Apple, BlackBerry and Android.

If you have an Apple Product
1. Open the App Store
2. Search for FirstClass
3. Download the App
4. When you open the app, you will need to input the server name: mail.crestwood.on.ca
5. Enter your user name and password
6. Click login

If you have a BlackBerry
1. Open your web browser
2. Go to: https://hub.openetxt.com/blackberry
3. Confirm the download
4. When you open the app, you will need to input the server name: thecloud.crestwood.on.ca
5. Enter your user name and password
6. Click login

If you have an Android
1. Open the App Store
2. Search for FirstClass
3. Download the App
4. When you open the app, you will need to input the server name: thecloud.crestwood.on.ca
5. Enter your user name and password
6. Click login

The FirstClass clients will look different than on a browser but you will be able to get the same information.

If you have any questions regarding FirstClass, the Cloud or setting up your mobile device please contact Matthew David by email at matthew.david@crestwood.on.ca or by phone at 416-391-1441 Ext. 61.