## **How to Open Reading Progress and Use the Reading Coach**

| Steps: |   |   |
|--------|---|---|
| 1      | Click on the symbol for the <b>Google Chrome</b>  |   |
| 2      | Click on the Tab at the top that gets you to the page with the box links. If this doesn't come up, go to <a href="https://www.comoxvalleyschools.ca/">https://www.comoxvalleyschools.ca/</a> and click on <b>Office 365</b> at the top right. |   |
| 3      | Click on the link to <b>Office 365</b>  | Office 365  |
|        | You should not have to log in at school but if asks you, use your school district email address:  |   |
| 4      | Your Student number@learn71.ca  |   |
| 7      | For example: <u>123456@learn71.ca</u>   |   |
|        | Use your computer password  |   |
| 5      | Click on <b>Teams.</b>  |   |
| 6      | Click on Assignments  | Feed ~  Feed ~  Chat  Chat  GF  GR  GR  GR  GR  GR  GR  GR  Rei  Calendar  Calendar |
| 7      | Find the Assignment from your teacher and click on it.  |   |
| 8      | Click on the name of the assignment.  | My work  A Baby Polar Bear Grows Up  Attach + New                                   |

