

## Welcome to Summer On-Line Learning 2019!

Thank you for participating in our summer On-Line Learning program. In this handout you'll find important information to refer to throughout your course. Good Luck!

### User Account Information

**Current HWDSB students** will use the same login credentials as those currently used to access HWDSB school computers.

**Non-HWDSB students or adult learners** will receive their login credentials at the e-mail address provided to us on the registration form. Your login credentials will also provide access to your board-provisioned email account. Once you have received the initial email with your login credentials, you ***must*** use your HWDSB email account for all subsequent communication between yourself, your teacher and/or CE staff. This is for your security so that we can ensure any electronic communication is coming from you.

**Receipt of your login information does not guarantee your course is running. Courses may be canceled due to insufficient enrolment even after logins are issued.**

### First Time Users

Enter the User ID and the password **provided to you via your personal email**. We strongly suggest changing the password from the default and registering for password Self-Service right away.

Go to: [helpme.hwdsb.on.ca](http://helpme.hwdsb.on.ca)



Sign in

User Name:

Password:

Login

[Click here](#)  
if you have forgot your password?

### First Time Users (cont'd)

Your user name and new password will be used to access your account at [home.hwdsb.on.ca](http://home.hwdsb.on.ca). Click on "I am a student" you will be re-directed to the page below. Click on "The Hub" and log in.

**DO NOT USE GOOGLE to search for HWDSB's On-Line Learning site.**

Your login allows you access to "the HUB" (D2L) platform and your course as well as your Office 365 (HWDSB) e-mail. Look for the envelope icon in the top right corner in "the HUB"/D2L to access e-mail from "the HUB".

If you have not received an email containing your account information by **Tuesday, July 2, 2019** at 12:00 pm, please email [ce@hwdsb.on.ca](mailto:ce@hwdsb.on.ca) for assistance or call: 905-561-2190 (between 9:00 a.m. – 3:00 p.m.)

## Completing the Orientation Course

When you log onto “the HUB”/D2L On-Line Learning platform, you will access the CE - Orientation course. You are asked to work through this course to become familiar with how to navigate through this platform. This must be completed by Wednesday, July 3rd, 2019.

## Your Course

All courses will go live on **July 3, 2019 at 8:00 a.m.**. At this time the course you have pre-registered for will be added to your On-Line Learning account and your teacher will be available. If your account is not loaded by this date, please email or phone for assistance (see the information provided above). You should now begin to work through your lessons.

The requirements for each lesson will be posted under “**Class Tools**” > “**Content**”, and you are asked to complete these requirements and submit your work into the “**Drop Box**”. After your drop box submissions have been marked, you will be able to view your feedback in this drop box. Please check the feedback, and if necessary ask your teacher for clarification. Also check in “**Grades**” to be sure the mark has been accurately posted.

If you need to dialogue with your teacher for extra clarification or mark issues remember they are only an email away. **Students must resolve any assignment/mark related difficulties before the final exam.**

An On-Line Learning course is a full 110 hour credit course. You must plan on spending as much time on your course as you would in a day school. Going on a summer vacation or working instead of keeping up to date will have a negative effect on your success.

Attached is a list of timelines for work submission. Please adhere to these timelines to make sure you finish your course on time. The latest date for submissions is July 25, 2019. Extensions **cannot** be granted after this date due to our tight reporting timelines. Any assignments not completed will result in a mark of zero. Face to face support is available at the Hill Park Learning Centre (465 East 16<sup>th</sup> Street) on Tuesdays or Thursdays from 11:00 am to 2:00 pm for the duration of the course beginning July 9. Your teacher will let you know which day they are scheduled to be available for support each week.

### **Key Dates and Important Notes**

**Course Start Date:** July 3<sup>th</sup>, 2019

**Automatic Withdrawals:** Students who have not accessed the course by the end of first Module (July 9) will be automatically withdrawn.

**Full Disclosure:** *(Grade 11 & 12 level courses only)* Students who complete and submit 11 or more units (and/or write the final exam) will receive a final percentage grade calculated based on the work completed “out of” a perfect score for the completed course (regardless of whether they withdraw after completing more than 11 lessons).

### **Final Exam**

**Full Credit Courses:** Sherwood Secondary School, Friday, July 26, 2019. You may be scheduled for a morning OR afternoon exam so please plan to be available all day.

*Your exam room number will be posted in the lobby of the school on the morning of your exam. Please arrive early so you can find your room and be ready to write your exam promptly when scheduled.*

**Exams must be written on the date and time scheduled, no exceptions.**

Have a great session and good luck!

**By signing into the course,  
I agree to comply with the  
HWDSB CE Academic Honesty  
Policy as posted on  
[www.hwdsb.on.ca/ce](http://www.hwdsb.on.ca/ce)**

## Module Timelines

Online Orientation Course-July 2, 2019

**Courses go live July 3, 2019**

### Module 1

**July 3, 2019 – July 8, 2019**

Lesson 1	July 3
Lesson 2	July 4
Lesson 3	July 5
Lesson 4	July 8
Lesson 5	July 8

Module 1 No show contact due July 9, 2019

### Module 2

**July 9, 2019 – July 12, 2019**

Lesson 6	July 9
Lesson 7	July 10
Lesson 8	July 11
Lesson 9	July 12
Lesson 10	July 12

Module 2 Marks sent by e-mail July 15, 2019

### Module 3

**July 15, 2019– July 18, 2019**

Lesson 11	July 15
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(Grade 11 & 12 courses are subject to Full Disclosure  
 – if 11 or more lessons are submitted (or the final  
 exam written) a final mark will be added to your  
 transcript)

Lesson 12	July 16
Lesson 13	July 17
Lesson 14	July 18
Lesson 15	July 18

### Module 4

**July 19, 2019 – July 24, 2019**

Lesson 16	July 19
Lesson 17	July 22
Lesson 18	July 23
Lesson 19	July 24
Lesson 20	July 24

Review Day July 25, 2019

**Final Exam July 26, 2019**

**Report Cards available for pick-up on August 1,  
 2019 AFTER NOON at the CE Main Office, Hill  
 Park Learning Centre.**