

## Welcome to Summer On-Line Learning 2020!

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.

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.

**If your course is cancelled you will be notified.**

### First Time Users

Your user name and new password will be used to access your account at [students.hwdsb.on.ca](http://students.hwdsb.on.ca) – see screen shot below.

**STEP ONE:** 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.

**STEP TWO:** From the main [students.hwdsb.on.ca](http://students.hwdsb.on.ca) page click on “The HUB” where you can access your course.

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

The screenshot shows the HWDSB Students website with a navigation bar and several service icons. Callout boxes provide instructions for using these services:

- Outlook Email (School Email):** OTHER: Your HWDSB Email/Calendar/Contacts app
- The HUB (Learning Centre for Ontario Students):** SECOND: click here to access your course
- Google Suite (Access to your Google Apps (Google Docs etc.)):** No callout.
- HWDSB TV (Video content and streaming service for HWDSB):** No callout.
- HWDSB Commons (Blog sites that connects teachers to students):** No callout.
- Password (Change/Recover Your Password Register for Password Self Service):** FIRST: Set your new password and your password self service questions
- We Help (Mental health and well-being resources and non-emergency and anonymous bullying reporting):** No callout.
- School Messenger (Report a Student Absence):** No callout.

Your login allows you access to “the HUB” (D2L) platform and your course as well as your HUB/D2L to access e-mail from “the HUB”.

The screenshot shows the HWDSB HUB (D2L) platform interface. Callout boxes highlight specific features:

- “The Waffle” - to access all of your courses (current courses are also listed in window below):** Points to the grid icon in the navigation bar.
- In HUB access to send an e-mail:** Points to the envelope icon in the navigation bar.

If you have not received an email containing your account information by **Friday, July 3, 2020** 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.)




## The Orientation Course

When you log onto “the HUB”/D2L On-Line Learning platform, you will access the CE - Orientation course. If you are unfamiliar with “The HUB” you may find this a helpful resource. **Assignments in this course will not be marked – it is for practice only.**

## Your Course

All courses will go live on **Monday July 6, 2020 at 9:00 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 [ce@hwdsb.on.ca](mailto:ce@hwdsb.on.ca) for assistance. You should now begin to work through your lessons.

## Navigating the HUB:

- The requirements for each lesson will be posted in the main toolbar (or under “Class Tools”) by clicking  Content
- Complete these requirements and submit your work into the  or “Drop Box”.
- After your submissions have been marked, you will be able to view your feedback in this assignments/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 28, 2020. Extensions **cannot** be granted after this date due to our tight reporting timelines. Any assignments not completed will result in a mark of zero.

## Support

If you are having difficulty getting started with your course due to technical issues, support will be available on July 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> via MS Teams to address technical issues. Please email [ce@hwdsb.on.ca](mailto:ce@hwdsb.on.ca) to be referred to support.

Real-time support is available one day each week with your teacher on MS Teams. Your teacher will let you know which day they are scheduled to be available for support and which room they will be working in each week.

## Key Dates and Important Notes

**Course Start Date:** July 6<sup>th</sup>, 2020

**Automatic Withdrawals:** Students who have not accessed the course by the end of first Module (July 10) will be automatically withdrawn.

## Final

**Upgrade Courses and Civics:** Thursday, July 16, 2020 – all assignments and other course work and quizzes must be complete and submitted.

**Full Credit Courses and Careers:** Wednesday, July 29, 2020 – all assignments and other course work and quizzes must be complete and submitted.

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 and Assigned Courses go live July 6, 2020 (Careers goes live July 17 at 9:00 a.m.)

### Module 1

#### July 6, 2020 – July 10, 2020

Lesson 1	July 6
Lesson 2	July 7
Lesson 3	July 8
Lesson 4	July 9
Lesson 5	July 10

**Students who have not submitted any assignments by July 10<sup>th</sup> will be automatically removed from their course.**

### Module 2

#### July 13, 2020 – July 16, 2020

Lesson 6	July 13
Lesson 7	July 13
Lesson 8	July 14
Lesson 9	July 15
Lesson 10	July 16

Module 2 Marks sent by e-mail July 20, 2020

### Module 3

#### July 17, 2020– July 22, 2020

Lesson 11	July 17
Lesson 12	July 20
Lesson 13	July 20
Lesson 14	July 21
Lesson 15	July 22

### Module 4

#### July 23, 2020 – July 29, 2020

Lesson 16	July 23
Lesson 17	July 24
Lesson 18	July 27
Lesson 19	July 28
Lesson 20	July 29

**July 29<sup>th</sup> is the last day to submit work.**

**Upgrades – start on July 6<sup>th</sup> – follow Module 1 and 2 timelines – Lesson 10/July 16 is the final day to submit work.**

**Civics – starts on July 6<sup>th</sup> - follow Module 1 and 2 timelines.**

**Careers – starts on July 17<sup>th</sup> - follow Module 3 and 4 timelines**