CONTINUING EDUCATION
HWDSB
Your future starts here.

Continuing Education
Hill Park Learning Centre
465 East 16th Street
Hamilton, Ontario L9A 4K6
Phone: 905.561.2190
Fax: 905.561.2582

EMAIL: ce@hwdsb.on.ca
PRINCIPAL: Jeff Moore
COORDINATOR: Angela Jarrett
www.hwdsb.on.ca/ce

Welcome to Summer Non-Credit Programs 2021!

Thank you for participating in our summer program. In this handout you'll find important information to refer to.
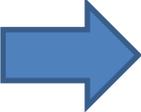
User Account Information
Current HWDSB students will use the same login credentials as those currently used to access HWDSB school computers.

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.

First Time Users (new to HWDSB)
Your user name and new password will be used to access your account at **students.hwdsb.on.ca** – see screen shot below.

STEP ONE: Navigate to students.hwdsb.on.ca and enter the User ID and the password provided to you via your personal email.

If you didn't receive an email or don't know your username or password, please complete this brief form and we'll get back to you as quickly as possible.
https://bit.ly/Summer2021PasswordUserIssuesHWDSB

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** page click on "The HUB" where you can access your course.

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

Summer Non-Credit Programs

Continuing Education
Hill Park Learning Centre
465 East 16th Street
Hamilton, Ontario L9A 4K6
Phone: 905.561.2190
Fax: 905.561.2582

EMAIL: ce@hwdsb.on.ca
PRINCIPAL: Jeff Moore
COORDINATOR: Angela Jarrett
www.hwdsb.on.ca/ce

OTHER: Your HWDSB Email/Calendar/Contacts app

Outlook Email
School Email

SECOND: click here to access your course

The HUB
Learning Centre for Ontario Students

Google Suite
Access to your Google Apps (Google Docs etc.)

HWDSB TV
Video content and streaming service for HWDSB

HWDSB Commons
Blog sites that connects teachers to students

FIRST: Set your new password and your password self service questions

Password
Change/Recover Your Password
Register for Password Self Service

We Help
Mental health and well-being resources and non-emergency and anonymous bullying reporting.

School Messenger
Report a Student Absence.

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".

In HUB access to send an e-mail

"The Waffle" - to access all of your courses (current courses are also listed in window below.

If you have not received an email containing your account information by
Friday, July 9, 2021, please complete this form for User Account support:
https://bit.ly/Summer2021PasswordUserIssuesHWDSB

Summer Non-Credit Programs

CE CONTINUING EDUCATION HWDSB
Your future starts here.

Continuing Education
Hill Park Learning Centre
465 East 16th Street
Hamilton, Ontario L9A 4K6
Phone: 905.561.2190
Fax: 905.561.2582

EMAIL: ce@hwdsb.on.ca
PRINCIPAL: Jeff Moore
COORDINATOR: Angela Jarrett
www.hwdsb.on.ca/ce

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 Assignments or **"Drop Box"**.

- After your submissions have been assessed, 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.

Please refer to the attached Microsoft Teams Quickstart Guide for information on how to use Teams to access your class – <mark>***daily lessons will be delivered in Teams and homework may be delivered in either Teams or the HUB.***</mark>

We recommend installing Teams on your computer or tablet for greater functionality.

To install Teams, please visit: https://www.microsoft.com/en-ca/microsoft-teams/download-app and choose the appropriate platform, ie. "Desktop" for your computer, "Mobile" for your tablet or smartphone.

Once you have downloaded Teams, sign in using your HWDSB Username (email address) and Password.

Summer Non-Credit Programs