

## Welcome to Summer School Reach Ahead 2021!

Thank you for participating in our summer Reach Ahead 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.

### First Time Users (new to HWDSB)

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

**STEP ONE:** Navigate to [students.hwdsb.on.ca](https://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](https://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 interface. At the top, there is a navigation bar with the URL [students.hwdsb.on.ca](https://students.hwdsb.on.ca) and the HWDSB logo. Below the navigation bar, several service icons are displayed with instructional arrows:

- Outlook Email (School Email):** A blue arrow points to the icon with the text: "OTHER: Your HWDSB Email/Calendar/Contacts app".
- Google Suite:** A blue arrow points to the icon with the text: "SECOND: click here to access your course".
- The HUB (Learning Centre for Ontario Students):** A blue arrow points to the icon with the text: "FIRST: Set your new password and your password self service questions".
- HWDSB TV (Video content and streaming service for HWDSB):** A blue arrow points to the icon with the text: "In HUB access to send an e-mail".
- HWDSB Commons (Blog sites that connects teachers to students):** A blue arrow points to the icon with the text: "The Waffle" - to access all of your courses (current courses are also listed in window below).
- We Help (Mental health and well-being resources and non-emergency and anonymous bullying reporting):** A blue arrow points to the icon with the text: "In HUB access to send an e-mail".
- Password (Change/Recover Your Password Register for Password Self Service):** A blue arrow points to the icon with the text: "In HUB access to send an e-mail".
- School Messenger (Report a Student Absence):** A blue arrow points to the icon with the text: "In HUB access to send an e-mail".

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 website interface. At the top, there is a navigation bar with the URL <https://hwdsb.elearningontario.ca/d2l/home>. Below the navigation bar, several navigation icons are displayed with instructional arrows:

- Home:** A blue arrow points to the icon with the text: "The Waffle" - to access all of your courses (current courses are also listed in window below).
- Mail:** A blue arrow points to the icon with the text: "In HUB access to send an e-mail".
- Messages:** A blue arrow points to the icon with the text: "In HUB access to send an e-mail".
- Notifications:** A blue arrow points to the icon with the text: "In HUB access to send an e-mail".
- User Profile:** A blue arrow points to the icon with the text: "In HUB access to send an e-mail".
- Settings:** A blue arrow points to the icon with the text: "In HUB access to send an e-mail".

If you have not received an email containing your account information by **Monday, July 5, 2021**, please complete this form for User Account support:  
<https://bit.ly/Summer2021PasswordUserIssuesHWDSB>

## 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 5, 2021 at 9:00 a.m.** At this time your **Civics** course will be added to your On-Line Learning account and your teacher will be available. **Similarly, on July 16<sup>th</sup> at 9:00 a.m. your Careers course will be added to your On-Line Learning account in the HUB.** You will have the same teacher for both courses. You should now begin to work through your lessons. If your course is not loaded by this date, please complete the form at:

<https://bit.ly/Summer2021PasswordUserIssuesHWDSB> for assistance.

## 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.**

Our Summer Reach Ahead courses are each full 55 hour half-credit courses. 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, 2021. 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, extra support will be available on July 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> via MS Teams to address technical issues. Please complete the form at: to be referred to appropriate support:

<https://bit.ly/Summer2021PasswordUserIssuesHWDSB>

Real-time course 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 how to participate.

## Key Dates and Important Notes

**Course Start Date:** July 5<sup>th</sup>, 2021 for Civics AND July 16<sup>th</sup>, 2021 for Careers

**Automatic Withdrawals:** Students who have not accessed the course by the end of first Module (July 9 – Civics, July 21-Careers) will be automatically withdrawn.

## Final

**Civics:** Thursday, July 15, 2021 – all assignments and other course work and quizzes must be complete and submitted.

**Careers:** Wednesday, July 28, 2021 – 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 5, 2021 (Careers goes live July 16 at 9:00 a.m.)

### Civics – Module 1

#### July 5, 2021 – July 9, 2021

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

**Students who have not submitted any assignments by July 9<sup>th</sup> will be automatically removed from their course.**

### Module 2

#### July 12, 2021 – July 15, 2021

Lesson 6	July 12
Lesson 7	July 12
Lesson 8	July 13
Lesson 9	July 14
Lesson 10	July 15

**July 15<sup>th</sup> is the last day to submit work**

### Careers - Module 1

#### July 16, 2021– July 21, 2021

Lesson 1	July 16
Lesson 2	July 19
Lesson 3	July 19
Lesson 4	July 20
Lesson 5	July 21

**Students who have not submitted any assignments by July 21<sup>st</sup> will be automatically removed from their course.**

### Module 2

#### July 22, 2021 – July 28, 2021

Lesson 6	July 22
Lesson 7	July 23
Lesson 8	July 26
Lesson 9	July 27
Lesson 10	July 28

**July 28<sup>th</sup> is the last day to submit work.**