

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 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 <u>must</u> 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 <u>students.hwdsb.on.ca</u> page click on "The HUB" where you can access your course.

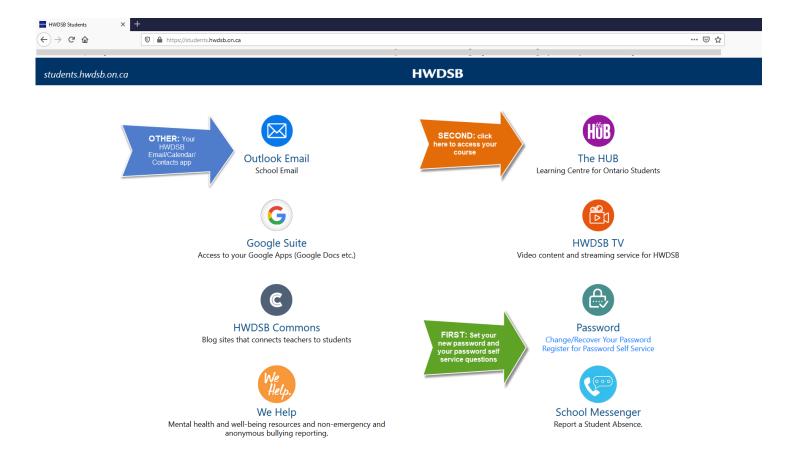
DO NOT USE GOOGLE to search for HWDSB's On-Line Learning site.



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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".



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



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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.

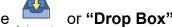
Your Course

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 16th 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
- Complete these requirements and submit your work into the Assignments 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 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.



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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 5th, 6th and 7th 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 5th, 2021 for Civics <u>AND</u> July 16th, 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



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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

July 5
July 6
July 7
July 8
July 9

Students who have not submitted any assignments by July 9th 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 15th 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 21st 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 28th is the last day to submit work.