

Welcome to Summer On-Line Learning 2022!

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.

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/HWDSBContEd-Summer2022UserAccountIssues>

We strongly suggest changing the password from the default and registering for password Self-Service right away.

STEP TWO: From the main <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' and the HWDSB logo. Below this, several service icons are arranged in a grid, each with a descriptive label and an instructional arrow pointing to it:

- Outlook Email (School Email):** A blue arrow labeled "OTHER: Your HWDSB Email/Calendar/Contacts app" points to the Outlook icon.
- The HUB (Learning Centre for Ontario Students):** An orange arrow labeled "SECOND: click here to access your course" points to the HUB icon.
- Google Suite (Access to your Google Apps (Google Docs etc.)):** A standard Google icon is shown.
- HWDSB TV (Video content and streaming service for HWDSB):** A video camera icon is shown.
- HWDSB Commons (Blog sites that connects teachers to students):** A circular icon with a 'C' is shown.
- Password (Change/Recover Your Password Register for Password Self Service):** A green arrow labeled "FIRST: Set your new password and your password self service questions" points to the password icon.
- We Help (Mental health and well-being resources and non-emergency and anonymous bullying reporting):** An orange circle with the text "We Help" is shown.
- School Messenger (Report a Student Absence):** A blue speech bubble icon is shown.

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 D2L platform interface. At the top, there is a navigation bar with the URL 'https://hwdsb.elearningontario.ca/d2l/home'. Below this, there is a header with the HWDSB logo and a user profile for Angela Jarrett. A blue arrow labeled "In HUB access to send an e-mail" points to the email icon in the navigation bar. Another blue arrow labeled "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.

If you have not received an email containing your account information by **Monday, July 4, 2022**, please complete this form for User Account support:

<https://bit.ly/HWDSBContEd-Summer2022UserAccountIssues>




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 **Tuesday July 5, 2022 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. 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/HWDSBContEd-Summer2022UserAccountIssues> 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 July 28.**

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, 2022. 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/HWDSBContEd-Summer2022UserAccountIssues>

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, 2022

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

LAST DAY TO DROP COURSES WITHOUT RECEIVING A FINAL MARK IS JULY 22.

Final

Upgrade Courses and Civics: Friday, July 15, 2022 – all assignments and other course work and quizzes must be complete and submitted.

Full Credit Courses and Careers: Wednesday, July 28, 2022 – 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**

Module Timelines

Online Orientation Course and Assigned Courses go live July 5, 2022 (Careers goes live July 18 at 9:00 a.m.)

Module 1

July 5, 2022 – July 11, 2022

Lesson 1	July 5
Lesson 2	July 6
Lesson 3	July 7
Lesson 4	July 8
Lesson 5	July 11

Students who have not submitted any assignments by July 9th will be automatically removed from their course.

Module 2

July 12, 2022 – July 15, 2022

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

Module 2 Marks sent by e-mail July 20, 2022

Module 3

July 18, 2022– July 21, 2022

Lesson 11	July 18
Lesson 12	July 19
Lesson 13	July 19
Lesson 14	July 20
Lesson 15	July 21

Module 4

July 22, 2022 – July 28, 2022

Lesson 16	July 22
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July 22nd is the last day to drop a course and not receive a final mark.

Lesson 17	July 25
Lesson 18	July 26
Lesson 19	July 27
Lesson 20	July 28

July 28th is the last day to submit work.

Civics – starts on July 5th - follow Module 1 and 2 timelines.
Careers – starts on July 16th - follow Module 3 and 4 timelines