

# Welcome to Summer School On-Line 2023

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.

## User Account Information

**Current HWDSB/Continuing Education students** will use the same login credentials as those currently used to access HWDSB school computers, OneDrive and HWDSB Outlook email/calendar.

**New to HWDSB?** Use the [@hwdsb.on.ca](mailto:@hwdsb.on.ca) email address you used to register for Summer School On-Line. Your login credentials will also provide access to your board-provisioned email account. 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.

## Password Issues

If you don't know your Username or Password, please **request assistance or a password reset at:** <https://forms.office.com/r/2mskvyxGEM>. You will use the same username and password to access the HUB (your course), Outlook Email and other HWDSB applications like MS Teams, OneDrive as well. Once you have received your temporary password, ***we strongly suggest changing the password from the default and registering for password Self-Service right away.***

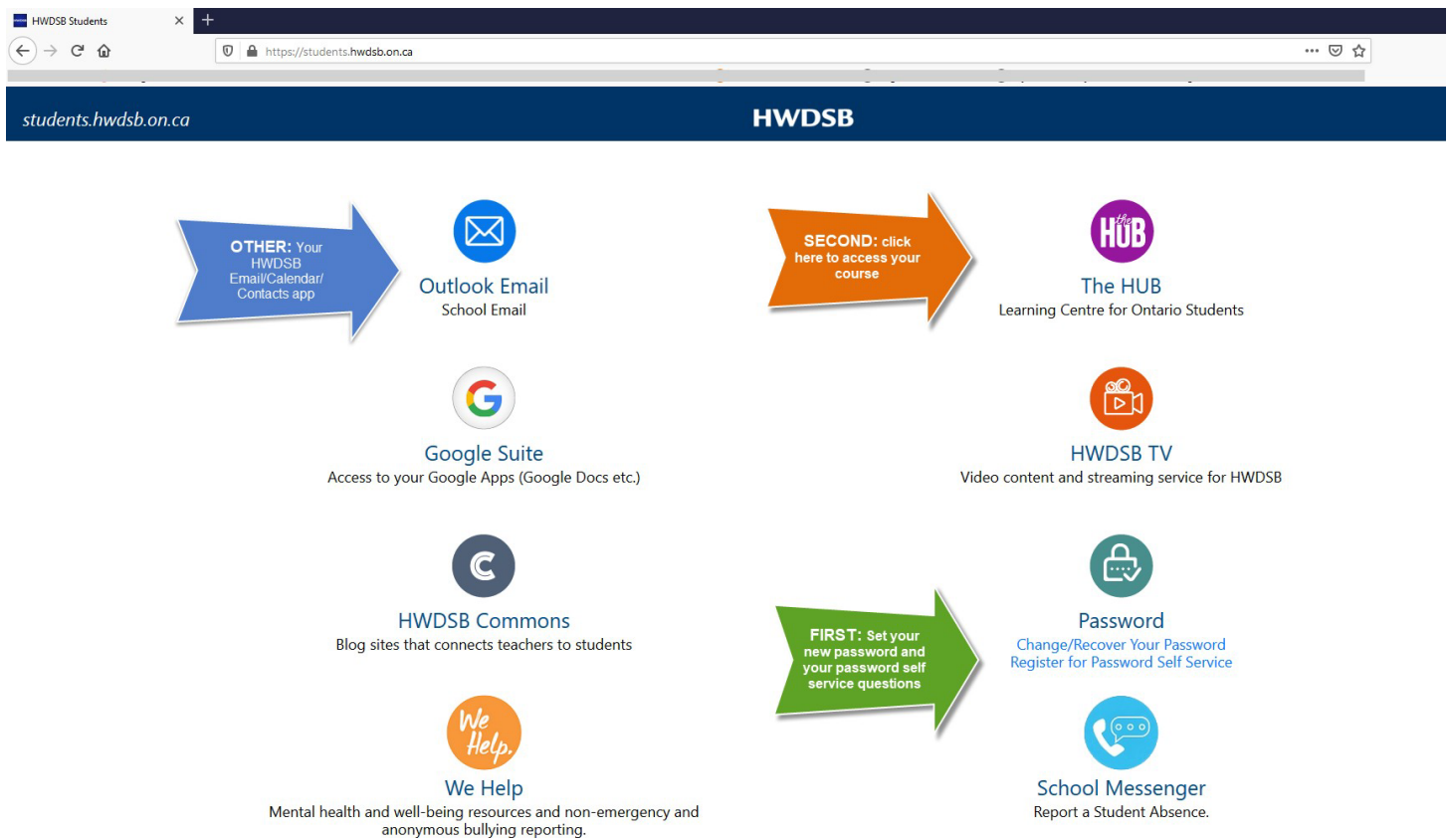
## Access your course:

**STEP ONE:** Navigate to: <https://students.hwdsb.on.ca>

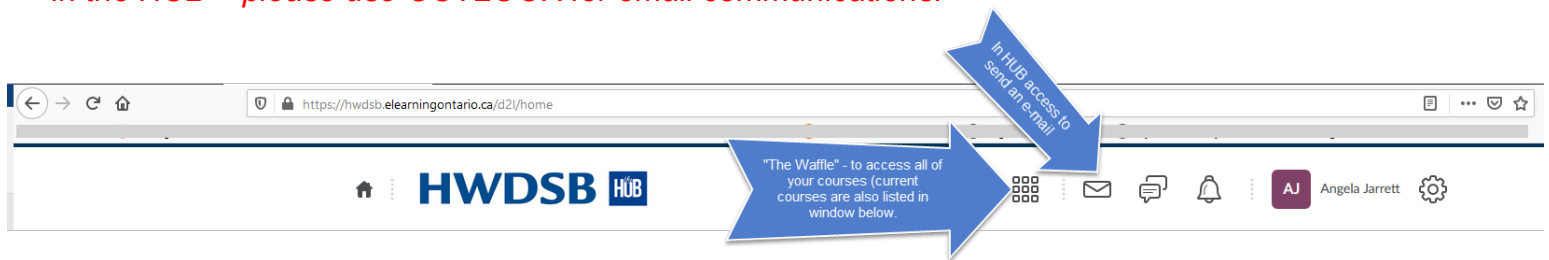
**STEP TWO:** Enter the User ID/ your "@hwdsb.on.ca" and the password.

**STEP THREE:** Click on "The HUB" icon (see image below).

**NOTE** – always use **OUTLOOK** to send and receive emails with your teacher/classmates.



Your login allows you access to “the HUB” (D2L) platform and your course, as well as TO SEND e-mail from “the HUB”. *Please note that you will NOT be able to check your email from the MAIL button in the HUB – please use OUTLOOK for email communications.*





## Starting your course

**Your course will be live on the morning of July 5<sup>th</sup>.** At that time the course you have registered for will be added to your On-Line Learning account. On-Line courses are primarily delivered asynchronously with a daily hour of synchronous learning. Your teacher will communicate their synchronous support schedule (Monday to Friday between 10 am – 1 pm), which will be delivered through the Microsoft Teams platform. Please refer to your course “Announcements” in the HUB/D2L for the link to your class in Teams.

If your course is not loaded in your account on the HUB by 9 a.m. on Wednesday, July 5<sup>th</sup>, please complete the form at: <https://forms.office.com/r/w7NJc320vg> for assistance.

## Navigating the HUB

- The requirements for each lesson will be posted in the main toolbar (or under “**Class Tools**”)
- 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  to be sure the mark has been accurately posted.

Grades

Questions related to course content, assessments, or teacher feedback / marks should be directed to your course teacher via email or directly during the daily synchronous time on Microsoft Teams (Monday to Friday). Please remember that teachers are supporting a number of students and emails will be responded to in 1-2 business days (Monday to Friday). **Students must resolve any assignment/mark related difficulties before noon on July 28<sup>th</sup>.**

## Support

Please feel free to reach out to your Teacher for support with your course materials. Your teacher can also help you troubleshoot most technical and course navigation issues etc.

## Final Exam/Assessment

Your teacher will determine the structure and weighting of your final exam or project. Please contact your teacher for details. Your final assessment will comprise 30% of your final grade.

**Civics:** Monday, July 17, 2023 – all assignments and other course work and quizzes must be complete and submitted.

**Full Credit Courses and Careers:** Friday, July 28, 2023 – all assignments and other course work and quizzes must be complete and submitted.

## Other Key Dates and Important Notes

**Course Start Date:** July 5th, 2022

**Automatic Withdrawals:** Students who have not submitted any assignment by the end of first Module (July 11) will be automatically withdrawn.

**FULL DISCLOSURE – Grade 11 and 12 Courses - THE LAST DAY TO DROP COURSES WITHOUT RECEIVING A FINAL MARK IS JULY 21.**

**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 Courses will be active July 5, 2023 (Careers courses start on July 18 at 9:00 a.m.)

### Module 1

**July 5, 2023 – July 11, 2023**

- Lesson 1 July 5
- Lesson 2 July 6
- Lesson 3 July 7
- Lesson 4 July 10
- Lesson 5 July 11

**Students who have not submitted any assignments by July 11<sup>th</sup> will be automatically removed from their course.**

### Module 2

**July 12, 2023 – July 17, 2023**

- Lesson 6 July 12
- Lesson 7 July 13
- Lesson 8 July 14
- Lesson 9 July 17
- Lesson 10 July 17 – **end of Civics Course**

*Module 2 Marks sent by e-mail July 20, 2023*

### Module 3

**July 18, 2023– July 21, 2023**

- Lesson 11 July 18 - **Start of Careers course**
- Lesson 12 July 19
- Lesson 13 July 19
- Lesson 14 July 20
- Lesson 15 July 21

**July 21<sup>st</sup> is the last day to drop a senior course and not receive a final mark.**

### Module 4

**July 24, 2023 – July 28, 2023**

- Lesson 16 July 24
- Lesson 17 July 25
- Lesson 18 July 26
- Lesson 19 July 27
- Lesson 20 July 28

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

**Summer School On-Line courses are a full 110 hour credit course – please plan your time accordingly**