



Continuing Education
Hill Park Learning Centre
465 East 16th Street
Hamilton, ON L9A 4K6
Phone: (905) 561-2190

EMAIL: summerschool@hwdsb.on.ca
PRINCIPAL: Mark Currie
COORDINATOR: Angela Jarrett
SPECIALIST: Barbara Robson
www.hwdsb.on.ca/ce

Welcome to Summer School Online 2025

Thank you for registering for the Summer School Online learning program. This handout will provide important information you can 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 email address you used to register for Summer School Online. 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: [Reset Form](#)**. You will use the same username and password to access the *HUB* (your course), Outlook Email and other HWDSB applications like MS Teams and OneDrive. Once you have received your temporary password, ***we strongly suggest changing the password from the default and registering for a new password right away.***

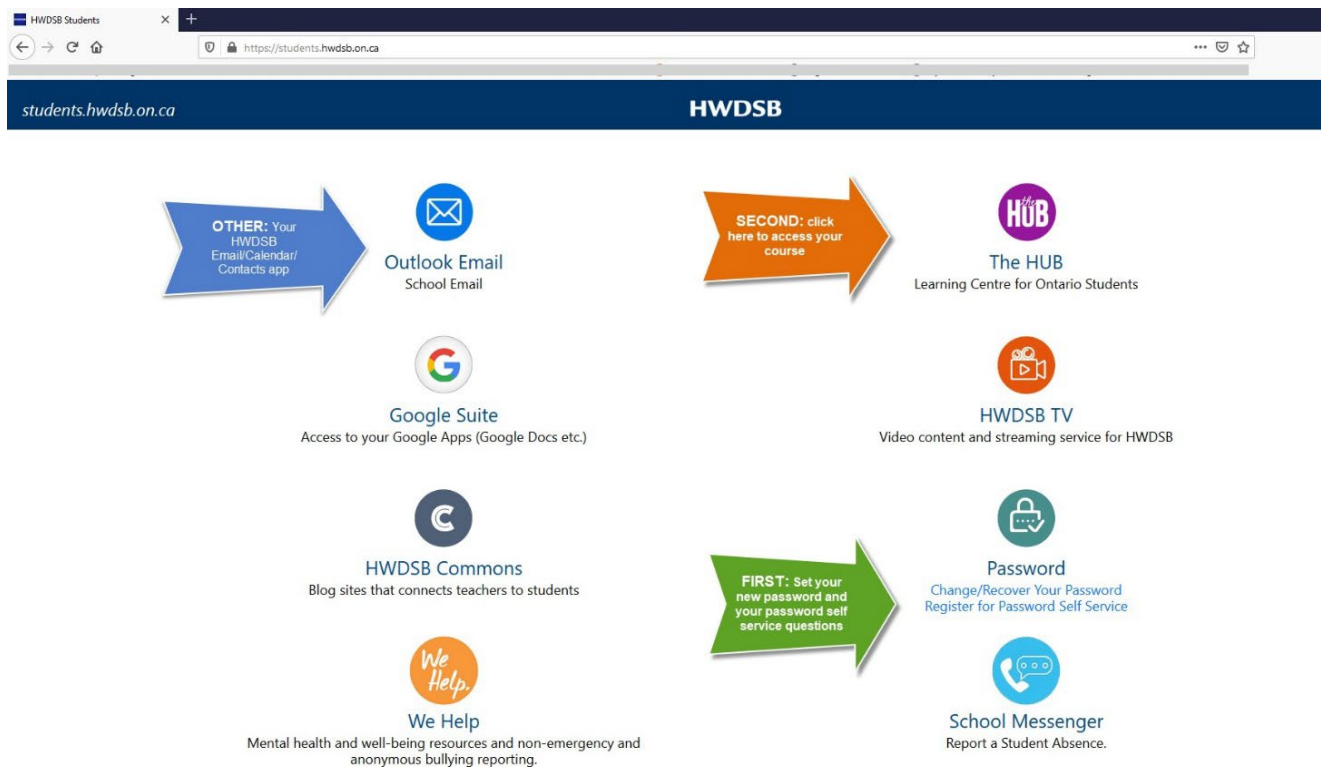
Access your course:

STEP ONE: Navigate to: [HWDSB Students](#)

STEP TWO: Enter the user ID/your @hwdsb.on.ca email address, 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. ***Please use OUTLOOK for ALL email communications.***



Starting your course

Your course will be live on July 2, 2025 at 9:00 a.m. At that time, the course you have registered for will be added to your Online Learning account. Online courses are primarily delivered asynchronously with one hour of synchronous learning daily. Your teacher will communicate their synchronous support schedule (Monday to Friday between 10 am – 1 pm), which will be delivered through the MS Teams platform. Please refer to your course *Announcements* in the *HUB/D2L* for the link to your class in MS Teams.

If your course is not loaded in your account on the *HUB* on Wednesday, July 2, 2025, at 9:00 a.m., please complete [this form](#) for assistance. **This form will only open on July 2, 2025.**


Navigating the HUB

- The requirements for each lesson will be posted in the main toolbar (or under **Class Tools**).



- Complete the requirements and submit your work into the **Assignments** or **Drop Box**.
- After your submissions have been marked, you will be able to view the feedback in the Assignments/Drop

Box. Please review the feedback, and if necessary, ask your teacher for clarification.

- Also check in  to make sure the mark has been accurately posted.

Questions related to course content, assessments/marks, or teacher feedback should be directed to your course teacher via email or directly during the daily synchronous time on MS Teams (Monday to Friday). Please remember that teachers are supporting many students and emails will be responded to in 1-2 business days (Monday to Friday). **Teacher support is only available July 2 to 25, so students must resolve any assignment/mark related issues before 11:59 p.m. on July 25, 2025 (11:59 p.m. on July 14, 2025 for Civics courses).**

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.

Live support for online courses will be available on MS Teams for one hour each day. Teachers will notify their students of their *office hours*.

Final Exam/Assessment

The final two (2) lessons are summative. Your teacher will determine the structure and weighting of these activities. Your teacher will share the details in the course overview. The final two (2) lessons/ assessments will comprise 30% of your final grade.

Civics Deadline: Monday, July 14, 2025, 11:59 p.m. – All assignments and other course work and quizzes must be complete and submitted.

Full Credit Courses and Careers Deadline: Friday, July 25, 2025, 11:59 p.m. – All assignments and other course work and quizzes must be complete and submitted.

Other Key Dates and Important Notes

Course Start Dates: Wed, July 2, 2025 (Civics & full-credit courses); Tues, July 15, 2025 (Careers)

Automatic Withdrawals: Students who have not submitted any assignments by the end of the first Module (July 8, 2025 for Civics; July 18, 2025 for Careers) will be automatically withdrawn.

IMPORTANT NOTE for Grade 11 and 12 Courses - THE LAST DAY TO DROP COURSES WITHOUT RECEIVING A FINAL MARK IS FRIDAY, JULY 18, 2025.

By signing into the course, you agree to comply with the HWDSB CE Academic Honesty Policy as posted on www.hwdsb.on.ca/ce

Module Timelines

Online courses will be active Wednesday, July 2, 2025, at 9:00 a.m.
Careers course will be active Tuesday, July 15, 2025, at 9:00 a.m.

Module 1 July 2-8, 2025

Lesson 1	Wednesday, July 2, 2025 – Full credit and Civics courses start 9 a.m.
Lesson 2	Thursday, July 3, 2025
Lesson 3	Friday, July 4, 2025
Lesson 4	Monday, July 7, 2025
Lesson 5	Tuesday, July 8, 2025

IMPORTANT NOTE: Students who have not submitted any assignments by July 8 will be automatically withdrawn from their course.

Module 2 July 9-14, 2025

Lesson 6	Wednesday, July 9, 2025
Lesson 7	Thursday, July 10, 2025
Lesson 8	Friday, July 11, 2025
Lesson 9	Friday, July 11, 2025
Lesson 10	Monday, July 14, 2025 – Civics ends at 11:59 p.m.

NOTE: Module 2/Civics Final and Mid-Term reports sent by July 17, 2025.

Module 3 July 15-18, 2025

Lesson 11	Tuesday, July 15, 2025 – Careers and upgrade credits starts 9 a.m.
Lesson 12	Wednesday, July 16, 2025
Lesson 13	Thursday, July 17, 2025
Lesson 14	Friday, July 18, 2025
Lesson 15	Friday, July 18, 2025

IMPORTANT NOTE: The **last day to drop a senior course** and not receive a final mark is **Friday, July 18, 2025.**

Module 4 July 21-25, 2025

Lesson 16	Monday, July 21, 2025
Lesson 17	Tuesday, July 22, 2025
Lesson 18	Wednesday, July 23, 2025
Lesson 19	Thursday, July 24, 2025
Lesson 20	Friday, July 25, 2025 – Courses end at 11:59 p.m.

IMPORTANT NOTE: The **last day** to submit work is Friday, July 25, 2025, 11:59 p.m..

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

Final Report Cards for Summer School Online will be emailed to students and authorized parent contacts on July 31-August 1, 2025. You will have access to download your report card for 7 days.