



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

EMAIL: [summerschool@hwdsb.on.ca](mailto:summerschool@hwdsb.on.ca)  
PRINCIPAL: Mark Currie  
COORDINATOR: Angela Jarrett  
SPECIALIST: Barbara Robson  
[www.hwdsb.on.ca/ce](http://www.hwdsb.on.ca/ce)

## Welcome to Summer 2025 Credit Recovery – Session 2

Thank you for registering for the Summer School Credit Recovery 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.

### 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

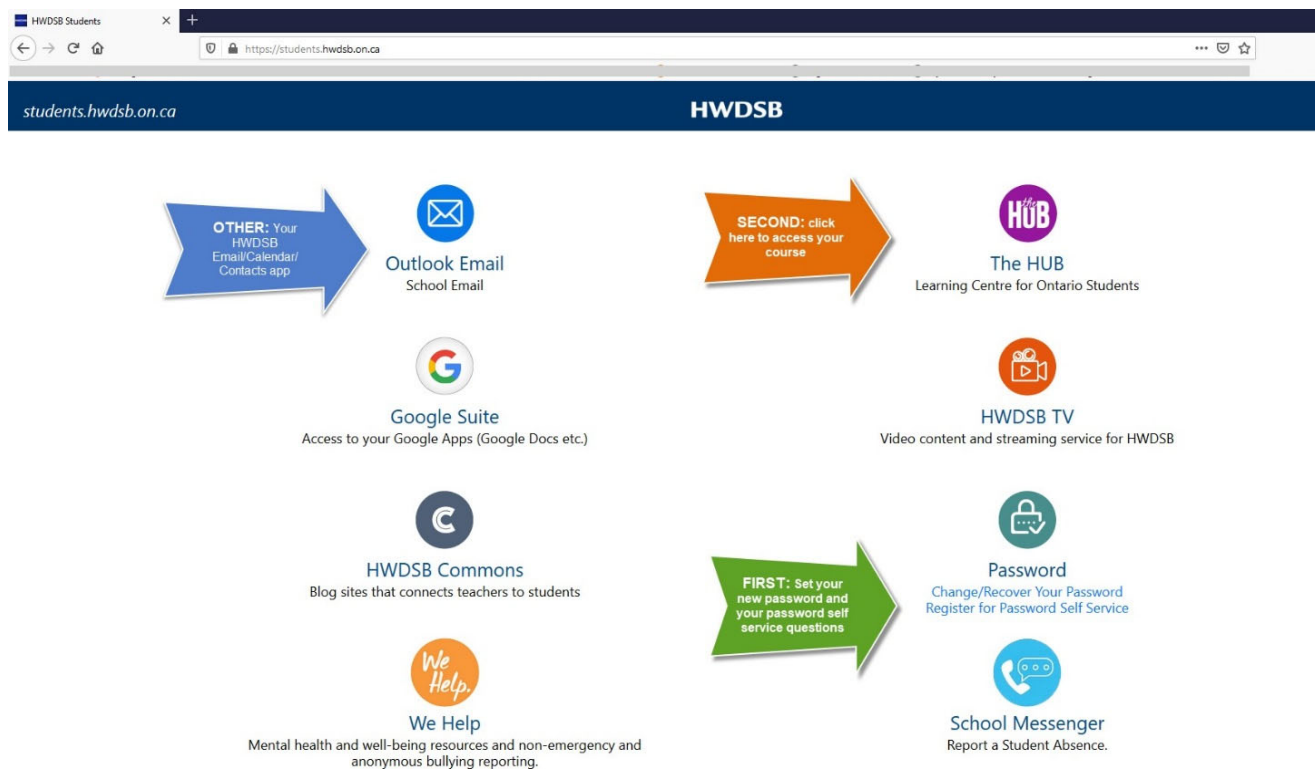
Your Teacher and Credit Recovery Counsellor will be meeting on Wednesday, July 2 to finalize student assignments. Following that meeting, you will receive a personalized message outlining which units to complete to recover the course credit. **Please wait for that message BEFORE starting your course.**

**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.***





## Start Your Course

**Do not start your course until you receive a personalized message from your teacher outlining which units you need to complete to recover your credit.**

Although your course will be live on July 15, 2025 at 9:00 a.m., **please wait for your list of units to complete BEFORE starting.** Once you have received your personalized course outline, the course you have registered for will be added to your Online Learning account. Online courses are primarily delivered asynchronously with two hours of synchronous learning daily. Your teacher will communicate their synchronous support schedule (Monday to Friday between 10 am – 3 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 Tuesday, July 15, 2025, at 9:00 a.m., please complete [this form](#) for assistance. This form will be open starting 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  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 support many students and emails will be responded to in 1-2 business days (Monday to Friday). **Teacher support is only available July 15 to 25, so students must resolve any assignment/mark related issues before 11:59 p.m. on July 25, 2025.**

## Support

Please 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 two hours 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.

**Deadline:** Friday, July 25, 2025, 11:59 p.m. – All assignments, course work and quizzes must be complete and submitted.

## Other Key Dates and Important Notes

**Course Start Date:** Wed, July 15, 2025

**Automatic Withdrawals:** Students who have not submitted any assignments by July 18, 2025, will be automatically withdrawn.

**By signing into the course, you agree to comply with the HWDSB CE Academic Honesty Policy as posted on [www.hwdsb.on.ca/ce](http://www.hwdsb.on.ca/ce)**

Final Report Cards for Summer School Credit Recovery 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.