



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 Reach Ahead 2025

Thank you for participating in our Summer Reach Ahead program. In this handout you'll find important information to refer to throughout your courses.

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 the Reach Ahead program. 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.***

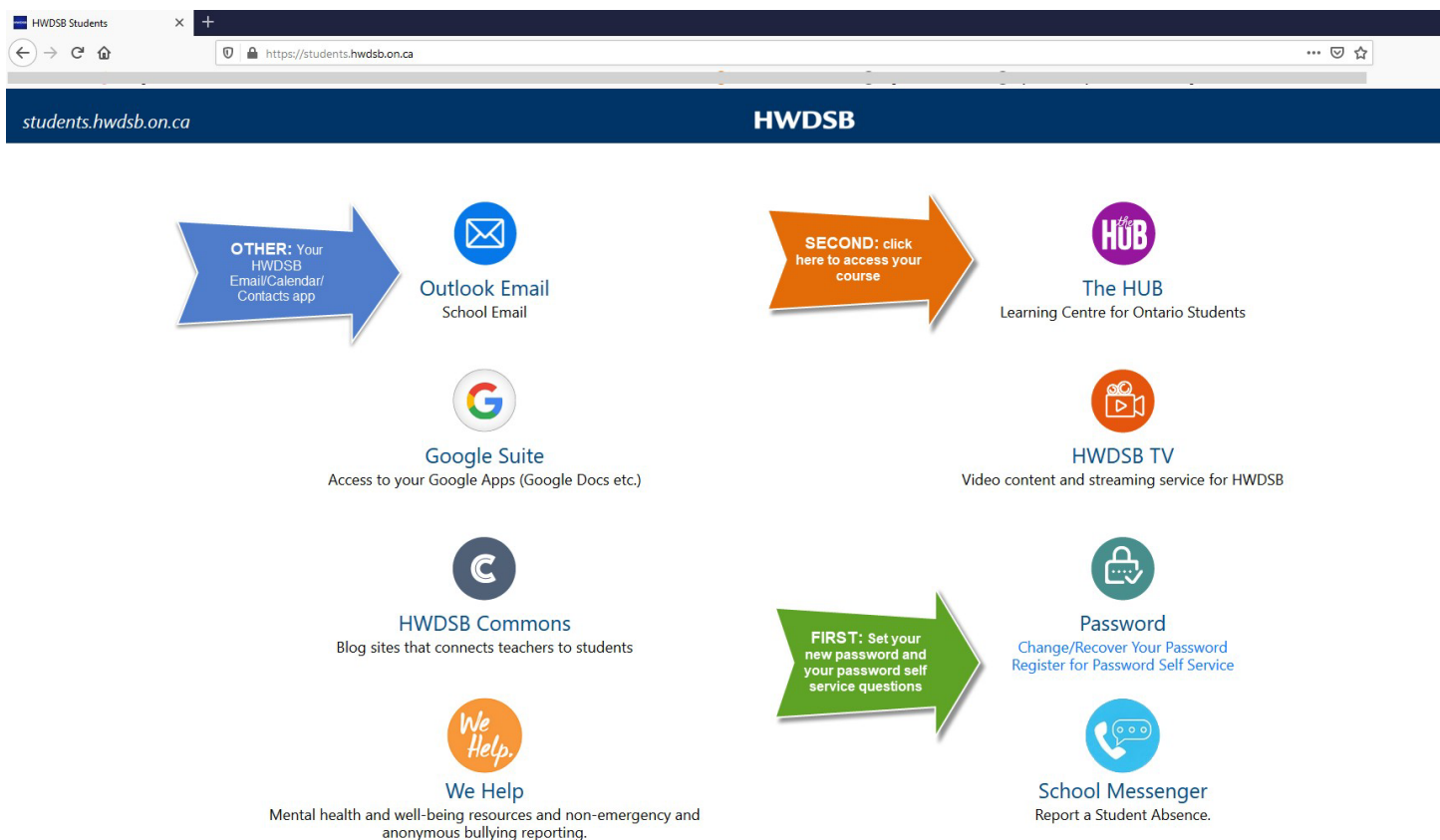
Access your course:

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, **do not use the HUB for email.**



Your login allows you access to the HUB/D2L platform and your course. *Please use OUTLOOK for email communications.*





Starting Your Course

CIVICS courses will be live on July 2, 2025, at 9:00 a.m. At that time, the Civics course 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. **CAREERS courses will be live on July 15, 2025 at 9:00 a.m.**

If your course is not loaded in your account on the HUB by Wednesday, July 2, 2025 at 9:00 a.m., please complete [this form](#) 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 the feedback in the 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.

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). **Students must resolve any assignment/mark related difficulties before 11:59 p.m. July 14 for Civics courses and by 11:59 p.m. on July 25 for Careers.**

Support

Please feel free to reach out to your teacher for support with your course materials. **You are encouraged to participate in the daily support sessions your teacher will have on MS Teams Monday to Friday for one hour each day.** Your teacher can also help you troubleshoot most technical and course navigation issues, etc.

Final 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 by 11:59 p.m..

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

Other Key Dates and Important Notes

Civics Start Date: Wednesday, July 2, 2025

Careers Start Date: Tuesday, July 15, 2025

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.

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

Reach Ahead Module Timelines

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

Module 1 - CIVICS July 2-8, 2025

Lesson 1	Wednesday, July 2, 2025 – Civics starts
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 - CIVICS July 9-15, 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

IMPORTANT NOTE: The last day to submit work is 11:59 p.m., Monday, July 14, 2025.

Module 1 - CAREERS July 15-18, 2025

Lesson 1	Tuesday, July 15, 2025 – Careers starts
Lesson 2	Wednesday, July 16, 2025
Lesson 3	Thursday, July 17, 2025
Lesson 4	Friday, July 18, 2025
Lesson 5	Friday, July 18, 2025

IMPORTANT NOTE: Students who have not submitted any assignments by July 18 will be automatically withdrawn from their course.

Module 2 - CAREERS July 21-25, 2025

Lesson 6	Monday, July 21, 2025
Lesson 7	Tuesday, July 22, 2025
Lesson 8	Wednesday, July 23, 2025
Lesson 9	Thursday, July 24, 2025
Lesson 10	Friday, July 25, 2025 – Careers ends

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

Summer School Reach Ahead courses are full 55 hour half credit courses – please plan your time accordingly

Final Report Cards for Summer Reach Ahead 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.