



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 2026 (Civics & Careers)

Thank you for registering for HWDSB Continuing Education's Summer Reach Ahead Civics and/or Careers program. This handout will provide important information to refer to throughout your courses.

Start dates: **Civics** starts on Thursday, July 2, 2026, at 9:00 a.m.
Careers starts on Thursday, July 16, 2026, at 9:00 a.m.

User Account Information

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

New to HWDSB? Use the @hwdsb.on.ca email address used for Reach Ahead registration. Your login credentials will also provide access to your board-provisioned email account. You **must use your HWDSB email account** for all subsequent communication with your teacher and/or CE staff. This is to protect your security and verify that any electronic communication is coming from you.

Password Issues

If you don't know your username or password, please **request a reset**: [Reset Form](#).

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 password to a new, unique password right away.***

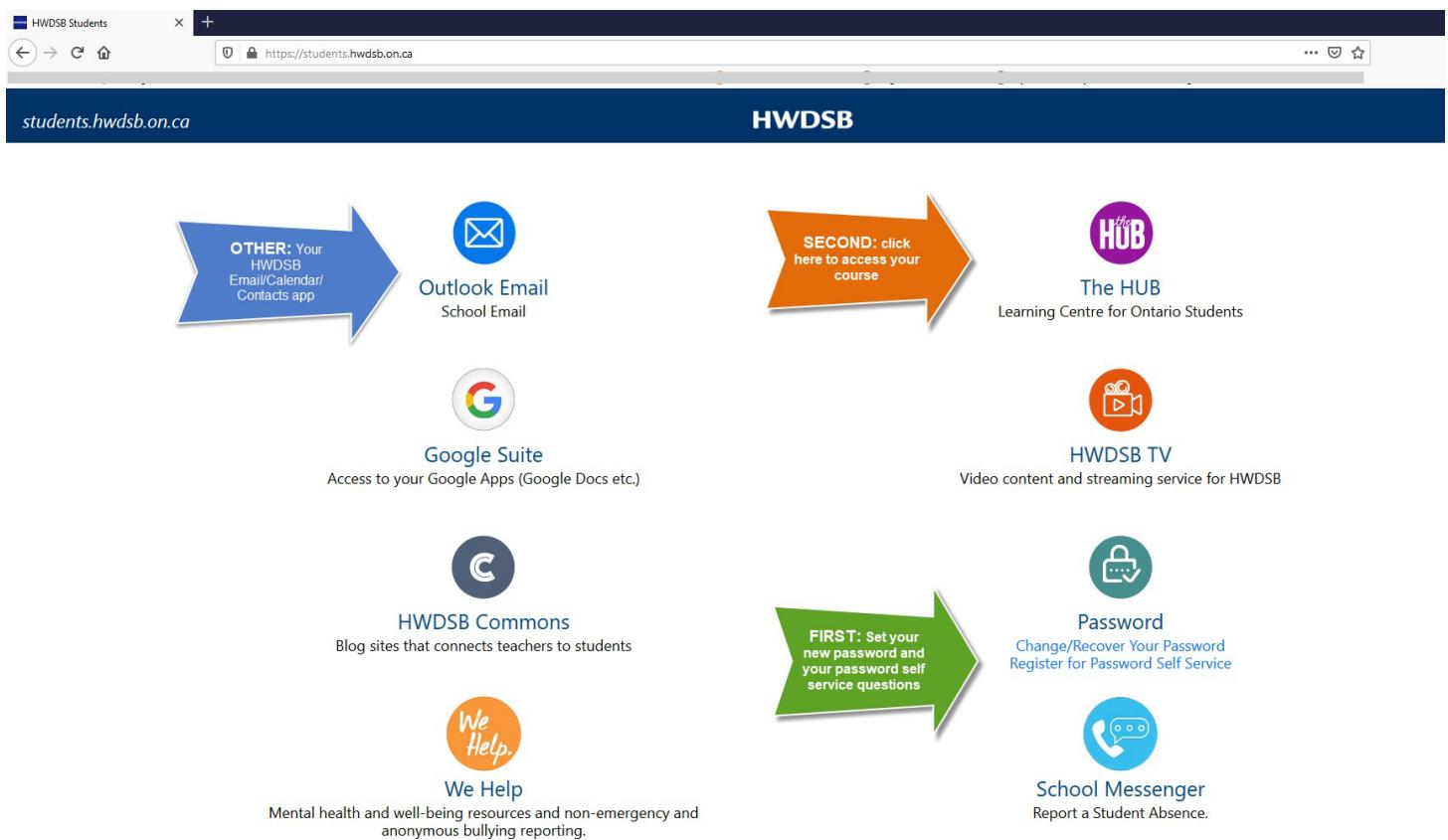
Access Your Course

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

CIVICS courses will be accessible online on Thursday, July 2, 2026, at 9:00 a.m.
CAREERS courses will be accessible online on Thursday, July 16, 2026, at 9:00 a.m.

On your course start date and time, the Civics or Careers course will be added to your Online Learning account in the HUB. Online courses are delivered asynchronously with one hour of synchronous learning daily. Your teacher will communicate their synchronous (live) support schedule (Monday to Friday between 10 a.m. – 3 p.m.), which will be delivered through MS Teams. 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 to your account on the HUB by 9:00 a.m. on its start date, please complete [this form](#) for assistance. **This form will open on July 2, 2026, at 9:00 a.m.**

Navigating the HUB

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

Assignments or **Drop Box**.
- Complete these 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 check the feedback, and if necessary, ask your teacher for clarification. You can expect a 2-day turnaround on assignment marking.
- Also check in 
Grades 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).

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 issues, course navigation issues, etc.

Live support for online courses will be available on MS Teams for one hour each day. Students are encouraged to participate in the daily support sessions. Teachers will notify their students of their *office hours*.

Assignments will be marked within 2 business days. **Students must resolve any assignment/mark related difficulties before 11:59 p.m. July 15, 2026 for Civics courses, and by 11:59 p.m. on July 29, 2026 for Careers.**

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: Wednesday, July 15, 2026, 11:59 p.m. – All assignments and other course work and quizzes must be complete and submitted.

Careers Deadline: Wednesday, July 29, 2026, 11:59 p.m. – All assignments and other course work and quizzes must be complete and submitted.

Other Key Dates and Important Notes

Automatic Withdrawals: Students who have not submitted any assignments by the end of the first Module (July 8, 2026, for Civics; July 22, 2026, 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

Civics course will be active Thursday, July 2, 2026, at 9:00 a.m.

Careers course will be active Thursday, July 16, 2026, at 9:00 a.m.

Module 1 - CIVICS

July 2-8, 2026

Lesson 1	Thursday, July 2, 2026 – Civics starts
Lesson 2	Friday, July 3, 2026
Lesson 3	Monday, July 6, 2026
Lesson 4	Tuesday, July 7, 2026
Lesson 5	Wednesday, July 8, 2026

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

Module 2 - CIVICS

July 9-15, 2026

Lesson 6	Thursday, July 9, 2026
Lesson 7	Friday, July 10, 2026
Lesson 8	Monday, July 13, 2026
Lesson 9	Tuesday, July 14, 2026
Lesson 10	Wednesday, July 15, 2026 – Civics ends

IMPORTANT NOTE: The **last day** to submit work for Civics is Wednesday, July 15, 2026, at 11:59 p.m.

Module 1 - CAREERS

July 16-22, 2026

Lesson 1	Thursday, July 16, 2026 – Careers starts
Lesson 2	Friday, July 17, 2026
Lesson 3	Monday, July 20, 2026
Lesson 4	Tuesday, July 21, 2026
Lesson 5	Wednesday, July 22, 2026

IMPORTANT NOTE: Careers students who have not submitted any assignments by July 22, 2026 will be automatically withdrawn from their course.

Module 2 - CAREERS

July 23-29, 2026

Lesson 6	Thursday, July 23, 2026
Lesson 7	Friday, July 24, 2026
Lesson 8	Monday, July 27, 2026
Lesson 9	Tuesday, July 28, 2026
Lesson 10	Wednesday, July 29, 2026 – Careers ends

IMPORTANT NOTE: The **last day** to submit work is Wednesday, July 29, 2026, at 11:59 p.m.

Summer School Reach Ahead courses are each 55-hour half-credit courses. Plan your time accordingly!

Final Report Cards for Summer Reach Ahead will be emailed to students and authorized parent contacts on or after August 4, 2026. You will have access to download your report card for 7 days.