



Thomas Merton Centre
171 Speers Road
Oakville, ON L6K 3W8
(905) 849-7555

www.merton.hcdsb.org

April 27, 2020

Dear Students,

Welcome to Module 5 and distance learning with the Thomas Merton Centre for Adult and Continuing Education at the Halton Catholic District School Board (HCDSB)!

As was sent and outlined in an earlier letter on March 30, 2020, you will require technology and Wi-Fi in order to successfully complete your Module 5 distance learning course.

Like a face-to-face classroom, it is the expectation that students registered in a distance learning course will sign in every day (Monday to Friday) to keep up to date with their course material and assignments.

The average number of hours a student spends on a distance learning course is 1-2 hours a day. This includes instruction, student work (homework, assignments, assessments), and consolidation. You are strongly encouraged to devote this amount of time to your distance learning studies. You must keep up to date with assignments. Students must be present for their assessments and tests when scheduled. There will be no extensions.

Distance learning students should always leave a work session with enough information and/or assignments printed or downloaded to allow them to work offline for at least one day in the event of temporary technical issues. Please let your teacher know if you have an Individual Education Plan (IEP).

Your distance learning teacher will provide further orientation that is specific to the course. Teachers will be available during your class time (Monday to Friday). Once you have signed in, all communication with your teacher should go through the distance learning platform that your teacher is using. Your teacher will make every attempt to reply to your email by the next school day.

A brief and general description follows on how to get started with distance learning, as well as a table with all the Module 5 teachers listed, by name, course, distance learning platform, and email.

Should you have any questions or concerns, please do not hesitate to contact Jen Peer at: PeerJ@hcdsb.org (Guidance Counsellor) as soon as possible.

Wishing you all the best in your studies,

G. Montanari
Principal

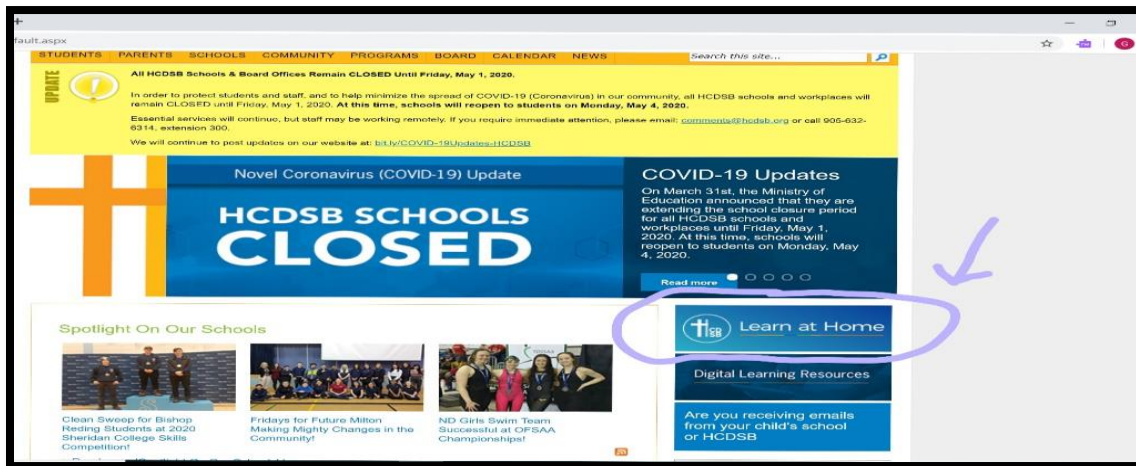
Log-in Instructions Students from the Halton Catholic District School Board

If you have **not** been a Thomas Merton Student during this school year, and this is your first course with us then please contact your teacher for your username by referring to the table on the last page.

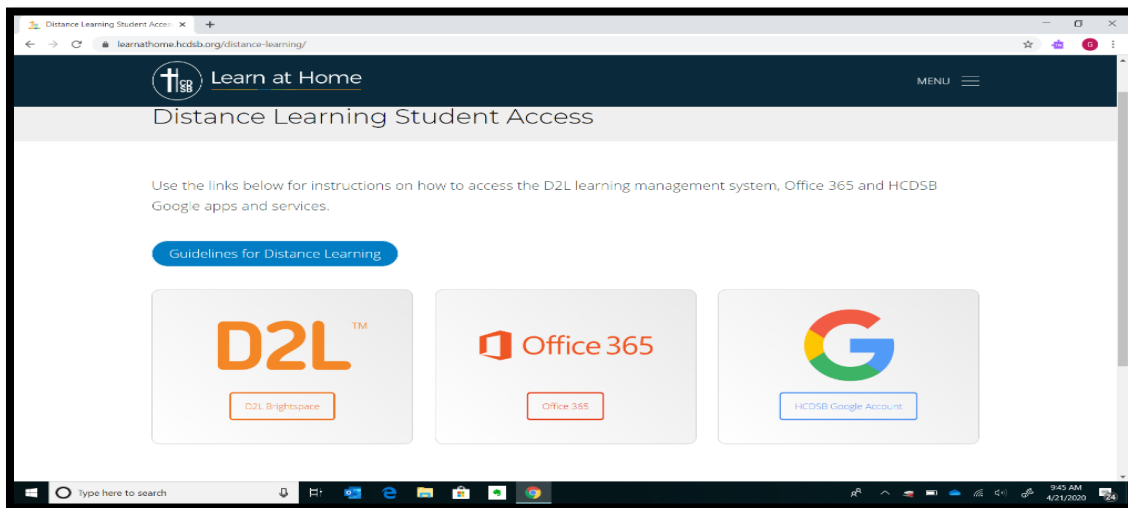
If you have been a Thomas Merton Student during the 2019-2020 school year, your login information for D2L and Office 365, and Google should remain the same.

As a reminder begin by visiting the school Board website <http://www.hcdsb.org>

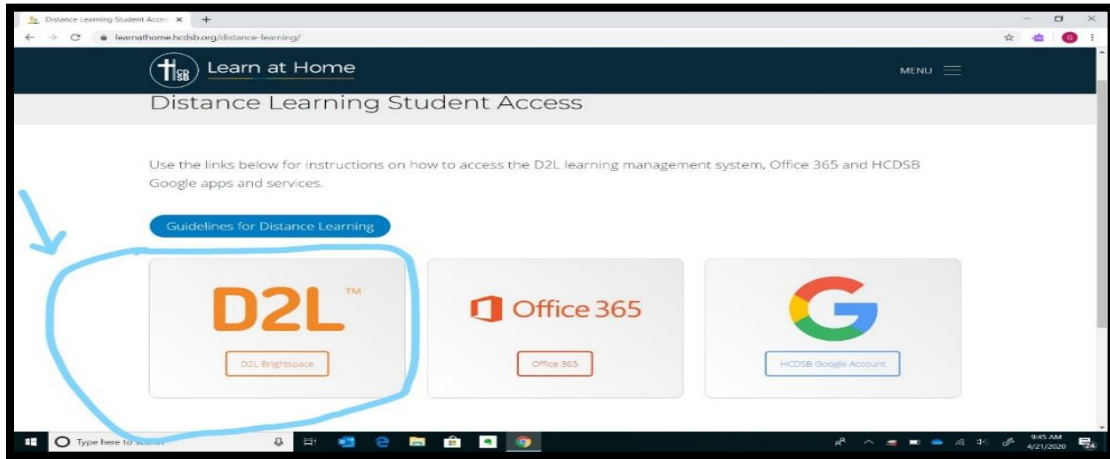
Click Learn at Home



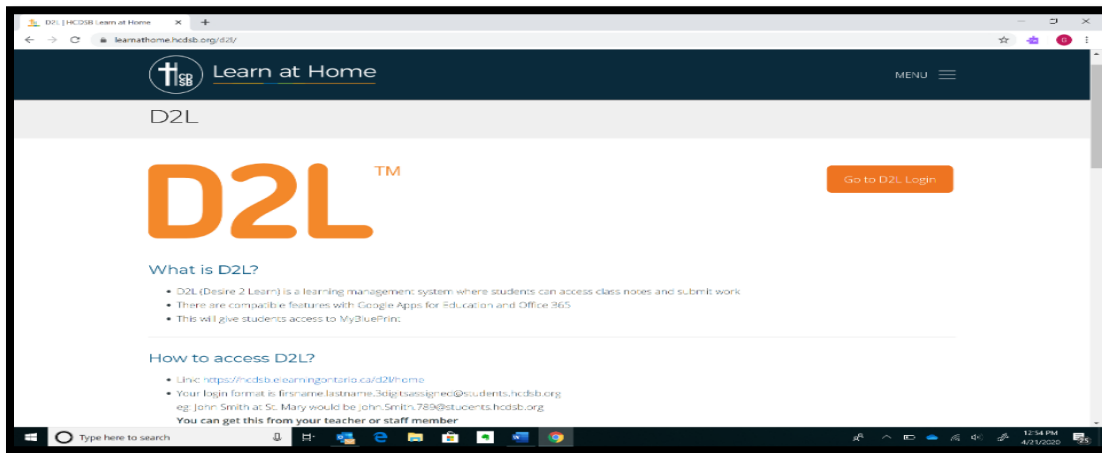
You will then see the screen below. Select the distance learning format that your teacher is using by clicking on one of the three boxes (e.g. D2L Brightspace, Office 365, or HCDSB Google Account).



As an example, if your teacher is using D2L, click on the box that is labeled D2L circled below.



Then you will see the following screen appear. Click on the link or the button “Go to D2L Login”.



Sign in. Then a screen like the one below will appear. Click on the course selector (waffle symbol) circled below, your course should be listed. Select it, and you are all set to go!



If you still have questions with this, please contact your module 5 Teacher.

Module 5 CO-OP teachers use [Schoology](#) as their distance learning platform. If you are taking Module 5 CO-OP please email them directly should you have any challenges in signing in.

Module 5 Distance Learning Courses
May 4th – June 16th, 2020

Course Code and (Title) Distance Learning Platform	Class Times	Teacher	Teacher Email Contact
NGC40A-11/NGC40P-11 (CO-OP) Schoology	AM/PM	Ms. E. Bracco	BraccoE@hcdsb.org
BTA301 (Information Technology) D2L	12:25 – 3:58PM	Ms. M. Carnegie	CarnegieM@hcdsb.org
MCV4U1 (Calculus & Vectors) D2L	12:25 – 3:58PM	Ms. E. Cimera	CimeraE@hcdsb.org
ENG4C1 (English) D2L	8:20 – 11:53AM	Ms. B. Iozzo	lozzoB@hcdsb.org
NBE3E/3C (Aboriginal Voices/English) D2L	8:20 – 11:53AM	Ms. L. Kendry	KendryLa@hcdsb.org
BOH4M1 (Business Leadership) D2L	8:20 – 11:53AM	Ms. M. Kozlowski	KozlowskiM@hcdsb.org
MDM4U1 (Data Management) D2L	12:25 – 3:58PM	Ms. C. Martins	MartinsC@hcdsb.org
NGC40A-05/NGCOP-05 (CO-OP) Schoology	AM/PM	Ms. A. McLean	McleanA2@hcdsb.org
ENG4U (English) D2L	8:20 – 11:53AM	Ms. C. Morales	MoralesC@hcdsb.org
SCH4U1 (Chemistry) D2L	8:20 – 11:53AM	Mr. J. Shirton	ShirtonJ@hcdsb.org
SBI3C/3U (Biology) D2L	8:20 – 11:53AM	Ms. B. Staboon	StaboonB@hcdsb.org
HSC4M1 (World Cultures) D2L	12:25 – 3:58PM	Ms. S. Strickland	StricklandS@hcdsb.org
MAP4C (Foundations of College Math) D2L	12:25 – 3:58PM	Mr. P. Virdo	VirdoP@hcdsb.org
Special Education Resource Teacher	AM/PM	Ms. C. Thompson	ThompsonC@hcdsb.org