



February 1, 2021

Welcome to eLearning with the HCDSB!

Some of you may be worried about the start-up process for an online course. Login instructions are provided in the proceeding pages (please note that login instructions are different if you are a student from outside the Board as indicated in the proceeding pages). You will not be able to see your course until **February 10th, 2021**. If you are having difficulty logging in, after **February 12th, 2021**, please contact your teacher Mrs. K. Beauchamp ([BeauchampK@hcdsb.org](mailto:BeauchampK@hcdsb.org)) or Mrs. D'Antonio ([dantoniot@hcdsb.org](mailto:dantoniot@hcdsb.org)).

**Please note, HCDSB eLearning courses run on a semester basis. Therefore, this course runs from February 8<sup>th</sup> until June 29<sup>th</sup> 2021.**

Once you login, you will then have access to your course at <https://hcdsb.elearningontario.ca/>. Please fill in the google form <https://forms.gle/mT3QG8i7kdwgr5Md8> once you have accessed your course.

It may take a few days to see the course after receiving the username and password but you can spend some time getting familiar with the D2L program and how to navigate it. In order to prepare for your online course, in the next few days please log into D2L. It may take you about a few hours to get familiar with the class website. Please visit this website to help you learn about using D2L: <https://sites.google.com/site/coursehelpme/>.

Additionally, you may wish to view video tutorials on the Brightspace channel on YouTube: <https://www.youtube.com/channel/UCLsXTdOzKAFOCZjXav1aCRQ>

Similar to a face-to-face classroom, it is the expectation of all students registered with the HCDSB eLearning program that you will sign in every day (Monday to Friday) to keep up to date with material and assignments. Attendance is taken daily and students that miss 15 days will be removed from the course. Additionally, students should have access to the internet on a regular basis as well as access to technology. D2L is not compatible with Mac files, therefore students should be familiar with converting files to PDF or Word format.

The average number of hours a student spends on an e-Learning course is 1 – 2 hours a day. It is encouraged for students to ensure that they devote this amount of time to e-Learning studies. You must keep up to date with assignments. There will be no extensions. If a student leaves the work until the last minute, it is challenging to get caught up. e-Learning students should always leave a work session with enough information and/or assignments printed or downloaded to allow them to work offline if necessary for at least one day in the event of temporary technical issues.

Please let your teacher know if you have an IEP so that accommodations are provided for you.

Your eLearning teacher will contact you once the course begins and provide an orientation guide that is specific to the course. Mrs. D'Antonio and Mrs. Beauchamp's availability will be from 8:30 am – 2:30 pm (Monday to Friday). Once you have signed in, all communication with your teacher should go through the D2L platform. Mrs. D'Antonio and Mrs. Beauchamp will make every attempt to reply to your email by the next school day.

**If your timetable has changed and you are no longer taking an eLearning course, please contact your guidance counsellor right away to change your schedule.**

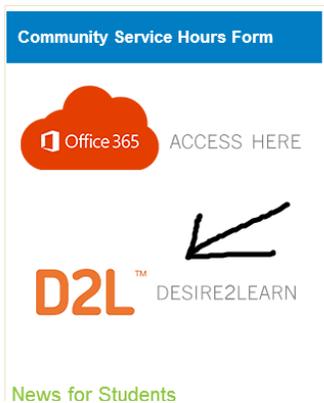
G. Montanari  
Principal, Continuing Education Services

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

Visit the school Board website <http://www.hcdsb.org>

Click Students and D2L

Enter your hcdsb\{your username} or Office 365 email address `firstname.lastname.{last 3 OEN}@students.hcdsb.org` with your password



From the Course Selector choose your enrolled course



## **Log-in Instructions**

### **Students who are not enrolled in the Halton Catholic District School Board**

Visit the website <http://d2lguest.hcdsb.org>

In the username enter in your Student ID as the username and password. Your e-learning teacher will supply this to you. You should be prompted to change your password



Welcome

Thank you for visiting this website for online courses.

Please enter your user name and password to continue.

[Please click here for a System Check before you login.](#)

Username\*

Password\*

[Log In](#)

[Forgot your password?](#)

From the Course Selector choose your enrolled course

