



Dear Student,

Welcome to the Halton Catholic District School Board Semester 2 Night School program.

**Our Night School program runs every Monday and Wednesday evening from Wednesday February 17, 2021 to Monday June 14, 2021. All Night School classes run from 6:30 p.m. – 9:30 p.m.** Your teacher be in contact with you on the first evening of Night School and will supply you with a schedule of class dates.

Our Night School courses will be delivered in a virtual/on-line learning environment in either a synchronous or asynchronous configuration or both using the Brightspace (D2L) Learning Management System. All students registered for a Night School course with the Halton Catholic District School Board must be logged in during the time classes have been scheduled.

**Please note that your course will not be available until the first evening of Night School which begins on February 17, 2021 at 6:30 p.m..** However, you will be able to log onto Brightspace (D2L) following the instructions below. Also, there will be no in-person sessions. For now, you may wish to view video tutorials on the Brightspace channel on:

YouTube: <https://www.youtube.com/channel/UCLsXTdOzKAFOCZjXav1aCRQ>

Another useful resource from Brightspace is: <https://tinyurl.com/yavkpy36>

**PLEASE NOTE:**

- Your Night School teacher will be available February 17, 2021 to June 14, 2021, 6:30 pm – 9:30 p.m., Mondays and Wednesdays. You will be provided with further orientation that is specific to the course.
- Students registered in Night School are expected to log in every day a class is scheduled (Mondays and Wednesdays 6:30 pm – 9:30 pm)
- Students are expected to keep up to date with the course material and assignments. Once a student falls behind, it will be challenging to get caught up. **Please check with your teacher regarding the format of your assignments, however NEVER upload files in .pages format as these are typically unreadable by teachers.**
- Please let your teacher know if you have an IEP so that accommodations are provided for you.
- 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.
- Night School courses are not independent study courses which means that you can't work ahead or fall behind the pace of the course. Students are encouraged to spend 3 hours for each scheduled class plus an additional 1 – 2 hours of homework per scheduled class
- Night School courses may involve synchronous or asynchronous instruction or both.
- **Final assessment activities will occur on the specified date only.**
- Mrs. Ellison ([ellisons@hcdsb.org](mailto:ellisons@hcdsb.org)) will provide e-learning support for the first 4 days of Night School including obtaining Office 365 Account information and password resets.

**IMPORTANT:**

Once you have signed in, **all communication with your teacher should go through the Brightspace (D2L) platform.** Use the Classlist to find your teacher's name and click on it to email your teacher directly. Your teacher will make every attempt to reply to your email by the next school day. If you are having technical issues, on the first day or after, review the help videos at <https://tinyurl.com/yavkpy36>. Your teacher may be able to help you as well. If you are still having problems, then email Mrs. Ellison ([ellisons@hcdsb.org](mailto:ellisons@hcdsb.org)).

There are lots of ways for you to be successful this semester: follow a schedule, build a routine, ask questions as soon as you need to, do your best to stay on track. Your teacher is always your first point of contact.

Good Luck!

Your 2020-2021 Semester 2 Night School Administrative Team

Mr. G. DeLuca

Mr. V. Aresta

[delucag@hcdsb.org](mailto:delucag@hcdsb.org)   [arestav@hcdsb.org](mailto:arestav@hcdsb.org)

## Instructions for Logging In to Brightspace (D2L) for HCDSB Students

**Please note, Google Chrome and Mozilla Firefox web browsers are strongly recommended. Older versions of Internet Explorer are not supported by D2L.**

To log into Brightspace (D2L), students need to use their Office 365 e-mail that was issued upon registration with the Halton Catholic District School Board. The login account format is:

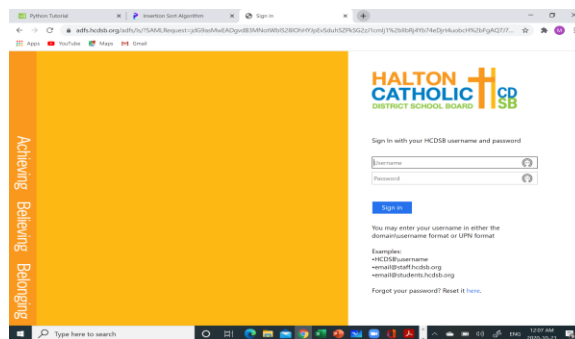
[firstname.lastname.3digits@students.hcdsb.org](mailto:firstname.lastname.3digits@students.hcdsb.org).

This is what students will use to log into Brightspace (D2L) plus their password. This is the same password students use to log into their school account.

To log onto Brightspace (D2L), you can use one of two methods:

### Method 1:

- Go to <https://hcdsb.elearningontario.ca/d2l/home> or go to your school website and click on the **Student Online Access** link.





- Enter your Office 365 e-mail and password, for example:

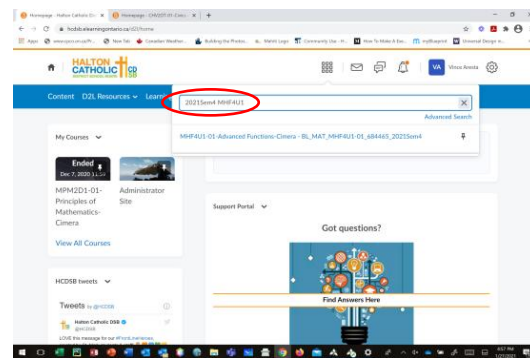
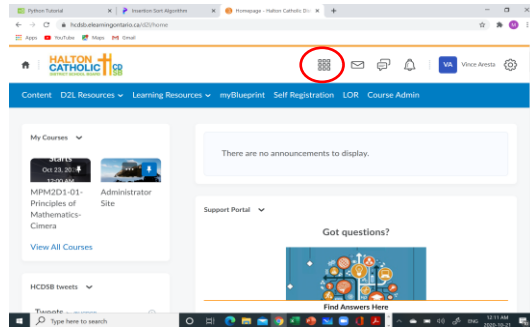
**Username:** [John.Smith.000@students.hcdsb.org](mailto:John.Smith.000@students.hcdsb.org)

**Password:** 123456000 (The last 3 characters of the password are in the email)

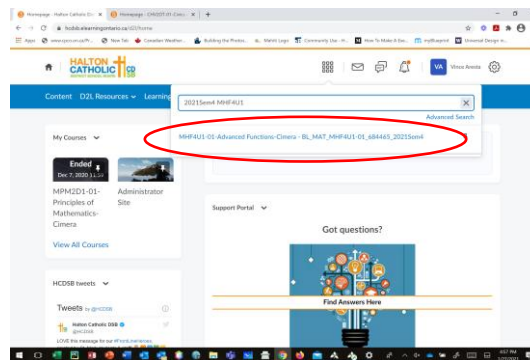
If you do not know your Office 365 e-mail and password, you can get this information from the e-learning co-ordinator, Mrs. Ellison, ([ellisons@hcdsb.org](mailto:ellisons@hcdsb.org)).

If your Office 365 e-mail and password are not available for you yet, your teacher will be providing you with resources and materials that you will need for the first few days until you receive your Office 365 e-mail and password.

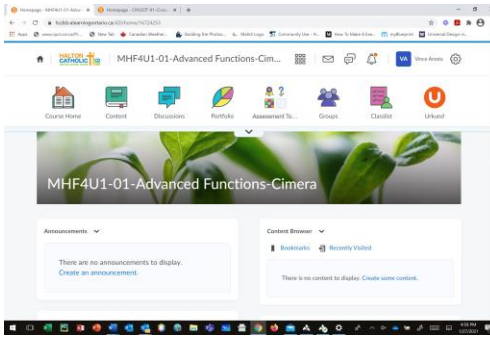
- If you lose or forget your password, you can get your password reset through HCDSB Help Desk. Ask your teacher or Mrs. Ellison how to get the process started.
- To update your password, visit <https://adfs.hcdsb.org/adfs/portal/updatepassword/>
- To find your Semester 2 Night School course, click  on the waffle  and search “2021Sem2 [your course code]” (e.g. 2021Sem2MPM2D1).



- Locate your course by referencing the course code and click on it. This will take you to your Brightspace (D2L) home page.



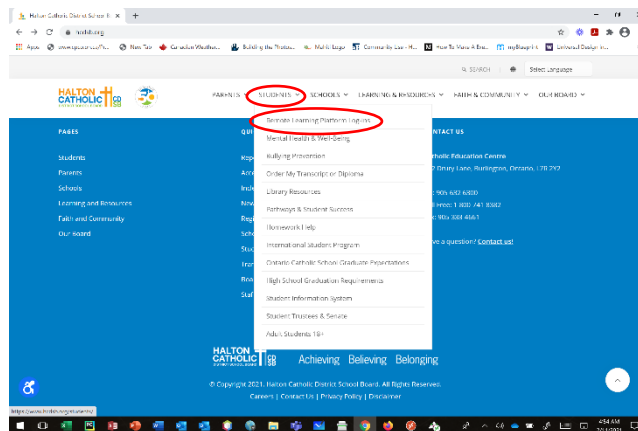
- This will take you to your Brightspace (D2L) home page.



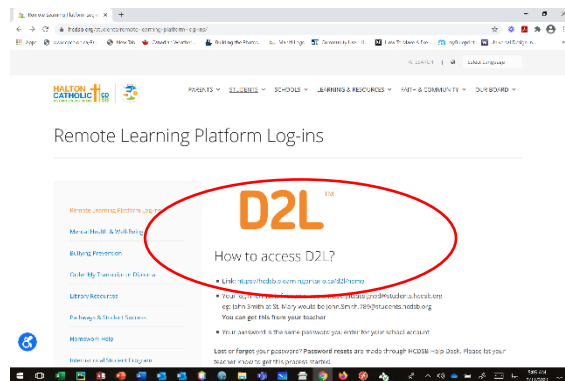
- Remember your course will not be visible until the first day of Night School (February 17, 2021).

**Method 2:**

- Go to [www.hcdsb.org](http://www.hcdsb.org)
- You will see “STUDENTS” in the top menu of the Main Board website. Click on it to open the menu. Then click on “Remote Learning Platform Log-ins”.



- You will arrive on the following page where you have the option to sign into D2L.



- When you try to access D2L from a home computer, you will see the following screen appear:



Sign In with your HCDSB username and password

Sign in

You may enter your username in either the domain/username format or UPN format

Examples:  
•HCDSB\username  
•email@staff.hcdsb.org  
•email@students.hcdsb.org

Forgot your password? Reset it [here](#).


- Sign in using the Office 365 email and password, for example:

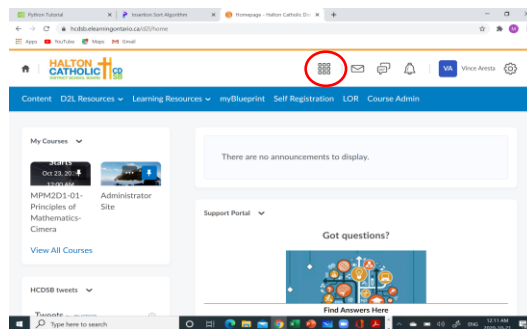
**Username:** [John.Smith.000@students.hcdsb.org](mailto:John.Smith.000@students.hcdsb.org)

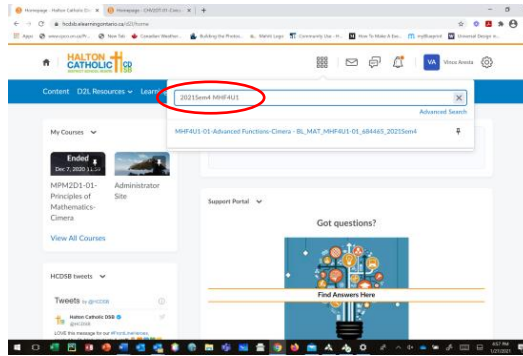
**Password:** 123456000 (The last 3 characters of the password are in the email)

If you do not know your Office 365 e-mail and password, you can get this information from the e-learning co-ordinator, Mrs. Ellison, ([ellisons@hcdsb.org](mailto:ellisons@hcdsb.org)).

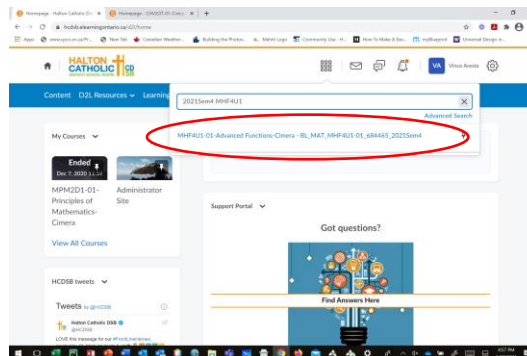
**If your Office 365 e-mail and password are not available for you yet, your teacher will be providing you with resources and materials that you will need for the first few days until you receive you Office 365 e-mail and password.**

- If you lose or forget your password, you can get your password reset through HCDSB Help Desk. Ask your teacher how to get the process started.
- To update your password, visit <https://adfs.hcdsb.org/adfs/portal/updatepassword/>
- To find your Semester 2 Night School course,  click on the waffle and search “**2021Sem2 [your course code]**” (e.g. 2021Sem2MPM2D1).

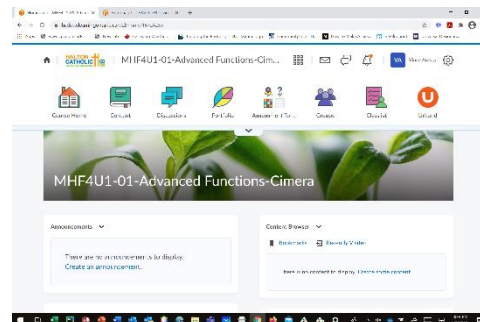




- Locate your course by referencing the course code and click on it. This will take you to your Brightspace (D2L) home page.



- This will take you to your Brightspace (D2L) home page.



- Remember your course will not be visible until the first day of Night School (February 17, 2021).

## Instructions for Logging In to Brightspace (D2L) for non-HCDSB Students

- To get access to Brightspace (D2L), log into your board's instance of Brightspace/D2L using your student username and password

e.g.: Hamilton Wentworth Catholic District School Board:

<https://hwcdsb.elearningontario.ca/d2l/home>

- If you aren't sure how to find your board's eLearning page you can start here:

<https://courses.elearningontario.ca/d2l/login/>



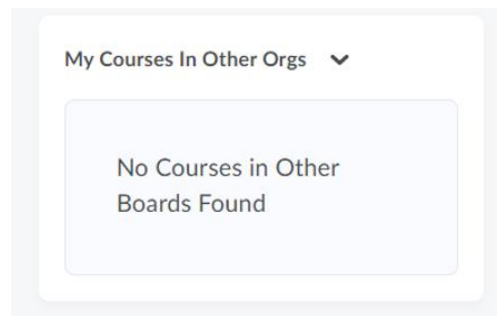
#### Welcome

Welcome to e-Learning Ontario's online courses. Please choose your school board or organization from the list below. You will be taken to a new page to log in.



E-learning is one of the projects of the Ministry of Education to help students succeed in school. It gives students more choices to customize their education based on their strengths, needs and interests.

- Then select your board from the list – you will be taken to your login page.
- Once you have logged into your home board's Brightspace find the My Courses In Other Orgs widget (box) on the landing/home page.



- You will see your Night School course in the widget once Night School begins. Just click on it and you will be taken into the HCDSB eLearning site to participate in the course. This is how you will access your night school course each day.
- If you are having any technical difficulties, please let Mrs. Ellison (ellisons@hcdsb.org) or your teacher know as soon as possible.