

Dear Student,

Welcome to the Halton Catholic District School Board 2021 Summer School program.

Our Summer School program runs every day, Monday to Friday from July 5, 2021 to July 30, 2021. All Summer School classes run from 8:00 a.m. – 1:30 p.m.

Our Summer School courses will be delivered virtually using the Brightspace (D2L) Learning Management System. Summer school courses are mostly asynchronous with the teacher available for support, feedback and assessment. Your teacher will communicate with you any synchronous opportunities within the course. These may include but are not limited to virtual office hours, small group instruction and live or recorded lessons.

Please note that your course will not be available until the first day of Summer School which begins on July 5, 2021 at 8:00 a.m. However, you will be able to log onto Brightspace (D2L) following the instructions below.

For now, you may wish to view video tutorials on the Brightspace channel on:

YouTube: <https://www.youtube.com/channel/UCLsXTdOzKAFOCZiXav1aCRQ>

Another useful resource from Brightspace is the [Access Brightspace Guided Training](#).

PLEASE NOTE:

- Your Summer School teacher will be available July 5, 2021 to July 30, 2021, 8:00 a.m. – 1:30 p.m., Monday through Friday. You will be provided with further instructions specific to your course on your course homepage in D2L/Brightspace.
- Students are expected to log in every day.
- Summer School courses are not independent study courses which means that you cannot work ahead or fall behind the pace of the course. Students are required to spend 5.5 hours for each scheduled class plus an additional 1 – 2 hours of homework per scheduled class.
- 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 let your teacher know if you have an IEP so that accommodations are provided for you. If you have an IEP, please complete the form found [here](#).
- Please inform your teacher if you have a medical condition that may impact your participation in the course.
- 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.
- **Final assessment activities will occur on the specified date only.**
- Mr. Kovacs (mk@hcdsb.org) will provide e-learning support for the first 3 days of Summer 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. If you are having technical issues, on the first day or after, review the help videos located at [Access Brightspace Guided Training](#). Your teacher may be able to help you as well. If you are still having problems, then email Mr. Kovacs (mk@hcdsb.org).

In addition, we will be posting summer school teacher's school e-mail contact information at merton.hcdsb.org/secondary-credits/summer-school. **Please note that teachers will not be responding to e-mails sent before July 5, 2021.**

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

Good Luck!

Your 2021 Summer School Administrative Team

Mr. G DeLuca delucag@hcdsb.org	Mrs. A. Morrow morrowa@hcdsb.org	Mr. P. Nalli nallip@hcdsb.org	Mr. G. Montanari montanarig@hcdsb.org	Mrs. S. Ellison ellisons@hcdsb.org
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INSTRUCTIONS FOR LOGGING INTO 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.

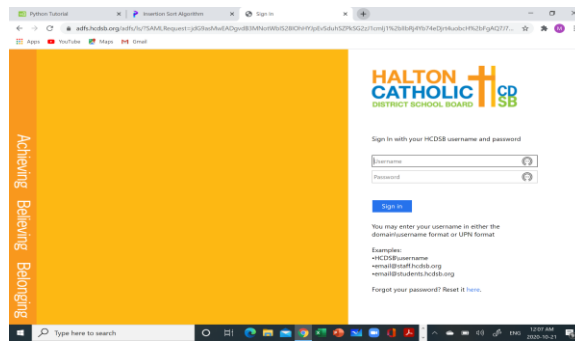
To log into Brightspace (D2L), students need to use their Office 365 e-mail that was issued upon registration with the Halton Catholic District School Board. The login account format is:

firstname.lastname.3digits@students.hcdsb.org.

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 the following procedure:

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




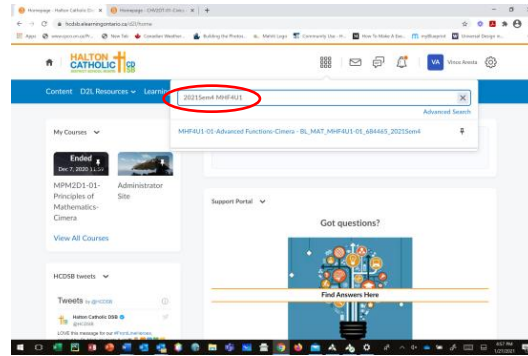
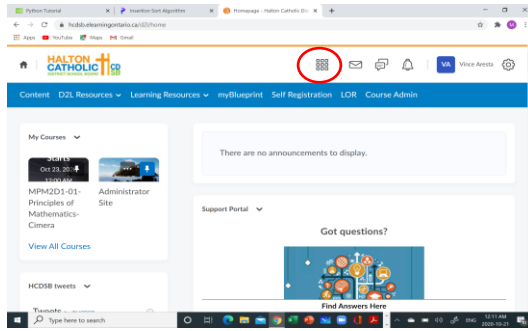
- Enter your Office 365 e-mail and password, for example:

Username: John.Smith.000@students.hcdsb.org

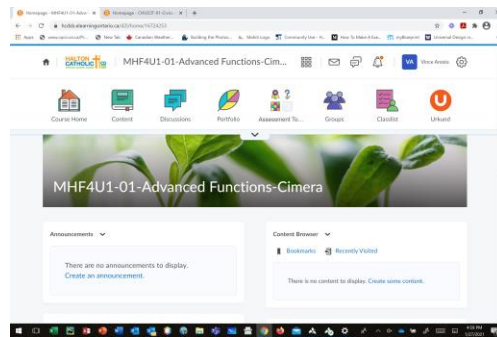
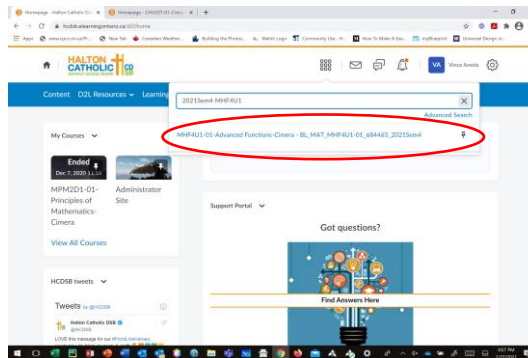
Password: The one you have been using during the school year

If you do not know your Office 365 e-mail and password, you can get this information from the e-learning support teacher, Mr. Kovacs, (mk@hcdsb.org).

- If you lose or forget your password, you can get your password reset through HCDSB Help Desk. Ask your teacher or Mr. Kovacs how to get the process started.
- To update your password, visit <https://ads.hcdsb.org/ads/portal/updatepassword/>
- To find your 2021 Summer School course, click on the waffle  and search “**2021Sem1 [your course code]**” (e.g., 2021Sem2MPM2D1).



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



- Remember your course will not be visible until the first day of Summer School (July 5, 2021).

INSTRUCTIONS FOR LOGGING INTO 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:

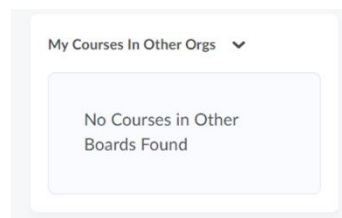
<https://hwcdsb.elearningontario.ca/d2l/home>

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

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



- 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 Summer School course in the widget once Summer 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 summer school course each day.
- **Note: If you do not have access from your home school, Mr. Kovacs (mk@hcdsb.org) will be providing access for you prior to the start of summer school on July 5, 2021 using the email address you provided at registration.**