Welcome to the 2021 – 2022 International Languages Credit Courses Program
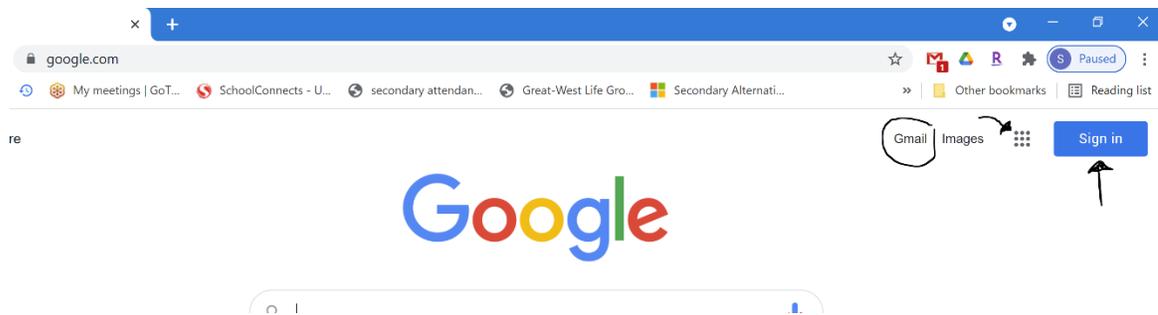
The safety and well-being of our students and staff continue to remain a high priority for the Halton Catholic District School Board. As a result, the International Languages Credit Courses will be run in an enriching **virtual online setting using the Google Classroom platform**.

Your first step will be to sign into your individual classroom on **Monday September 20, 2021 at 6:00 pm**, where you will find a detailed course outline and instructor introduction.

In order to access Google Classroom, you will enter the **classroom code** issued to you by your **course instructor** through your HCDSB Gmail account. You need to complete the following steps to access your Google Classroom course:
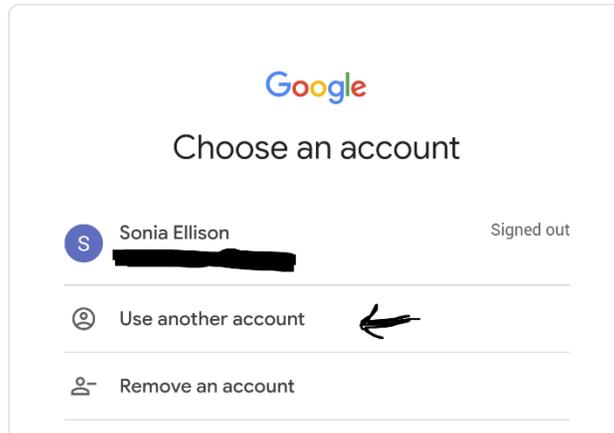
1. **If you are an HCDSB student**, please use your school-issued HCDSB Google account (Gmail e-mail address and password).

2. **If you are a non-HCDSB student**, please use the HCDSB Google account (Gmail e-mail address and password) **that will be provided to you through the email you used when you registered for your International Languages Credit Course**. Once you have this information follow the login information below to access your classroom code.

3. In the event that you have never logged into your HCDSB Gmail or used Google Classroom, please follow these instructions:
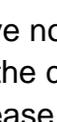
   (a) On your computer, go to https://www.google.com/

   (b) Click SIGN IN or on the logo with your initials or image

   (c) If information is already filled in with a different account, you need to click "**Add another account"** and enter your HCDSB Google account email and password.

(d) Access your gmail to find the email from your teacher with your Class Code.

(e) Go to the Google Apps waffle ⠿ on the right-hand side and click on it.

(f) Click on the Google Classroom icon

(g) Once you have successfully logged into Google Classroom, you will select the + sign in the top right corner. Join the class using the class code provided by your instructor by typing it in exactly the way it was provided (lower and upper case sensitive) under "**Class code**". Once you join a class on one device, you will be enrolled in that class on all devices.

(h) Alternatively, if you have not signed up in a timely manner, lost or accidentally deleted the email with the code, then you may receive an invitation from your instructor to join, so please be sure to check your Gmail frequently as this will be the primary method of communicating with your instructor.

(i) Once you have successfully joined the class, you will navigate the different tabs and find a welcome message from your instructor under the Stream tab with further directions on the steps that will follow during the course, which you will find under the Classwork tab.

While this course will run in a non-traditional way, your instructor team is committed to making your International Languages Credit Course experience both valuable and informative.

We look forward to meeting you!

International Languages Credit Team