

GETTING STARTED WITH ONLINE LEARNING: INFORMATION SHEET



You have registered to take an eLearning Summer Semester Course with the *Upper Canada District School Board*. You will have access to an **orientation unit** on **June 25th, 2024** and to your **course content** on **July 2nd, 2024**.

IF YOU NO LONGER NEED OR REQUIRE THIS COURSE, PLEASE FOLLOW THE WITHDRAWAL STEPS ON PAGE 4

To access your course:

Navigate to <https://ucdsb.elearningontario.ca> and use the same username and password that you use to log onto the school computers.



You will be able to communicate with your online teacher by using the email feature within your online course.

If you are a student that has **never logged in to a school computer this school year**, or are having issues with logging in as indicated above, then please follow these instructions:

Username: your 6 digit student number (If you don't know your student number, you can ask about this at the summer eLearning coordinator email on the next page)

Password: the first 3 letters of birth month + day of birth number (eg. June 9th = jun9)

You will be able to access your online course by clicking on the photo/link found under **"MY COURSES"** (top of the screen).

OR

If you are taking a course with a Board outside of Upper Canada DSB, you should be able to access this course by clicking on the photo/link found under **"MY COURSES IN OTHER BOARDS"** (left of your screen).

See screenshot on next page

Simply click on the photo/link of the online course and you will be brought to that course homepage.

The screenshot shows the UCDSB ePortfolio interface. At the top left is the UCDSB logo. The user's name, 'Connie Boros', is in the top right. Below the header, there are navigation icons for home, mail, chat, and notifications. The main content area is divided into two columns. The left column has a 'My Courses' dropdown menu with a red arrow pointing to it. Below this menu are three course cards: 'MEL3E-04-Math for Everyday Life TLC-TISS' with a calculator icon, 'ENG3C0-1-ENG3C English-CrookeM' with a book icon, and 'CGC1P-12-Geography of Canada-TISS' with a compass icon. A 'View All Courses' link is below these cards. The right column has a 'My Courses in Other Boards' dropdown menu with a red arrow pointing to it. Below this menu is a message: 'No Courses in Other Boards Found'. Further down is a 'Calendar' section showing the date 'Thursday, June 8, 2017' and a dropdown for 'Upcoming events' which displays 'There are no events to display.' At the bottom left, there is an 'Activity Feed' section with a 'Create a post...' button.

If you have any issues accessing your course because your username and password are not working, please contact: summer.elearning.coordinator@ucdsb.on.ca

One of the eLearning Contacts for Summer Semester (not your teachers) will respond and try to help you with any login or technical issues.

Your online course teacher will be in contact with you as well with a welcome email from within the course once you are placed in their course class list.

Additional information on timelines and withdrawing from your online course:

This information can be found on the UCDSB Summer Semester website, or on UCDSB's D2L 'MyHome' screen.

Upper Canada District School Board Summer Semester runs from July 2nd, 2024 to July 29th, 2024.

All the information you need can be found at [UCDSB Summer Semester Website](#) (i.e. registration Info required reading list for online English courses, course descriptions, timelines, login into and other FAQs)

Remember:

- You should log in daily, work must be submitted on time unless other arrangements have been made with your teacher.
- All work must be submitted to the Assignment drop boxes in the course for evaluation.
- All email correspondence with instructor should be within the eLearning site.
- All submitted work must be original and sourced information must be credited. (No plagiarism will be tolerated)
- You should commit to 4-5 hours a day per course to meet the ministry requirements for a secondary credit.

IMPORTANT NOTE: Summer courses at Upper Canada DSB are set up as independent study with a marker model so there are no online or face-to-face meetings. Online markers are qualified teachers who provide assessment of submitted assignments with descriptive and informative feedback.

Should students need more information, there are also a set of Orientation Videos (found on the course homepages) which help students learn to navigate the course and quizzes, use the course email to connect with online teacher/marker, and submit assignments.

This means that students can access the course at any time and work through the lessons as quickly as they wish as long as all lessons are completed by the deadline.

Upper Canada DSB Summer Semester program is further supported by three Coordinators who can assist students and parents with communication between student and online teacher/marker, technical issues, course content problems, instructions for course navigation, etc. They can be reached at any time by emailing summer.elearning.coordinator@ucdsb.on.ca

Trouble Shooting

If you experience any technical problems while working on an Online Course, use the D2L Tech Support Portal found on the D2L 'MyHome' screen or your course Homepage:



If you experience problems with the content of a course, Contact one of the coordinators at summer.elearning.coordinator@ucdsb.on.ca

Course Drop Deadlines to Keep in Mind

IMPORTANT DATES!!

July 8 th , 2024	If you have NOT logged in by this date, you will be removed from the course as a 'NO-SHOW'
July 29 th , 2024	If you DO NOT complete the <u>withdrawal form below</u> or choose not to complete all assignments, prior to this date, your final mark will be calculated and appear on your transcript. <i>NOTE: Grade 9 & 10 course failed marks DO NOT appear on transcripts)</i>

If you wish to withdraw from your online Summer Semester course, the [Microsoft Withdrawal Form](#) must be completed. If you are under 18 years of age, your parent/guardian must complete the form.

A confirmation of withdrawal will be sent within 48 hours, between Monday-Friday.

NO EXTENSIONS CAN BE GIVEN FOR SUMMER SEMESTER COURSES

good luck