Upper Canada DSB Summer Semester
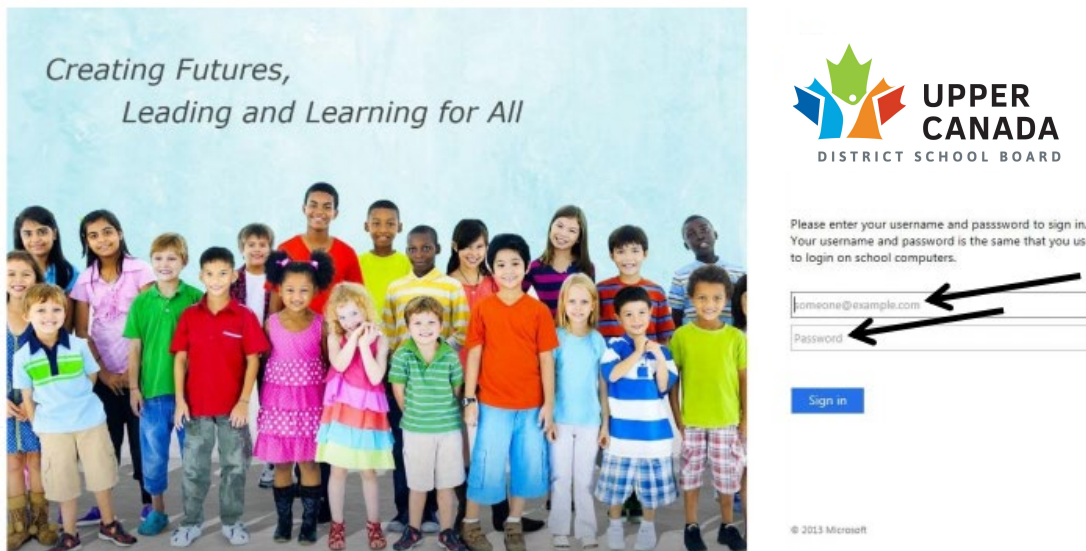GETTING STARTED WITH ONLINE LEARNING: INFORMATION SHEET

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 22nd** and to your **course content** on **June 30th.**

LOGGING IN TO YOUR ONLINE COURSE

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.

NOTE: 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:

To access your course, navigate to https://ucdsb.elearningontario.ca
-**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)
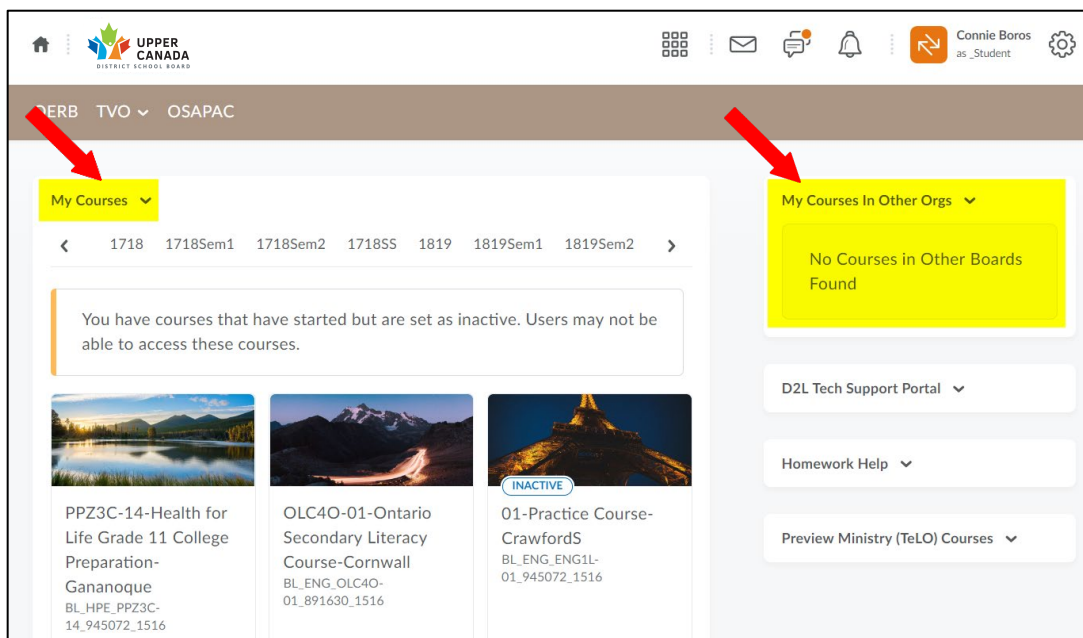
You will be able to access your online course by clicking on the photo/link found under <mark>"MY COURSES"</mark> (top of the screen).

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 <mark>"MY COURSES IN OTHER ORGs"</mark> (right of your screen).

See screenshot below…

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

> **If you have any issues accessing your course, please contact**:
> summer.elearning.coordinator@ucdsb.on.ca
>
> One of the eLearning Contacts for Summer Semester (not your teacher) 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 once you are placed in their course class list**

You are expected to be active in your course daily and your attendance is monitored. This is a true online reach ahead course where all assignments, projects and/or exams will be performed using your computer.

Good Luck and enjoy your online experience

TIPS FOR SUCCESS DURING SUMMER SEMESTER

- Students are expected to have access to the internet between June 30th and July 28th, extensions CANNOT be accommodated

- We strongly encourage you to complete the Orientation module since it will familiarize you with navigation and the tools available in your online course. It will be ready for you by June 22nd .

- In order to increase your chances of success, you should **plan to work on your course approximately 4-6 hours per day from June 30th to July 28th.**

- You must log in daily, work must be submitted on time unless other arrangements have been made with your teacher. You should commit to 4-5 hours a day per course to meet the ministry requirements for a secondary credit.

- All Summer Semester on-line courses are asynchronous – meaning you can work on your course at any time during the day or night. However, be aware that your course marker may not be responding during evening hours.

- 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)

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 your online teacher through the course email

IMPORTANT DATES FOR SUMMER SEMESTER

	IMPORTANT DATES!!
July 8th, 2022	**If you have NOT logged in by this date, you will be removed from the course as a 'NO-SHOW'**
July 28th, 2022	**If you DO NOT notify us of a withdrawal OR choose not to complete all assignments, your final mark will be calculated and appear on your transcript.** *NOTE: Grade 9 & 10 course failed marks DO NOT appear on transcripts)*

WITHDRAWAL FROM AN ONLINE SUMMER SEMESTER COURSE

If you wish to withdraw from your online Summer Semester course, please complete this Microsoft Withdrawal Form

If you have any questions, please email summer.semester@ucdsb.on.ca

If you are under 18, you will need your parent's approval to withdraw.

Please have your parent send the withdrawal request to the email addresses above.

PLEASE BE AWARE OF THE FOLLOWING UCDSB POLICY!

**IF YOU DO NOT PLAN TO CONTINUE YOUR ONLINE COURSE
AND FAIL TO OFFICIALLY WITHDRAW FROM THE COURSE,
A FINAL FAILING MARK WILL BE GIVEN.**

**PLEASE MAKE SURE YOU OFFICIALLY WITHDRAW
IF YOU DO NOT PLAN TO COMPLETE YOUR ONLINE COURSE.**

All the information you need can be found at UCDSB Summer Semester

good luck