

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

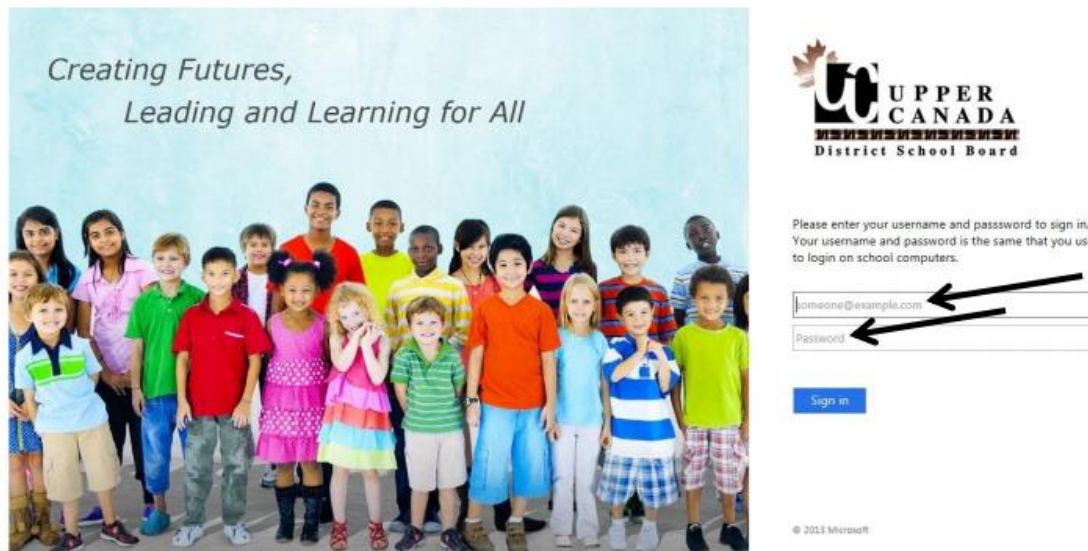


You have registered to take an eLearning Summer Semester Course with the *Upper Canada District School Board*. You will have access to an **Orientation Unit** on **June 22<sup>nd</sup>** and to your **course content** on **June 29<sup>th</sup>**.

### 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.



The screenshot shows the login page for the Upper Canada District School Board. On the left, there is a group photo of diverse children and the text "Creating Futures, Leading and Learning for All". On the right, there is the school board logo and a login form. The form includes a text box for the username (containing "johanna@example.com") and a text box for the password. Two black arrows point to these fields. Below the form is a blue "Sign in" button. At the bottom right, there is a small copyright notice: "© 2015 Microsoft".

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)

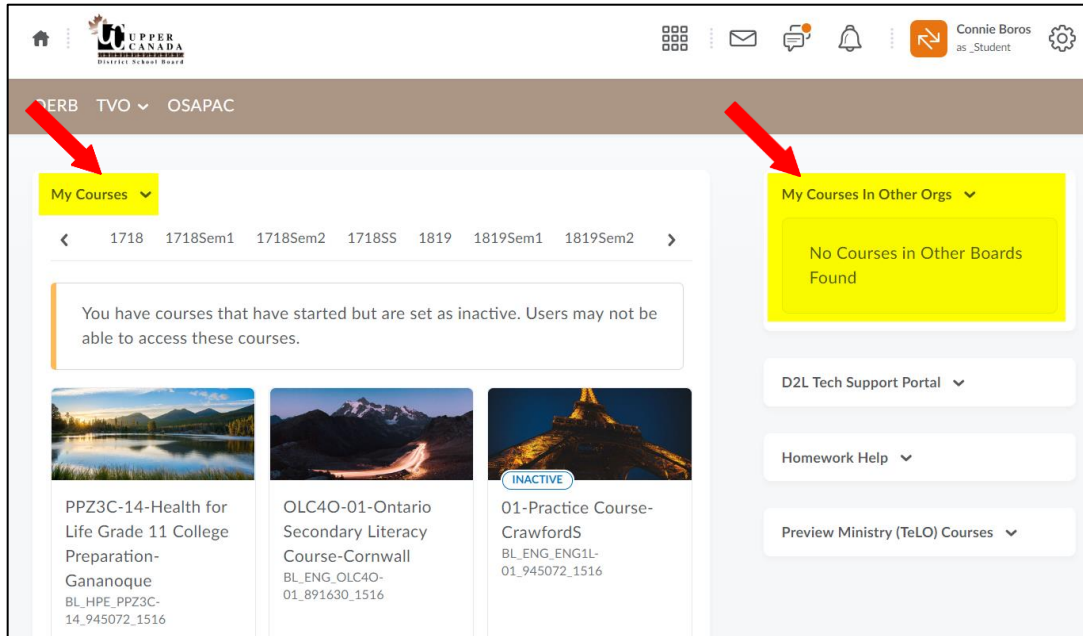
You will be able to access your online course by clicking on the photo/link found under **"MY COURSES"** (top of the screen).

**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 ORGS"** (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](mailto: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 29<sup>th</sup> and July 27<sup>th</sup>, 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 22<sup>nd</sup>.
- In order to increase your chances of success, you should **plan to work on your course approximately 4-6 hours per day from June 29<sup>th</sup> to July 27<sup>th</sup>.**
- 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



<b>July 6<sup>th</sup>, 2021</b>	If you have NOT logged in by this date, you will be dropped from the course with no penalty.
<b>July 27<sup>th</sup>, 2021</b>	If you DO NOT notify us of a withdrawal OR choose not to complete all assignments, your final mark will be calculated and will appear on your transcript...(unless it is a grade 9 or 10 courses. Junior level course unsuccessful mark does not appear on transcript)

### WITHDRAWAL FROM AN ONLINE SUMMER SEMESTER COURSE

In order to withdraw from an on-line Summer Semester course, you must e-mail the Summer Semester Principal and cc the Registrar and Summer Semester Office (email addresses below):

Sandy McInnes, Principal [sandy.mcinnnes@ucdsb.on.ca](mailto:sandy.mcinnnes@ucdsb.on.ca)

Laurie Marshall, Registrar [laurie.marshall@ucdsb.on.ca](mailto:laurie.marshall@ucdsb.on.ca)

Summer Semester Office [summer.semester@ucdsb.on.ca](mailto: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*