



Summer School eLearning Program Expectations and Guidelines

eLearning allows secondary school students the option of taking a course online. Taking an online course allows for flexibility in a student's timetable, allows access to courses that are not currently offered and gives students an opportunity to earn credits while building valuable independent learning skills that will be beneficial in any post-secondary pathway.

All students or prospective students must read the following carefully, so they know exactly what is expected of them, and what to expect from the program. By **registering** in an eLearning course, each student agrees to abide by the following guidelines, as outlined below.

Course Outlines

Summer school course outlines are developed and released by the individual summer school teachers through their respective D2L's. Once teachers receive their class list/section assignments in June, who will then begin communicating with their students shortly thereafter. Students can then request course details directly from their respective summer school teacher(s). PowerSchool's (our web-based student information system) roll-over processes will not permit access to summer school course content for students prior to the first day of summer school.

Computer Accessibility and Software

eLearning students are responsible for obtaining the basic software and stable internet connections (high speed internet is essential) required for successful completion of the online course.

Students can **download Office 365**, which includes; Word, Excel, Outlook Mail, PowerPoint, OneNote, OneDrive etc., **free of charge** from www.office.com, using their BHNCDSD user name and password (the same login they use for their BHNCDSD email).

Courses are open **24 hours a day, 7 days a week**, so students should be able to complete their assignments without an issue if they are organized and motivated.

Access to the internet is required **daily**. Courses can **not** be completed on a cell phone. It is **not** recommended that the course be completed while away on holidays.

Attendance /Logging In

Students must dedicate adequate time (anytime during the day or night) to participate in the learning process and meet deadlines as outlined in their course(s) and are expected to login regularly to the course and complete daily tasks.

- **Students MUST login in a minimum of once weekly to remain in the course.**
- Students will submit tasks and assignments as listed on the Course Checklist/Calendar and meet each Unit/Activity deadline.
- **IMPORTANT TO NOTE:** The Summer School eLearning Online **Literacy Course (OLC40)** will have one **mandatory** in-class day a week, which will be Tuesdays at Holy Trinity Catholic High School (128 Evergreen Hill Road, Simcoe) for Holy Trinity students and Wednesdays at St. Mary Catholic Learning Centre (455 Colborne Street, Brantford) for Assumption College School and St. John's College students. Class will run from 8:30 am to 2:00 pm.



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Reporting Periods and Key Dates

- **Date of Record/Full Disclosure (Drop Date): Tuesday, July 9, 2019** – The Ministry of Education has a policy of full disclosure. This policy states that all courses attempted by students must be recorded on Ontario Student Transcripts. After the full disclosure deadline, any course completed, withdrawn from or failed will appear on a student transcript along with the marks earned in the program. This means a student who is on the class list of an eLearning course after this date will have a mark entered on his/her permanent record, even if they withdraw after this date.
- **Final Course Completion Date: Friday, July 26, 2019** - All students are to complete the eLearning course by the Final Course Completion Date. All Assignments, Unit Tests, Culminating Activities/Exams and Independent Study work must be submitted by the completion date.
- **Final Exam Date: Friday, July 26, 2019** – If students have an exam, it will be written on this date. All exams **must** be completed in person at **St. Mary Catholic Learning Centre**, 455 Colborne Street, Brantford, ON.
- **Final Report Cards: Tuesday, August 20, 2019** - Final Report Cards will be mailed out to each student by this date. A copy of the final report card will also be sent to the student's Home School, for inclusion in their Ontario Student Record.

Withdrawing from a Summer School eLearning Course

If circumstances change and a student is no longer able to/does not wish to participate program from July 2 to July 26, 2019, please contact [Tamara Quigley](mailto:taquigley@bhncdsb.ca), Continuing Education Secretary, at taquigley@bhncdsb.ca prior to July 2, 2019. You can also e-mail the Principal of Continuing Education, [Terre Slaght](mailto:tslaght@bhncdsb.ca) at tslaght@bhncdsb.ca.

The student's name will be removed from the eLearning registration list without academic penalty.

IMPORTANT TO NOTE: Parental consent is **required** for removal from a course for all students under the age of 18, so if a student is under the age of 18 a parent **must** be the one who makes the contact.

Communication with Online Teacher(s)

A Student can expect feedback from the course instructor, concerning a submission, **within 72 hours of receipt** of the assignment under normal circumstances.

Grade 8 – Face-to-face Orientation

Each grade 8 student who registers in an online eLearning summer school course **MUST** attend a **mandatory** face-to-face orientation session to ensure the student is prepared and capable of completing the online course successfully, and to familiarize themselves with the BHNCDSB [Desire2Learn \(D2L\) online learning platform](#).

D2L is where students log in to view online courses, explore tools and features, and customize their eLearning experience. Students attending the orientation will meet with an online learning teacher and receive a demonstration of D2L navigation and participate in a question and answer session about the online environment expectations.

Grade 8 students can select any one of the following dates to attend a 60-minute orientation session, which will take place at **St. Mary Catholic Learning Centre**, 455 Colborne Street, Brantford.



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The orientation dates and times for the 2018/2019 school year are:

- Monday, April 8, 2019, 7:00 – 8:00 pm
- Monday, May 13, 2019, 7:00 – 8:00 pm
- Monday, June 10, 2019, 7:00 – 8:00 pm

You can contact the Continuing Education Secretary to book your space at one of the scheduled orientation sessions, via email: taquigley@bhncdsb.ca.

BHNCDSB Email, Username and Password

Each eLearning student will be **required** to access and use their **BHNCDSB** e-mail throughout the course to properly communicate with teachers and administration, therefore it is essential that students know their BHNCDSB username and password.

If students do not currently know this information, they should check with their current classroom teacher or guidance counsellor to obtain it, or contact [Tamara Quigley](mailto:taquigley@bhncdsb.ca) at taquigley@bhncdsb.ca.

All communication about Summer School eLearning will come through students' BHNCDSB e-mail account, NOT personal e-mail accounts. Students should begin checking their BHNCDSB e-mail now so that it becomes routine prior to July 2.

Plagiarism Policy and Information CHECK POLICY

All assignments are submitted through [Turnitin](#) an internet-based plagiarism detection service, that allows teachers to see the percentage of the paper that is plagiarized. If a student has been caught plagiarizing:

- **1st Offence** – Discussion between eLearning teacher and student to clarify specifics of the plagiarized document(s). Parent informed by eLearning teacher. The student will be required to revised assignment and resubmit demonstrating new learning in consultation with the eLearning teacher.
- **2nd Offence** – Verbal warning from teacher. Parent and summer school principal contacted. Student will be required to revise the assignment and demonstrate new learning independently.
- **3rd Offence** – Teacher to inform student, parent and summer school principal. Student will be given a zero grade on the assignment and any subsequent assignment deemed to be plagiarized.

Suggestions for Success

The average number of hours a student should spend working on one full-credit eLearning course is **30 Hours per week (6 hours per day / per credit)**. Students are encouraged to consider this before enrolling in an eLearning course.

There are a minimum of 20 assignments for each full credit course. In the case of Civics and Careers, they are both 1/2 credit courses, so 3 hours each, daily, is recommended, with a minimum of 10 assignments for each 1/2 credit course.

Students must keep up to date with assignments. If a student leaves any work to the last minute it can become a challenge to get caught up before the course is over.



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eLearning students should always leave a work session with enough information and/or assignments printed or downloaded to allow them to work offline if necessary, for at least one day. It is possible that D2L may be inaccessible for technical reasons from time to time.

Desire2Learning (D2L) Learning Platform

The Summer School eLearning courses will open in D2L the morning of **July 2, 2019 and close on 11:59 pm on July 26, 2019.**

It is **essential** that students know how to access the **D2L platform** on July 2 to find their course. Students should BOOKMARK/SAVE the D2L link in the event that the BHNCD SB website becomes unavailable.

Students **must** also know their BHNCD SB username and password. If students do not currently know this information, they should check with their current classroom teacher or guidance counsellor to obtain it, or contact **Tamara Quigley** at taquigley@bhncdsb.ca.

Technical Difficulties

If students experience any **technical** difficulties while working on an Online Course, for example the website or course email is not functioning normally, please contact:

Helpdesk at Desire2Learn

Phone: 1-800-222-0209

Website: <https://supporton.desire2learn.com/>

D2L Course Content Difficulties

If students experience problems with the content of the course, please contact the course teacher directly via email **to their BHNCD SB email from your BHNCD SB email** and provide the following details:

- student first name and last name
- the course name and section
- the Unit and activity student is having problems with
- a copy of the question or statement that is proving difficult or describe the link that is not working

It is much easier for the teacher to help a student if they are given this information up front. If a link is not working, be sure to clearly identify where the issue occurs, and what error you receive when attempting to open the document.

Course not Appearing in D2L

For other issues, for example, a course a student signed up for is not showing in D2L, please contact:

St. Mary Catholic Learning Centre

Main Office: 519-753-0552

Continuing Education Secretary: 519-756-6505 x407

E-mail: taquigley@bhncdsb.ca

Continuing Education Principal: 519-756-6505 x402

E-mail: tslaght@bhncdsb.ca