

Student Guide – eLearning Programs (v2)

Program Description

Courses in this program are recommended for secondary students who wish to gain up to two credits, over two terms in a subject they have not previously studied or wish to repeat a course that they have previously completed. This program is delivered in an Asynchronous/Flex Time learning model and NOT delivered in real-time. Asynchronous/Flex Time learning is supported by a teacher in the D2L Brightspace platform and may involve students watching video lessons, completing assigned tasks, or contributing to online discussion boards. Teachers will be available to assist students during specific office hours that will be posted in the course shell on the first day.

Students MUST be self-motivated and able to participate in the course for an average of 6 hours per day (Monday – Friday); 30 hours per week (15 hours per week for the Extended Program). Students are required to login daily (Monday – Friday) for the duration of the program. The program cannot not be compressed, and the course calendar cannot be altered. Note: It is the responsibility of students and their guidance counsellors to ensure that all prerequisites have been met before registering for an eLearning course.

Note: Civics (CHV201/F) and Career Studies (GLC201/F) are separate courses and require separate registrations.

Program Dates

July Program Dates: July 5 – July 28

Civics (CHV20) July 5 – July 15

Careers (GLC20) July 16 – July 28

August Program Dates: July 29 – Aug 24

Civics (CHV20) July 29 – Aug 11

Careers (GLC20) Aug 12 - Aug 24

Extended Program: July 5 – Aug 24

Summative Evaluations – IMPORTANT Dates

All students must complete a summative evaluation as determined by the course teacher. Students must be available on the following dates and times for summative evaluations. Note: the precise dates and times will be determined by the individual teachers and will be finalized on the first day of the course.

July Programs

Full Courses – July 27/28, 8:30 AM – 2:15 PM

Civics (CHV20) – July 15, 8:30 AM – 12:00 PM

Careers (GLC20) – July 28, 8:30 AM – 12:00 PM

August Programs

Full Courses – Aug 23/24, 8:30 AM – 2:15 PM

Civics (CHV20) – Aug 11, 8:30 AM – 12:00 PM

Careers (GLC20) – Aug 24, 8:30 AM – 12:00 PM

Extended Program: Full Courses – Aug 23/24, 8:30 AM – 11:45 AM

Course Registration Deadlines

Registration closes Thursday June 24, 2021, 12:00 pm (for July and Extended eLearning offerings) and Thursday July 22, 2021, 12:00 pm (for August eLearning offerings). No additional registrations will be accepted after these dates.

Durham Continuing Education reserves the right to revise, limit or cancel programming because of the COVID-19 pandemic, enrollment, and other circumstances. Students will be notified of course cancellations.

Course Access – First Day Procedures

Durham District School Board students – all DDSB students will access their course using DDSB credentials via the MyCampus portal (<http://student.ddsb.ca>) – D2L Brightspace login. Courses may not be accessible until the first day of program.

Students who registered via their home schools ([OeLC member boards](#)) – students will access their course via their own school board website using the “My Course in Another Board” widget. Please confirm with your home school how to access your course. DDSB courses may not be accessible until the first day of the program.

All other students – you will receive an email with login instructions 3 days prior to the start of program to the email address on file. Note: late registrants may experience delays in credential creation/access.

Login Assistance on the First Day of Program: if you are unable to login as instructed, please email DCEInfo@ddsb.ca ONCE ONLY. Include your full name (first and last), course code (i.e., ENG4U), home school and contact email and phone number. The DCE team will work through responses on a first come first served basis.

Full Disclosure

Students should be advised that all attempts for Grade 11 or 12 secondary school courses (whether completed successfully or not) will be disclosed on a student's transcript unless the student withdraws prior to the full disclosure date. If a student has been unsuccessful in their first attempt to earn a credit and takes the course again, both attempts appear on the Ontario Student Transcript. **Full disclosure dates are as follows: July eLearning courses – Friday July 16, 2021 (9:00 am), August eLearning courses – Thursday August 12, 2021 (9:00 am) and Extended eLearning courses – Thursday July 29, 2021 (9:00 am).** Students wishing to withdraw must complete a withdraw request using the link in the navigation bar in their D2L course by the disclosure deadline.

Report Cards

Final report cards will be available by the end of August/early September. For DDSB students enrolled in a day school, the report card will be sent to their **home school**. For students enrolled in an Ontario eLearning Consortium school, a report card mailed to their home address and their home school within 8 weeks of completion of the course. All other students will have the report card mailed to the address on file only.

Marks will NOT be given out over the telephone. If students wish to know their mark prior to formal reporting, they should request their teacher to send a final unofficial mark summary at the end of their program. For students, whose school board is a member of the OeLC (Ontario eLearning Consortium), marks are available through their home school guidance office ; guidance counsellors will have access to immediate student marks via PRISM.

Mark Transmission to College/Universities

Students enrolled in a Durham District School Board School during the 2020/2021 year who have applied to Ontario College or University entrance in Fall 2021, will have their marks automatically transmitted electronically in mid-August 2021. Should the student need a proof of mark prior to or after the transmission date, please request official proof of mark letters via a link in the navigation bar in their course.

For ALL other students who have applied to post-secondary destinations for Fall 2021 entry and who wish their marks transmitted or proof mark letters sent, please complete the request via the appropriate link in the navigation bar of your course.

Note: Students are responsible to provide their Ontario College Application Service (OCAS)/Ontario Universities Application Centre (OUAC) number, full mailing address and institution email for the official letter. Letters will be prepared and mailed/emailed within two business days after the end of the summer school program. Durham Continuing Education is NOT responsible for letters once they have been mailed/email or for delays in processing at the College or University locations.

All proof of mark letters or electronic transmission requests MUST be completed using the link in the course navigation bar prior to the end of program.

Course Withdraw

Withdraws PRIOR to the first day of the course:

- DDSB students and students from schools participating in the OeLC, must withdraw through their home school guidance department.
- All other students may withdraw via our online [Withdraw Form](#)

Withdraws AFTER the first day of the course (even if student has not attended):

- Students must use the withdraw link found in the navigation bar of the course or our online [Withdraw Form](#)

DDSB Secondary School Acceptable and Safe Use Procedure for Computing and Information Technology

The Durham District School Board's computing and information technology facilities and resources are made available to students in support of their learning, research requirements and career preparation. Students and parents/guardians will be asked to review the [DDSB's Secondary School Acceptable and Safe Use Procedure for Computing and Cyber Safety](#)

NOTE: Use of a laptop, tablet or desktop computer is **HIGHLY** recommended for this program. The program is not designed for completion on a cell phone.