

IMPORTANT – you will not have access to your course until 3 days prior (8:30 AM) to the start date of course. However, your courses may not show on your dashboard until the official start of course.

Hello,

Welcome to Summer eLearning with Durham Continuing Education as part of the Durham District School Board. We are looking forward to learning with you! **Please read the following information carefully.**

You are currently registered for an eLearning course offered by Durham District School Board – Durham Continuing Education. This email has been sent to the address we have on file from registration. All future communication will from this point on will occur in the D2L Brightspace.

Important: *If you wish to withdraw from this course prior to the start of the program, email us at DCEInfo@ddsb.ca*

If you registered for Civics or Careers;

DDSB eLearning CHV201 (Civics) 0.5 credit courses for Semester 1 begin July 6th, 2020 and end on July 16th, 2020.

DDSB eLearning GLC20 (Careers) 0.5 credit courses for Semester 1 begin July 17th, 2020 and end on July 29th, 2020.

ALL other Semester 1 (JULY) registrations;

DDSB eLearning **JULY 2020 full credit** courses begin on **July 6th, 2020** (8:30 AM) and end on **July 29th, 2020**.

Exam instructions will be detailed by the teacher on the first official day of the course.

You will have **access** to your course homepage inside the DDSB Virtual Learning Environment (D2L Brightspace). This will allow you to log into the system and complete a brief orientation module that you will find inside the content area of your course. The course will be open for the Orientation module **only**, 3 days prior to the start of program. No other course materials will be released upon until the first official day of the course. Teachers will not be available until the first official day of the course - July 6th and until July 17th for Careers.

You should expect to spend the same amount of time on this course as you would for a regular face-to-face course. Not all of that time will be online; you may be working on course materials in some other manner, as assigned by your teacher.

Your teacher will monitor your attendance through a combination of your logins, the range of activities that you successfully complete within the learning environment, including participating in formative and summative assessments, and your online discussion contributions. **It is essential that you log in and participate in your course daily – Monday through Friday.**

Successful on-line learning requires diligence and strong learning skills. Important tips to be successful include: logging in consistently, staying in touch with your teacher, keeping pace with your course, and managing your time carefully. Your teacher is very interested in your success, so if you have any concerns, do not hesitate to contact your teacher.

Please Note: for students who register within the last week of June 2020 or after, please note that it may take 24-48 hours for you to have access to your course after receiving your accepted confirmation email.

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Instructions for accessing your eLearning Course

Durham District School Board Students (who attended a DDSB school in 2019/2020)

DDSB students will access the Virtual Learning Environment (VLE) (also known as D2L Brightspace) directly by going to the Student Mobile Campus on your school homepage or by going to <http://student.ddsb.ca> and clicking on the D2L tile. Use the same login and password that you use to access computer services at your school (S#####@ddsstudent.ca) to gain access. You will find the links to your courses under the **'My Courses'** widget displayed on the main landing page. The course links will be visible on the date indicated above.

If you are taking a course offered by another school board, you will see your course listed under **"My Courses in Other Boards"** instead of **"My Courses."** You will also receive information regarding access your course from the offering school board.

Students from Other School Boards that are part of the Ontario eLearning Consortium (OeLC)

Students from other school boards will navigate to their **home** board's (VLE) eLearning environment and use the login / password assigned by their home school board. If you do not know how to access your own board's eLearning environment, please contact the appropriate support person at your board or Guidance Councillor if available. You can find links to the eLearning environments for all Ontario OeLC (Ontario eLearning Consortium) school boards here: <https://courses.elearningontario.ca/>.

You will find the link to your eLearning course inside the **'My Courses in Other Boards'** widget that should be displayed on your landing page **after** you log into your **home board** learning environment. The course link will be visible on the date indicated above.

For All Other Students

For our adult students, and students who do not attend a publicly funded secondary school or a school that participates in the OeLC, you **will find your student login at the top of this email**. Once you have that student login, you can then login by going to <http://durham.elearningontario.ca> and login using the format S#####@ddsstudent.ca as your username (substituting #s with your student login number) and your birthday in the format YYYYMMDD as your password. **Be sure to include leading zeros in the month and day of your password, if applicable. For example, if your birthdate is February 9, 2005, then use 20050209.**

Login Assistance – Technical Assistance – Course Withdraws

Should you experience difficulties accessing your course – please contact us as follows (Note: due to COVID-19, our physical offices are closed).

For login issues – non DDSB students	Email only – robert.hanna@ddsb.ca
Login issues – DDSB students ONLY (i.e. forgotten password)	Email DCEInfo@ddsb.ca – include your student number (S#####), legal name and date of birth.
Technical support (not login issues) contact Desire2Learn (D2L) Helpdesk available 24/7	1.800.222.0209
Withdraws	Prior to start of program – email DCEInfo@ddsb.ca Once course has started – use withdraw link within the course

Please Note: due to COVID-19 restrictions, the best form of communication to address your inquiries is through email. Inquiries will be handled on a first come, first served basis. Please only send ONE email per question or issue. We are working diligently to get back to you as soon as possible within 1 business day. In your email, please include as much

detail as possible such as the type of issue in the title (e.g., login, withdrawal), the name of the student and course, a return phone number, alternate email addresses and other pertinent information.