



eLearning in Halton

February 2020 Student Orientation



Your eLearning Team



Andrew Bigham, VP eLearning | IT School Liason
Laura McKay, Instructional Program Leader eLearnin
Tanya Williamson, eLearning Contact Tech Support
Jeanette Weatherill, eLibrary Services
Linda Maric, eLearning Campus Registrar



hey.



Who to Contact

Homeschool Guidance - to drop/add eLearning courses

Your Teacher - course specific questions, due dates, accessing content, discussions, quizzes, etc.

Library and **Student Success** Staff (in the Library!)

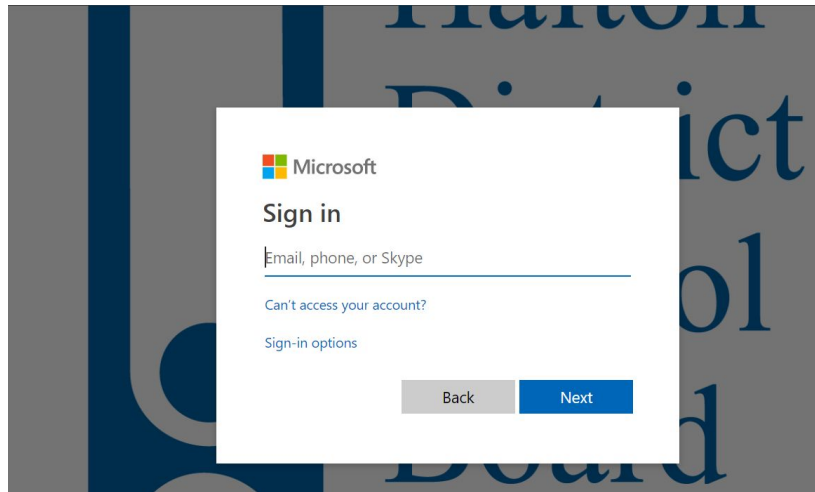
Laura McKay - for general eLearning Program inquiries

Jeanette Weatherill - [eLibrary help](#)

Technical Issues - brightspacesupport@hdsb.ca. Look for icon when you login to Brightspace

Login Information

- Go to hdsb.elearningontario.ca
- Log in with Halton email and password



System Landing Page

The screenshot shows the eHUB system landing page. At the top left is the Halton District School Board logo and 'eHUB'. At the top right is a user profile for Tanya Williamson as a student, with icons for a grid, email, chat, and notifications. Below the header is a navigation bar with icons for Digital Tools, eLC Website, Library Services, and Student Support. A red arrow points to the Student Support icon with the text 'Tech Support form'. Below the navigation bar is a personalized greeting: 'Hi Tanya! We're glad that you're here!'. To the right is a 'My Courses' section with a 'Course Ended' notification for 'SBI3UO-02-Biology-Williamson' on 'Jul 26, 2019 11:59 PM'. A red arrow points to this section with the text 'Find your courses here'. Below the courses is a 'Google Apps' section with icons for Mail, Calendar, and Drive. A red arrow points to the Drive icon with the text 'Sync to Gdrive'. At the bottom left is a 'Support Portal' section with the text 'Got questions?' and 'Find Answers Here' over a graphic of a brain with various icons.



Connect to your Gdrive

[Link to Video](#)

Before:

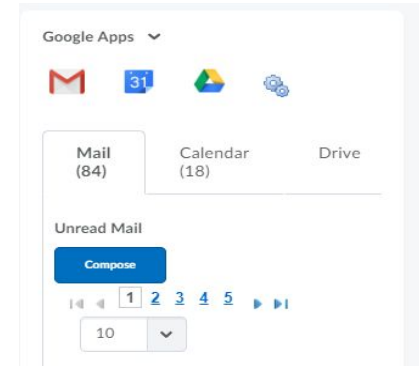
Authorize your Google account.

Google Apps Username: williamsont@hdsb.ca

If this is not your Google account, please contact your administrator

Authorize

After:



Setting Up Notifications

The screenshot shows the eHUB user interface. At the top left is the Halton District School Board logo and the eHUB text. On the right side of the top navigation bar, there are icons for a grid, email, chat, and a bell. Next to these is a user profile icon with the initials 'LM' and the name 'Laura McKay', followed by a gear icon for settings. An orange arrow points from the gear icon to a dropdown menu that is open. The dropdown menu contains the following options: 'View as _Student' (with a 'Change' link to its right), 'Profile', 'My Portfolio', 'Notifications', 'Account Settings', 'Progress', and 'Log Out'. Another orange arrow points from the 'Notifications' option in the dropdown menu to the 'Notifications' section of the main content area below. The 'Notifications' section has a heading 'Notifications' and a sub-heading 'Control how you receive notifications about activity in your courses. You can receive a periodic summary of activity, or receive instant notifications as things h...'. Below this is a form area with several input fields.

Setting Up Notifications

Notifications

Control how you receive notifications about activity in your courses. You can receive a periodic summary of activity, or receive instant notifications as things happen.

Contact Methods

Email Address

Send email notifications to:

[Change your email settings](#)

Mobile Number

[Register your mobile](#)

[Register your mobile](#)

Make sure you update your contact methods by typing in both the email address you use most regularly, and your mobile number, so that you can receive emails and texts from the course

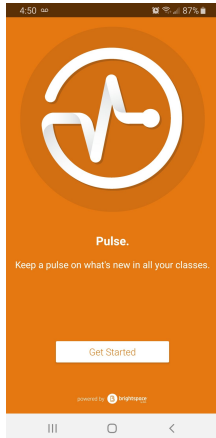
Setting Up Notifications - Pulse App

Notifications

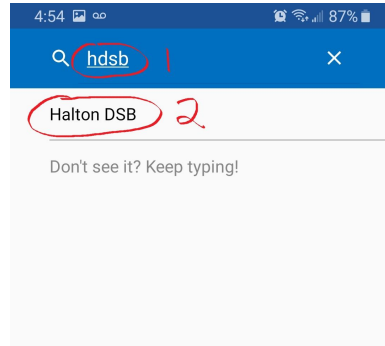
Control how you receive notifications about activity in your courses. You can receive a periodic summary of activity, or receive instant notifications as things happen.

The Pulse App: Stay Up-to-date on the Go!

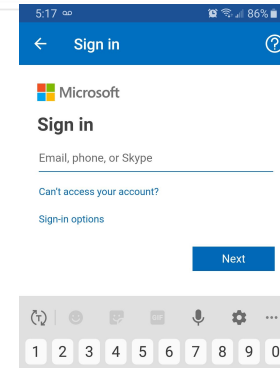
Pulse helps you stay connected and on track with your Brightspace courses!



Download
the App



When you first
access the app,
search for
Halton DSB



Sign into
the app
just like
you do
for your
HDSB
account

Course Homepage



Links to Course Tools



Resources



Communication



Content



Assessments



Teacher Support



Email My Teach...

Access to Portfolio Tool

Email your teacher via gmail

Activity Feed ▾

Look for course information from your teacher in the activity or news feed



Create a post...

Calendar ▾

Check course calendar for due dates

Tuesday, August 27, 2019 ▶

Latest Posts



LM Laura McKay • Message • Aug 30, 2018 2:03 PM

Welcome to Student Orientation

This is a quick series of activities that will help find your way around your

There are no events to display. [Create an event.](#)

Getting back to homepages

The screenshot shows the eHUB interface. At the top left is the eHUB logo. To its right is the text "Tanya's Sandbox". A red arrow points from the text "Click here for course homepage" to "Tanya's Sandbox". Below the header is a row of icons for various features: Resources, Communication, Content, Assessments, Teacher Support, Email My Teach..., Virtual Classro..., and Video Assignm... A red arrow points from the text "Click here for system landing page" to the "Resources" icon.

Click here for course homepage

Click here for system landing page

Technical Problems?

- HDSB [Brightspace Support](#) for students- submit a ticket for login problems



Tech Support

- [D2L Help](#) - access docs 24/7 to assist with technical issues

Attendance

- You are expected to log in and complete work regularly
- Completion of **participation activities are mandatory** for attendance
- In order to avoid being marked absent in your course complete these activities daily for the first two weeks and then every Monday thereafter
- Look for directions from your teacher regarding where the activities are posted

Succeeding Online

1. Creating your own workspace to work

- Brightspace is responsive on all devices

2. Communicate with your teacher for help

- Use your Halton Gmail to email your teacher



3. Check your progress often

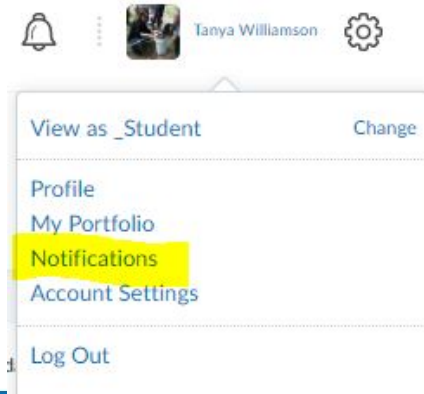
- due dates, feedback, marks



Succeeding Online

4. Meet deadlines - Try to get your work in before the due date. Reach out to your teacher if you have an issue.

5. Set up Notifications for course updates



Submitting Files for Evaluation

- [Sync](#) your Brightspace Account with Google Apps to submit directly from your Gdrive
- From a hard drive you can submit pdf, doc, docx, ppt, pptx, jpg, png
 - If using a Mac, save as a pdf then upload

Assessment and Evaluation

- Look for course outline and due dates of evaluations
- Some activities may only be assessed and not count towards your overall grade
- **Exams are non proctored and take place during the exam period**
- Mr. Bigham will send a Google form closer to exam week where you will select a timeslot chosen by your teacher

How To Videos

[Navigating the System](#) (Note the start date is Feb 3rd)

[Submitting Assignments in Brightspace](#)

[Writing a Quiz](#)

[Adding to a Discussion](#)

[Connect to Google Apps Account in Brightspace](#)