



**Continuing Education**  
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## Welcome to Summer 2026 Credit Recovery – Session 1

Thank you for registering for Summer School Credit Recovery. This handout will provide important information you can refer to throughout your course.

### User Account Information

**Current HWDSB/Continuing Education students** will use their current/school year login credentials to access The HUB, HWDSB school computers, OneDrive and HWDSB Outlook email/calendar.

### Password Issues

If you don't know your username or password, please request assistance/password reset: [Reset Form](#).

When you get your temporary password, please change it right away to a more secure password.

### Access your course

On July 2, your Summer School Teacher and Credit Recovery Counsellor will be meeting to finalize student assignments. Following that meeting, you will receive a personalized message outlining which units to complete to recover the course credit.

**Please wait for that message BEFORE starting your course.**

**STEP 1:** Wait for your teacher's message outlining which units to complete.

**STEP 2:** Navigate to: [HWDSB Students](#)

**STEP 3:** Enter your @hwdsb.on.ca email address and your password.

**STEP 4:** Click on the HUB icon (see image below).

**NOTE** – Always use **Outlook** to send and receive emails with your teacher/classmates.

**Be sure to use OUTLOOK for ALL email communications.**

## Starting your course

Please **wait until you receive a personalized message from your teacher** on July 2. You should receive the email by 2:00 p.m. That message will outline which units you need to complete to recover your credit.

Online courses are delivered asynchronously with two hours of live, synchronous learning daily. Your teacher will communicate their live support schedule (Monday to Friday between 10 am – 3 pm), which will be delivered through MS Teams. Please refer to your course *Announcements* in the HUB for the link to your live class in MS Teams.


If your course is not loaded in your account on the HUB on Thursday, July 2, 2026, at 2:00 p.m., please complete [this form](#) for assistance. This form will only open on July 2, 2026.

## Navigating the HUB

- The requirements for each lesson will be posted in the main toolbar (or under **Class Tools**).



- Complete the requirements and submit your work into the **Assignments** or **Drop Box**.
- After your submissions have been marked, you will be able to view the feedback in the Assignments/Drop Box. Please review the feedback, and if necessary, ask your teacher for clarification.

- Also check in  to make sure the mark has been accurately posted.

Grades

Questions related to course content, assessments/marks, or teacher feedback should be directed to your course teacher via email or directly during the daily live meeting on MS Teams (Monday to Friday). Please remember that teachers support many students and emails will be responded to in 1-2 business days (Monday to Friday). **Teacher support is only available July 2 to 14, so students must resolve any assignment/mark related issues before 11:59 p.m. on July 14, 2026.**

## Support

Please feel free to reach out to your teacher for support with your course materials. Your teacher can also help you troubleshoot most technical and course navigation issues, etc.

**Live support for online courses will be available on MS Teams for two hours each day.** Teachers will notify students of their live support hours.

## Final Exam/Assessment

The final two (2) lessons are summative. Your teacher will determine the structure and weighting of these activities. Your teacher will share the details in the course overview. The final two (2) lessons/ assessments will comprise 30% of your final grade.

**Deadline: Wednesday, July 15, 2026, 11:59 p.m.**

- All assignments and other course work and quizzes must be complete and submitted.

## Other Key Dates and Important Notes

**Course Start Date:** Thursday, July 2, 2026

**Automatic Withdrawals:** Students who have not submitted any assignments by Wednesday, July 8, 2026, will be automatically withdrawn.

**By signing into the course, you agree to comply with the HWDSB CE Academic Honesty Policy as posted on [www.hwdsb.on.ca/ce](http://www.hwdsb.on.ca/ce)**

Final Report Cards for Summer School Credit Recovery will be emailed to students and authorized parent contacts between August 4-7, 2026. You will have access to download your report card for 7 days.