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**Sent:** Friday, April 26, 2024 3:15 PM

**Subject:** Office of the Registrar - Summer Start of Term Information [Actions Required]



Dear HGSE Students,

Welcome to HGSE! I extend my best wishes to you as we approach the beginning of the 2024-25 academic year. This is the second in a series of important emails from the Office of the Registrar and is intended to equip you with some of the information and resources you will need as you begin the summer term. [A copy of all RO emails](#) can be found on our website. We realize this is a lot of information to digest and will send reminders as we get closer to each important deadline.

The topics covered in this email include:

- **Student Onboarding Canvas Site**
- **How People Learn (HPL) Registration**
- **HPL Student Time Availability Survey**
- **My.Harvard Check-In**
- **Tutorials on Academic Writing and AI Literacy**
- **Title IX Training**

### **Student Onboarding Canvas Site**

**The New Student Onboarding Canvas site is designed to help orient you to HGSE before Foundations begin.** The site includes an overview of important dates during the summer, pages with information specific to each program, and resources that will be helpful as you learn about being a graduate student at HGSE. It will also help you get to know the community and key people with whom you'll be working. You will have access to this resource throughout the academic year, so you can return to this site whenever you'd like.

You've already been added to the Canvas site. To access it, you'll need to:

1. In your browser, navigate to [Canvas](#)
2. Log in with your Harvard Key
3. Once logged in, you will be brought to your Canvas Dashboard. There you will see the New Student Onboarding site listed as a course you are enrolled in.
4. Click on the New Student Onboarding course from your Dashboard.

If you log into Canvas with your Harvard Key, and you do not see the New Student Onboarding site in your Dashboard, please email [canvas@gse.harvard.edu](mailto:canvas@gse.harvard.edu).

## How People Learn (HPL) Registration

The How People Learn (HPL) course is required for all incoming Ed.M. students and starts on June 1<sup>st</sup>. Please note that the office of the Registrar will be auto-enrolling you in HPL on Tuesday, May 28<sup>th</sup>. You do not need to take any action! HPL will appear in your My.Harvard account on that Tuesday, May 28<sup>th</sup>.

## HPL Student Time Availability Survey [Residential Students - Action Required]

While HPL is primarily an asynchronous course, there will be optional live, synchronous events for those who wish to attend them. We'd like to place you in a small group (or "section") that will meet at a time when you can participate if you choose. Please **complete the HPL Student Availability Survey in my.harvard by Monday, May 6th** to let us know your preferred time for section events. **If we do not receive your survey by this date, you will be assigned to a cohort with availability.** To find the survey, login to [My.Harvard](#) under the Home page, "To Do List" section starting on **Monday, April 29th**.

## My.Harvard Check-In [Action Required]

Check-in through [My.Harvard](#) will begin on Monday, May 13th (at 12:01 a.m. ET). Please refer to the [instructions on how to complete the Check-in process](#). The deadline to check-in within [My.Harvard](#) is Thursday, June 14<sup>th</sup> at 11:59 p.m. ET. **All students are required to check-in for the summer term. Students who do not complete the My.Harvard check-in process by June 14<sup>th</sup> forfeit their admission to HGSE.** Any future pursuit of the Ed.M. at HGSE would then require reapplying to the program.

## Tutorials on Academic Writing and AI Literacy [Action Required]

To ensure students have foundational knowledge of academic integrity and AI literacy for their work at HGSE, all incoming students are required to complete two brief, self-paced tutorials, *Using Evidence in Academic Writing* and *Introduction to AI Literacy*, as part of the My.Harvard check-in process. Both tutorials are available on the [Gutman Library Tutorials website](#) and should take approximately 30-60 minutes total to complete. If you have any questions about these tutorials, please contact Gutman Library by using [Ask Us](#).

## Title IX Training [Action Required]

As a community, it is our shared responsibility to prevent sexual assault on our virtual and residential campus and to create a culture where sexual and gender-based violence and harassment of any kind is unacceptable.

To help address the serious and pervasive problem of sexual harassment and assault, Harvard has developed an online training module entitled "[Preventing and Responding to Sexual Harassment and Other Sexual Misconduct \(2024-25\)](#)." This module was developed with input from students and is designed to educate members of our community about:

1. The resources that exist at the University for the prevention of and response to incidents of sexual and gender-based harassment, including sexual assault; and,

2. The Sexual and Gender-Based Harassment Policy for Harvard University.

**This training module is mandatory for all HGSE students, both incoming and returning and must be completed by June 1st.** In order to complete the module, please navigate to the [Harvard Training Portal](#). Please plan to complete the training and the assessment on a PC or laptop computer. **To complete the module, you will need to disable your web browser's pop-up blocker.** If you have any technical issues, questions, or concerns about the training, please contact Title IX Resource Coordinator Kevin Boehm ([kevin\\_boehm@gse.harvard.edu](mailto:kevin_boehm@gse.harvard.edu)). We also encourage you to share your feedback on the module, which will help inform future changes and additions, via the email address above.

If you encounter any problems launching the course, please follow this step-by-step guide to troubleshoot common issues:

1. The course requires a web browser that supports HTML5: Google Chrome, Firefox, Safari, Edge, or Internet Explorer.
2. Make sure that any pop-up blockers are disabled for the browser that you're using.
3. If you use a Video Speed Controller, please disable this browser extension before starting the course.
4. If leaving your computer for 30 minutes or more, please exit the course to ensure your most recent progress is recorded.

If these steps do not resolve the issue, please email [trainingportalhelp@harvard.edu](mailto:trainingportalhelp@harvard.edu) for further assistance.

### Contact Us

The Registrar team is available to assist you if you encounter any roadblocks or have any questions; [please visit our website for office and virtual hours](#) or contact us via email at [registrar@gse.harvard.edu](mailto:registrar@gse.harvard.edu)

Again, welcome to HGSE. I wish you the best as you begin this new season of your academic life. Stay tuned for upcoming emails with more information about Harvard University Health Services compliance and term bills.

Have a great start to the Summer Term!  
Miguel

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