



ST JOSEPH'S COLLEGE GEELONG

Student Remote Learning Reference Guide



COMPASSION INNOVATION INTEGRITY



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Introduction

This booklet is designed as a reference guide for all St Joseph's College students who will be learning at home. It includes information about student expectations, wellbeing, teacher contact and ways to access available learning platforms. Please remember if our school buildings are closed, it does not mean our school is closed. Learning will continue.

All of the information contained in this Reference Guide will be available on SIMON. Remote Learning Links are on the SIMON homepage and provide students with daily actions, planning guides, expectations, contact details and a range of other handy hints. Additionally, students can access information to support their wellbeing, ICT and learning needs.

Student Expectations

Your Daily Actions

- Check Daily Messages and then log on to homeroom via Teams at 8.45am.
- Check Class Notices for all of your timetabled classes
- Check emails daily
- Make a plan

Your responsibilities during remote learning

- Complete tasks with integrity and academic honesty and do your best work
- Do your best to meet timelines, commitments and due dates
- Communicate proactively with your teachers
- Support your classmates in their learning
- Abide by the SJC learning and behaviour norms. In addition, if you are visible on line you must be dressed appropriately for school. You may wear casual clothes but not be in sleepwear.

Setting up a learning environment

We recognise that every home is different. Where possible, it is important to find a quiet and comfortable learning space. You may have a regular place for doing homework under normal circumstances, but this space may not be suitable for an extended period of time.

Where possible, extended learning should take place in a space your family shares. For example, a lounge room or dining room. These spaces are preferable over a bedroom.

It should be a place:

- that can be quiet at times
- that has a strong internet signal, if possible

Establishing routines and expectations

It is important to establish routines like any school day including waking up, having breakfast and being ready by 8.30am.

- Start your school day by checking your Daily Messages and Class Notices and then make a plan.
- Take regular exercise breaks. Options could include exercises (use an app if you need ideas), yoga, walking around the garden or using home exercise equipment. For example, a stationary bicycle, basketball hoop, or other sporting equipment.
- Try to maintain healthy eating habits and drink enough water.
- Keep normal bedtime routines

If you have questions related to:

- A subject, an assignment, a resource - email your relevant teacher
- A technology issue/request - email to contact helpdesk@sjc.vic.edu.au
- Any other issues related to remote learning - email your homeroom teacher

Adapted from: <https://www.education.vic.gov.au/parents/learning/Pages/home-learning.aspx#link100>



Student Wellbeing

Whilst there is a school closure in place it is imperative that you are all looking after your social, emotional and physical wellbeing. It is important to us that you feel connected with your teachers and peers and that we can help you reach your potential.

Your homeroom teachers will send you a weekly email to see how you all are and you are expected to reply. If you do not reply there will be some degree of concern and homeroom teachers will call home to check if everything is alright. Some helpful wellbeing tips and activities will be provided in emails from your Homeroom teacher. These tips may assist you with a range of wellbeing topics that you will benefit from. As always, maintaining routine, a healthy diet and regular exercise will keep you in good stead to remain healthy.

The level of support you would usually receive from your Year Level/House Coordinators and Heads of School will continue and we encourage you to communicate with them via email. Whether it is in regards to your own, your families or your friend's wellbeing, we will continue to support you. You are encouraged to reach out to your homeroom teacher in the first instance or make contact with any of the wellbeing leaders listed.

Mark Turner (Head of Ed Support) and Kerry Drever (Head of Student Services) will make contact with students whom they usually have regular contact with via e-mail or by phone.

Our Wellness Team will be checking in with students who have been referred prior to the school closure. If you or someone else you know needs psychological or counsel support during this time, you are welcome to make contact with our Wellness Team. Their collective email address is collegeclinicians@sjc.vic.edu.au which is where they access their referrals and queries. For individual contact, they can be contacted via their college emails addresses.

If you require crisis support, or need to speak with someone immediately, please contact one of the following, or contact your local GP.

- Kids Help Line - Phone: 1800 55 1800 (open - 24hrs) Access web counselling and email counselling via this link <http://www.kidshelpline.com.au/teens/>
- EHeadspace - Phone: 1800 650 890 (open 9am – 1am). Access counselling chat service or email counselling via this link <https://www.eheadspace.org.au/>
- Lifeline. Phone: 13 11 14 (open – 24hrs). Child and Adolescent Mental Health Service Triage. Phone: 4215 8600 (Mon – Fri 9am – 5pm)

Further wellbeing resources include:

- <https://headspace.org.au/young-people/how-to-cope-with-stress-related-to-covid-19/>
- Australian Psychological Society (APS) - https://www.psychology.org.au/getmedia/5a4f6500-b5af-44829157-5392265d53ce/20APS-IS-COVID-19-Public-P2_1.pdf
- Australian Government Department of Health - <https://www.health.gov.au/>

Karen Shum (Careers Counsellor) and Keely Rae (VET Coordinator) are also available during this time to communicate with you regarding any Careers or VET concerns.

The Wellbeing Leadership Team Contacts



Mark Kennedy (Deputy Principal of Wellbeing) – markk@sjc.vic.edu.au

Mark Turner (Head of Education Support) – markt@sjc.vic.edu.au

Kerry Drever (Head of Student Services) – kerryd@sjc.vic.edu.au

WATERFORD

Simon Piasente (Head of Waterford) – simonp@sjc.vic.edu.au

Brendan Reed (Year 7A-7F Coordinator) brendanr@sjc.vic.edu.au

Peter Malone (Year 7G-7L Coordinator) peterm@sjc.vic.edu.au

Meleah Zanos (Year 8G-L Coordinator) meleahz@sjc.vic.edu.au

Nathanael Smith (Year 8A-F Coordinator) nathanaels@sjc.vic.edu.au

WESTCOURT

Mark Deverall (Director of Westcourt) deverallm@sjc.vic.edu.au

Luke Parsons (Assistant Director of Westcourt) lukep@sjc.vic.edu.au

MT SION

Cassie Gleeson (Head of Mt Sion) cassandrag@sjc.vic.edu.au

Matthew Walsh (Brophy House Coordinator) mattheww@sjc.vic.edu.au

Dan Hale (Foley House Coordinator) danh@sjc.vic.edu.au

Kate McLaren (Jordan House Coordinator) JordanHouseLeader@sjc.vic.edu.au

Pat Prendergast (Butler House Coordinator) patrickp@sjc.vic.edu.au

THE WELLNESS TEAM

Joanne Chappell (SJC College Psychologist) joannec@sjc.vic.edu.au

Mary Holmes (SJC Social Worker) maryh@sjc.vic.edu.au

Sarah Hanley (SJC College Psychologist) sarahh@sjc.vic.edu.au

Amanda Williamson (SJC College Psychologist) amandaw@sjc.vic.edu.au

CAREERS AND VET

Karen Shum (SJC Careers Counsellor) karen.shum@sjc.vic.edu.au

Keelly Rae (VET Coordinator) keellyr@sjc.vic.edu.au

Managing Screen Time and Online Safety



It is important you keep a balanced approach to learning at home. Time spent using digital devices for learning should be broken up with physical exercise and offline learning tasks often. These breaks may be suggested by your teacher or you can incorporate them into your daily plan.

Your teachers will be providing you with Real Time Learning and Anytime Learning. Real Time Learning refers to learning that will be delivered 'live'. You will be expected to be at your computer and logged on to the lesson whenever Real Time Learning is taking place. The place you are logged on should be in a central location rather than your bedroom.

You are expected to follow the same norms that have been established at school. Even though you are at home you are expected to act respectfully and politely towards school teachers, staff members, students, external educators and other members by following the Online Learning: Student Code of Conduct and existing policies and agreements regarding information and communication technologies available on the SJC Website and on Simon.

The school remains committed to the safety of all children and young people. We recognise that moving to remote learning has the potential to create some risks, and we have worked hard to ensure that you feel safe, and are safe when you are learning online or attending school on-site.

We have done this by:

- only using school approved platforms to provide online education for all students;
- ensuring that only authorised teachers and staff members have access to the approved platforms;
- providing all teachers and staff members with an Online Learning Staff Code of Conduct which sets out the school's expectations of their conduct online;
- only using their approved College email account to communicate directly with individual students.
- working closely with our internal IT team and external bodies to ensure the security of the systems and platforms that we are using; and
- providing all students with an Online Learning Student Code of Conduct that sets out standards of behaviour and expectations that apply to all students when they are both at school and outside of school when using:

(a) school platforms such as Zoom, Microsoft Teams, Google G-Suite including Classroom and Hangouts Meet, Echo and Simon, or

(b) school provided laptops, iPads or other technology such as school internet or Wi-Fi, including on their own personal devices and while using their own internet provider.

Australian Government's eSafety Commissioner (<https://www.esafety.gov.au/report>) provides on-line reporting pathways for young people who experience the following types of on line abuse.

- Cyberbullying
- Image based abuse
- Illegal or harmful information

It is important to make your Homeroom teacher or Year/House Coordinator aware if this is to happen to you and we will support you through this process and take further action if required. We have made you aware of the eSafety Commissioner's website and you should also speak with them about anything that is concerning you.

Adjusted Timetable



St Joseph's will follow an assembly timetable **every day**. This results in slightly shorter lessons, with a larger lunch break between periods 4 and 5, allowing students to engage in other activities. These period times align with Sacred Heart classes. Below is the scheduled timetable during periods of remote learning. Westcourt will also follow these times.

Period	Start Time
Checking Daily Messages, Class Notices and Email	8:45
1	9:00
2	9:45
Break	10:30 – 10:55
3	10:55
4	11:40
Lunch Break	12:30 – 1:50
5	1:50
6	2:35





DAILY ACTIONS

1

CHECK DAILY MESSAGES

This will give you information relevant to the day eg. school news, teacher absences etc.

2

CHECK CLASS NOTICES

This is where you will find all of your work outlined for each subject. It may direct you to other learning platforms eg. Echo or One Note

3

CHECK YOUR EMAILS

Specific information may be sent to you from your homeroom teacher or subject teacher that you should respond to

4

PLAN YOUR DAY

You must allow time to plan each day. Use your diary to highlight real time learning ie. live streams and work to complete.

**FOR FURTHER SUPPORT PLEASE SEE
REMOTE LEARNING LINKS/CONTACTS**

ST JOSEPH'S COLLEGE GEELONG

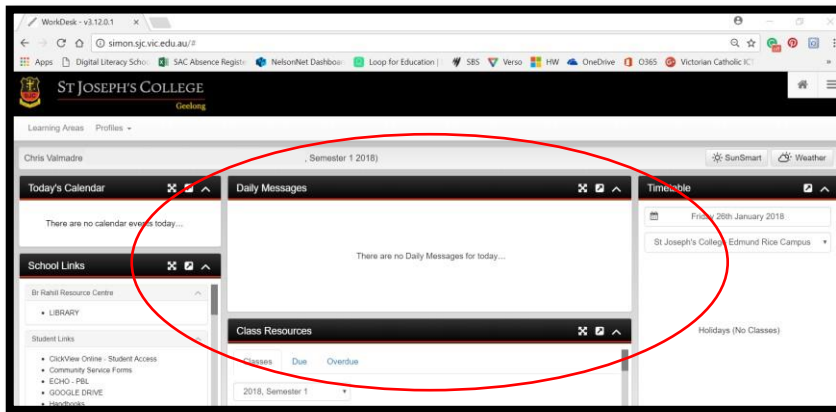


Accessing SIMON from home

- Click on browser (Chrome)
- Go to <http://simon.sjc.vic.edu.au> or College Website www.sjc.vic.edu.au and clicking in the PORTALS/Student Portal tab
- Login with **curricl**username and your password
- Be sure to use a backslash \ (**NOT** a forward slash /)

Accessing Daily Messages

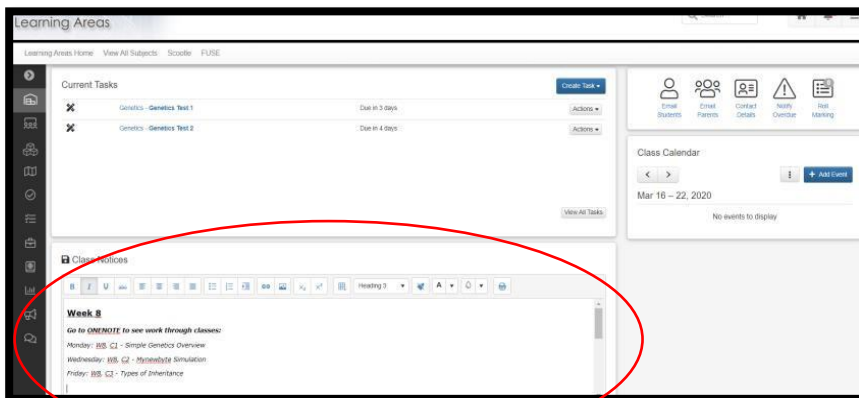
- Daily messages will be used to communicate messages to all students or groups of students (for example a year level).
- It is found on the student work desk:



Navigating to Class Notices in Learning Areas

In Simon Learning Areas: Class Notices you will find instructions for each and every one of your classes directing you to the appropriate tasks and platforms you will need to use.

It is important that every time you have a scheduled class you go to Class Notices first. As this will be updated by your teacher in time for your normal timetabled class.



Go to Learning Areas – Find and click on your specific Class e.g. Yr. 11 Physics Open Class Notices and refer to the work/web links the teacher has left for the day/week.



Learning Platforms & Remote Learning Tools

The choice of learning platform will be at the choice of your teacher and will either be reflective of the platform you have used in the past or offer better opportunities for remote learning.

Microsoft Teams

Access

Microsoft Teams has an App version installed on all student computers accessible by pressing the windows key and typing 'Microsoft Teams'.

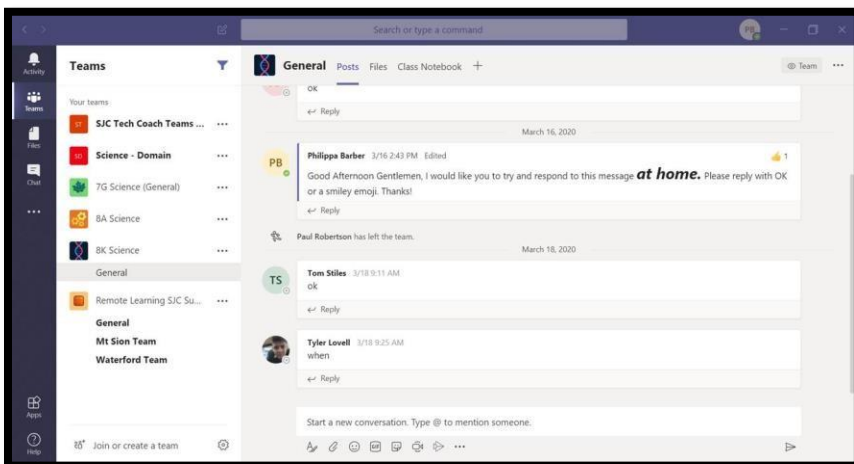


This version is much more functional – allowing cameras and other features. If it is the first time you are using this – please ensure you are logged in with your correct SJC email address (username@sjc.vic.edu.au) NOT @sjcgeelong which can default.

If for some reason the Microsoft Teams App is not working – contact helpdesk@sjc.vic.edu.au to let them know and access the browser version via SIMON -> School Links -> Office 365 -> Teams

Basic Navigation

When students click on a virtual class link on a Class Page, they are presented with the same channel page as the teacher sees, except that they will not have permission to start a meeting.



Students may have the ability to post questions or may be muted from the posts depending on the teacher.

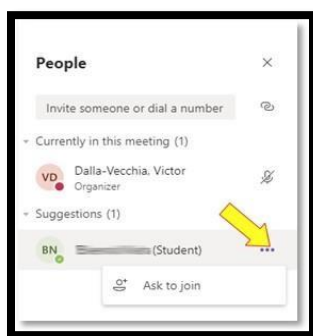


Video Conferencing

If your meeting has been scheduled you can join from a link in your email or once the teacher has started the 'meeting', the students' topic (ie channel) page will present with an invitation to **Join**:

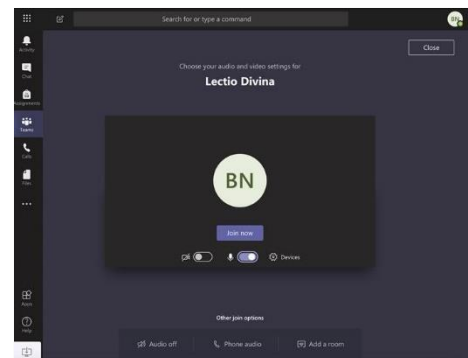
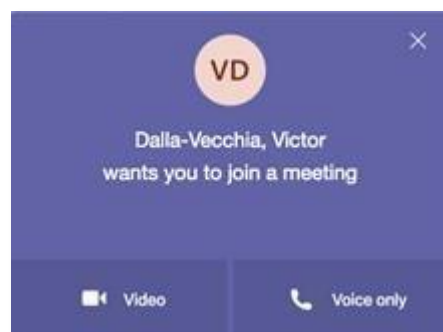


As students click on **Join**, the teacher starts seeing attending students in the **People** pane:



When the teacher is ready to project the meeting to students, the teacher clicks on the **More options** link against each student and selects **Ask to join**

Students then see an invitation to join the meeting (select join with audio – student camera have been disabled):



Students then select **Join now**

Student will begin seeing what the teacher is presenting

After joining, students should be instructed/reminded to mute their video and audio, as instructed by teacher.

Audio should only be unmuted if the teacher requests it.

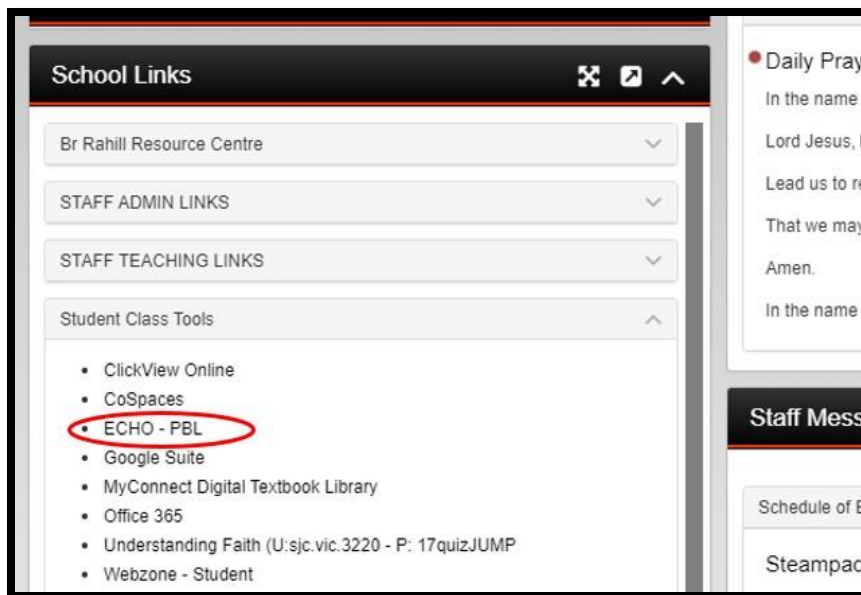


ECHO

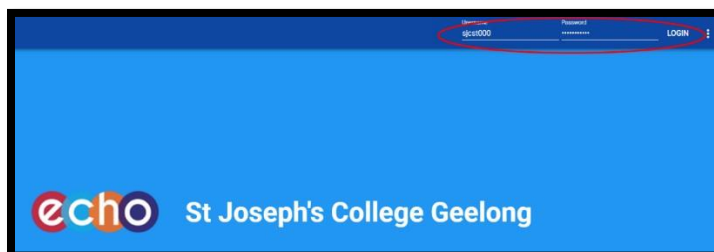
Access

How to use ECHO

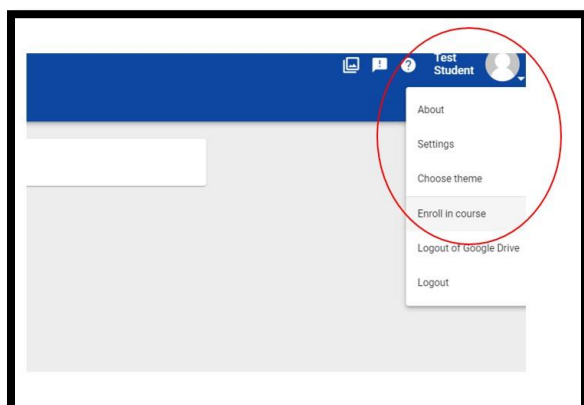
1. Start by going to SIMON, then clicking on the 'ECHO-PBL' link on the left menu



2. Log into ECHO using your username (the first part of your email address, eg. sjcstu000) and your laptop password
 - a. If you can't login, please email amitp@sjc.vic.edu.au and ask him to reset your password



3. You will see the home page which shows you the subjects you've enrolled into. If you don't have any subjects appear, email your teacher and ask them for the 'registration code'
4. To enrol in a subject, click on your name in the top-right corner of the screen, then click on 'Enrol in course'



5. Your teacher might send you a code of letters, symbols and numbers. For example, look at the image below. The registration code you need to enter for this course is **vmg-89**

Invite students

The registration code is **vmg-89**, students can now register with this code. Copy the text below to share with your students:

Chrissie Rowland invited you to join the class **Year 7 Orientation Project 7E**.

You can enroll in this class by clicking [here](#), or by following these steps:

1. Log into the application as a student at <https://sjgeelong.echo-ntn.org>
2. Click on your picture to display the application menu
3. Click on the menu item 'Enroll in course'
4. Enter the code **vmg-89** and click 'Verify code'
5. Verify that you are about to enroll in **Year 7 Orientation Project 7E**
6. Click 'Enroll' to enroll in the course

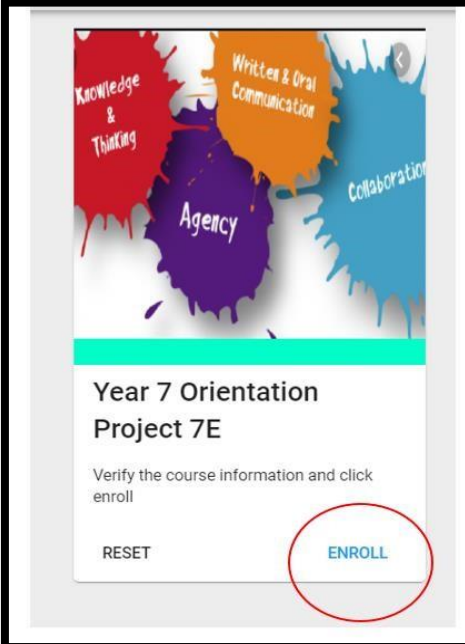
6. Enter the registration code and click on 'Verify code', then click 'Enrol'. It will add the subject to your homepage. You can begin the activities that your teacher wants you to do.

Registration code

Registration code

Enter a registration code to enroll in a course

VERIFY CODE



Year 7 Orientation Project 7E

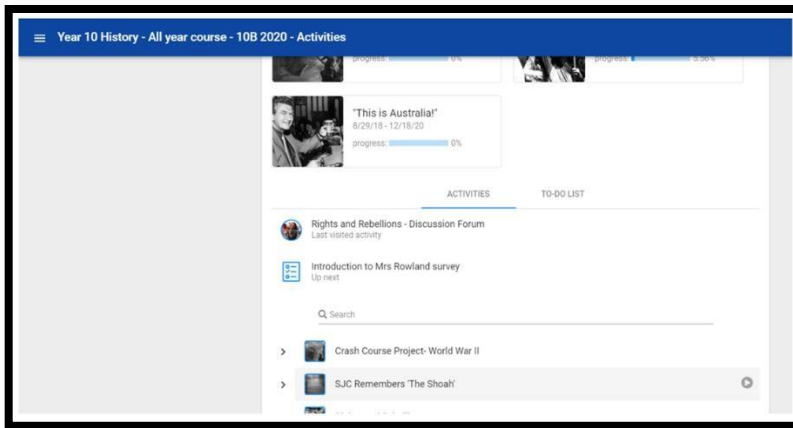
Verify the course information and click enroll

RESET ENROLL

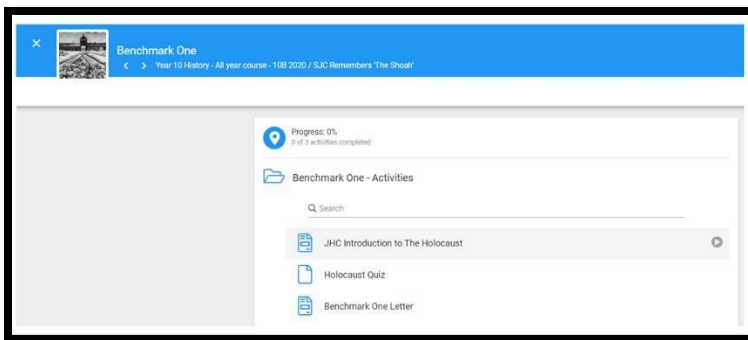


Basic Navigation

1. Click on the subject or press on the 'Play' icon to see the projects



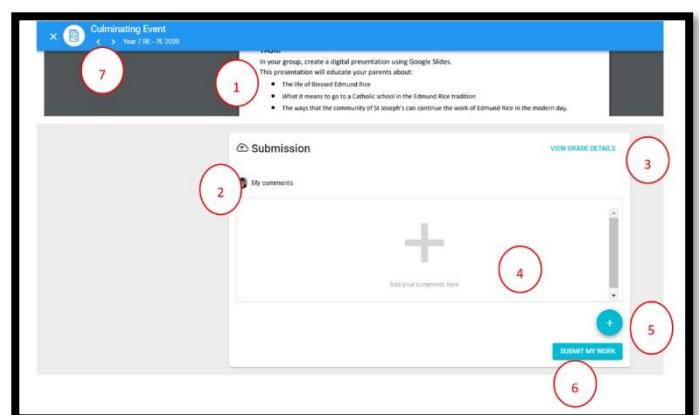
- Find the current project and click on the title



- Click on the Benchmark or folder that your teacher wants you to access, and then select the activity you need to read
- In each page, you can read documents, download attachments and submit work to your teacher.

Within this page, you can:

1. See instructions for the benchmark
2. Jump to the submission box
3. View your grade after it has been graded by teacher
4. Type in your answer or response to the activity
5. Add an attachment to your submission, eg. Word document, Powerpoint, Video, audio file
6. Submit your work when finished
7. Navigate to previous or next activities



OneNote

Access

Always use your **@sjc.vic.edu.au** to login

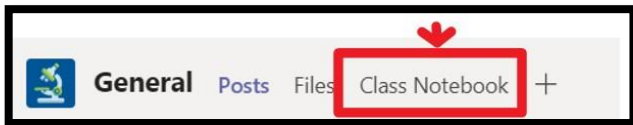
If you have been using OneNote via the App or Browser for the majority of the year then continue to accessing OneNote the same way.

If you are accessing OneNote for the **first time** – you will be directed by teacher to access either through:

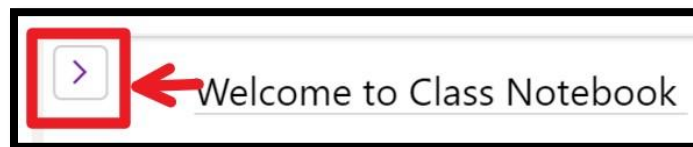
1. Teams

Use the previous instructions to get to Teams.

Click on the Class you are trying to access and then click on the General tab Click on the Class notebook Tab

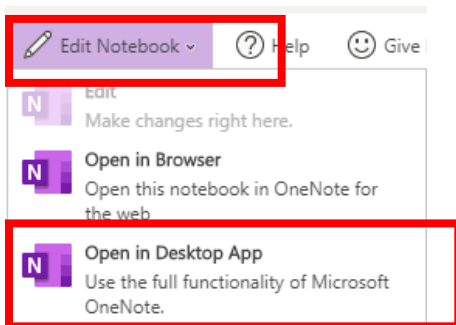


You should now be in the Notebook



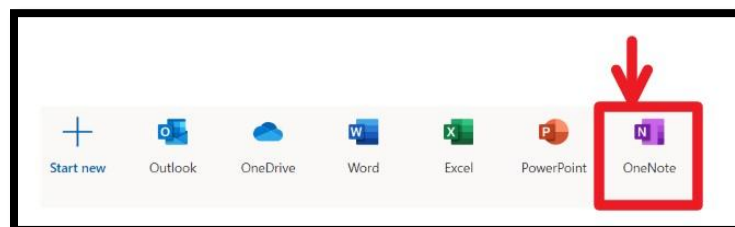
Click on the side tab to open the notebook and go to the Content Library

Click 'Edit in Desktop App' to use the OneNote App from now on.

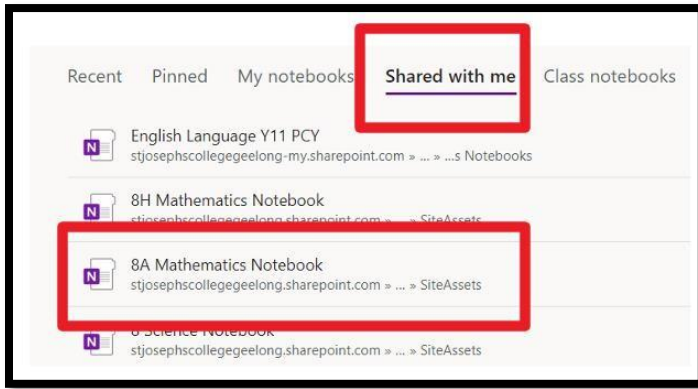


2. OneNote Browser

Open office 365 and then Open OneNote



Find your class



Once you have accessed it through the browser and have opened in app – you can access it this way going forward.

Basic Navigation

Each Class Notebook is organized into three areas:

1. Student Notebooks

- A private notebook shared between the teacher and each individual student.
- Teachers can read and write to all student notebooks
- Students cannot see other private section groups outside their own

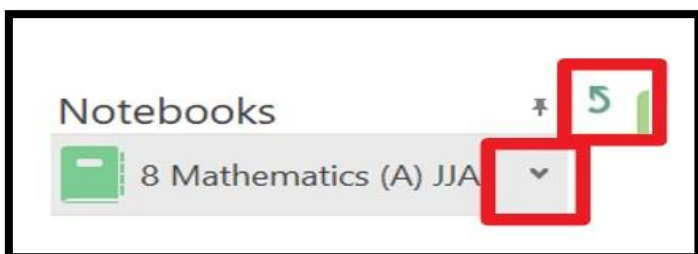
2. Content Library

- A read-only notebook where teachers can share handouts with students.
- Students can only read -- i.e. pull from -- the Content Library. They cannot edit.
- Teachers can read and write to the Content Library

3. Collaboration Space

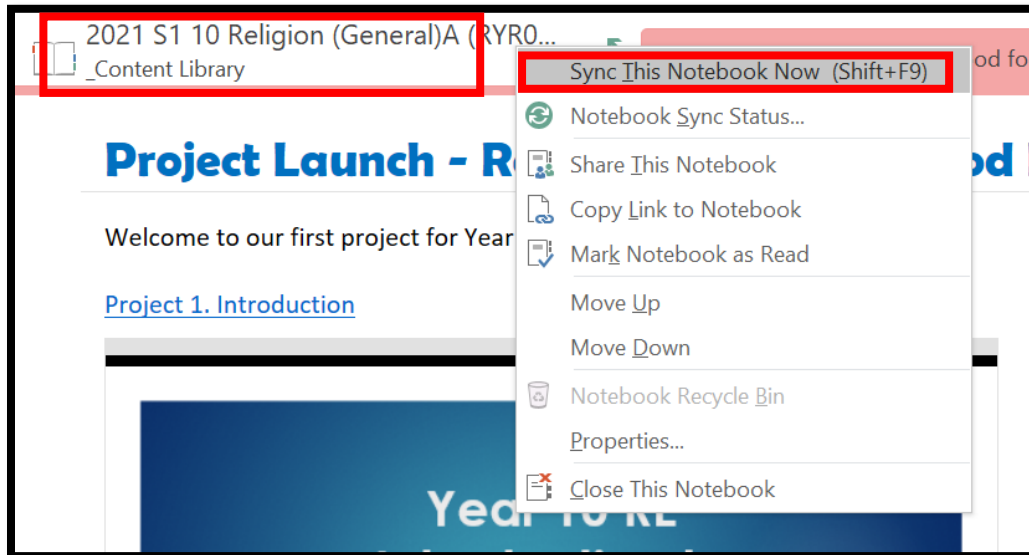
- A notebook for everyone in your class to share, organize, and collaborate.
- Everyone can read and write to the Collaboration Space



The Expand option V to the right of the name expands the Notebook so you see all the notes or you can click on the Green Arrow to move back to Start



Syncing Your Notebook

1. Check that the laptop is connected to the internet.
2. If the notebook hasn't automatically synced, right click on the name of your notebook and select sync this notebook now. You can also look at the status of all Notebooks using the 'Notebook Sync Status' and access the link to the browser version.



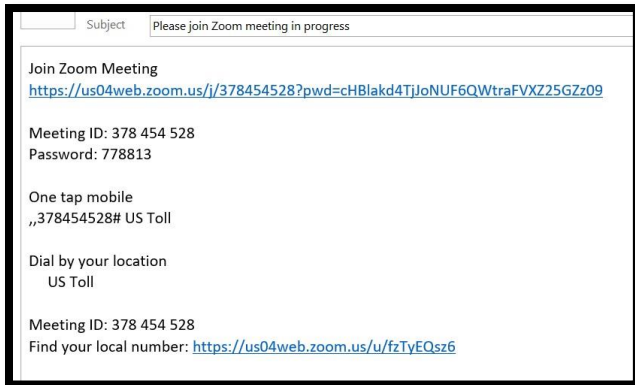
2. If this doesn't work and it still has a  or  icon. Then right click on the name of the notebook again and select 'Close This Notebook'. Follow the steps above to reopen the notebook as if for the first time.



Zoom (Video Conferencing)

Access

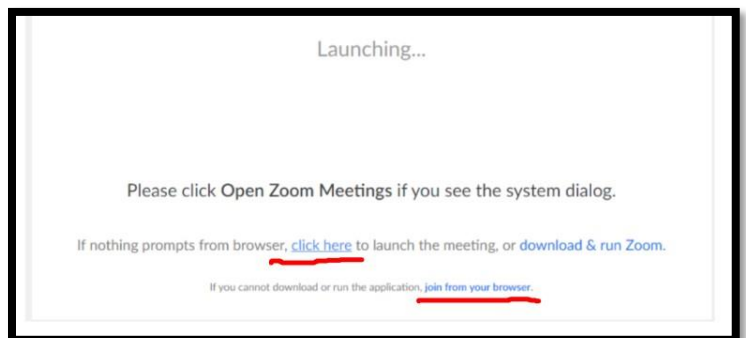
1. You will receive an email when your teacher schedules a meeting.



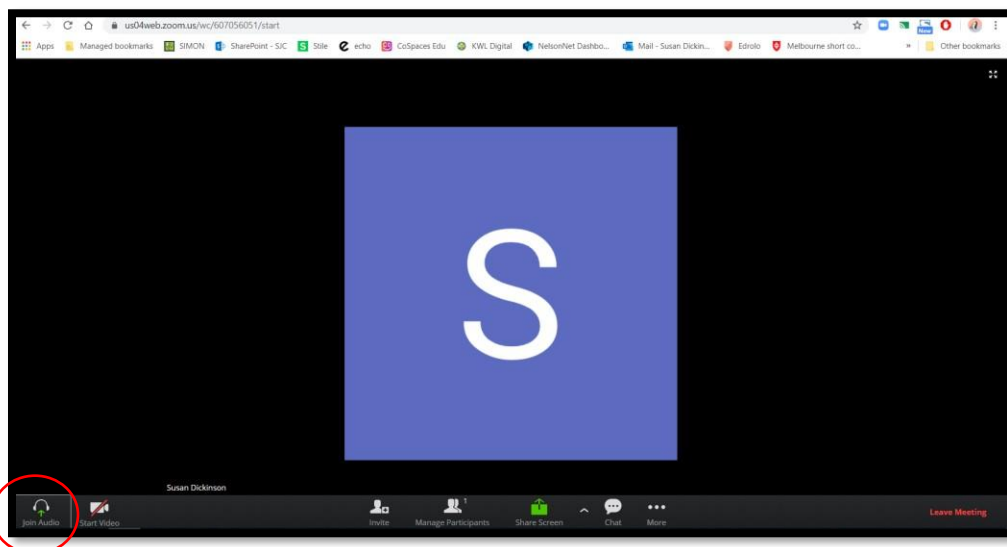
2. At the time of the meeting or a few minutes before, click the join Zoom meeting link and enter the password provided in the email.

3. Please note, if students are using their school laptop, they must click OPEN IN BROWSER (two clicks).

- Student video should be off and microphones should be on mute unless a student has a question.
- Be careful of what you have opened on your computer, what is on / in the background of the space you are working from and that you are working in a quiet space.
- Clear rules and boundaries from teacher - For example, no screen shots/recording.



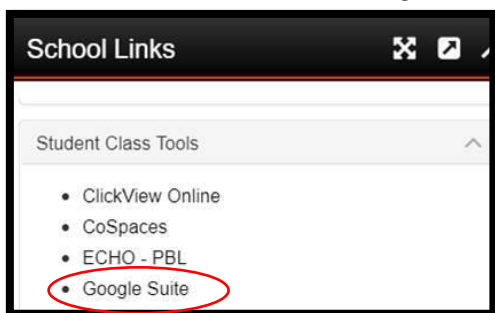
Basic Navigation



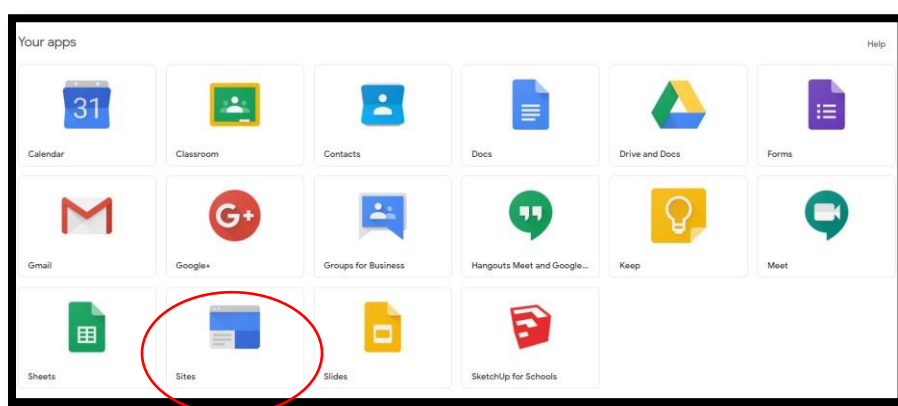
Google Sites

Access & Navigation

Simon-> School Links -> Google Suite



Select the Site App



Within Sites, the class sites you have been added to will appear:



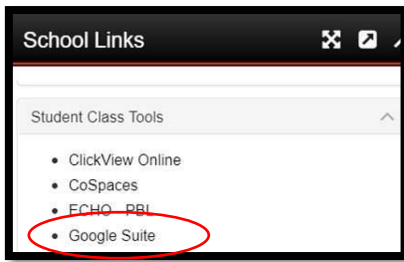
Select the site you need to access and bookmark it for easy access next time by clicking the star on the URL menu:



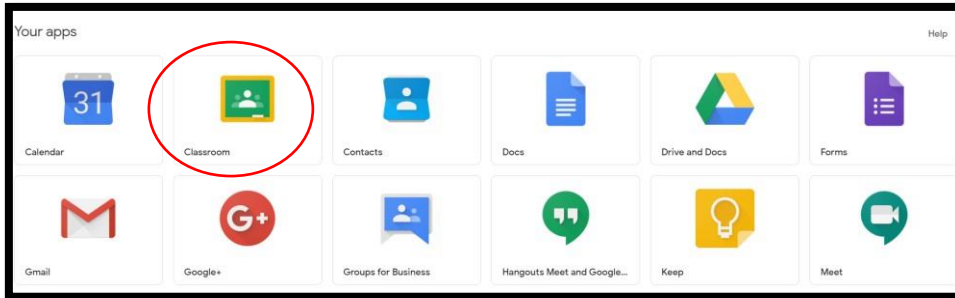
Google Classroom

Access

Simon-> School Links-> Google Suite



Select the Google Classroom app:

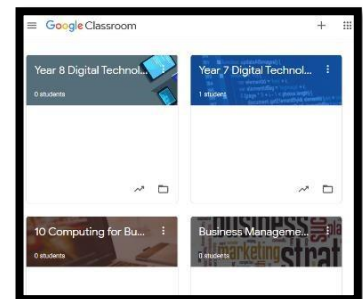


Your teacher will need to provide you with a class code. This may have been emailed to you.

Navigation

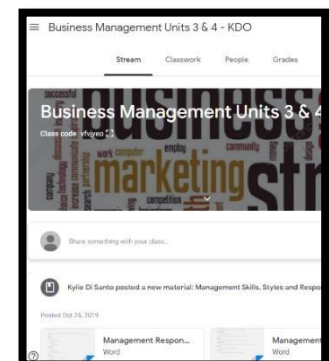
1. When you open Google Classroom, all of the classes you are able to access. (Figure 1)
2. Click on the Class you wish to access.

(Figure 1)



3. Click on the Class you wish to access.
4. It will default to the Stream. (Figure 2) This will show any posts from classroom members including any new material

(Figure 2)

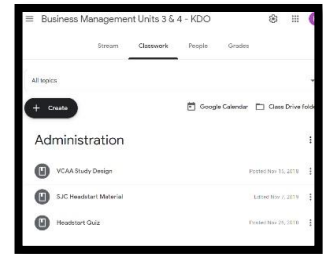


5. Clicking the Classwork Tab shows all the Material and Assignments organised according to Topics that the teacher has posted. (Figure 3)



6. Material contained within this section can be viewed in a pdf format or downloaded to be accessed locally.

(Figure 3)



Advice for Students with Limited Internet

- **Communicate:**

- Let your teachers know as early as possible that you have limited/unreliable internet.

- **Pre-download Resources:**

- Download as much content as possible in advanced at school (or school carpark – ensure you aren't mixing with other students/staff), public hotspot or using a relative's internet etc.

- **Watching Videos**

If you have slow/limited internet at home and will not necessarily be able to watch a video:

- Reduce the streaming quality as this will help reduce the size of any downloads but still allow you to view the resources.
- Access Powerpoints/Pdf Documents/OneNote Pages first before trying to access videos.
- If your phone plan allows you enough data you can watch videos this way and mirror onto TV's or other devices.

- **Accessing: OneNote Resources**

Before leaving school make sure you have done a Complete Sync of all your Notebooks. This will mean you can access any resources provided by your teacher even if you are offline.

Choose File Menu – Select View Sync Status



and then choose Sync all



Alternatively, if you are able to go to a relative's house with better internet you can do a sync once a week/weekend to update your class notebook.

- **Meetings in Teams**

[Join Microsoft Teams Meeting](#)

You will receive an email notification about the class meeting

When asked to join select Audio only as this will mean you can listen to the lecture without having to have a high bandwidth requirement.

