



Birdwood High School



Birdwood High School

Online Learning Guide 2021

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Online Learning Guide

As part of Birdwood High School's commitment to supporting students and families in the continuation of quality teaching and learning we have created this Online Learning Guide. The current health advice is for schools and preschools to remain open. This advice has not changed however we are taking proactive measures to ensure a smooth transition to online learning as required.

The Online Learning Guide aims to provide information and resources on how we will work together to support student learning in an online environment. Resources will include:

- General information to support families in an online learning environment
- Online learning – getting connected
- Online learning - expectations and processes for students
- SACE Stage 1 and 2 information
- Supporting young people and their wellbeing
- Additional resources: BHS timetable structure/How to use Daymap and Microsoft Teams/ staff contacts lists

We are working diligently to have curriculum content and resources available through Daymap our online learner management system, as well as using Microsoft Teams as a platform to deliver 'face to face online lessons'. There are a number of additional resources to support learning from home and these are included in the Information Technology section of this guide.

Teachers and students have already begun to use online platforms with students accessing the classroom both on and offsite in blended classrooms. Students are to follow their current timetable and connect into the online classroom via Microsoft Teams. Students are required to access and submit their assignments, feedback and assessments by the due date via Daymap. Teachers are continually developing skills and resources in the online environment and working with students to ensure they all have access to the online learning and are set up for success.

We will continue to support and monitor student progress and wellbeing during Advisory sessions. It is important students stay connected to the learning as well as maintaining positive relationships with their Advisory teacher.



Please continue to monitor the range of communication strategies we use including Daymap, Website, email, SMS messaging, Facebook for further updates.

We hope the Online Learning Guide provides additional information and support for you and your family. If you have any concerns, we encourage you to contact your child/children's Advisory teacher, subject teacher or Sub School Leader so we can support your child.



Birdwood High School

General Online Information



To support online teaching and learning it is essential that we work with families to ensure students continue with their learning routines. As mentioned above, staff are delivering online blended classrooms both on and offsite. At this point students are required to follow their current timetable, access learning tasks and submit assessments by due dates outlined on Daymap. Teachers will invite students to join their online classes via Microsoft Teams at the beginning of every lesson and we ask parents to support their child to be prepared and ready. Explicit teaching will be taught during these sessions and students will be able to have live online 'face to face' question and answer time with their teacher.

Students under compulsion age are legally required to attend school and or access learning. Birdwood High School is delivering online learning and we emphasise the importance of students continuing their learning and submitting assessments by due dates. Teacher will provide feedback and assessments as per normal. The teaching and learning will continue, and **students are expected to attend all timetabled lesson**, working together we will support students to successfully access and engage in their learning.

How to support your child in the online environment (parent/caregivers)

Students learn best when they have a secure, stable and positive learning environment. Parent/caregivers can support their children by:

- Encourage students to develop a learning routine by following their current timetable. Students need to be up and ready to start lessons by 8.45am to 3.15pm as per normal school hours
- Supporting students to develop productive study habits and to be responsible for their own learning (see below Online learning expectations and procedures for students)
- Ensuring that students have necessary course materials, resources and laptop/computer
- Checking that students attend lessons, seek feedback, complete assignment work and upload to Daymap by the due date
- Maintaining open communication with teachers about student progress
- Keep open dialog with your child about how they are progressing and contact the school if requiring support
- Ensure the school has up to date contact details (phone, email, address) and the school is informed of any changes to these details as they occur
- Students must ensure they have a phone, computer and internet access to enable learning via Teams, Daymap and enable communication through email
- Daymap and Email must be checked daily
- Monitor screen time and support your child in gaining a healthy balance between work and physical activity.

Online learning – Getting Connected

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Prepare to learn from home or other

Here's how you can prepare for remote learning from home or another space. finibus massa.

Get prepared

Speak to your teacher about the type of learning from home you should expect, including any specific tools you will need. Ensure that you have access to the relevant systems or platforms. If you don't know your user Learnlink login, check with your teacher.

Set up a learning space at home

In your home or the place, you are staying, you'll need a space that you feel comfortable to focus, learn and be in. Ideally, you'll have a computer or laptop with a camera or webcam. This is not essential but will provide you with a better learning experience. You might need your parents or carers to help you get set up.

Do you have internet access?

Most learning at home requires the internet, so if you have a weak or limited connection, speak to your teacher about other ways that you can be provided with learning materials. Consider using a mobile data connection or contacting your service provider for a temporary economical solution.

Department and school resources

Now that you have sorted out the environment, here are the tools that can be used to support your learning at home:

Emails: We encourage students and parents to communicate with their teachers via Daymap in the first instance. In the case of a confidential or pressing matter parents can email staff directly and contact details are at the back of this document.

Depending on curriculum content some subjects may require additional online platforms. Your teachers will provide instructions on how to use these via Daymap. We have added instructions on how to use Daymap and Microsoft Teams at the back of this guide for your convenience.

Birdwood High School Preferred Online Platforms

There are a range of platforms which can be used to access online learning. Birdwood High School is committed to three main platforms Daymap, Microsoft Teams and Email. Students will need to use their Learnlink accounts **Learnlink: <http://www.learnlink.sa.edu.au/>** to access all three platforms. Office 365 allows online access to the suite of Office products using student learnlink emails.

Daymap is Birdwood High Schools Learner Management system and is where you can access: learning tasks, resources, feedback/assessments and teacher lesson instructions. Attendance and achievement data can also be accessed via Daymap.

Daymap Students Portal:

<https://daymap.birdwoodhs.sa.edu.au/Daymap>

Daymap Parent portal instructions:

<https://www.birdwoodhs.sa.edu.au/wp-content/uploads/2020/03/DayMap-Guide.pdf>

Microsoft Teams is our preferred online platform for student to access online live 'face to face' explicit teaching, teacher feedback, collaboration with peers and question and answer time. Teachers will invite students to join their online class at the beginning of each lesson. Teachers will also use channels in Teams for large documents that are too large for Daymap. A reminder that this is an online classroom environment and school expectations apply. Please see below for the Online learning expectation and procedures for students.

Microsoft Teams: You can access this through Office 365 or sign in directly through Microsoft teams:

<https://products.office.com/en-au/microsoft-teams/group-chat-software>

Office 365: <https://office.com/>

Online Learning Expectations & Procedures for Student

Online Learning Expectations

Online learning is a digital extension of our classroom learning environment. As a user of these apps and programs, you are expected to uphold the Birdwood High School values and conduct yourself in an appropriate manner.

Misuse could result in restricted online privileges, as well as other related consequences that will follow the school's behaviour management policy. Simply, if you would not do or say it in class, then you should not do or say it online.

Additionally, you are expected to meet the below expectations:

- While learning from home, you are expected to follow the Online Timetable and actively engage in your learning. Daymap rolls will be marked during the Online Class Meetings.
- Lessons may not necessarily be recorded, so it is essential you are digitally present.
- It is important to follow school routines while engaging in the Online Timetable. This will ensure due dates are met, and that there is a continuation of learning and assessment.
- When in an Online Class Meeting (video conference call), you will need to be dressed in your school uniform, or alternatively disable the video function. You also need to ensure that your background is school appropriate and neutral.
- As this is a public platform, we are advising students to be online in a safe and supportive environment, preferably in an office or a living room space. We instruct students not to engage in online learning in a bedroom or bathroom. This is to support the safety and wellbeing of students and staff.

If you encounter any Learnlink related password issues, you can contact the school or Sub School Leader.

During scheduled learning hours, it is important to be self-aware, recognise distractions and work with your parents/caregivers to remove them.

Online Lesson Procedures

Lesson Overview

- A set of instructions will be posted to Daymap. This is the first place you should check before the start of every lesson.
- From here you will be directed where to find your lesson resources (via Daymap or Microsoft Teams). This could vary depending on your teacher's expectation and the lesson type.

Online Class Meeting

- At the start of each scheduled lesson (according to the Online Timetable), you need to be available in Teams for a conference call.

Study Time

- You are required to continue with learning during the scheduled study time, as outlined in the Online Timetable.

Contacting the Teacher

If you need assistance from your teacher, you can:

- Send a Daymap message
- Call through Teams during the scheduled Online Timetabled lesson
- Post in Teams (remember to type @ and the teacher's name to send them a notification)
- Send an email through your Learnlink
- Please discuss with your teacher the class's preferred communication method.

We will continue to provide high quality teaching and learning to ensure the continuation of your education.



SACE Stage 1 and Stage 2 Information

(Year 11 and 12 students)

Our online learning platforms support our SACE students to continue with their learning off site. We are mindful of the impact and anxiety our Senior school SACE students may be feeling and encourage them to keep open communication with their teachers. Birdwood High School staff are working closely with the SACE Board and following the SACE advice on modifications and support for students accessing online learning.

Teachers are making modifications to learning and assessment plans, while supporting students to continue to engage with the SACE from either home or school. In the first instance the school will continue to adapt individual programs as required and approved. Additional flexibilities are currently being proposed for specific subjects particularly with practical components and we will communicate any changes as they become available.

The SACE Board provides Special Provisions for students who are directly impacted by a range of circumstances and students are encouraged to discuss their circumstances with the Senior School team of Mr Walsh and Mr Sykes. SACE policies and processes fit with this current situation and they will make the necessary adjustments along the way, using fairness and equity as guiding principle as events unfold.

Please note it is vital that students continue to engage in the teaching and learning programs. Students who are working online will need to use the provided platforms to engage in the programs of learning. Students will need to follow their timetable and contact their teachers via Daymap, Microsoft Teams and Email. Feedback and assessments will be provided by your teacher as per normal.

We encourage students and families to go to the SACE website (<https://www.sace.sa.edu.au/covid-19-coronavirus>) for updates. Any changes or modifications will be communicated by the school once they have been approved. By working together, we will support all SACE students to continue their learning and to be successful.

Supporting Young People and their Wellbeing

Parent Information

During times of complex change, young people may experience fear and anxiety. Maintaining a stable routine can support the wellbeing of young people and remind them of aspects of their lives which are within their control. Routines and rituals will play a more significant role in this current situation. Below are some tips on how you can support your child/children:

- Actively listen to your child and provide reassurance. Where possible, minimise their exposure to media, including social media, which may heighten anxiety
- Maintain routine including getting ready for learning, activities, mealtimes, sleep patterns and other household routines where possible
- Monitor your child's wellbeing and behaviour and if you have any concerns, please seek advice and support. For your convenience we have provided a list of helplines and support services below for additional support and information.

Talking about COVID-19

When wanting to discuss the topic of COVID-19, ensure you're sharing information that is factually sound, it's important to be truthful with others to avoid unnecessary confusion. It is important to access good, quality information. The following credible sources will help you maintain perspective, feel more in control, and enhance your personal resilience:

1. [Australian Government COVID-19 health alert](#)
2. [Health Direct – COVID-19](#)
3. [Smartraveller.gov.au – travel information for Australian citizens](#)
4. [World Health Organisation – COVID-19 outbreak](#)

Student Information

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Thoughts, Feelings, and Emotions during COVID-19

It is normal to feel stressed or overwhelmed during an event like the outbreak of the Novel Coronavirus (COVID-19). The influx of information, conversations, and the increased levels of stress in the community can have an impact on your wellbeing and mental health.

If you find yourself becoming anxious about COVID-19, try to remember that medical and scientific experts are following strict protocols to contain the virus and treat those affected.

It's important to remember that various emotional reactions will occur during this time. The most common reactions are:

✓ **Fear and anxiety:** at this time, you might experience feelings of fear or anxiety. You might be worried about the virus and how it might affect you and your family.

✓ **Anger, frustration and confusion:** it can be difficult to understand what to do in these situations because of the volume of different information available. This might feel confusing and frustrating, this is normal. Events like these can reduce the things we normally do in our days and that can seem unfair. This might make you feel frustrated or angry.

✓ **Sadness:** if you've been asked to stay at home or stop your normal activities you might feel disconnected from important people or things in your life. This might make you feel sad or bored.

It is important to stick to your normal routine as best as possible. For students, your normal routine probably involves attending school.

If you're in isolation, make sure you follow your timetable and to attend your online classes, keep up with homework, and maintain contact and feedback with your teachers.

Remember, it's important to be proactive regarding your education, however, if you feel like you're struggling with the transition to an online format, please don't hesitate to contact your teachers, The Wellbeing Team, and or a parent/guardian.

Dealing with the media and taking breaks

As mentioned, it is important to get information about COVID-19 from trusted websites. The 24/7 news cycle can be filled with factually incorrect information aimed to sensationalise and provoke viewers to feel anxious, so it's recommended to take breaks from the media. Read a good book, cook a healthy recipe, get fresh air or do some baking. Use this time as a way of building your own personal life skills, and ensure you are keeping a comfortable study environment that is free of distraction.



Managing your mental health

- Remind yourself that this is a temporary period of isolation to slow the spread of the virus
- Remember that your effort is helping others in the community avoid contracting the virus.
- Stay connected with friends and family via email, social media, video conferencing, or telephone.
- Beyond Blue has a forum dedicated to helping you connect with others during this time.
- Engage in healthy activities that you enjoy and find relaxing that give you positive energy.

- Keep a healthy and regular sleep routine
- Eat foods that are both physically and mentally nourishing.
- Try to maintain some beneficial physical activity
- Try to establish a stable routine
- If working from home, try to maintain a healthy balance by allocating specific study hours, taking regular breaks and, if possible, establish a dedicated study space, including natural light, an organised table or desk that is tidy.

Useful resources

1. Mindfulness-based practice from Headspace and Mindful
2. Toolkit for a healthy headspace: A healthy headspace action plan
3. Gratitude journal
4. Locus of control
5. Healthy & intentional movement: Yoga With Adriene

Staying safe online

Out of all age groups, teenagers and young adults spend the most time online. The outbreak of COVID-19 has meant many people are needing to stay at home, therefore the internet is likely to be utilised now more than ever. It is important to exercise caution while on the internet, especially when using social media. Remember to:

1. Keep personal information professional and limited
2. Keep your privacy settings on
3. Practice safe browsing
4. Be careful what you download
5. If you buy online, purchase from secure sites
6. Be careful what you post
7. Be careful who you interact with online

Useful resources

For more information about online safety, check out the information here [The Wellbeing Team at Birdwood High School](#) is committed to providing ongoing and continuous wellbeing support to our students, please see the below list of wellbeing services:

If your child is already accessing support:

- with our School Counsellor, Allysia Sheperdson, this will continue via Microsoft TEAMS, email at allysia.shepherdson245@schools.sa.edu.au and Daymap messaging or phone call via parent/guardian.
- with our Social Worker, Alison from Centacare, through our National Chaplaincy Program, parents/guardians will be contacted by Alison individually via phone call or email at aoppelaar@centacare.org.au to arrange ongoing online conferencing with students.

Managing your mental health

National Coronavirus Helpline 1800 020 080

We are providing resources and tips for you to further support your child via our Birdwood High School Facebook page at <https://www.facebook.com/BirdwoodHighSchool/>
If you have questions, queries or concerns please reach out to our team via the school email dl.0770.info@schools.sa.edu.au

If your child is not currently accessing support but would like to connect with someone from The Wellbeing Team, please contact the school.



Additional Parenting Resources Available:

Womens and Childrens Health Network –
Parenting and Child Health:
<http://www.cyh.com/SubContent.aspx?p=102>



Parenting SA:

08 8303 1660
<https://parenting.sa.gov.au/>
SA Parenting Hotline: 1300 364 100



Additional Student Resources Available:

ReachOut
<https://au.reachout.com/>
Additional Phone Services (In more immediate cases):



Kids Helpline

1800 55 1800,
<https://kidshelpline.com.au/teens/get-help/>
(email and webchat service available)



Life Line

13 11 14
Youth Beyond Blue
<https://www.youthbeyondblue.com>



Headspace

1800 650 890
Eheadsace
<https://headspace.org.au/eheadsace/>

2021 LINE TIMETABLE AND BELL TIMES

Monday	Tuesday	Wednesday	Thursday	Friday
Student Arrival 8:30	Student Arrival 8:30	Student Arrival 8:30	Student Arrival 8:30	Student Arrival 8:30
Advisory Yr8-12 8:45 (10 min)	Advisory Yr8-12 8:45 (10 min)	Advisory Yr8-12 8:45 (10 min)	Advisory Yr8-12 8:45 (10 min)	Advisory Yr8-12 8:45 (20 min)
Lesson 1 8:55 (60 min) Line 1	Lesson 1 8:55 (60 min) Line 5 *	Lesson 1 8:55 (50 min) Line 6 *	Lesson 1 8:55 (80 min) Line 2 *	Lesson 1 9:05 (80 min) Line 6
Lesson 2 9:55 (50 min) Line 2	Lesson 2 9:55 (50 min) Connected Learning 8-12	Lesson 2 9:45 (60 min) Connected Learning 8-12	Lesson 2 10:15 (30 min) Connected Learning 8-12	
Recess 10:45-11:10 (25 min)	Recess 10:45-11:10 (25 min)	Recess 10:45-11:10 (25 min)	Recess 10:45-11:10 (25 min)	Recess 10:25-10:50 (25 min)
Lesson 3 11:10 (60 min) Line 7	Lesson 3 11:10 (60 min) Line 3 *	Lesson 3 11:10 (60 min) Line 4	Lesson 3 11:10 (60 min) Line 3	Lesson 2 10:50 (80 min) Line 3 *
Lesson 4 12:10 (70 min) Line 4 *	Lesson 4 12:10 (70 min) Line 1 *	Lesson 4 12:10 (70 min) Line 5 *	Lesson 4 12:10 (70 min) Line 7 *	Lesson 3 12:10 (70 min) Line 4 *
Lunch 1:20-2:00 (40 min)	Lunch 1:20-2:00 (40 min)	Lunch 1:20-2:00 (40 min)	Lunch 1:20-2:00 (40 min)	Lunch 1:20-2:00 (40 min)
Lesson 5 2:05 (70 min) Line 6 *	Lesson 5 2:05 (70 min) Line 2 *	Lesson 5 2:05 (70 min) Line 7 *	Lesson 5 2:05 (70 min) Line 1 *	Lesson 4 2:05 (70 min) Line 5
Finish Time 3:15pm	Finish Time 3:15pm	Finish Time 3:15pm	Finish Time 3:15pm	Finish Time 3:15pm

*Scheduled Homework Evenings

Term Dates

Term	2021	2022
1	27 January – 9 April	31 January – 14 April
2	27 April – 2 July	2 May – 8 July
3	19 July – 24 September	25 July – 30 September
4	11 October – 10 December	17 October – 16 December



Welcome to Daymap Connect

Daymap Connect is an extension of the Daymap Learning Management System which provides parents with access to key school and student information both at home and on the go. Our easy-to-use system allows parents to create and manage their own accounts for Daymap Connect, requiring only one login and password per parents to access details for all students enrolled in the school.

A screenshot of the Daymap Connect login screen. The background is dark blue with a large, faint version of the Daymap logo. The text "Daymap Connect" is displayed in white and blue. Below the logo, there are two white input fields for "Name:" and "Password:". To the right of the password field are two blue links: "Forgot your password?" and "New User?". Below these links is a checkbox labeled "Save my login details and password on this computer" and a "Sign In" button.

The screen above is the Daymap Connect **log in screen**. This can be found by using the URL address that your school has provided.

If you are a new user then select the **“New User?”** option. Once prompted on the next screen you will be required to enter your email address (this must be the email registered at the school) and a student code (this will be provided by your school). Once you have entered the details a username and password will be sent instantly to your email account.

Attendance, Homework and Assessments

This is the main page of the Parent Portal. If you have more than one child enrolled at the school their names will be available on the drop down box. Select the appropriate student to see his / her information.

Debra Akenfield Log Out
Student: Samantha AKENFIELD



Timetable Attendance Results My Messages My Account

Week starting on: 7/10/2013 Previous Next

Time	Mon 7/10	Tue 8/10	Wed 9/10	Thu 10/10	Fri 11/10
Before School			Before School		
Home Group	✓ 7R SH	✓ 7R SH	7R SH	7R SH	7R SH
Period 1	✓ Graphic Art 7R ATR SC	✓ English 7R 7RR AJ	Graphic Art 7R ATR SC	Maths 7R 7RR AJ	Religious Ed 7R 7RR JO
Period 2	✓ Graphic Art 7R ATR SC		Religious Ed 7R 7RR JO	Phys. Ed. 7R 7RR PK	English 7R 7RR AJ
Recess			Recess		
Period 3	✓ English 7R 7RR AJ		History 7R 7RR JO	Religious Ed 7R 7RR JO	History 7R 7RR JO
Period 4	✓ Maths 7R 7RR AJ	✓ Religious Ed 7R 7RR JO	English 7R 7RR AJ	Science 7R AJ	Maths 7R 7RR AJ
Lunch	Phys. Ed. 7R 7RR PK	Maths 7R 7RR AJ	Maths 7R 7RR AJ		Phys. Ed. 7R 7RR PK
Period 5	✗ English 7R 7RR AJ	History 7R 7RR JO	Phys. Ed. 7R 7RR PK	History 7R 7RR JO	French 7R 7RR CD
Period 6	✗ French 7R 7RR CD	Science 7R AJ	Science 7R AJ	English 7R 7RR AJ	Graphic Art 7R ATR SC
After School		Marked as absent: SICK			

Symbols:
 ✓ Marked as present ✗ Marked as absent, approved ✖ Marked as absent, unapproved L Marked as late ⚙ Roll has not been marked

By viewing Timetable, you can see your child's timetable and can identify whether or not they have attended particular classes.

Debra Akenfield Log Out
Student: Samantha AKENFIELD



Timetable Attendance Results My Messages My Account

Assessment Tasks

ID	Task	Type	Set	Due	Status
2552	Cells Practical Reports - Comic Strip	Assignment	7/08/2013	9/12/2013	Work has not been received
2551	Film Editing Diary	Assignment	6/08/2013	18/12/2013	Work has been received
2578	Graphing Task - Poster and Presentation	Assignment	3/10/2013	19/12/2013	Work has been received

Homework

Tuesday, 1 October 2013
 Science 7R
 Prac Reports for all three Cells tasks are due by next Friday. You must submit your entire prac book for marking at this time.

Wednesday, 2 October 2013
 English 7R
 Chapter Summaries for Chapters 11-14 of our Class Novel are due on Friday. Please ensure that you have looked at the feedback from the previous set and worked on incorporating any changes or improvements.

Maths 7R
Pythagoras' Theorem Task:
 Watch this video and make notes about the key points covered. This is a fast moving video, so you will need to re-watch it a couple of times to get a full set of notes.

What was up with Pythagoras?

On the main page you also have access to view current and upcoming Assessment Tasks and Homework Tasks.

Attendance Map

When selecting the Attendance tab you will be able to view an Attendance Map and Attendance rates. Here you can view any patterns that may be occurring in your child's attendance rates

Debra Akenfield [Log Out](#)
 Student:



Timetable **Attendance** Results Reports

Attendance Map

January 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Attendance Map Legend

- Present
- Unapproved Absence
- No Classes
- Weekend / Holiday
- Approved Absence
- Late
- Roll not marked

Attendance Rates

Class	Code	Teacher	Lessons	Approved	Unapproved	% Attendance	% Unapproved
7R	7R	Sean Harpness	4	0	0	100%	0%
TOTAL			4	0	0	100%	0%

Results

Results are the next main tab. In this you can view published assessment results so that you can track your child's progress. These results are also published in the Student View of Daymap.

Debra Akenfield [Log Out](#)
 Student:



Timetable Attendance **Results** My Messages My Account

Gradebook Outcome Based

Published Assessment Results

English 7R (ENG 7R)

Task	Type	Weighting	Comments	Grade	Mark
Film Editing Diary	Assignment	10	Great work Sam!	A	19/25
Weighted total for ENG 7R: 76%					

Maths 7R (MTH 7R)

Task	Type	Weighting	Comments	Grade	Mark
Graphing Task - Poster and Presentation	Assignment	20	Excellent detail.	A	41/42
Weighted total for MTH 7R: 97.6%					

Messaging

On the right hand side of the screen there is a “My Messages” tab. This enables you to easily contact teachers about any issues of importance; excursions, reminders, personal matters etc. This is a fantastic tool to keep you up to date and aware of what’s happening in your child’s classroom.

The screenshot shows the Daymap Connect messaging interface. At the top left, it displays the user's name 'Debra Akenfield' and a 'Log Out' link, along with a dropdown menu for the student 'Samantha AKENFIELD'. The Daymap Connect logo is in the top right. A navigation bar contains tabs for 'Timetable', 'Attendance', 'Results', 'My Messages' (highlighted), and 'My Account'. Below the navigation bar, there are icons for 'Reply', 'Delete', and 'Refresh'. On the left, a sidebar lists 'Inbox', 'Sent', 'Deleted', and 'Drafts'. The main area shows a list of messages from Andrew Johnston (AJ) to Year 7 Parents. The selected message, dated 11:35 AM, contains text about an information packet for a Year Level Excursion to Canberra and a PDF attachment named 'DM Attachment.pdf'. A second message from Andrew Johnston, dated 2/08/2013, is also visible, discussing a meeting.

Account Management

The last tab is “My Account”. This section allows you to change your password and includes all of your personal details. If any of these details are incorrect, please contact your School Administration.

The screenshot shows the Daymap Connect account management interface. At the top left, it displays the user's name 'Debra Akenfield' and a 'Log Out' link, along with a dropdown menu for the student 'Samantha AKENFIELD'. The Daymap Connect logo is in the top right. A navigation bar contains tabs for 'Timetable', 'Attendance', 'Results', 'Reports', 'My Messages', and 'My Account' (highlighted). Below the navigation bar, the 'My Details' section is displayed. It includes a warning: 'If any of the below details are incorrect or out of date, please contact administration.' The details are as follows:

First Name:	Debra	Surname:	Akenfield
Title:	Mrs	Home Phone:	555-5555
Mobile:	0411 551 51	Business Phone:	555-5555
Email:	Nathan@loopsoftware.com.au		
Address			
Town:	Melbourne	PostCode:	3000
State:	Vic	Country:	Australia

Below the details, there is a 'Change Password' link and a button that says 'Please click here to change your account password'.

How to use Teams

Microsoft Teams online lessons for students off-site. Students/parents/carers need to organise a dedicated room/space in their home for lessons to occur, with required equipment i.e. music stand, instrument.

- A computer or other device needs to be set-up with Teams app installed.
- access to internet connection.
- other equipment as available to enhance lessons could include speaker, headphones, headset microphone, web cam
- connection established and Teams open on the laptop just prior to scheduled lesson

Logistics

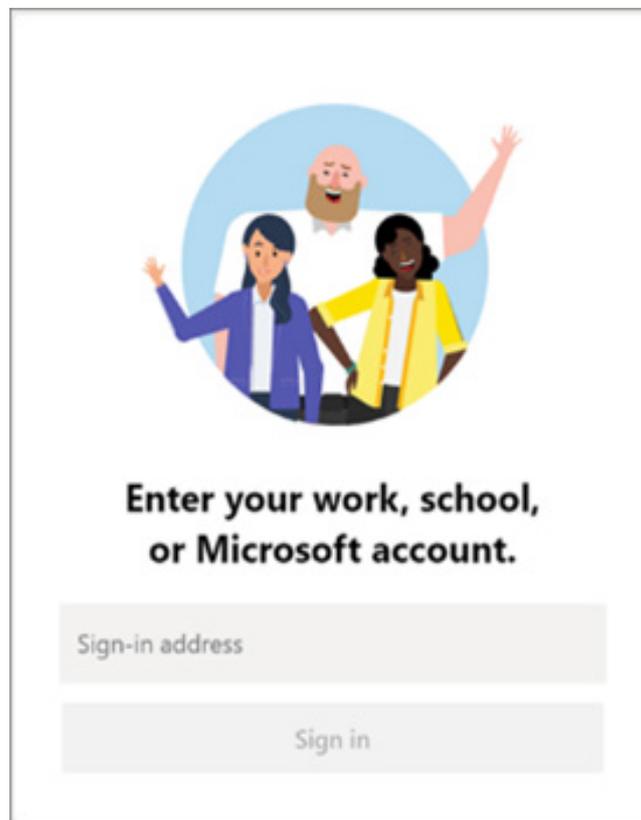
- all students-on-site logistics still apply: e.g. timetabling, lesson times, break times and lesson groupings
- patience and understanding will be needed: the lesson delivery will be modified and unfamiliar to some, as students come into the meeting from different locations
- Teachers of practical classes may request upload of video from students for assessment purposes and other assignments through Daymap
- Parents/carers can contact their child's teacher to report student absence or other disruption to lessons.

How to sign into Teams

- 01 In Windows, click Start  > Microsoft Teams.
- 02 On Mac, go to the **Applications folder** and click **Microsoft Teams**.
- 03 On mobile, tap the Teams icon. Sign in with your Office 365 username and password
- 04 Note: Teams is a part of Office 365, so you need an Office 365 Business or Enterprise license to use it. For details, see [How do I get access to Microsoft Teams?](#)



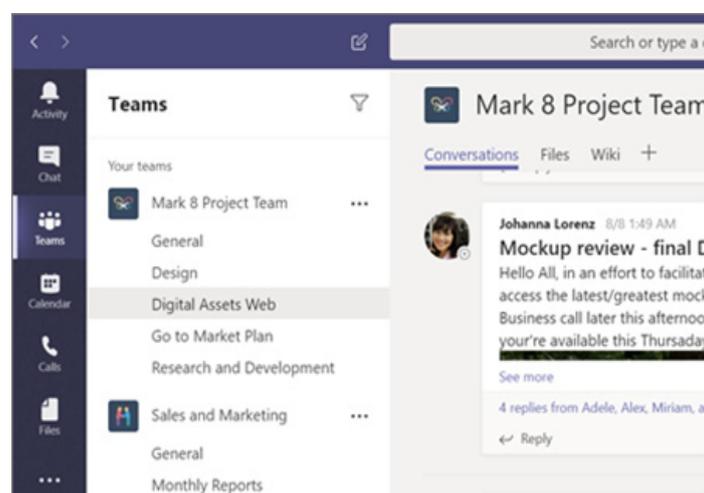
Microsoft Teams



Pick a team and channel:

A team is a collection of people, conversations, files, and tools — all in one place set up by your teacher. A channel is a discussion in a team, dedicated to your selected subject also set up by your teacher. You will be able to access live online classrooms where you will access explicit teacher instructions, teacher feedback, collaboration with peers. You will be invited at the start of every lesson to join your subject Teams classroom.

- Select Teams on the left
- side of the app and then pick a team.
- Select a channel and explore the Conversations, Files, and other tabs.
- For more info, see Teams and channels.



Additional Teams Information:

<https://support.office.com/en-us/article/video-welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12>

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ICT support link through DFE – edIT
<https://selfservice.education.sa.gov.au/edit>

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Department for Education