



# Learning at Home Years 7-10 Term 2, Weeks 1-5

## Working in an **Online** Environment

### LOGGING ON AND RECORDING ATTENDANCE AT SCHOOL

#### How to 'Check-in'

##### Daily Attendance Procedure

At Home Learning weeks 2-5, 2020

##### Preferred Method



- Students need to **log onto emails and eLearn platform by 8:45am each day**
  - Each student has an official school Outlook email account which can be accessed on all devices and platforms. The email account of any user is their school username followed by @eq.edu.au
  - For example, a student's login is **jbieb14** and their email is: jbieb14@eq.edu.au
  - Students can access their Outlook email account at webmail.com.au
- Students have received their **timetables via email**.

## CONTINUITY OF LEARNING FOR STUDENTS

- **Learning activities for each student's subject will be posted in the eLearn Virtual Classrooms for Students. How to access guide is on our website at the link below:** <https://bundambassc.eq.edu.au/calendar-and-news/news/online-learning>
- **Students can utilise the discussion board in eLearn and Emails to ask teachers questions and seek clarification** – Teachers will respond to these during your class's timetable allocation during 3 x 70min Timeslots throughout the week.

## IT ACCESS ISSUES – eg I can't get on The Learning Place, technical issues with computer

- IT support staff will be at school on Monday to assist with any concerns you may have. They can be contacted on:
  - [dwell86@eq.edu.au](mailto:dwell86@eq.edu.au)
  - [tturn74@eq.edu.au](mailto:tturn74@eq.edu.au)

## HOW PARENTS CAN SUPPORT STUDENTS (IF LEARNING@HOME)

### *Before Term 2, Week 1:*

- **Establish an appropriate place** in the house where you student can learn. If possible, avoid living rooms where other distractions can occur eg. noise from TV, gaming consoles, mobile phones etc.

### *Every Monday:*

- **Ensure students have accessed their school email and eLearn classrooms every Monday morning by 9am to access their weekly learning instructions for all of their subjects.**

### *Every Day:*

- Ensure students have sent attendance email to their BCC teacher **every school day before 10:00am** (as this is how attendance will be recorded).
- Assist your student/s to **establish and stick to a routine for learning**. Make sure there are breaks for **morning tea**, with a timely return and a break for **lunch** as well as **movement breaks** during the time they are learning.
- Encourage your student/s to **communicate with their teachers**. It is suggested they **check their emails daily** as they may receive updates or feedback about submitted work.
- Encourage students to **communicate with their teacher via the subject Discussion Board** for their subject. **Teachers will be available for contact during their normal timetabled lesson times on this discussion board – check your student's timetable for these times!**
- If parents have **questions and require further assistance, please contact the classroom teacher in the first instance**. A comprehensive list of contacts is located on the **schools webpage** at <https://bundambassc.eq.edu.au/our-college/our-staff> including contacts for wellbeing support services (Guidance Officer, YSC,CEC, Nurse) and IT support staff.

## **IMPORTANT CONTACTS**

- **For any learning questions please contact your classroom teacher via email** contact list is located on school website <https://bundambassc.eq.edu.au/our-college/our-staff>