



Bayview College

To Believe. To Think. To Achieve

ONLINE LESSON DELIVERY MANUAL



Introduction

In the event of a school closure due to COVID-19, Bayview College learning will be delivered via our two online platforms:



www.office.com



<http://simon.bayview.vic.edu.au>

Both **SIMON** and **Office 365** use the same login password and similar usernames:

firstname.lastname for **SIMON**

firstname.lastname@bayview.vic.edu.au for **Office 365** sign-in

Email our IT Administrator, **Supriya Urs** if you are having difficulty signing in to either of these resources.

Supriya.Urs@bayview.vic.edu.au

Online Lesson Delivery Tools

During a school closure, teachers are expected to provide learning materials on the day that classes would run for the subject and at an appropriate amount for the time allocated:

Single period lesson – 50 minutes

Double period lesson – 100 minutes

To deliver learning material, teachers may use a range of online tools from Office 365 in addition to your Learning Area Pages on SIMON. The most likely Office 365 apps to be used are:



Teams



OneDrive



Whiteboard



Outlook

Junior Math classes also utilise www.mathspathway.com



Some VCE classes use <https://edrolo.com.au> to supplement student learning



Edrolo

If unsure how to use these available resources, please email your class teacher.

On the day...

What to do on a school closure day:

1. Log in to www.office.com and open **Outlook** to check your emails.

Teachers are expected to email classes the work for the day, including instructions for accessing learning materials and online resources.

2. Sign in to **SIMON** and check your **Learning Area Page** for any new tasks. There may also be class announcements or new information in the **Class Notices** section.
3. Complete tasks as directed by your teacher. Email your peers or teachers if you require additional instructions to undertake your learning.
4. To provide evidence of your learning, teachers may either request you to email them with your work progress or upload tasks to SIMON on your Learning Area Pages.
5. Some teachers may choose to run lessons in real-time via **Office 365 – Teams**.

Forgot your password?

In the event that a student or staff member forgets their password, please following the below two-step process:

1. Go to <https://aka.ms/ssprsetup> to 'Authenticate' your account. This is a once-off process that should be done as soon as possible as you will need to know your previous password when setting it up.
2. Assuming you complete the above step before forgetting your password or needing to reset it, use this link to create a new password: <https://aka.ms/sspr>

New passwords must meet the following requirements:

The password is at least eight characters long

At least One English uppercase character/s (A - Z)

At least One English lowercase character/s (a - z)

Base 10 digits (0 - 9) AND/OR Non-alphanumeric characters (For example: !, \$, #, %)

The password does not contain three or more characters from the username.

The password must be different to any password used in the last 12 months.

NOTE: Email Supriya if you encounter any difficulty completing this.

The SIMON Work Desk – Homepage

- During a school closure, the **Daily Messages** section will be updated with any new information that relates to all students.
- The **Timetable** section will likely be blank due to teachers not roll marking. Follow your printed timetable / student planner.
- **School Links** enables quick access to some of the resources mentioned earlier, use these if struggling to find web pages.
- Important sections are outlined in red below.
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Bayview College

Search... Home

Learning Areas Profiles

Today's Calendar

Glenelg District Athletics
8:00 AM-3:30 PM
2 / 2

School Links

General

- Facebook
- Library - The Ark
- Parent Notified Absence
- Twitter
- VCE Unit 1 & 2 SAC Dates
- VCE Unit 3 & 4 SAC Dates
- Vimeo
- Website

Student Links

- Cyberhound classroom
- Edrolo
- Google Classroom
- NAPLAN Locked Down Browser (LDB)
- Office 365
- On Demand Testing
- STREAM - Video Resources

Daily Messages: 9⁴

Total messages 9, new messages 4 (● indicates new messages)

Prayer (1)

- **A Lental prayer 7.**
Dear God
Without You I can do nothing. By Your Spirit help me to know what is right and to be eager in doing Your will. Teach me to find new life. Keep me from sin, and help me live by Your commandment of love.
God of love, bring me back to You. Send Your Spirit to make me strong in faith and active in good works.
Amen

General (8)

- **Marine Science**
Please come to Room 24 and bring your laptop in P1,2
Ms Xiong

Timetable

Friday 13th March 2020

Care Group 8:55 AM - 9:05 AM
1WHGSENB (24)

Period 1 9:05 AM - 9:55 AM
1OESU1A (28)

Period 2 9:55 AM - 10:45 AM
1OESU1A (28)

Period 3 11:10 AM - 12:00 PM
1PBIOMSA (08)

Period 4 12:00 PM - 12:50 PM
1PBIOMSA (08)

Period 5 1:40 PM - 2:30 PM
1MATGPA (22)

Period 6 2:30 PM - 3:20 PM
1VARMSA (29)

Class Resources

Classes Due (3) Overdue (1) Results (15)

2020, Semester 1

Timetabled Classes	Active Assessments	Active Classwork	Overdue
Middle School Digital Photography (1DPHMSA)	0	0	0
Middle School Visual Artist (1VARMSA)	0	0	1
Outdoor Environmental Studies (1OESU1A)	0	0	0

