

**REMOTE LEARNING DELIVERY MANUAL**

**V.3**

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Introduction

To facilitate **Remote Learning** for Bayview College classes, three online tools will be used:

* **Office 365**
* **SIMON**
* **Zoom**

[www.office.com](http://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](mailto:firstname.lastname@bayview.vic.edu.au) for **Office 365** sign-in.

**LESSON DELIVERY**

Lessons will be delivered online via **ZOOM**. Students can sign in using the Google sign-in option with their school email addess as the username. Teachers will share ZOOM links for lessons that the students can access. When accessing Zoom, students MUST follow the protocols listed on the following page.

Email our IT Administrator, **Supriya Urs** if you are having difficulty signing in to either of these resources: [Supriya.Urs@bayview.vic.edu.au](mailto:Supriya.Urs@bayview.vic.edu.au)

Remote Learning Expectations

It is vitally important that students and staff follow the below guidelines during Remote Learning to ensure a safe, supportive and productive learning environment for all.

* **Students are REQUIRED to have their cameras on at the beginning of ALL Zoom meetings.** This is critical to ensure students are actually participating and engaging in the lesson. It also allows the connections between staff and students to be maintained.
* Students are not to record or video any aspect of ZOOM meetings or other remote learning platforms unless given specific permission from the teacher.
* Please remember that you are at school during these times and that your behavior and actions are as expected within class.
* Students should be dressed appropriately for classes (no PJs).
* You should be present for classes at an appropriate work place/desk.
* Student/ staff communication should be respectful at all times.
* Chat function is not to be used as a social forum.
* Students must use their correct names for all remote learning platforms
* Students should be punctual to classes
* Any forms of online bullying or harassment will not be tolerated and will be followed up in line with the student code of conduct and as a serious matter.
* If you are having difficulties with work please contact your class teacher.
* Alternatively contact the Inclusion teachers if you required additional support.
* If you have difficulties with the computer or accessing Zoom please call school reception and also email your teachers.

Accessing Wellbeing Support

If you require well-being support please call the school and they will organise a time for you to speak to a member of the well-being team (Mrs Clark, Mrs Thomas, Mrs Gallagher) or Andrew Reeves and Tania Cattell. We are here to help and support all students so please let us know if we can help in any way. The school will conduct regular SKODEL checks to support you.

Online Lesson Delivery Tools

During Remote Learning, 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

*Direct instruction will be limited to around 20 minutes per single period, with students working independently and/or seeking individual support for the remainder of the session.*

It is expected that a class attendance roll will be taken for each class. The teacher will communicate with the class whether they will require a meeting on **ZOOM** to take this roll or take an email confirmation that learning activities have been received and understood.

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:



Other education tools in usage include Maths Pathway, Edrolo, Stile and Education Perfect. Teachers using these tools will ensure students can access them as required.

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| --- | --- |
|  | C:\Users\zac.jeffries\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\EA22BB42.tmp |
| C:\Users\zac.jeffries\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\80885814.tmp |  |

On the day…

What to do on a school closure day:

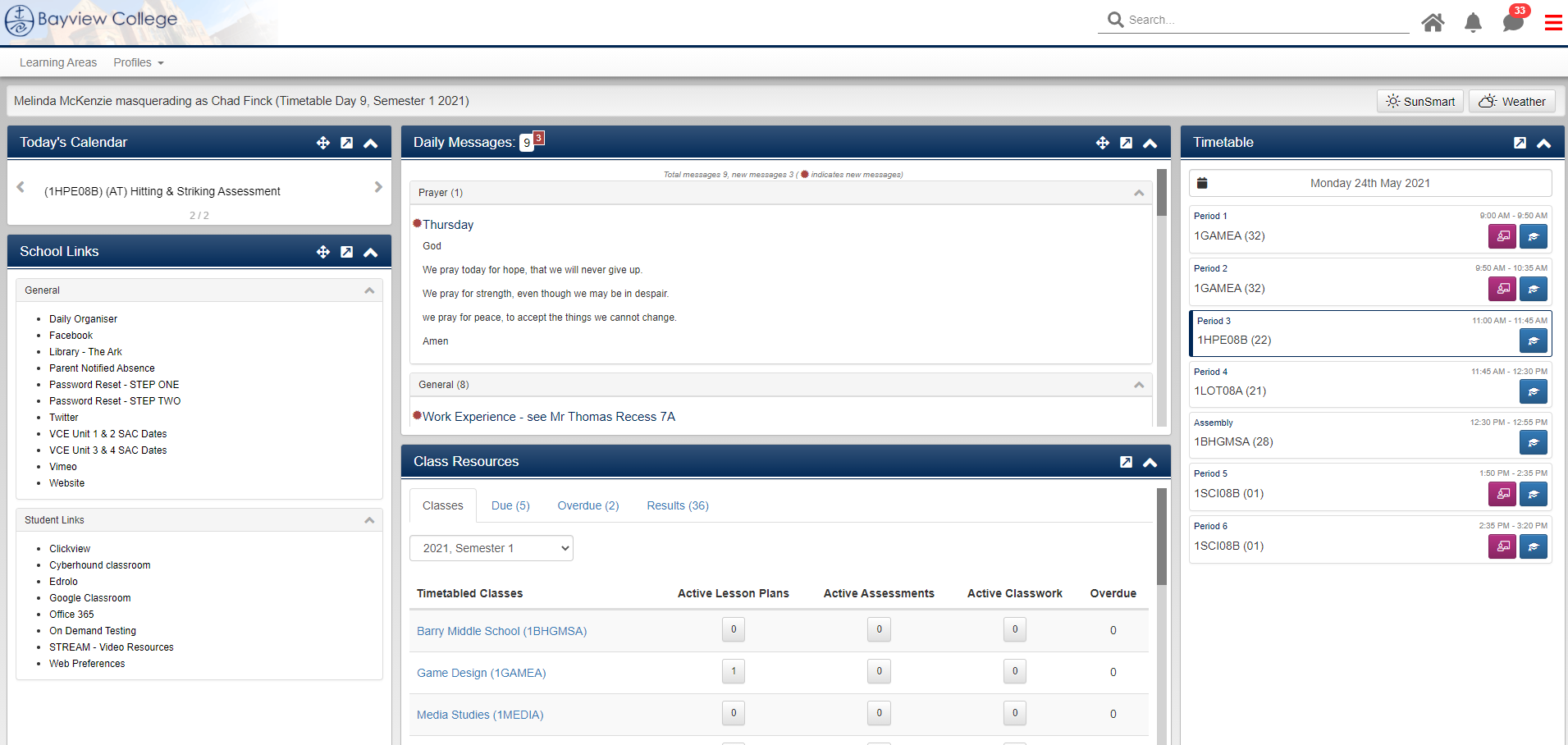
1. Log in to [www.office.com](http://www.office.com) and open **Outlook** to check your emails.

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

1. 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.
2. Complete tasks as directed by your teacher. Email your peers or teachers if you require additional instructions to undertake your learning.
3. 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.
4. Some teachers may choose to run part of a lesson in real-time via **ZOOM.**

The SIMON Work Desk – Homepage

* During Remote Learning, the **Daily Messages** section will be updated with any new information that relates to all students. Please check this daily.
* The **Timetable** section will still be in usage during Remote Learning with teachers taking attendance for each class. Please ensure you are on-time to any classes running in real-time on ZOOM.
* **School Links** enables quick access to some of the resources mentioned earlier, use these if struggling to find web pages.
* **Learning Areas** connects to the subject Learning Area Pages where tasks are set and graded, teachers communicate via the notices section and materials are shared.
* **Lesson Plans** for individual classes can be accessed via the purple button in the timetable section.
* Important sections are outlined in red below.



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**](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 settin git 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**](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.