



Online Learning @ TKIS

Weekday Routine

SECONDARY STUDENTS

Starting the day

- ☑ Wake up with enough time to get ready and have breakfast before 8:30 AM Homeroom
- ☑ At 8:30 AM, join your Homeroom on **Teams** (*your teacher will send you an invitation*)
- ☑ Follow your timetable for the rest of the morning, checking into your class using **Teams** and **SEQTA** for accessing your assignments, assessments and resources, and for submitting your work

SEQTA

student.kilmore.vic.edu.au

Use SEQTA for:

- viewing your timetable
- accessing coursework and resources
- submitting your work (unless your teacher directs another way)
- viewing school notices and documents

You connect to SEQTA using a web browser, such as Chrome. It will work on Windows, Mac OS, iOS, Android and Chrome devices



teams.microsoft.com

Use Microsoft Teams for connecting with your teachers and classmates via video and audio.

Teams works on computers and smartphones, either via your web browser or app.

If you don't have a webcam on your computer, use a smartphone instead.

You'll need a microphone to access via audio.

Video conferencing times

Homeroom:	8:30 - 8:45 AM
Period 1:	8:45 - 9:10 AM
Period 2:	9:15 - 9:40 AM
Period 3:	9:45 - 10:10 AM
Period 4:	10:35 - 11:00 AM
Period 5:	11:00 - 11:25 AM
Period 6:	11:30 - 11:55 AM
Period 7:	12:00 - 12:25 AM
Homeroom:	3:00 - 3:30 PM

Join a live conversation with your teacher and classmates during the above times. This is the time to ask questions and seek clarification.

You can leave a question anytime in the virtual class space in **Teams**

- Remember, you need to use your TKIS email address and password to access **Teams**
- If you need Microsoft software for your computer, go to office.com, using your TKIS email and password. You can install the software on your computer, tablet, phone, or use the browser based version.



Need technical help?

Contact the **IT Help Desk** at HelpDesk@kilmore.vic.edu.au

or let your Homeroom teacher know via **Teams**





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Your Clothing

- Dress in neat, casual clothes
- Do not wear pyjamas

Your Etiquette

- Be polite, appropriate and civil in your language online, as you would in person
- When in video calls/meetings, turn off your microphone until required
- Turn your phone to silent

Your Space

- Your learning space should be tidy, comfortable and as quiet as possible
- Be respectful of shared spaces
- If using your webcam, sit in front of a blank background

Your Time

- Manage your time – use it for learning
- Submit all your completed work
- Spend time revising any items you don't understand and ask questions

Your Equipment

- If using a laptop or tablet, make sure it is charged
- If using a webcam or microphone, make sure they are working before joining a meeting
- Have a pen and some paper or a pad/book ready
- Use headphones, if possible
- Remove all distractions

Your Health

- Drink at least 2 litres of water per day
- Take breaks every 45 to 60 minutes
- Have recess and lunch, eating healthy food
- Engage in some exercise each day

All links may be found on the TKIS portal:

portal.kilmore.vic.edu.au