



Online Learning @ TKIS

Weekday Routine

Guide for PARENTS

Should the Government direct student to learn from home, parents should encourage your child to:

- ☑ Wake up with enough time to get ready and have breakfast before their scheduled Homeroom
- ☑ Help students follow their timetable during the morning. Afternoons are for research, task completion, exercise, reading, other learning activities, and household life
- ☑ Remind students to check **SEQTA** for accessing their assignments, assessments and resources, and for submitting their work (Year 3 will go directly to [Google Classroom](#)). Email should also be regularly checked.

Online learning at TKIS utilises a variety of software tools, based on your child's year level:

SEQTA

Using a browser, go to:

student.kilmore.vic.edu.au

SEQTA is our main online learning platform

It is used for:

- viewing student timetables
- accessing coursework and resources
- submitting work (unless their teacher directs another way)
- viewing school notices and documents



teams.microsoft.com

Microsoft Teams is a secure platform that is used for video and chat sessions. It can be used on computers or smartphones, either as an app or via a browser.



classroom.google.com

Google Classroom is used by Primary classes and some secondary subjects. It can be accessed on computers or smartphones, either as an app or via a browser.



Zoom is used for video sessions for Primary and some secondary classes. Your child will be invited to video sessions for enhanced security. It can be used on computers or smartphones, either as an app or via a browser.

- Students need to use their TKIS email address and password to access **Teams** and **Google Classroom**
- If students need Microsoft software for a computer, go to office.com, using their TKIS email and password. Students can install the software on a computer, tablet, phone, or use a browser based version.



Technical assistance required?

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



Routines

- Support your child to establish a routine
- Prioritise the health of you and your family
- Email reception@kilmore.vic.edu.au if your child is unwell or otherwise unable to engage in learning on a particular day
- Acknowledge your child may learn differently from you
- Have your child explain their plan and goals for the day

Clothing

- Your child is to dress in neat, casual clothes
- They should not wear pyjamas

Space

- Your child's learning space should be tidy, comfortable and as quiet as possible
- If using a webcam, ensure your child sits in front of a blank wall, bookshelf, or similar background
- If possible, have your child's internet enabled sessions in a shared space with an adult, rather than in an isolated space, such as a bedroom
- Remember, microphones are quite sensitive and will pick-up surrounding household sounds

Equipment

- If your child is using a laptop, tablet, or smartphone, please help them to make sure it is charged
- If using a webcam or microphone, please assist to make sure they are working before joining a meeting
- Ask your child to have a pen and some paper or a pad/book ready
- Have your child use headphones, if possible
- Remove all distractions

While at home, students will follow the condensed class times listed below.

During these times, students will be invited to a video session with their teacher and classmates. Invitations will be sent in advance to your child's TKIS email address, containing a secure link to follow at the designated time.

Session length will be determined by student need and task requirements.

Access is possible via a computer, tablet, or smartphone.

Primary class times

Year 6:	8:30 AM
Year 5:	9:00 AM
Year 4:	9:30 AM
Year 3:	10:00 AM

Secondary class 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

A link to **email** and further resources may be found on the TKIS portal at:

portal.kilmore.vic.edu.au