



Online Learning @ TKIS

Weekday Routine

PRIMARY STUDENTS

Starting the day

- ☑ Wake up with enough time to get ready and have breakfast before Homeroom
- ☑ Join your Homeroom on **Zoom** (*your teacher will send you an invitation*)
- ☑ Go to **SEQTA** for accessing your classwork 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



Your teacher will send you a Zoom invitation to connect with your classmates via video and audio.

Zoom 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.

Homeroom times

Homeroom will be held at:

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

You will be invited to join a live conversation with your teacher and classmates during the above times. This is the time to ask questions and seek clarification - and to say "Hi" to everyone.

You can leave a question anytime in the **Google Classroom**.



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 **Zoom**





Online Learning @ TKIS

Weekday Routine

PRIMARY STUDENTS

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