



CABOOLTURE

STATE HIGH SCHOOL

Making the difference today ... for tomorrow

Lee St, Caboolture 4510

P | 5498 0111

E | principal@cabooltureshs.eq.edu.au

W | cabooltureshs.eq.edu.au

PREPARING FOR REMOTE LEARNING IN YEARS 11&12

Here are some hints and tips to help get you organised with your online learning.

What do I do if I...

Need to reset my password	IT hotline – 5498 0131
Can't log onto OneSchool	IT hotline – 5498 0131
Find out about BYOD or iLearn	Office number – 5498 0111
Find out about when I can get by BYOD or iLearn computer onboarded in Week 1.	IT technician hotline – 5498 0117 Students need to follow COVID safe guidelines if you attend school to have your device onboarded. This includes: <ul style="list-style-type: none">• Wearing a mask• Signing in at the office and using the QR code

How do I access my school emails?

1. Open 'Outlook' on your device or search 'Outlook' in Google.
2. Enter school account log in details
e.g. Email: jsmit1@eq.edu.au
Password: xxxxxxxx (Password is the same as school computer login & email is same as school computer username followed by @eq.edu.au)

Teacher email addresses are available on the school website www.cabooltureshs.eq.edu.au. Refer to student timetable for teacher names.

How do I access my OneSchool timetable?

1. Access internet on your own device
2. Open Google search engine
3. Search 'OneSchool'
4. Select top search 'Department of Education, Training and Employment' - <https://oslp.eq.edu.au>
5. Enter school account log in details
e.g. Username: jsmit1
Password: xxxxxxxx
6. Select 'available reports' from the drop-down menu
7. Select 'student timetable'
8. Select 'download'
9. Open File
10. Select a program to open the document with
11. Screen shot, take a photo or print timetable

Note: Username & Password are the same as school computer login

How do I make sense of ALL the emails I am getting from my teachers?

A lot of communication from your teachers will be coming through on your school email account. The number of emails and different bits of information can be confusing, so here are some tips.

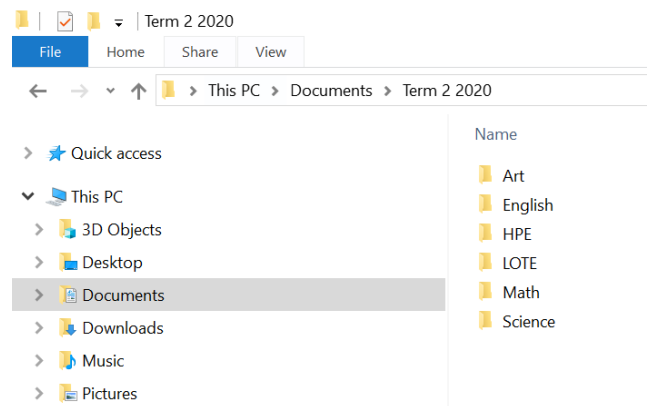
1. Get a notebook or word document and put headings in it for each of your subjects
2. At the start of each day go through your emails
3. Read carefully all the instructions in the email
4. Make notes under the subject headings in your notebook
5. Write the day and date, then in dot point form, write down what the teacher told you to do. What tasks do you have to complete?
6. As you complete each task, cross it off or give it a tick.



How do I organise all of the documents and resources I am receiving?

Some of the emails will contain resources and documents. You will need to organise folders and places to save these on your device. Try these helpful hints.

1. Open your file explorer on your devices
2. In your documents create a folder 'Term 1 2022'
3. Open this folder. Create folders for each of your subjects.
4. Open each of these folders and create folders for week 1, week 2 etc...
5. When you get resources in an email save them to the appropriate folder
6. When you complete a task save it to the appropriate folder.



What if I have questions for my teacher?

No doubt there will be some things that you will need help understanding. Your teacher is best able to help you will need to be clear with the questions you ask.

1. Trying googling any words or ideas you are not sure of first. How can **you** find the answer?
2. Be specific about exactly which instruction or activity you are struggling with.
3. Name the document the activity is in and which part of the document. What is the name/number of the activity?
4. Try to explain what part is confusing. Give details. Don't just say "I don't know"
5. Don't get stuck in one place. If you don't know what to do, move to the next section and keep going.
6. Write your questions down as you work through the activities and send your teacher the list of questions you have relating to a particular lesson.



When should I be doing what?

Staff and students will be guided by their timetable. Staff will be available to interact with students during their timetabled class lesson. For example, if you have ENG on Monday in period 1 on your timetable, the online lesson commences at 9:20am and your English teacher will be online at this time. If you then have VHP on your timetable in period 3 on Monday, the online lesson commences at 12:10pm and your Hospitality teacher will be online at this time.


1. Access your timetable from OneSchool
2. Follow the timetable
3. Open the eLearn/OneNote – your teacher will also be online at this time.
4. Say 'Hi' to your teacher – send a quick email
5. Each teacher will do things a little differently – be patient and persistent and ask good questions


How do I get onto eLearn?

1. Open an internet browser. Go to "The Learning Place" <https://learningplace.education.qld.gov.au/>
2. Scroll down. On the right-hand side – click on the eLearn (Blackboard) link.
3. All the courses you are in will be listed on the right-hand side.


Access the Learning Place

Spaces

Staff space 

Student space 

Manage course (CAMS) 

eLearn (Blackboard) 

iConnect

Information for



My Courses

Courses where you are: Instructor

- Essential English Unit 1 & 2
- HOOPLI - Essential English
- Lead Teacher Portfolio Videos
- Lead Teacher Portfolio Videos
- LearnIT staff 2016
- Year 7 Well-Being

Announcements:

- > Locating activities on the year 7 well-being course
- > Week 1 virtual assembly quiz
- > Week 1 virtual assembly video
- > Staying Healthy at Home
- > Week 1 journal entry
- > Welcome to term 2 :)

Year 8 English - Ms Hooper

Year 8 Wellbeing

Announcements:

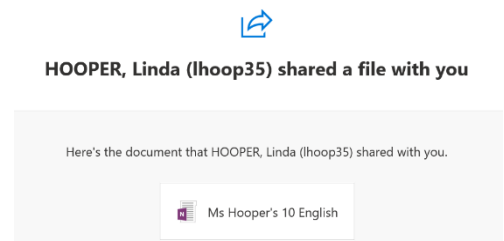
- > Health and Wellbeing

4. Click on the course link to access the learning materials.
5. If you don't know what to do think of it like a new Xbox game. What would you do to find out the cheat's or special features?
 - Look around the platform and try a few things.
 - Look on 'The Learning Place or 'Youtube' for a "How to" tutorial.
 - Ask one of your friends – they are having to solve the same problems
 - Contact your class teacher via email for assistance.

How do I get onto OneNote?

You would have received an email from your class teacher with a link to access your Class Notebook.

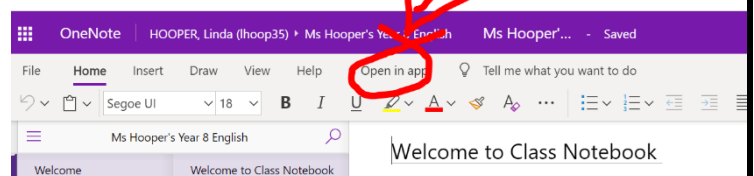
1. Click on the link to open the OneNote Class Notebook. It will open in an internet browser. If you can't find it ask your teacher to send you another link, via email.
2. Click on the 'Open in app' tab to open. You can work in the Class Notebook offline which should reduce connection issues.



HOOPER, Linda (lhoop35) shared a file with you

Here's the document that HOOPER, Linda (lhoop35) shared with you.

Ms Hooper's 10 English



OneNote | HOOPER, Linda (lhoop35) | Ms Hooper's Year 8 English | Ms Hooper'... - Saved

File Home Insert Draw View Help

Open in app

Tell me what you want to do

Ms Hooper's Year 8 English

Welcome | Welcome to Class Notebook

Welcome to Class Notebook

3. From here you will be able to access the 'content library', 'collaboration space' and your own pages to complete your work in. Your teacher can see your work and comment on it.