



# St. John Bosco's Online/Home Learning

- Online Platforms

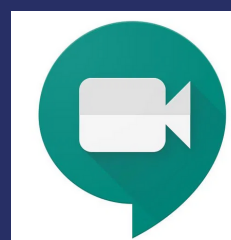
TERM 2, 2020

SEE SAW



# GOOGLE HANGOUTS MEET

Included in this booklet are instructions and guidelines to help get your family started.



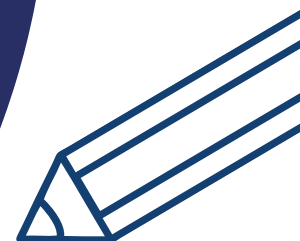
For general technical support please contact the Digital Technologies Leaders.

Julia Serratore

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As we make the transition to home/online learning we will need to be flexible and may need to adapt or modify our online platforms to find the best solution for the majority of our students. These changes will be communicated to students and families as necessary.



### Role of the Teacher:

To be available periodically to students - 40 minutes per day, year levels will inform families of times.

To monitor and provide feedback on student learning via seesaw twice a week.

To plan and provide tasks for remote learning weekly.

Weekly planners will be shared with the students the day before the week starts.

Parents provided with a Seesaw post of an overview of learning for the week.

Any form of communication to parents will be via seesaw announcements etc.



### Role of the Student:

To start and finish the day with prayer/reflection.

To display a Growth Mindset by completing set remote learning tasks.

To seek assistance from teachers or parents where required.

To post a minimum of 1 literacy and 1 maths work sample on seesaw per week. Additional posts are optional.

To adhere to the SJB Digital Technology policy when using online platforms.



### Role of Parent:

To start and finish the day with prayer/reflection.

To encourage children to take responsibility for their remote learning.

To foster a supportive work environment where encouragement and assistance are provided when necessary.

To communicate respectfully with the teacher regarding any concerns about the child's remote learning via email or seesaw.

To monitor the children's use of devices and online behaviour, this includes working in a supervised area in the home.

# St John Bosco's Primary School

## Online / Home Learning

### Online / Home Learning platform st St John Bosco's School

St John Bosco school maintains robust ICT infrastructure which can deliver online learning for students in a time of need. Each element provides a unique service and together forms the Online Learning Platform.

Platform	Link	Purpose
 <b>St John Bosco's App</b>	St John Bosco's School App	Portal for parents and teachers - central space for communication from the school to the community via notifications.
 <b>Gmail</b>	*****@sjbniddrie.catholic.edu.au	All official communication between staff and students from yr 3-6 and all communication between parents and staff from P-6.
 <b>Google Hangouts Meet</b>	<a href="https://meet.google.com/">https://meet.google.com/</a>	Video communication between teachers and students. This is for simple and effective two-way video conferencing for classes, Starting week 3. Teachers will advise parents with more information in Term 2 week 1 or 2
 <b>Seesaw</b>	All classes	Communication between parents, teachers and students P-6.  Yr P-2 to share remote learning with students.
 <b>Google Sites</b>	Yr 4 <a href="#">Year Level Websites</a>	Yr 4 to share remote learning with students
 <b>Google Classroom</b>	<a href="#">Google Classroom</a>	Yr 5 and Yr 6 to share remote learning with students
 <b>Google Drive</b>	Yr 3	Yr 3 to share remote learning with students
 <b>Website</b>	<a href="#">St John Bosco, Niddrie</a>	School Website Online / Home Learning 2020
	<b>Email:</b> <a href="mailto:servicedesk@sourcecentral.com.au">servicedesk@sourcecentral.com.au</a> Or call 1300 783 885 between 9am-5pm mon-fri	Parents can contact Source Central with any Technical issues they have with school devices as they are the company that assists us at SJB.



# HOME LEARNING WITH SEESAW

## CLASS

Home Learning with Seesaw - Action Needed

Hello St. John Bosco's Families and Students,

While our school is closed, we will use Seesaw for home learning. Seesaw helps us work together to provide students with meaningful learning experiences at home.

We will continue to use Seesaw to share learning activities and resources, capture your child's learning, and communicate about student progress and needs.

Below are steps for setting up Seesaw at home and additional resources to help you support your child during this transition.

### Prep- Year 2

#### Set up your child in the Seesaw Class App:

For devices like tablets or phones, download the **Seesaw Class App**

For laptop or desktop computers, **go to [app.seesaw.me](https://app.seesaw.me)**

Click **I'm a Student**

We provided home learning codes: **Enter the text code** or **scan the QR code**

### Year 3-6

#### Continue to use Seesaw Class on a chromebook

go to [app.seesaw.me](https://app.seesaw.me) and sign out of your class code

Click I'm a student

We provided home learning codes: **Enter the text code** or **scan the QR code**

You will now only see your own work posted from home.

**PLEASE SEE NEXT PAGE FOR STEP BY STEP INSTRUCTIONS.**

#### Additional resources:

[Home Learning Tips for Families](#)

[Seesaw Help Center](#)

If you have any further questions about using SeeSaw, please contact your class teacher.

Alternatively, you can contact the digital technologies leaders.





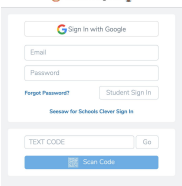
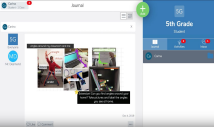




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# How To for Students: Home Learning with Seesaw

**Youtube Video** This video explains the steps outlined below.

## Follow these steps:

 <p>CLASS</p>	<p><b>STEP 1:</b> Download or update the <b>Seesaw Class app</b> on your tablet device. <i>or. App update is required!</i></p> <p><i>This is different from the FAMILY app that you have used to view your child's journal when they've posted work completed at school.</i></p>
	<p><b>OR</b> if using a chromebook / computer or laptop go to go to <a href="http://app.seesaw.me">app.seesaw.me</a> to get started. If you are already signed in you will need to sign out and sign in again using your new code.</p>
	<p><b>STEP 2:</b> Click <b>'I'm a Student'</b> to log in with your Home Learning Code.</p>
	<p><b>NOTE:</b> Your teacher will have sent your Home Learning Code on a handout like this.</p>
	<p><b>STEP 3:</b> Scan your Home Learning QR Code when you see this page.</p>
	<p><b>STEP 4:</b> Once logged in, you will be in your student journal where you can create posts, complete activities, and see Announcements from your teacher.</p>
	<p><b>STEP 5:</b> To see activities from your teacher, tap the Activities tab (<i>on the right side under class name</i>).</p>
	<p><b>STEP 6:</b> Click <b>'Add Response'</b> to respond. Tap the tool you want to use and add your work.</p>
	<p><b>STEP 7:</b> Always press the green check to save work to your journal.</p>
	<p><b>STEP 8:</b> To see Announcements from your teacher, tap the inbox tab (<i>on the right side under class name</i>)</p>



## HOME LEARNING WITH GOOGLE HANGOUT MEET

Dear Parents,

To support home learning our school will be using **Google Hangout Meet** in Grades Prep to 6 to facilitate live video calls. These calls will be scheduled by the teacher. Prep to 2 parents will be invited using a link through See Saw. Students in 3-6 will be invited through their email and/or Google Classroom. Instructions will be attached.

To ensure child safety is paramount, Google Meet allows us to have the following in place:

Meets can only be created by a teacher and therefore no unsupervised Meets are possible using the school account.

Users from outside the school are blocked from joining the call. Teachers are alerted if anyone is trying to access the video call without a school email account.

All Meet video calls will be recorded.

Our school has chosen to have the following **expectations** for all students joining a Meet:

**Microphones** to be muted before joining the call. Teachers will call upon students to talk and at that time they are able to turn on their microphone.

**Video** is switched on and has a safe and suitable background, free of distractions.

**Dress:** whilst school uniform is not expected, students should be dressed in appropriate clothing for learning.

Google Meet is part of G Suite for Education core services (which also include Google Drive and Classroom) and is therefore subject to a privacy policy very different to a regular Google (GMail) account. To read further please check out the FAQ at the [Google for Education Privacy and Security Centre](#).

If you have any further questions about our use of Google Meet, please contact

[jserratore@sjbniddrie.catholic.edu.au](mailto:jserratore@sjbniddrie.catholic.edu.au)

[etravis@sjbniddrie.catholic.edu.au](mailto:etravis@sjbniddrie.catholic.edu.au)

We look forward to embracing this challenging time in education with enthusiasm and doing all we can to support students, families and staff.

Sincerely,

Julia Serratore and Eliza Travis  
(Digital Technologies Leaders)

# Guidelines for **Parents** Using Video Conferencing (VC) with Google Meet

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Updated 25th March 2020

## **Why use video conferencing?**

Video conferencing is a beneficial tool for learning and provides opportunities to:

- Collaborate and connect students with teachers for learning in real-time
- Reach students who cannot get to school due to hospitalisation or isolation
- Record class lessons for playback later
- Allow students to review recorded lessons after the fact
- Bring experts into the classroom

## **Before the lesson starts**

Ensure that they are using a diary/schedule so that everyone is aware when conferences are to take place

Your child should be dressed appropriately

Ensure that your child has audio muted unless invited by the teacher

Talk with your child that the rules used at school also apply in a virtual classroom, and poor or unacceptable behaviour will carry consequences.

Have a quiet space available to meet online using an internet enabled device.

Ensure others in your house know your child will be in a video conference. Make family members and the student aware that they can be heard by the whole class if speaking too close to the microphone. Parents can help with controlling siblings and other family members while the VC is going on to help make sure that it all goes smoothly.

Make sure that your child is in a room clear of things that might impinge on your family's privacy.

Internet access and the strength of the signal can affect the communication in a video conference. Know your system, and if needed, dedicate time to your child's learning for the duration of the meeting.

Understand that this video conference will be recorded.

## **What to look for while students are online in a structured lesson**

Make sure that they are on task and using the computer for the correct reasons. Rarely would a game like "MineCraft" be played during a video conference.

Your child should be engaged in the lesson. This would include active listening, asking questions and completing online exercises.

Ensure your child is working with the computer in an ergonomic manner. For example, sitting in a chair, back straight, feet flat on the floor and screen adjusted to a comfortable height.

Students should comply with their school's *2020 Digital Technologies Policy and User Agreement*

## **What if there are conditions that would impede my child from taking part in VC lessons?**

Contact your child's teacher to discuss the possibility of alternative arrangements.

## **After the lesson ... what next?**

Ensure that:

Your child completes all set tasks

All work is completed and submitted for assessment and feedback

Regular study routines are maintained and set online work is completed in readiness for the next conference.



## **Before you get started with video conferencing (VC) with Google Meet**

Make sure that the room you are going to film in is clear of things that might embarrass you. Specifically, look at your walls and try to pick one that has a plain background that people will not take offense at or find humour in.

Try before you go live! You can set up a Google Meet with no one in it except yourself. This way you can see what others see before you go live, and make alterations to make the image look better.

Tell others in your house what you are doing. Ask your parents if they can help with controlling your siblings. If your parents know and understand what it is you are trying to achieve, then they will help make sure that it all goes smoothly.

Sit still and quietly for a moment and listen to the sounds around you ... if you can hear noises, then there is a high chance that people in your meeting will too. Before starting, see if you can find a quieter place or attempt to control what is happening in your surrounding environment.

You can use headphones so that you can hear clearly.

Remember that you are going to be in an educational environment! Dress appropriately and act accordingly as the same rules at school apply in a virtual environment.

## **When in Google Meet video conference**

Make sure you are on time for your Google Meet video conference.

Start with your microphone muted and wait to be invited by the teacher.

Use the pin feature to pin the screen your teacher is in to ensure they are always on the big screen.

Understand that the rules used at school also apply in a virtual classroom, and poor or unacceptable behaviour will carry consequences.

Students should comply with the *2020 Digital Technologies Policy and User Agreement*

Get familiar with the tools ... use the "Chat" feature to ask questions of your teacher. This way your teacher can answer you directly and communicate the response to the whole group.

There is an extension that is added called nod so you can use emoji of raising a hand etc.

Participate in the learning activities.

## **After the Google Meet video conference**

Make sure you use the Leave Meeting menu to exit the meeting when it is finished.

Follow up the learning activities and complete all assigned tasks.

# Google Meet: Youtube Guide



THE VIDEO EXPLAINS THE STEPS IN THE FOLLOWING PAGES <https://youtu.be/xjq8SDHnKbY>

## GOOGLE MEET/HANGOUT

### Etiquette Guide

A SUGGESTED GUIDE FOR STUDENTS



#### MUTING

When you enter the Meet/Hangout, mute yourself (if you are already not muted.)

When you have a question, type in the textbox and wait for your teacher to call on you.

#### QUESTIONS



#### CONTRIBUTING

When you have something to contribute to what is being said, but it is not your turn, use the chat feature in the right-hand corner.

Wait for the teacher to call on you to unmute yourself. Only one student should contribute/talk at a time.

#### YOUR TURN



#### WHERE TO LOOK!

Look into the camera when you are talking.

Pay attention to your teacher or other students who are speaking.

#### STAY ATTENTIVE



# Google Meet: 3-6 Student Guide



LOGGING ON USING A CHROMEBOOK, LAPTOP OR COMPUTER

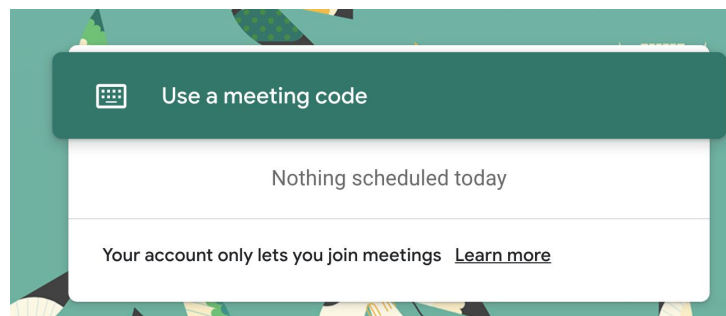
## 1. Make sure you are signed in to your Google EDU account, not a personal Gmail account

(e.g. @lcdelacombe.catholic.edu.au)

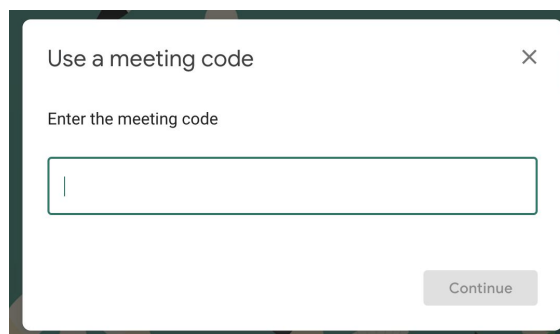
## 2. If your teacher has shared a meeting code for a Google Meet:

Go to [meet.google.com](https://meet.google.com)

Click **Use a meeting code**



Enter the code provided by your teacher and click **Continue**.



*Note: If asked to allow access to your camera and microphone, make sure to allow access.*

## 3. Prepare to enter the Meet

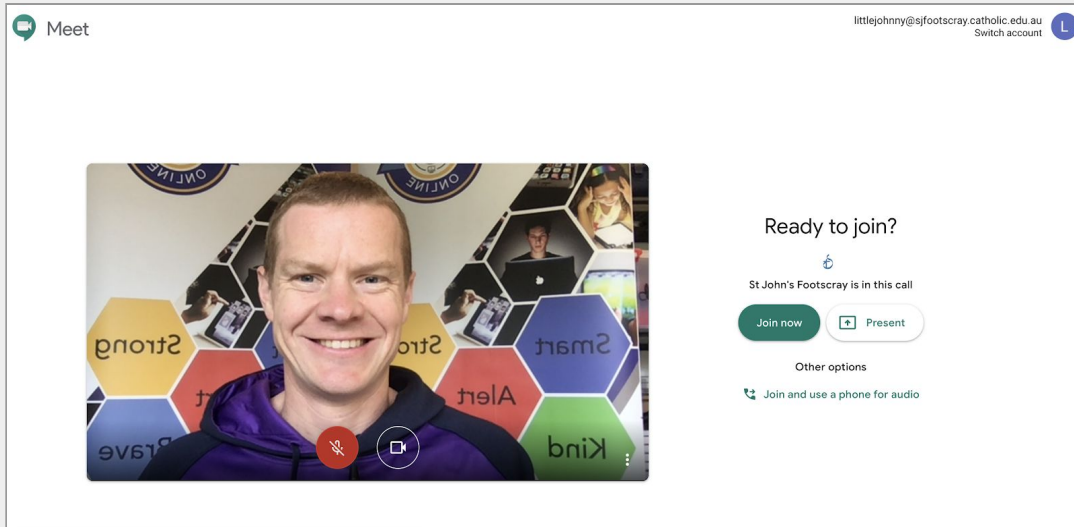
Ensure you're dressed for learning

Plug in headphones (if you have them)

Make sure the background of your video is suitable

Tell family members that you're joining a video call

Click your microphone so it turns red (muted)



Click **Join now**

## 4. Participate in the Meet session

### Mute/UnMute

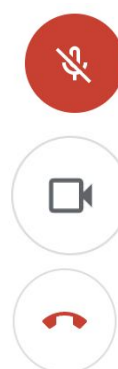
Click on the microphone button at the bottom of the screen to **unmute** your microphone if you are asked to speak.

### Camera on/off

You can also **turn your camera on and off** with the camera icon. Turning your video off helps with bandwidth if you find your connection choppy.

### Leave the Meet:

The red phone icon is to **leave** the Meet.

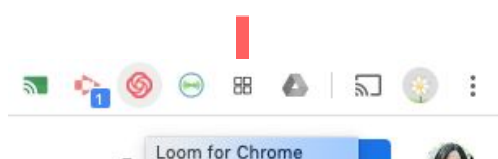


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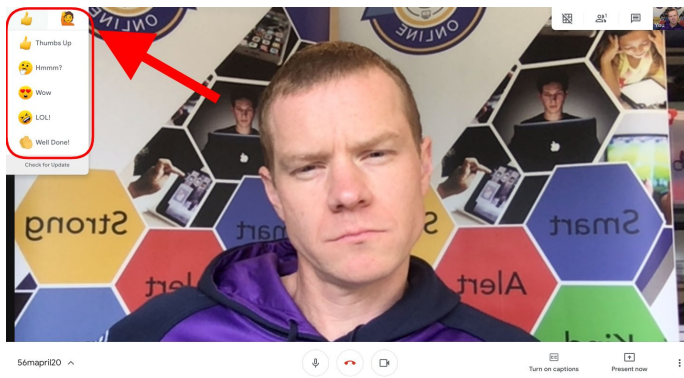
**Pin the Teacher** so they are always on the main screen:



**Google Chrome Grid View** Shows everyone in a google meet (Chrome Extension)

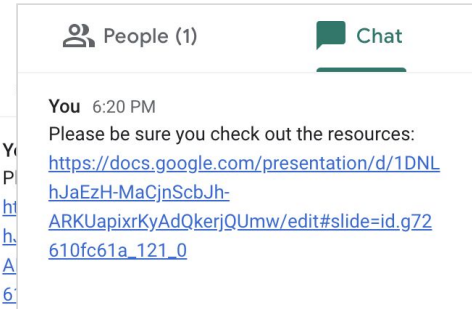


**Raising your hand & reactions** (Chrome extension)



## Chat

Click the **Chat** icon to open the chat window (click it again to hide). This is where you can ask and answer questions. Links to resources might also be shared here.



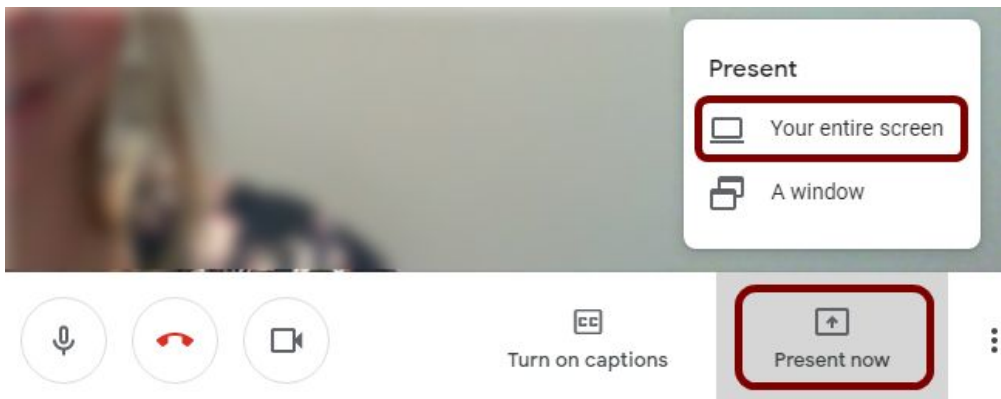
## Captions

Turn on **captions** to make spoken words in the session appear on the screen.

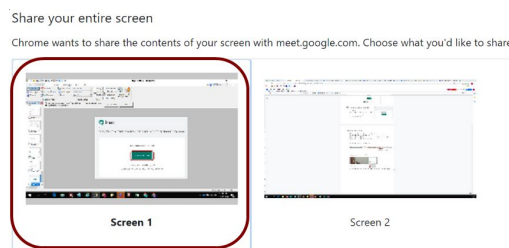


## Present Your Screen:

If you need to show your screen, click the **Present now** icon and then select **Your entire screen**.



Click on the screen you wish to share in the popup window. Then click **Share**.



To stop sharing your screen, click **Stop sharing** at the bottom of your screen.

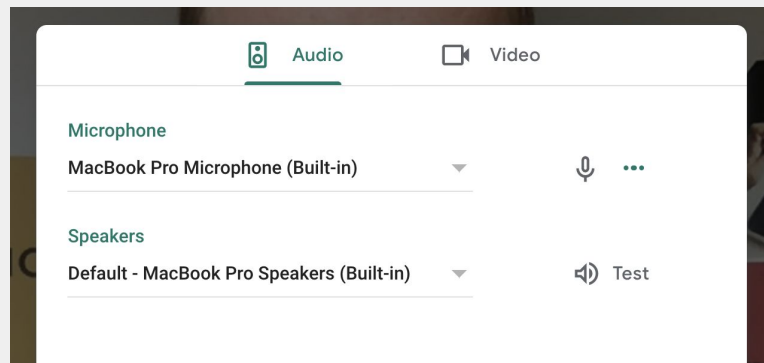
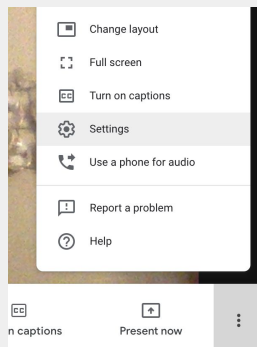
## Troubleshooting:

If you cannot hear/see people or they cannot hear you, be sure you are not muted.

If you are not muted, check your audio and video settings. Go to the three dots in the bottom right hand corner and select **Settings**.

Check that the correct microphone, speakers & camera are selected from the drop down menu.

If everything seems right, leave the Meet and rejoin.



# Google Meet: P-2 Student Guide



LOGGING ON USING AN IPAD or IPHONE

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## GETTING STARTED:

**DOWNLOAD 'Hangouts Meet Google App'.**



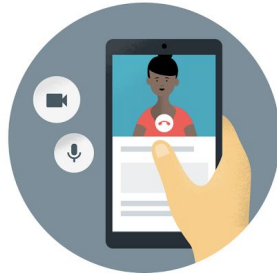
<https://apps.apple.com/us/app/hangouts-meet-by-google/id1013231476>

When you are using it for the first time **Open the APP, Click Continue:**

**ALWAYS CLICK OK** to enable access for Meet to use your camera and microphone.



Meet



Welcome to Meet

To make video calls on Meet, allow access to your device's video camera and microphone.

[Terms of Service and Privacy Policy](#)

**"Meet" Would Like to Access the Camera**

Enable camera access so that others can see you during video calls.

Don't Allow

OK

MEET

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1. If you are a P-2 parent logging on you can use your own personal email.

Grade 2- 6 have school emails and are encouraged to use them.

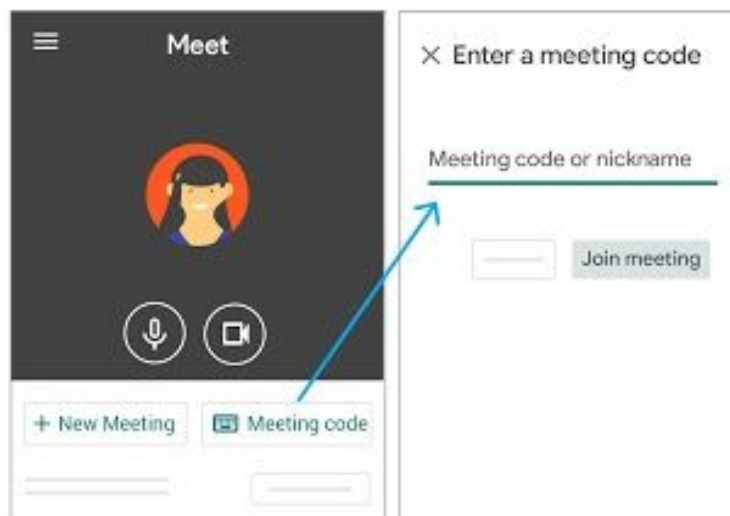
If you are using an email outside of the [sjbniddrie.catholic.edu.au](mailto:sjbniddrie.catholic.edu.au) please inform the teacher of the email that will be used. The teacher will not accept requests to join from people outside of our domain with an unfamiliar email.

## 2. Your teacher will share the google meet code with you via SEE SAW

Go to the google meet app.

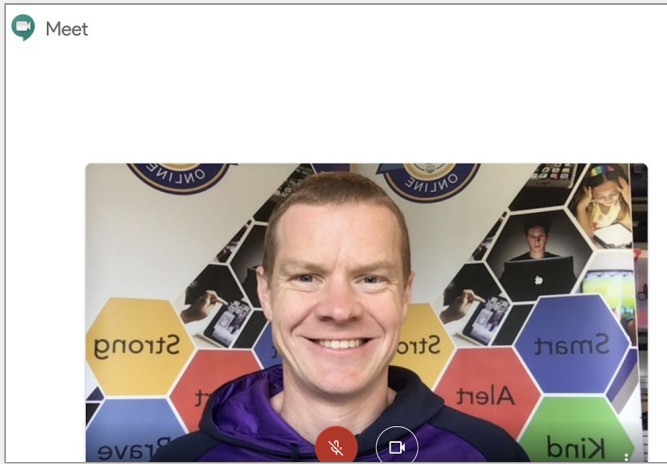
Click **meeting code**

Enter the code provided by your teacher and click **Join Meeting**.



Click your microphone so it turns red (muted)





## 4. Participate in the Meet session

### Mute/Unmute

Click on the microphone button at the bottom of the screen to **unmute** your microphone if you are asked to speak.

### Camera on/off

You can also **turn your camera on and off** with the camera icon. Turning your video off helps with bandwidth if you find your connection choppy.

### Leave the Meet:

The red phone icon is to **leave** the Meet.

### Chat

Click the **Chat** icon to open the chat window (click it again to hide). This is where you can ask and answer questions. Links to resources might also be shared here.

### Captions

Turn on **captions** to make spoken words in the session appear on the screen.



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## Troubleshooting:

If you cannot hear/see people or they cannot hear you, be sure you are not muted.

If you are not muted, check your camera and microphone permissions.

1. Open the **Settings** on your device.

2. Scroll to the list of apps at the bottom of the left hand menu and tap the correct **app** icon.

3. You should now see the **permissions** for the **camera** or microphone - toggle the switch to Green

If everything seems right, leave the Meet and rejoin.