Charleville School of Distance Education

Divided by Distance, United by Voice

SCHOOL OF DISTANCE EDUCATION
CHARLEVILLE

2016
Working Digitally
Prep – Year 6
Handbook

A guide to all things digital, including
Computer Requirements
for the home-based schoolroom
and accessing financial support

Get Ready for 'ICT' at Distance Education

What is ICT?

Information Communication Technologies (ICT) at Charleville School of Distance Education aims to provide students with skills and knowledge to allow maximum participation in all areas of their education. In the Primary School years, this subject is integrated into other subjects, in Junior Secondary it is both integrated and separated to help support students.

The ICT program covers the following strands and is integrated into units:

- **Inquiry with ICT** – developing an understanding of how to use technologies for research and organise information

- **Creating with ICT** – using the computer, cameras and other devices to create evidence of learning across the Key Learning Areas

- **Communicating with ICT** – learning to communicate with peers, teachers and experts through a range of mediums

- **Ethics, Issues and ICT** – developing an understanding of the role of ICT in society and exploring the issues of its use

- **Operating ICT** – learning to use a range of equipment and manage resources and files for the purpose of education

Requirements – Your 'Digital Learning Pack'

In order to participate fully in the Distance Education students will be required to have access to the following equipment:

Hardware
- Laptop or Notebook computer (hardware specifications are attached)
- Internet Connection (Broadband – subsidies may apply – ensure we have your bank details for payments to be made if applicable)
- Microphone (can be borrowed from the school and returned when you leave the school)
- Webcam (can be borrowed from the school and returned when you leave the school)
- Printer
- Scanner

Computer Programs
- Microsoft Office 2013, 2016 or 365 (now available for free download)
  including Word, Excel, PowerPoint, Outlook and Internet Explorer
- Blackboard Collaborate Launcher (also known as Web Conferencing - free download)
- Internet Explorer (usually comes on your computer)
- Audacity (free download)
- Windows Movie Maker (Years 3+) or PhotoStory (Prep – Year 2) (free download)
- Microsoft Office Picture Manager, Paint.net or Irfanview (free downloads)
- Adobe Acrobat Reader (free download)
- Quicktime Player (free download)
- Windows Media Player (free download)
- Adobe Flash Player (free download)

Accounts

All students are provided with a username and password for their MIS (Managed Internet Service - Internet and email) and the Learning Place (including eLearn and Blackboard Collaborate) accounts.

MIS – Managed Internet Service

This is operated through Education Queensland and offers students a web-based email account and, for Junior Secondary students, storage space on the Internet. Students are able to access their email using the Internet by going to http://webmail.eq.edu.au or Home Tutors can set up Outlook to download emails to the computer (instructions attached). Email addresses, usernames and passwords will be supplied to students and can be reset by contacting the Digital Learning Facilitator. Please note that passwords are required to be changed on first log in and every 90 days thereafter.

The Learning Place

The Learning Place is a wonderful wealth of education resources and is where all the school's online courses are stored. Each Year Level has an eLearn Course that students will need to use regularly in order to access resources, communication tools and information about their daily schooling. There is also 'Student Space' where students can blog, access further resources and submit their digital work.

The Learning Place – http://education.qld.gov.au/learningplace/
eLearn – http://elearn.eq.edu.au
Student Space - https://students.learningplace.eq.edu.au

Microsoft Office 2016

All state school students from Prep–Year 12 can now download multiple free copies of the Microsoft Office 2016 Suite to their personal home and mobile computer equipment. Students who want the free software will need an active Managed Internet Service (MIS) login, school email account and password. Currently, MS Office Suite 2016 is available for students' personal equipment only — not equipment which is part of a school network. Find out how students can download their free copy of Microsoft Office 2016 Suite.

Getting Organised

Telephone Lessons

On-air lessons require a phone with a headset to access the Optus Conference Centre. To access a lesson dial the Optus Teleconferencing number and follow the prompts.

Set Up the School Room

It is beneficial to organise the school room so that your child can access a computer during on-air lessons as most lessons use the computer and Internet as part of their delivery in addition to the traditional phone link.

Organise Folders

It is suggested that Home Tutors set up a folder for each child on the computer. Within these folders, another folder can be created for each subject (eg. English and Maths). By doing this, students can save any work they complete in their folder and learn to manage and retrieve documents independently and quickly.

Set your Home Page
As the school has an online culture there will be many important Internet sites your student will need to access. In order to make it easier for students the school's website contains all links used. To promote independence, it is suggested that Home Teachers make the computer's Internet Home Page (the page that first appears when the Internet is opened) the School's Website. A help sheet on how to do this is attached.

Storing Passwords
In order to make our students safe in the online world, they are provided with passwords. While having these displayed near the computer makes it convenient for students, it is unsafe practice. It is suggested that usernames and passwords be recorded on a card or in a book and stored safely away in a drawer or cupboard. Home Tutors may like to use the Password Card Template (attached) to record passwords that may be needed for students.

On-air Lessons
It is requested that Home Tutors ensure that their students are ready for each on-air lesson by assisting them into the required site or program prior to the lesson starting. As students get older they will be expected to be more independent. Details of lesson requirements will be provided by class teachers.

Submitting Work
Most student work is completed on the computer in digital form (Word, PDF, PowerPoints) and can be submitted to the subject teacher via email. It is preferred that documents are sent as a multiple-page PDF file where possible. If working with paper and pen, please scan and email documents.

ICT Subsidies
The school understands that having an Internet connection and computer can be expensive and families are strongly encouraged to plan their purchases and research their Internet plans carefully. The Department of Education offers families, who are geographically isolated, a subsidy to assist in paying for equipment and Internet costs. This is an annual payment for students who have been enrolled with the school for more than 6 months. Please ensure you have submitted your bank details to the office in order to receive payment each year. For more information visit:
http://education.qld.gov.au/schools/grants/state/core/distance-education-scheme.html
In 2013, the subsidy has been increased to the following:
Geographically Isolated Enrolments: $500 (Internet Subsidy) per student and $250 (Hardware Subsidy) per student
Medical Enrolment: $250 (Hardware Subsidy) per student
Choice Enrolment: No subsidy available

Additional Resources
Home Tutors and students can also borrow a range of software titles from the library. The collection includes a range of typing teachers, drawing applications, maths facts and operation games, problem solving and simulation games as well as some 'just for fun' titles. Please contact your teacher or the librarian to request a particular software title, ensuring you indicate the Operating System you have (eg. Mac OS, Windows 7, Windows 8 or Windows 810).

Returning of Borrowed Equipment

When your child ceases to be enrolled in our school, all headsets, webcams and software must be returned to the school in a prompt manner. Families will be sent an account for any non-returned items.

Accessing Help

Being a Home Tutor for Distance Education is a big task and involves a great deal of digital work. If you need any help please contact the Digital Learning Facilitator – no matter how silly your question may seem to you – ask!

Minimum Computer Specifications
(September 2015)

Many families have been asking for an idea of what type of computer will be required for the next few years in their schoolrooms. In light of this, the following minimum specifications have been developed for families seeking to purchase machines.

It is suggested that families purchase laptop computers to allow portability.

Component	Laptop Machine
Processor	Intel Core i7
Chipset	Intel HM55 express
Screen	13.3" LCD standard or wide-screen min 1200 x 800 if standard, Truecolour (notebooks can be 11.6" but may result in smaller viewing of iConnect content)
Memory	4Gb Minimum, 8 Gb preferred
Memory Slots	Minimum Two (2) Slots with 1 free
Hard Disk (HDD)	350Gb SATA
Optical Drive	DVD RW (can be external with USB)
Audio	AC'97 compliant Internal or external speakers
Video	Supports Microsoft Windows 7 and above Display Driver model Integrated or Discrete – video subsystem upgrade from integrated sub-system to a discrete video sub-system with 128Mb memory if available
Wireless	Standard 802.11a/b/g or a/g/n if not standard
Ports	Minimum four (4) USB with two (2) USB. Microphone and headphones ports.
Warranty	Four (4) Years Next Business Day Onsite or Return-To-Base dependant on location including the battery Consider 'Accidental Damage Cover' if available
Windows	Windows 8 or Windows 10
Mouse	Two (2) button optical scroll mouse with wheel
Keyboard	US Keyboard with full size keys
Webcam	Integrated webcam if possible, otherwise an external one with minimum 1080p
Battery	Long lasting battery (minimum 6 hours)
External Hard Drive	Optional, but recommended for backing up important documents.

Laptop versus Notebook

Charleville School of Distance Education
Password Card for _____

Username: _____

Password: _____

Email Address: _____

Website: http://charlevisde.eq.edu.au/

(contains links to Learning Place and Webmail)

Charleville School of Distance Education
Password Card for _____

Username: _____

Password: _____

Email Address: _____

Website: http://charlevisde.eq.edu.au/

(contains links to Learning Place and Webmail)

Charleville School of Distance Education
Password Card for _____

Username: _____

Password: _____

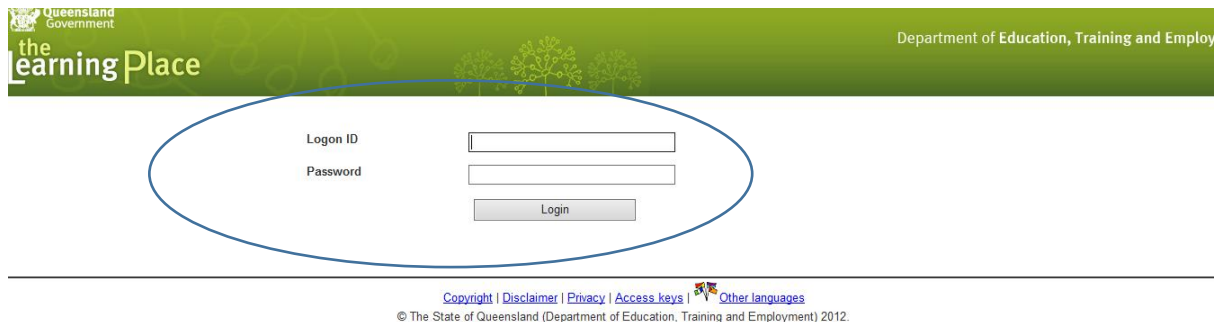Email Address: _____

Website: http://charlevisde.eq.edu.au/

**(contains links to Learning Place and Webmail)**

Instructions to Access eLearn – Online Materials

Access eLearn by going to the school website and clicking on the Learning Place and then eLearn or directly at http://elearn.eq.edu.au

You will be prompted to enter your username and password, which was issued by the school.

Once you have entered your details click login and you will be directed to a page similar to the one below. You will need to click on the link to 'Charleville SDE – Year ##'. (Choose your appropriate year levels)
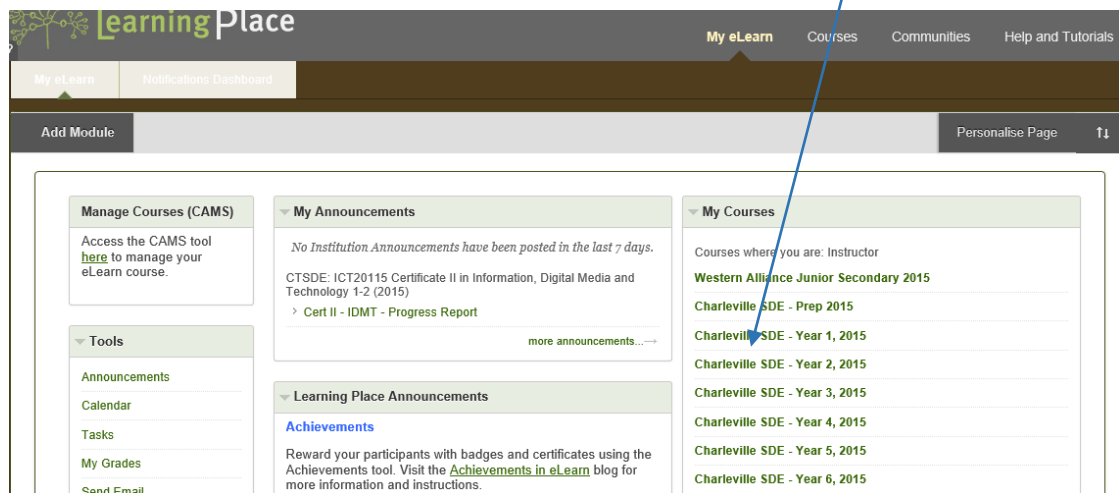
You will be directed to a page similar to the one below:

From here you will be able to access all of your subject materials. As you can see on the left had side there are tabs to choose from. You will now be able to see all lessons for units of work.

Web Conferencing with Charleville SDE

At Charleville School of Distance Education teachers use teleconferencing to communicate with students via phone. However teachers also use Web Conferencing in order to share a computer screen with students as well as utilise webcams to see each other during on-air lessons. At Distance Education we use Blackboard Collaborate as our Web Conferencing system.

Blackboard Collaborate is a fully functioning web conferencing system with a range of features including:

1. Shared whiteboard
2. Application sharing and desktop control
3. Online polls
4. Chat
5. Video
6. Range of tools
7. Emoticons

As you may know, for a long time webcams in schools have been problematic due to security and privacy policies. Blackboard Collaborate sits behind the Education Queensland firewall which allows us to meet current security and privacy policy regarding web cam use.

Web Conferencing ensures that all students are in sync, regardless of computer platform.

Blackboard Collaborate has served more than 580 million web-collaboration minutes to over 7 million teachers and students located in 170 different countries. It is built specifically for live, multi-media, many-to-many collaboration. Whether the lesson is for two students—or two hundred—Blackboard Collaborate enables communication, collaboration, and education that transforms teaching and learning.

All CSDE classes are labelled with the class or session name, for example: 4A English

For instructions on how to access Web Conferencing see below.

If you have any questions regarding Web Conferencing please contact your class teacher or Mrs Sam O

Getting Started with Web Conferencing

1. Go eLearn (Blackboard) https://elearn.eq.edu.au

2. If prompted, logon with your userid/password (supplied by the school)

3. Go to your Course in My eLearn.

4. Find your session:

Session

Scheduled Sessions | Recordings

Search [_____] Start Date 20/07/2015 [📅] End Date 26/07/2015 [📅] Go

    a.   Enter the session name

    b.   Select Go

    c.   Select the session title

    Note: 🟣 *appears in Available column if session is active.*

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5. Select **Join Room**.

FIRST TIME USER:

6. If it's your **<u>first time</u>** accessing a session in your eLearn (Blackboard) course, select **Download Launcher**.

If you have downloaded the launcher before, select **Launch Blackboard Collaborate now**.

First time using Blackboard Collaborate?

Get the Launcher
The Blackboard Collaborate Launcher makes joining sessions and playing recordings simple and reliable.

[**Download Launcher**]

Already installed the launcher? Launch Blackboard Collaborate now.

Learn more about the Blackboard Collaborate Launcher.

±   Download Launcher.

a.   Select **Download Launcher**.

b.   Run.

c.   Wait for the download to finish.

*Note:*   *On a stable DSL connection, download is approx. 8–9 minutes.*

d.   In Launcher Set up, select **Next**.

e.   Select **Install**.

f.   Select **Finish**.

g.   Select **OK**.

7.   Select **Open** to open meeting.collab.

Note: *Different browsers provide different options for opening the collab file.*

8.   Select **I accept the risk and want to run this application**.

9.   Select **Run**.

10.   Select **Accept**.

11.   Specify your connection speed. You have successfully logged into the session.

Once the room loads it should look like this:

Participant List

Webcam

Shared Whiteboard

Chat Window
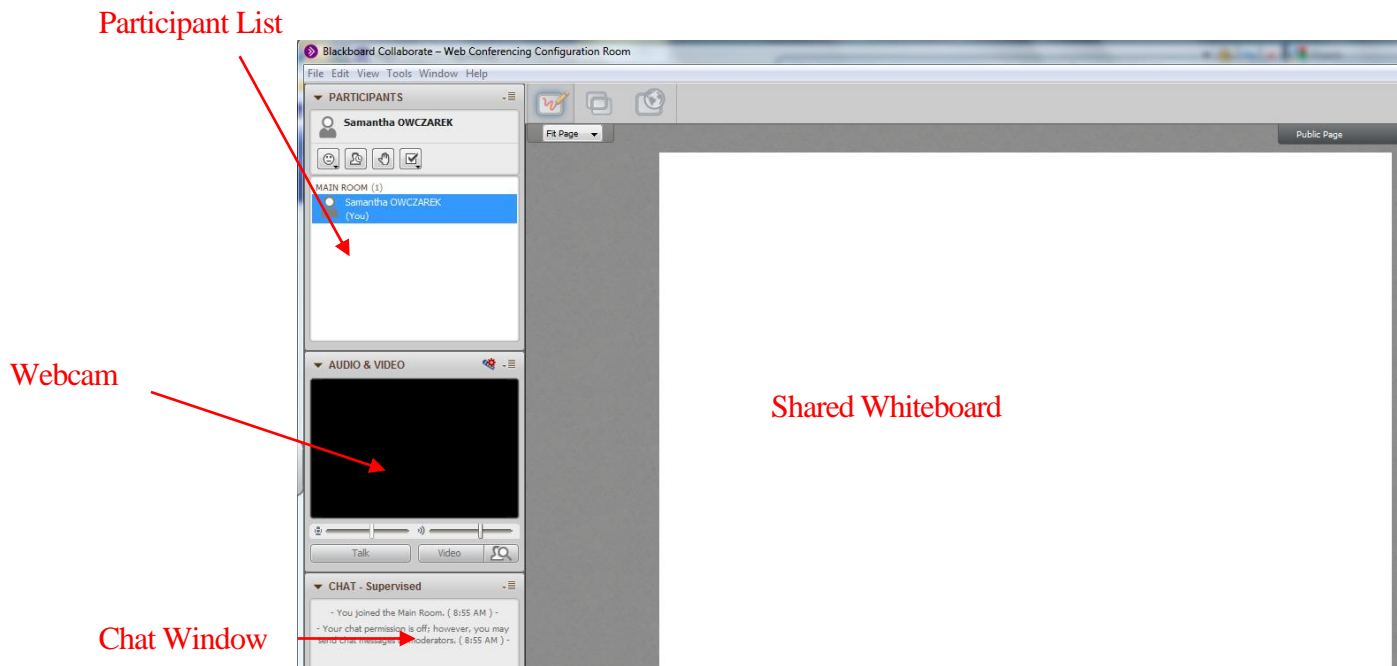
To exit the room, go to File and Exit or click on the cross in the top right hand corner.

Troubleshooting
I can't see the session?
Contact your teacher.

Why is the launcher taking so long to download?
The Windows Launcher is 40mb and the MAC Launcher is 60mb.
Please ensure that you have a steady internet connection and leave ample time before your first session to allow time for the launcher to download.

I have options to Modify, Repair or Remove when installing the Launcher
You already have the Launcher installed on your computer. You need to select **Cancel**, return to the session and attempt to join the session. When prompted to download launcher, select **Launch Collaborate now**.

I receive Connection Failed: Unknown user "your name". Try again?
Although you select OK numerous times, you won't be able to join the session. You are receiving this error because the connection timed out. You must cancel and join the session again.