PRINCE of PEACE LUTHERAN COLLEGE

A Guide for Senior Campus Students

2021

Message to students

As a College Community, we want to thank you for your patience and composure at a very difficult time. The health and well-being of our community is always our highest priority, and we are committed to learning continuing. We acknowledge that this is going to look and feel different. FLEX@POP will mean that your learning will:

- continue to be supported by POP.
- include necessary curriculum materials and directions being accessible online via SEQTA.
- be more self-directed, but still supported by your teachers.
- require maintenance of regular study times each day.

We know that your teacher knows you best as a learner and we are committed to maintaining that strong teacher/student relationship. That may be a little strange at first, like anything new, but we need to be open to this new experience in order for learning to continue.

Our primary objective is to support you both academically and pastorally. Your Pastoral Care Teacher and Year Level Coordinator will continue to check in on you. Know that while you might not be physically at school, you are still in our thoughts and prayers. We have included 10 tips at the end of this document about how to maintain your health and wellbeing.

You are amazing young men and women, made in the image of God. During this uncertainty, God will hold you in the palm of his hand. Be assured by this bible verse: So do not fear, for I am with you; do not be dismayed, for I am your God. I will strengthen you and help you; I will uphold you with my righteous right hand. Isaiah 41:10. Let us face each new day with enthusiasm, filled with joy and hope and peace in Jesus. Seek Jesus in His word – the bible – and let Him answer you in all your needs.

There is a lot of information in this document but the most important thing you can remember is that we are still open and here for you. If you have the slightest concern in any area, please email/message either your subject teacher, Year Level Coordinator or Mr Klupp or myself.

Stay Safe.

Ms Nisbet

FLEX@POP

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Tips for Students

Set your space out each day. It is important to have a workspace that is clear, uncluttered and ready for work.

You may be involved in a Teams or ZOOM real-time chat, so you need to be appropriately dressed, sitting in front of a blank background, and ready to engage with others from your class.

Keep an eye out for daily challenges and other boredom busters on the Senior Campus Teams page.

REMEMBER— teachers and teacher aides are here to help.

Remember to email or message them if you require assistance.

Your health is important:

- Drink at least 2L of water each day
- Take breaks every 45–60 minutes
- Have morning tea and lunch, make sure it's healthy!
- Engage in some exercise
- Practice mindfulness each day
- Pray each day

7 Daily Steps to Success

1

CHECK IN

Use Teams for marking yourself present. Check your plan for the day on learn.princeopfpeace.qld.edu.au - Courses

2

See what it is that you need to do! Your day will be based on your timetabled lesson. So, follow your timetable as best you can.

3

SEEK

Once you know your goals, seek clarification and guidance from your teacher via SEQTA or TEAMS.

4

ENGAGE AND RESPOND

Complete the set-learning experiences and save your responses. Make sure you are focused and have your phone on silent!

5

SUBMIT

Follow the teacher's instructions—submit your responses. You will either do this via Teams, SEQTA or Turnitin

6

REFLECT

Consider: Did I complete the learning activities from today's lesson? Do I need to email my teacher for clarification or assistance?

7

CHECK OUT

Log off and have some down time away from your screen.

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STUDENT VIDEO CONFERENCING

Video conferencing provides a way for you to interact with your teachers, and such interactions should be of a similar tone to that which takes places in physical classrooms. Video conferencing should only happen by invitation.

If a teacher sends you an invite or meeting request with you individually, a small group, or your whole class, please make sure you have read and understand the following:

- Wear appropriate clothing as per our free dress rules.
- Have your camera on
- Locate your device within your home or work space so that it has a backdrop that does not include any inappropriate imagery.
- You should never take a video call in your bedroom.
- When you join a meeting, you will start off in a 'waiting room', before you are admitted.
- Make sure that your microphone is muted when not talking.
- If you would prefer not to engage in video conferencing, simply let your teacher and parent/s know.
- You do not need a Zoom account.
- All meetings will be recorded.
- On the subsequent day the recording will be placed on the relevant digital platform for this class.
- Do not forward a meeting ID to another student.
- Do not use Teams/Zoom to video or audio call another student. There are many private social media services

1

CHECK

Check SEQTA. for your learning for the day. Check into Teams each morning and afternoon to say you are present.

2

GET READY

Make sure your device is plugged in and your phone is on silent. Check that your work space and background is appropriate. Make sure you are dressed appropriately as per free dress rules. No Pajamas.

3

SCHOOLWORK POSTING

Make sure that your posts and chat are related to schoolwork. All comments and discussions must be relevant to the topic. Use SEQTA and Teams for schoolwork and other platforms for socialising.

4

APPROPRIATENESS

Be respectful to everyone. Digital interactions must use appropriate tone; text interactions on College platforms should not contain emojis (unless requested). Check your spelling and grammar, don't use text-talk, slang, or abbreviations; this is still school! Make sure your profile picture is appropriate (no memes).

5

ENGAGE IN LEARNING

Use 'Reactions' to engage with learning posts. Raise your hand or use the letter 'Q' if you want to ask a question.

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Some Advice

Take ownership of your learning and complete all readings, activities and reflections provided by your teacher.

Differentiate lesson time from homework, assignment work and revision.

Teachers may not always be available for one on one chats at the timetabled lesson time and appropriate wait-time may be required.

Asking Questions:

- Forming questions is an important part of your learning.
- Construct clear questions to clarify your understanding with your teachers.
- Ask follow up questions if you are still confused. Use your attempts to show your teacher where you may need targeted support.
- Avoid general statements like I don't understand.

Peer collaboration:

- Form online study groups to offer another form of support such as the Collaborative Space in One Note or Teams Conversations / Posts.
- Learning communities can help both the questioner and responder in enhancing the learning process.

Getting Help

If you have any questions, you should message your subject teacher. Teachers will respond to any SEQTA messages between 8.30am-4.00pm, within the 24 hour period. They may use SEQTA or Teams to arrange an individual, small group or class session, but this will not occur every timetabled 'lesson'.

If you are experiencing difficulties understanding what you are meant to do in a lesson/task/subject, in the first instance message your subject teacher in SEQTA or TEAMS and ask for help.

Don't expect instant responses from peers or teachers. They may be teaching other lessons, have other responsibilities or be answering questions from other students. Do not expect responses outside of normal school hours.

If you usually receive Learning Enrichment, the relevant Education Support staff have been linked into all your subjects and will respond to an chat/DM message asking for help.

How assessment will be managed

- Assessment will be modified to allow you to complete it at home.
- In the event of absences, illnesses and unforeseen circumstances that impact your learning, the College can adjust the dates and conditions for assessment.
- All assignments are still to be submitted by the due date to Turn it In.
- Extensions will need to be applied for in the normal manner. Please message your Year Level Coordinator.

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1 ESTABLISH A DAILY ROUTINE

Start with going to bed and getting up on time. Make your bed! Eat a good breakfast and exercise. Be ready to check in and start learning. Follow your daily schedule and relax during morning tea and lunch—perhaps catch up with friends like you normally would during breaks.

2 FIND WAYS TO BE ACTIVE

We know this is a tricky one without gyms or sports—but it can be done! Try out a workout on YouTube, go for walks with your family, use cans in the pantry as weights, stretch.

3 MAINTAIN CONNECTIONS

Eat meals with your family. Set up specific times to connect with friends outside of class. Play video games with mates, connect by playing online scrabble, start a virtual book club. Try to schedule regular video/audio catch-ups with friends and neighbors.

4 TAKE SCREEN-FREE BREAKS

When you take a break, step away from ALL screens, including your phone. Talk with someone at home, take a walk, listen to music, look at nature, spend some time doing a passion-project, play a board game. Notice the beauty in the world. Take time to go outside. Make a list of what you're grateful for each day.

5 FIND WAYS TO GIVE

Give compliments, think about a skill you have that you could share with your community—let people know you're there to help. Check in on neighbours and members of your community who may need to hear a cheery voice or need a helping hand. Be grateful for what you have.

6 ASK FOR HELP

From parents, teachers, mentors and friends. Your teachers are here to help—we are an email or message away. Ask God for the grace and patience you need. Reach out to your Pastoral Care teachers, Year Level Coordinators, Mr Klupp or Ms Nisbet. They are all here for you—send a DM, send a chat message on Teams or pick up the phone.

7 PRAY AND READ THE BIBLE

In these unsettling times, let's dwell in God's word and allow his promises to grow in us one day at a time. Joshua 1:9 is a popular memory verse: *"Have I not commanded you? Be strong and courageous. Do not be frightened, and do not be dismayed, for the Lord your God is with you wherever you go."* It is comforting to have our Lord with us now, and to know He is there wherever we go! Yes, He is even with us through this crisis. During this time of reset, read God's word, spend time in devotion and pray. Look out for resources that the College will provide.

Father, we are easily burdened. We can do a lot in our own strength but, when we draw on your strength and power, we can do even more. So let your joy be our strength. We commit today and tomorrow to you, knowing you will equip us when we get there. Amen.

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Posting Messages

- Post a message to the whole group if your question is about something the whole group should know (assignments, instructions, dates etc.)
- Send a message only to your teacher if you want to talk about something that doesn't relate to everyone.
- Don't post personal questions to the group.
- Keep conversations on topic.
- If you're not sure if a word or joke is okay, then it's probably not. Refrain from posts that tease, bully, annoy, spam, or gossip about any other member.

Replying to Messages

- Do not answer a question if you aren't sure you know the answer.
- Do not reply to a question if someone has already answered it correctly.

Groups

- If you think there is something inappropriate posted in SEQTA or TEAMS, tell a teacher immediately.

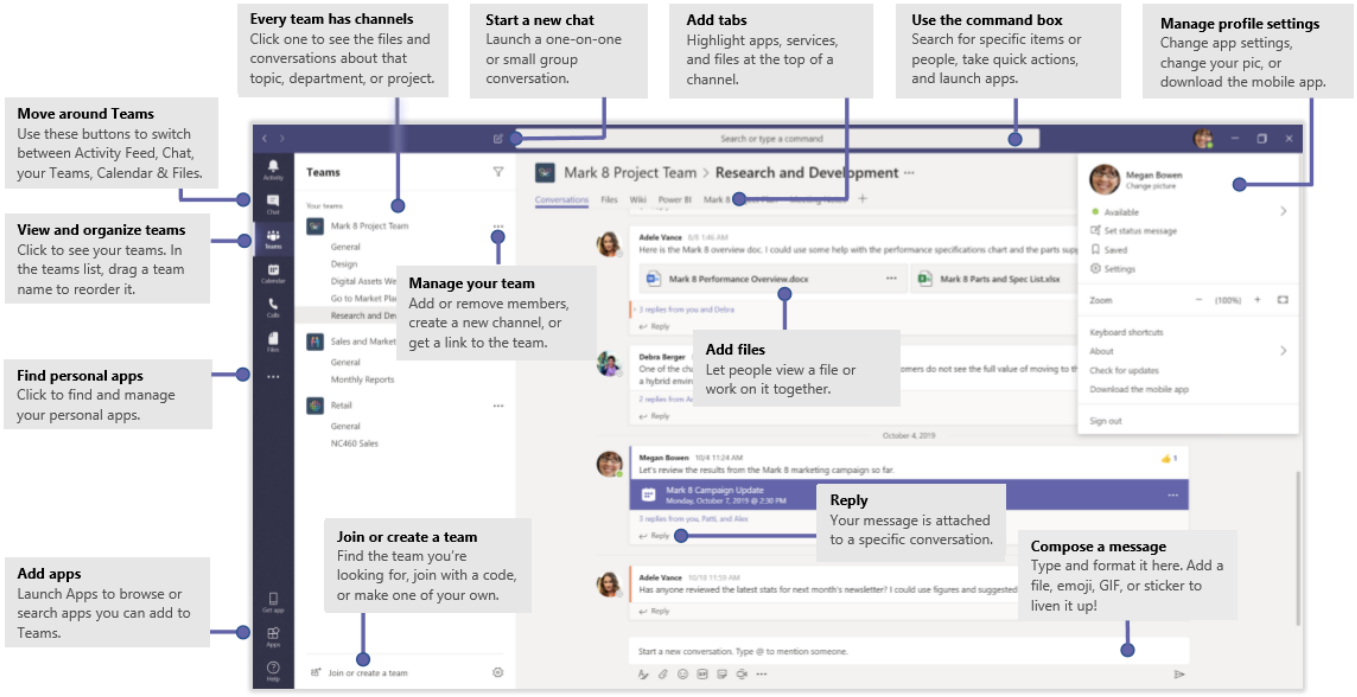
Punctuation & Grammar

- No txting lingo. We r ur teachers…show us that u have learned how 2 spell.
- DO NOT PUT SENTENCES IN ALL CAPITAL LETTERS.
- Do not end sentences with more than one exclamation mark!!!!!!!!!!!!! Or question mark???????????
- Please please please do not repeat a word more than necessary.

Microsoft Teams

Quick Start Guide

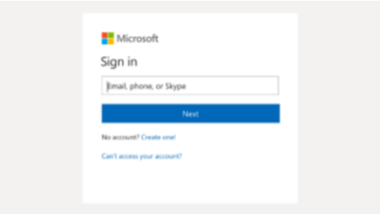
New to Microsoft Teams? Use this guide to learn the basics.



Microsoft Teams

Sign in

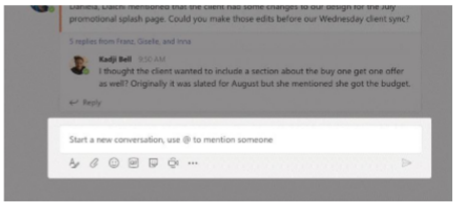
In Windows, click **Start** > **Microsoft Teams**.
On Mac, go to the **Applications** folder and click **Microsoft Teams**.
On mobile, tap the **Teams** icon. Then sign in with your Office 365 username and password. (If you're using Teams free, sign in with that username and password.)



Start a conversation

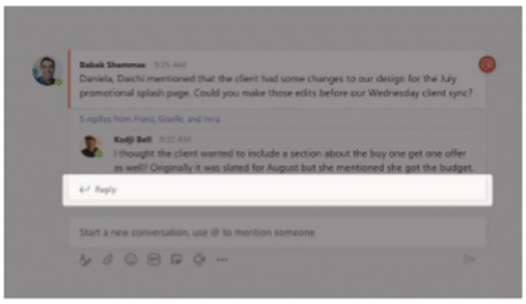
With the whole team... Click **Teams** , pick a team and channel, write your message, and click **Send** .

With a person or group... Click **New chat** , type the name of the person or group in the **To** field, write your message, and click **Send** .



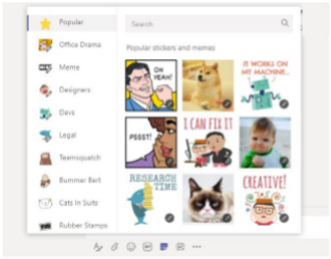
Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** .



Add an emoji, meme, or GIF

Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.



Send a file, picture, or link in Teams

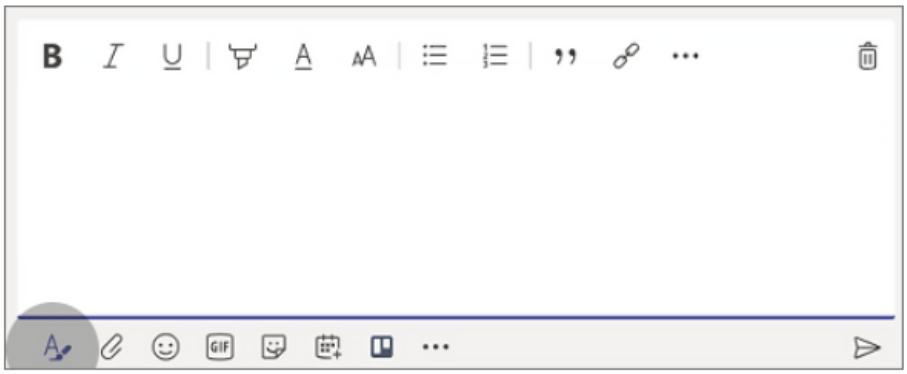
Microsoft Teams

Desktop Mobile

When you're in a chat, you can send messages that include files, pictures, and links.

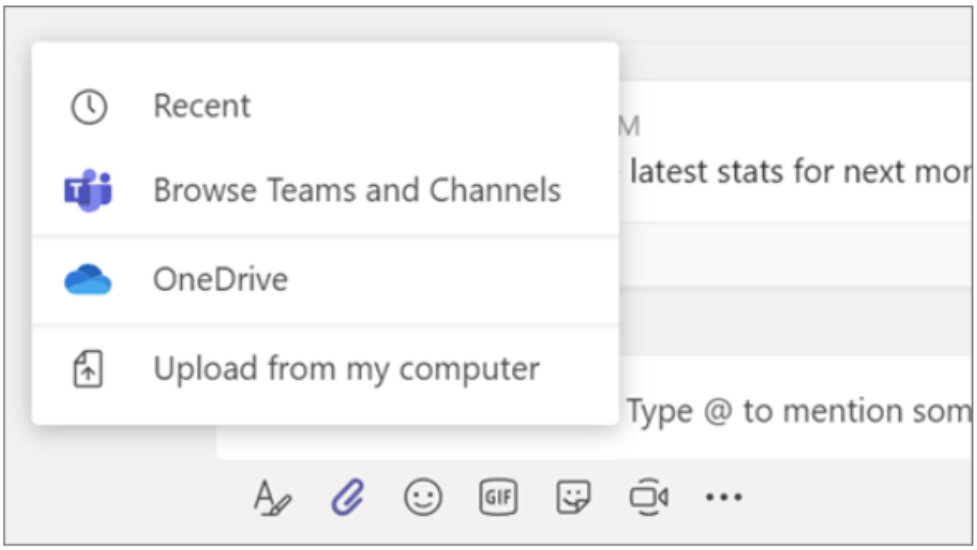
Send a link

To send a link, select **Format** beneath the compose box, then select **Insert link** .



Add display text and the address, and then click **Insert**, or simply copy and paste the link into the compose box and select **Send** . Once you send it, the message containing your link includes a thumbnail image and preview, which you can close if you'd rather not see it.

Include a file or picture

To include a file or picture in a message, click **Choose file** beneath the compose box. Then you can upload an file or picture from your computer or OneDrive, or search for one from the **Files** tab for that channel.

In a chat conversation, click **Choose file** and pick the file or picture you want from your computer or OneDrive.