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ST JAMES COLLEGE

A Catholic School in the Edmund Rice Tradition



EDMUND RICE EDUCATION
AUSTRALIA
CRICOS NO. 00715J

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ONLINE STUDY GUIDE – INTERNATIONAL STUDENTS

If you're starting your online study journey, it's normal to have questions about what to do, where to go for help, and what to expect from studying online. Below is a guide that provides you with instructions for successful online learning.

International student webpage:

<https://www.stjamescollege.qld.edu.au/enrol/international-students>

Resources or technology required:

- A computer/laptop with a working camera and internet connection.
- Depending on your class requirements, you may also need additional software or materials, which your class teacher will let you know.
- Although learning resources are all online, it is recommended that you have notebooks for each subject.
- School email: you will receive a school email shortly after online Orientation. The default password is stjames, and then you can log in and change your password.



- **Office365:** <https://office.com>

You can access your school email, Teams, OneNote, OneDrive, and other tools. You should log in with your school email and password.

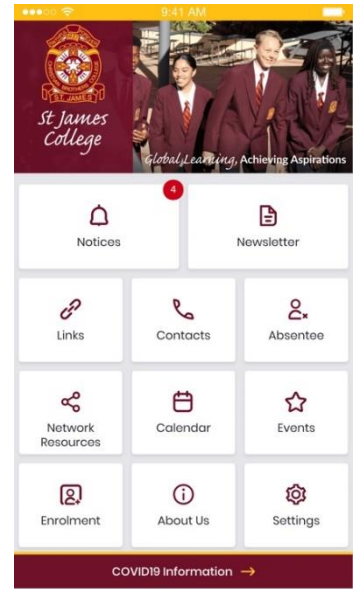
- **OneNote and Teams:**

Online learning platform where you can find learning resources, check-in and out, meet your class teachers face-to-face, and stay connected with peers remotely.

- **Student Café:** <https://tassweb.was.qld.edu.au/studentcafe/login.cfm?reason=timeout>
You can access your timetable and teacher contacts, etc. . Your username is your student ID number and the same password with your school email login.
- **Parent Lounge:** <https://tass.stjamescollege.qld.edu.au/parentlounge/login.cfm>
As the name indicates – it's for your parents! This portal gives families access to school reports, student timetables, and a function to email teachers. The username is the first five digits of your student's ID number. Please set a password when your parents log in for the first time.

- **APP on the phone: “St James College”**

Please download it on your phone, so you and your parents can stay posted on what’s happening at school.



Online study:

1. Follow your timetable for each lesson; refer to “bell time” for class times;
2. Post a message in the Teams chat to indicate your presence (it will show a timestamp) during the lesson;
3. During the “Wellbeing/Assembly” period every Tuesday, you have the choice to either access a wellbeing counselling service with the College Counsellor or self-study;
4. During Sport time every Wednesday afternoon, you will have a “Study”;
5. Please make sure that you communicate with your class teachers in regards to specific requirements in that subject;
6. Make sure you complete all the work by the due date in each subject you enrolled in.

Bell times:

Monday, Thursday & Friday		Tuesday		Wednesday	
AM Homeroom	8.30 – 8.40	AM Homeroom	8.30 – 8.40	AM Homeroom	9.05 – 9.15
Session 1	8.40 – 9.55	Session 1	8.40 – 9.55	Session 1	9.15 – 10.05
Session 2	9.55 – 11.10	Session 2	9.55 – 11.10	Session 2	10.05 – 10.55
Break 1	11.10 – 11.55	Break 1	11.10 – 11.55	Break 1	10.55 – 11:40
Session 3	11.55 – 1.10	Wellbeing/Assembly	11.55 – 1.10	Session 3	11:40 – 12:30
Break 2	1.10 – 1.35	Break 2	1.10 – 1.35	Break 2	12:30 – 12:55
Session 4	1.35 – 2.50	Session 4	1.35 – 2.50	Sport	12:55 – 2:45
PM Homeroom	2.50 – 3.00	PM Homeroom	2.50 – 3.00		

Tips for successful online learning:

- ✓ Have your camera on at all times
- ✓ Be present and engaged for every lesson
- ✓ Ask questions when you are not sure. Put your questions in the chatbox on Teams or email your teacher. Be specific when you ask for clarification
- ✓ Communicate in English only. Use appropriate language and/or emoji
- ✓ Follow teacher’s instructions closely
- ✓ Adhere to Student Code of Conduct for Online Learning

Student Support available for online students:

1. IT Help Desk: for any IT problems, please contact the IT Help Desk at ithelpdesk@stjamescollege.qld.edu.au
2. Regular wellbeing meetings with the International Student Coordinator for general issues
3. Free online tutoring available every week: book a tutoring session using this link: <https://outlook.office365.com/owa/calendar/AcademicCatchupOffshoreStudents@stjcollege.onmicrosoft.com/bookings/>
4. Online counseling services that provide support for mental health, and tips for online study such as time management skills

Online exam instruction:

1. Camera on until the exam is over and your answer has been sent to teachers;
2. The camera must be at an angle; teachers must be able to see where you are writing;
3. It would be handy if you have a printer at home - print the exam paper out and write your response on the paper; scan the answer sheet and send it back to your teacher
In case you don't have a printer at home or anywhere nearby, you will need to have either an Ipad or a tablet, lined paper, and download the scanning APP CamScanner on your phone.

In exams, open the questions on your Ipad or tablet, write your answers on lined paper. When finished, scan and send back with the CamScanner. Please make sure your answers are clear enough for teachers to mark. Otherwise, it might affect your results.



Find more information in "Files" in the "International Students" group on Teams:

- Using OneNote for Classroom Learning_.docx
- Online Learning - Student Code of Conduct (template) 06.04.20.docx
- House and Wellbeing One Note Tutorial.mp4
- Class One Note Tutorial.mp4
- bells times.pdf
- Counselling Services.docx
- Course Progress, Attendance and Course Duration Policy.docx
- Emergency Information Orientation.docx
- Staff You Need to Know 2021.docx
- Orientation Checklist Day 1.docx
- Visa Requirements in Brief.pdf