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Dear Parents/ Guardians

Attached is the instructions for the students to use the on line platform. Students at school are currently being shown how to use it. Unfortunately parents of Kindy to Year 3 will need to teach themselves how to use the system, as they will need to be accessing the information on behalf of their children.

This week some information will begin to appear as teachers are learning how to use the platform. **Monday 30 March**, teachers will be posting on the site a summary on the work that will be done that day at school, this will be **Stage One** of our move to on line education. I will keep you informed as conditions change.

Reminder: As soon as we get the call from Telstra we will be moving to the new fibre optic cabling connection. There will be short term disruption to the internet but I will inform you before this happens.

Kind regards

Mrs Alison Burnley
Principal

25 March 2020



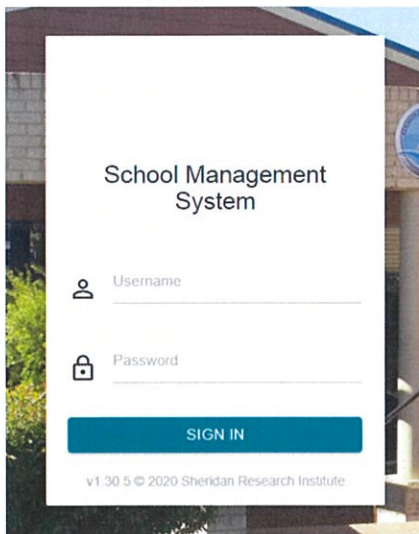
BUNBURY
BAPTIST COLLEGE

ONLINE LEARNING PLATFORM – MOODLE

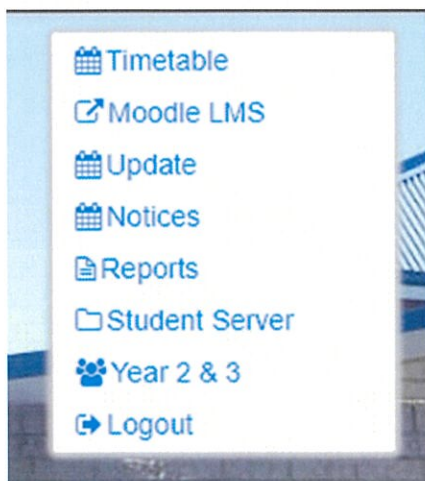
GETTING STARTED

1) Logging into the SMS Portal and accessing the Moodle LMS

- a) Type **sms.bunburybc.wa.edu.au** into your web browser window and enter your unique username and password.

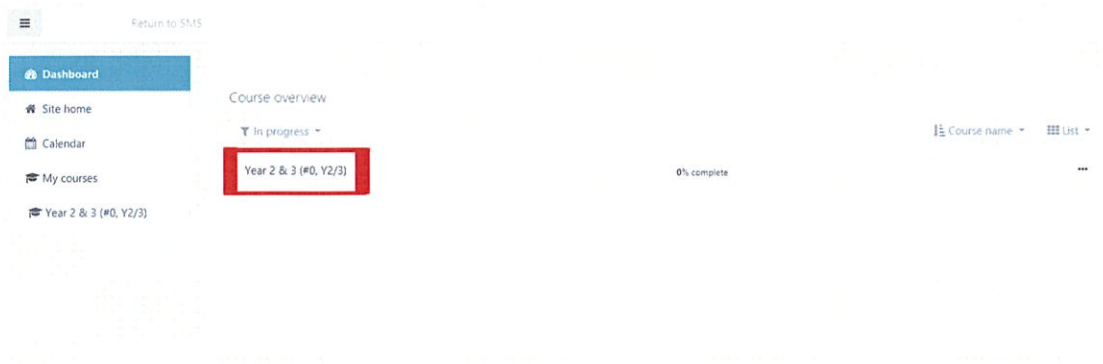


- b) Click on Moodle LMS link in your main menu



2) Accessing and viewing work and daily tasks

a) Click on the class that you are retrieving work from



b) Click on the learning activities that are due to be completed



c) Students are to complete the work, worksheet or other teacher instruction that is requested for that day.

Mathematics

Today we completed our Mathematics Odd and Even Test.

You can access this test as a pdf file.

Enter the Y drive

Click year03

Click maths

Click Number and Algebra

Click Monday 23rd Maths Assessment

You can either write the answers on paper and upload a picture or type the answers in a word document.

You then upload your picture or word document to your Student Drive:

Click on your graduating year (2029) and click on your name.

Click on the file called Submit

the click on 2020

then click on Y2 or Y3

Click on 3-0-Year- 2-3

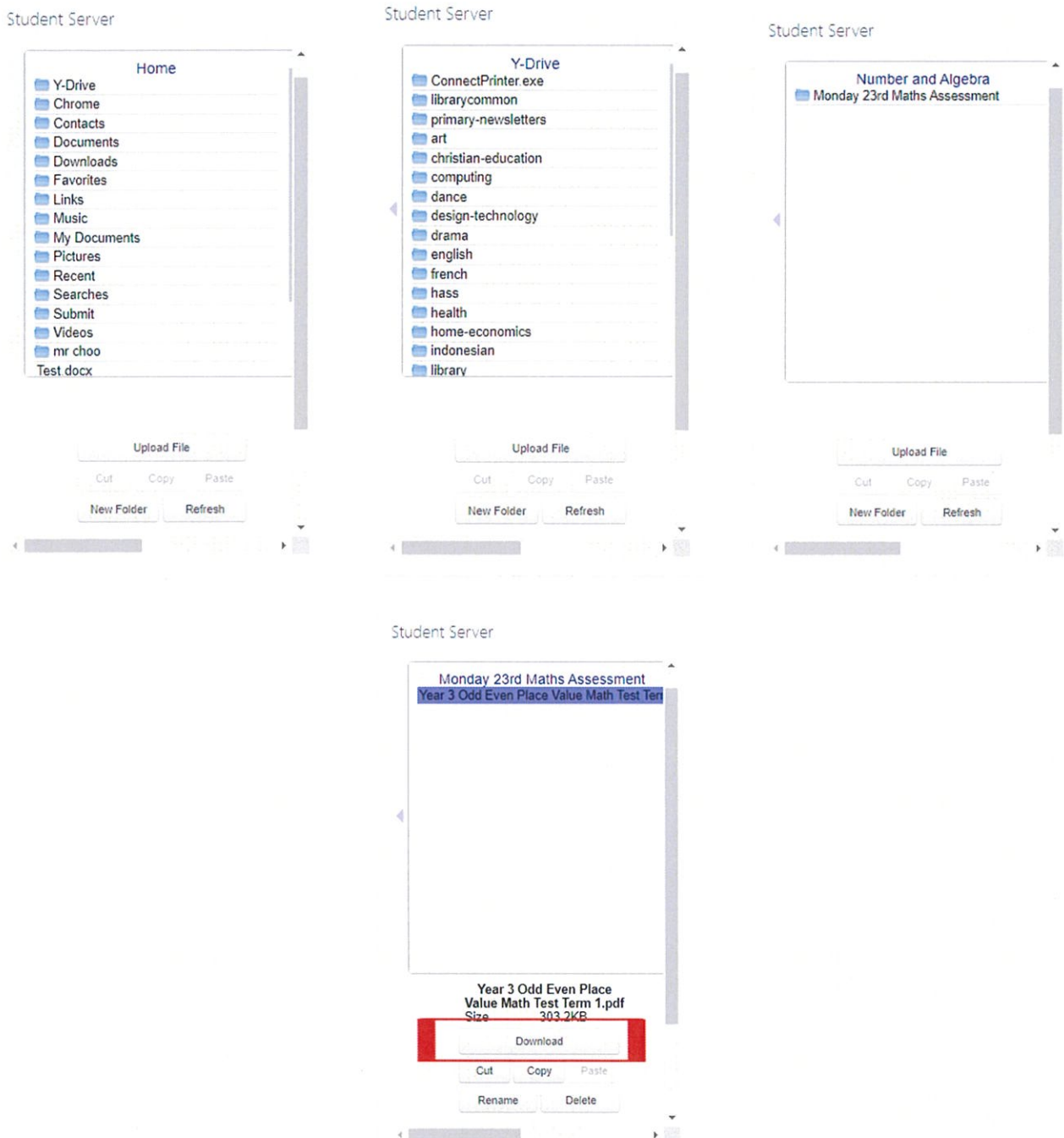
Save your file here.

Please make sure that you save your file with the date and title for example:

Monday 23 March Math Assessment.

3) Accessing worksheets.

- Student are to use Moodle to access worksheets located on the Y:// (Year Drive.) They are required to navigate to the correct subject. They will also have access to their S:// (Student Drive) for submission of work.
- Students are to navigate to the appropriate file and download the required worksheet.



- Students will save the downloaded worksheet to their personal device or computer, complete the activity and follow the teachers previously directed instructions. Please note that students are only to submit the required documents.

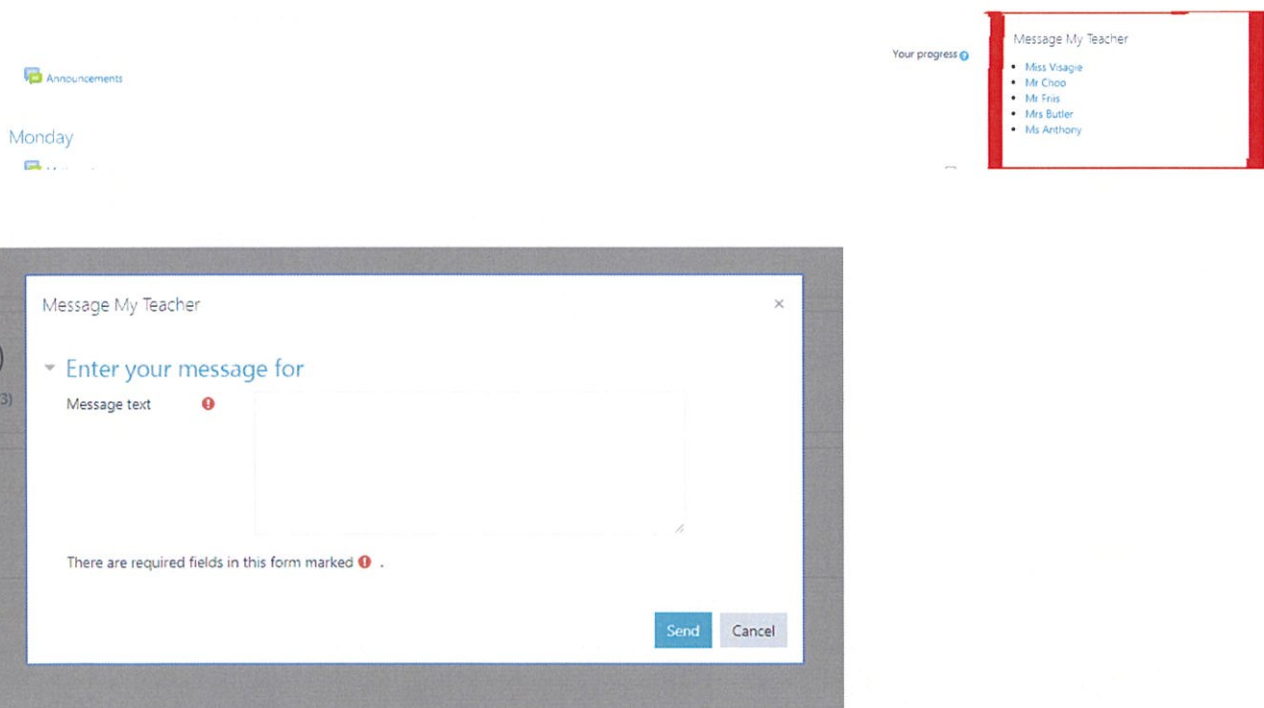
4) Submitting Work

- Students will be able to submit work for their teacher to mark, grade and access.
- Students are to navigate to the correct file and upload their completed work.



5) Messaging a Teacher

- Parents and students are asked to use the Moodle LMS to communicate with staff.



- It will be College policy that teachers have 24 hours to respond to communication from parents and students.