



Newstead College
**ONLINE
LEARNING**
Programs for Years
11 & 12

2018



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Welcome

Dear Student, welcome to Flexible Delivery. All of the staff at Flexible Delivery wish you the best for your studies this year and are here to work with you to help you achieve the outcomes you want.

One of the most important aspects of Flexible Delivery is that you have to be pro-active, you must stay in contact with your teachers. This booklet has important information which will assist you to handle the challenges of studying through Flexible Delivery.

Please read it carefully and contact us if you have further questions.



Chris Sheedy Assistant Principal
Flexible Delivery

What is studying through Flexible Delivery?

This is studying by yourself – there is no class to attend. There are two main ways your materials are delivered to you – through the post or online.

Post – a booklet is sent to you with a cover sheet which has the due date. Do the work, return it by post. It is assessed and returned with new work.

Some teachers like to send you the work booklet BUT prefer you to email them all your completed tasks, in word processed documents.

Online – the subject work is online, on a web site called Canvas or Schoology. You access all the instructions from the webpage and complete your work in word documents which you submit online too.

Each teacher will work differently and they will let you know their expectations of you at the start of the year.

The three students below have combined day and Flexible Delivery classes.



Sam:

Chemistry 4

- Day class

Accounting 3

- Day class

Photography 2

- Day class

Psychology 3

- Flexible Delivery



Sarah:

English Applied

- Day class

Production 2

- Day class

Art 2

- Day class

General Maths 2

- Flexible Delivery



Kate:

General Maths 3

- Day class

Japanese 2

- Day class

Physical Recreation 2

- Day class

English Writing 3

- Flexible Delivery

Your Responsibilities as a Flexible Delivery Student.

To be successful as a Flexible Delivery Student you have to be pro-active – it is your responsibility to take charge of your learning.

HOW?

By enrolling as a Flexible Delivery student you have committed to:

- Doing the work set for the subject
- Returning work by the due date
- Producing work of the expected standard or above

A most important part of your commitment as a pro-active student is contacting your teacher:

- if you need help with some aspect of the subject
- if you need to clarify a question
- if you have to ask for an extension
- if you wish to arrange a face to face tutorial or an online tutorial
- let them know you have the next work
- let them know your work is going well!

You have also accepted responsibility to contact us if:

- you have changed address
- you have changed your phone number
- if you will be away for a while

STUDENT LOGON

Access Student Email from Home/Off Campus.

Step 1

Visit: <http://vkey.education.tas.gov.au>
(Internet Explorer) usually works best.

- Use logon details from front cover

Step 2

- First time logging on, you must change password
- Click ok

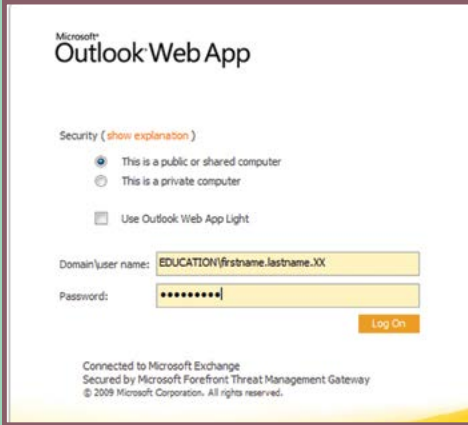
- ### Step 3
- Old password
 - New password (8 characters)
 - Account is now active

Step 4

Your account is now active and ready to Use for Email.

EMAIL LOGON

Accessing Email Now your Account is “ACTIVE”



Microsoft
Outlook Web App

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Use Outlook Web App Light

Domain\user name: EDUCATION\firstname.lastname.XX

Password:

Log On

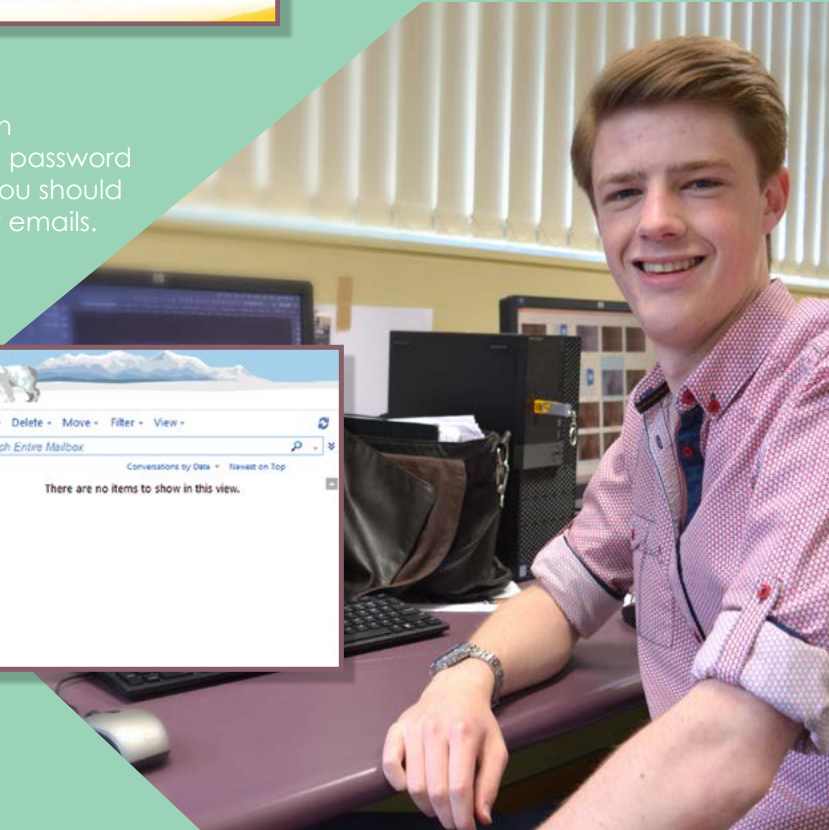
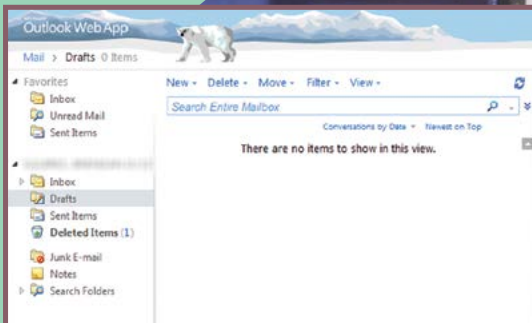
Connected to Microsoft Exchange
 Secured by Microsoft Forefront Threat Management Gateway
 © 2009 Microsoft Corporation. All rights reserved.

Step 1

Visit: <http://mail.education.tas.gov.au> in a Browser of your Choice (Chrome, Firefox, IE)

Step 2

Once you Login (use logon and password from page 4) you should see all relevant emails.



Online With Flexible Delivery Logon

- **Access to the ANZRC Online database.** This database lets you search for full text newspaper and magazine articles online. Just like searching with Google, but looking for content specific to your assignments. Lots of good articles from Australian publishers as well as worldwide.
- **Newstead College Library catalogue (TALIS).** See what items we have available for loan (please see FAQ's regarding access for Flexible Delivery students). Please phone or email the Library to request items.
- **Clickview Online.** Access all of Newstead College's online video collection (mostly taped "off-air") from the folder "Newstead Digital Video Library". Please note: you will need to use the generic username and password provided, on the Library page.

Office 365 & OneDrive for Students

Step 1 Open up a web browser and navigate to:

<https://login.microsoftonline.com/>

Step 2 Enter your email address in the username field and you will be redirected to the site below. Once here, enter your current school password and click the 'Sign in' button.

After logging in you have two main choices regarding Office365 usage. You can either use the online tools or click the button to install on your local machine. After clicking 'Install Now' an online installer will download. You will need to run this on your machine to begin the installation process. You can install Office365 on up to 5 machines.

Sign in with your organizational account

student.email@education.tas.gov.au

Password

Sign in

Enter your email address and current college password in the required fields and then click 'Sign in'

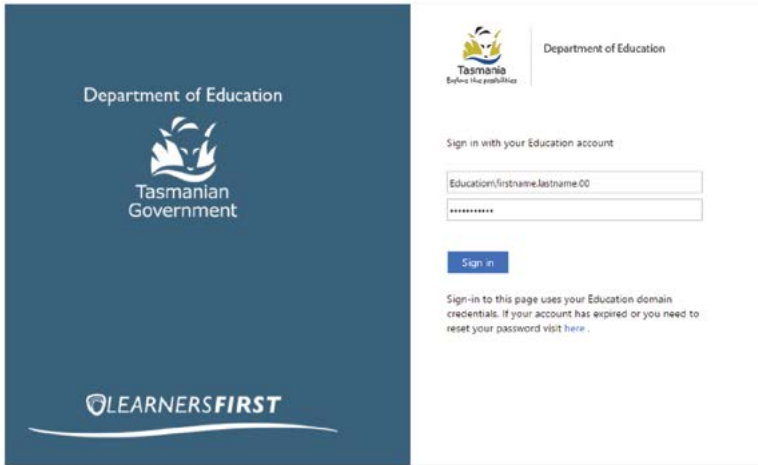
Sign-in to this page uses your Education domain credentials. If your account has expired or you need to reset your password visit here .

How to log into Canvas

To log in to Canvas you must have an education account.

Access Canvas with the address: <https://canvas.education.tas.gov.au/>

1. Sign on with your Education Account log in credentials. Your username is in the format:
 - education\firstname.lastname.00

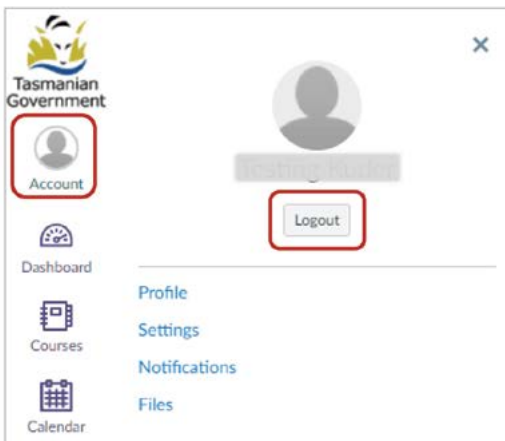


NOTE:

If you do not know your username and password contact your teacher for your login credentials.

If you know your username but have forgotten your password ask your teacher or other staff member to reset your password for you.

To log out of Canvas, select **Account** from the Global Navigation bar. Then select **Logout**.



Communicating With Your Teachers

Regular contact with your teacher is THE critical factor in your success as a Flexible Delivery student.

How?

SMS, Email, Telephone & Post



SMS - Many of your teachers will use SMS messages to contact you about your progress, answer your questions, to chase late work etc. You are expected to reply to this message by telephone or email ASAP.



EMAIL - our preferred tool of communication!

Your Flexible Delivery Student Handbook page 5 has details about setting up your education email - the preferred email address for students.

Have you done this?

You can use email to:

Ask questions, Send drafts of work, Ask for extensions, Submit completed work etc.

Make sure you enter a clear message in the subject line and have your **full name** (a teacher might have 5 Bianca's!)

*If not using your education email but a Gmail, Hotmail etc it must have **your name** not a cryptic one such as iamblueandyellow@gmail.com.*



TELEPHONE - When you ring a teacher a good way to start is by identifying who you are and exactly who you want to talk with:

Student- 'Hello my name is (Jenny Walters) I would like to speak with my teacher for History (Paul Bates)'.

OFTEN YOU WILL HAVE TO LEAVE A MESSAGE FOR YOUR TEACHER TO CALL YOU BACK- HAVE THIS PREPARED:

Eg.

Student- 'Hello my name is Jenny Walters I would like to speak with my teacher for History Paul Bates'.

Teacher- Sorry Paul is not here can I take a message?

Student- 'Yes please. I would like some help with History Unit 3 can he please ring me back on 6333 2244 anytime tomorrow? Thank you'.



POST - When you return your completed work to a teacher make sure you include the Cover Page which was sent to you, and that **YOUR NAME** is on all your work.

FAQ'S

Using The Library

Q: Can Flexible Delivery Students borrow books from Newstead College Library?

A: Yes. If you are a Flexible Delivery Newstead College student you can borrow books. If you find something on the catalogue that is relevant to your subject, please contact us.

Q: How long can I borrow items for?

A: Most books are available for 3 week loan. However, loan periods do vary from 1 day to 3 weeks.

Q: Can I borrow DVDs?

A: No, unfortunately commercial DVDs are not available to be loaned to students due to copyright restrictions (this applies to day students as well). Refer to Clickview.

Q: Do I have to pay for postage if I borrow items from the Library.

A: We will send out the item free of charge, but you will be responsible for the return cost.

Q: What happens if I borrow something and then lose it.

A: As with our day students, you will be charged the replacement cost of the item if it is lost or damaged.

Q: Who do I contact at Newstead College Library?

A: Our staff are Leanne Morrison, Trudy Rogers and Karen Waldon-Manning.

Q: How can I contact Newstead College Library?

A: Phone (03) 6332 3217. email newstead.collegelibrary@education.tas.gov.au

Opening hours 8am – 4pm Monday to Friday during school terms.

TASC

The subjects you study through Flexible Delivery are controlled by TASC – visit their website at <http://www.tasc.tas.gov.au> if you wish to look up details.

Remember the Handbook you get for any subject studied through Flexible Delivery will also have these details.

Students studying Level 3 subjects will find this website useful for:

- **Course Guides**
- **Independent Study Guidelines**
- **External Assessment Dates**
- **Past Exam Papers**
- **Assessment Reports**
- **Exam Reports**



Exams for Level 3 subjects

If you are a student who is studying Pre Tertiary subjects i.e. Level 3 and Level 4 subjects you would be aware that most of these have an external examination at the end of the year.

To ensure that you undertake the best preparation for exams you need to do a Mid-Year Exam. This means you need to sit exams, at a Senior Secondary College OR other educational centre WHICH HOLDS EXAMS eg. St Helens District High, Launceston Christian School, which is the most convenient for you to attend.

The colleges are :

Claremont College, Link Rd Hobart

Don College, Watkinson St Devonport

Elizabeth College, Elizabeth St Hobart

Hellyer College, Mooreville St Burnie

Hobart College, Olinda Grove

Newstead College, Cypress St Launceston

Rosny College, Bastick St Hobart

Your level 3 subject teachers will contact you late in Term 1 to organise this.

Study Calendar 2018

As a Flexible Delivery student there are no 'official' holidays to the study year as it is very hard to complete a subject studying this way.

January

22 Teaching staff commence.

February

7 **TERM 1** commences.

16 Have you had your first subject contact? If not contact Chris Sheedy.

28 Launceston Cup (Public Holiday) - FD teachers not available.

March

12 Eight Hours Day (Public Holiday) - FD teachers not available.

30 Good Friday (Public Holiday) FD teachers not available.

April

13 **TERM 1** Ends - FD teachers not available till 30 April,

..... do you have work to maintain your progress?

30 **TERM 2** commences.

June

11 Queen's Birthday (Public Holiday) - FD teachers not available.

July

6 **TERM 2** Ends - FD teachers not available till 23 July,

.....do you have work to maintain your progress?

24 **TERM 3** commences.

September

28 **TERM 3** ends - FD teachers not available till 15 October

.....do you have work to maintain your progress?

October

15 **TERM 4** commences.

November

5 Public Holiday - FD teachers not available.

12 TCE Examinations week one.

19 TCE Examinations week two.

December

Certificates, Statements of Results and Tertiary Entrance
Statements posted to students.

Are you connected?

Some students do not have access to a computer/laptop/tablet. Many of our courses need you to use a computer and work online.

We have a number of tablets which may be borrowed by Flexible Learning students. You would have to sign a loan agreement and acceptable user agreement.

If you think you are eligible please contact Chris Sheedy AST Flexible Delivery & Technology

Ph: 6332 3219 or christopher.sheedy@education.tas.gov.au



Timetable

A lot of Flexible Delivery students request a timetable to help organise themselves. There is a copy of the Newstead College student timetable enclosed for your use.

A day student at Newstead College will usually have 5 lines for classes. Each subject will have 3 sessions in a week plus study time and all students have PPP time.

There is a sample timetable for a student below. Use the blank timetable to organise your Flexible Delivery study times.

Sample for John Smith's Timetable

NEWSTEAD COLLEGE TERM 1 TIMETABLE 2018				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Line 1 8.50am - 10.30am English Writing 3	Line 4 8.50am - 10.30am Ancient History	Line 2 8.50am - 10.30am	Line 3 8.50am - 10.30am Maths General 3	Line 6 8.50am - 10.30am
RECESS	RECESS	RECESS	RECESS	RECESS
Line 2 10.55am - 12.30pm	Line 5 10.55am - 12.30pm Computing	Line 6 10.55am - 12.05pm	Line 1 10.55am - 12.05pm English Writing 3	Line 2 10.55am - 12.05pm
12.30pm Support Group 1.20pm	12.30pm Support Group 1.20pm	Line 3 12.10pm - 1.20pm Maths General 3	Line 4 12.10pm - 1.20pm Ancient History	Line 5 12.10pm - 1.20pm Computing
LUNCH (Tutorials) Line 3 2.00pm - 3.30pm Maths General 3	LUNCH (Tutorials) Line 6 2.00pm - 3.30pm	LUNCH (Tutorials) Line 1 2.00pm - 3.30pm English Writing 3	LUNCH (Tutorials) Line 5 2.00pm - 3.30pm Computing	LUNCH (Tutorials) Line 4 2.00pm - 3.30pm Ancient History

FRIDAY				
RECESS	RECESS	RECESS	RECESS	RECESS
10.55am 2 12.30pm	10.55am 5 12.30pm	10.55am 6 12.05pm	10.55am 1 12.05pm	RECESS
12.30pm Support Group 1.20pm	12.30pm Support Group 1.20pm	12.10pm 3 1.20pm	12.10pm 4 1.20pm	12.10pm 5 1.20pm
LUNCH (Tutorials) 2.00pm 3 3.30pm	LUNCH (Tutorials) 2.00pm 6 3.30pm	LUNCH (Tutorials) 2.00pm 1 3.30pm	LUNCH (Tutorials) 2.00pm 5 3.30pm	LUNCH (Tutorials) 2.00pm 4 3.30pm

Your timetable....

MONDAY

Line 1
8.50am - 10.30am

RECESS

Line 2
10.55am - 12.30pm

12.30pm
Support Group
1.20pm

LUNCH
(Tutorials)

Line 3
2.00pm - 3.30pm

TUESDAY

Line 4
8.50am - 10.30am

RECESS

Line 5
10.55am - 12.30pm

12.30pm
Support Group
1.20pm

LUNCH
(Tutorials)

Line 6
2.00pm - 3.30pm

WEDNESDAY

Line 2
8.50am - 10.30am

RECESS

Line 6
10.55am - 12.05pm

Line 3
12.10pm - 1.20pm

LUNCH
(Tutorials)

Line 1
2.00pm - 3.30pm

THURSDAY

Line 3
8.50am - 10.30am

RECESS

Line 1
10.55am - 12.05pm

Line 4
12.10pm - 1.20pm

LUNCH
(Tutorials)

Line 5
2.00pm - 3.30pm

FRIDAY

Line 6
8.50am - 10.30am

RECESS

Line 2
10.55am - 12.05pm

Line 5
12.10pm - 1.20pm

LUNCH
(Tutorials)

Line 4
2.00pm - 3.30pm

My Teachers' Contact Details:

Subject: _____

My teacher's name: _____

Teacher's Email: _____

Teacher's Phone: _____

Subject: _____

My teacher's name: _____

Teacher's Email: _____

Teacher's Phone: _____

Subject: _____

My teacher's name: _____

Teacher's Email: _____

Teacher's Phone: _____

Subject: _____

My teachers name: _____

Teacher's Email: _____

Teacher's Phone: _____

Subject: _____

My teacher's name: _____

Teacher's Email: _____

Teacher's Phone: _____

Flexible Delivery

KEY CONTACTS



Flexible Delivery

Chris Sheedy Assistant Principal

Phone: 6332 3211

christopher.sheedy@education.tas.gov.au



Flexible Delivery

Glenn Wyllie AST

Phone: 6332 3245

glenn.wyllie@education.tas.gov.au



Administration

Karen Cooper

Phone: 63323250

karen.cooper@education.tas.gov.au



