



### 6. How Cairns SDE Works

Cairns SDE is a Queensland state school and in many ways, we are like any other school. We have Sports Days, Awards Nights, School Camps and we offer similar subjects and programs - we just do things differently to meet the needs of the students and families in our diverse school community.

If you are considering enrolling at Cairns SDE or have just enrolled, this information is intended to give you an introduction to how Cairns SDE works.

**If you are a new enrolment:** your Care Teacher would have been in contact with you and directed you to this information. Once you have read all of this information and have received an email from your Care Teacher, your Care Teacher will contact you again to help get you started.

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## 1. Home Tutor Role

When a student enrolls at Cairns SDE, a Home Tutor is required. In most cases, the Home Tutor is the child's parent. The role of Home Tutor varies, depending on the age of the student. As children move through each year and move towards becoming independent learners, the role of Home Tutor becomes one of support rather than teaching.

## 2. Communication

Regular communication between students, Home Tutors and teachers is vital in distance education. Students' opportunities to succeed and our ability to provide flexible learning programs is dependent upon clear and open communication. It is essential Teachers make contact via phone first and then continue the contact either by email, phone and class time.

## 3. Cairns SDE Website <https://cairnssde.eq.edu.au/>

It is important that students and Home tutors visit the school website regularly as this is where you can find information including news, teacher absences and the school calendar.

At the bottom of the page are 'Quick links'. Students use these buttons to access email, course materials and online/telephone sessions.

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### Quicklinks

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 Getting Started with CSDE	 iConnect (Collaborate)	 Eco-Schools Australia
 Digital Resources	 eLearn Blackboard	 Great Results Guarantee (PDF, 287 KB)
 Download the QSchools app	 Outlook Webmail	 Great Results Guarantee Cairns SDE Snapshot Report (PDF, 292 KB)
	 Learning Place	

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## 4. Email, MIS login and password

It is impossible to do distance education without email. When students enrol, they get a MIS log in and password. To use some of the Quick link buttons on the school website and to access your email account, you will need your school **login** and **password**. Your Care Teacher will be able to provide you with your log in and password (you will likely be asked to change your password when you first log in).

## 5. Care Teacher

All full-time students have a Care Teacher. Your Care Teacher will be the first person to contact you once you've enrolled. Your Care Teacher is always the first person to contact. Your Care Teacher will also negotiate a time to contact you each week. The Care Teachers in Years 7 - 10 are not always a student's subject teacher, every attempt is made to do this but in some cases this is not possible.

## 6. Subjects, Timetables

Students choose their subjects when they enrol. Once all fees have been paid and you are made active in our system, your Care Teacher will phone and/or email you. Your Care Teacher will email a copy of your OneSchool timetable. You will notice that you don't have scheduled lessons all day each day. However, students are required to complete approximately 25 hours of schooling each week. Therefore, you will need to create a timetable that includes your timetabled lessons **and** blocks of time for you to complete independent study for each subject. Your Care Teacher will email you a template to use to create your own timetable and teacher contact details. Once completed you will return the timetable to your Care Teacher.

## 7. Teachers

Once a student has enrolled, they will be contacted by their Care Teacher and will be ready to get started. Teachers will contact and provide specific information about each subject - lessons, time requirements etc. They will also provide students with their contact details (phone no, email, conference codes, Collaborate session names etc). Subject teachers will also provide students with a Work Rate Calendar.

## 8. Work Rate Calendars

Work Rate Calendars (WRCs) are very important because apart from attending lessons, students are also required to complete independent study for each subject. WRCs show the units students should be working on and the dates that work returns need to be sent to the teacher for correction and feedback. Work returns are also important because attendance at distance education is measured by work return. Teachers need to receive work returns as per the WRC to be able to provide feedback on progress and as evidence that students are engaged in their study program.

Cairns School of Distance Education

### Work Rate Calendar – Semester 1, Term 1



Year Level: 8  
Subject: HPE

Week	Unit	Learning Block 1 Student Centred	Learning Block 2 Classroom	Learning Block 3 Student Centred/ Tutorial	Learning Block 4 Consolidation	Work to be returned
1	Generations/ Striking Sport	Conflict Resolution <a href="https://www.youtube.com/watch?v=QLbGHQo4qnA">https://www.youtube.com/watch?v=QLbGHQo4qnA</a>	Respectful Relationships	Striking Sport	Complete Worksheets in Booklet Wk 1-3	Rules of Sport chosen Local list of clubs Booklet Check
2		Family Life Cycle <a href="https://www.youtube.com/watch?v=PM79Epw_cp8">https://www.youtube.com/watch?v=PM79Epw_cp8</a>	What is Family?	Basic Shots		
3		Generations Here Is When Each Generation Begins and Ends, According to Facts	Generations	Basic Shots Video		
4		Mental Health (Validation) <a href="https://www.youtube.com/watch?v=Cbk980jV7Ao">https://www.youtube.com/watch?v=Cbk980jV7Ao</a>	Mental Health	Intermediate Shots	Complete Worksheets in Booklet Wk 4 - 6	Booklet Check
5		Empathy (Sesame Street) <a href="https://www.youtube.com/watch?v=9_1Rt1R4xbM">https://www.youtube.com/watch?v=9_1Rt1R4xbM</a>	Empathy	Intermediate Shots		
6		The Culture Iceberg (Theory) <a href="https://www.youtube.com/watch?v=ywP0c-2nTCU">https://www.youtube.com/watch?v=ywP0c-2nTCU</a>	Assessment Task	Intermediate Shots Video		
7		Relationships (Teamwork) <a href="https://www.youtube.com/watch?v=fUXdrt9ch_Q">https://www.youtube.com/watch?v=fUXdrt9ch_Q</a>	Kinship Groups	Advanced Shots		
8		Watch Gameplay for your chosen sport	Health & Community	Gameplay	Complete Worksheets in Booklet Wk 7 - 9	Draft Due
9		Interacting with the Community (Cairns Community) <a href="https://www.youtube.com/watch?v=3TO6Dmlg3WA">https://www.youtube.com/watch?v=3TO6Dmlg3WA</a>	Community Interactions	Gameplay Video		
10						

## 9. Lessons

Students are encouraged to attend the lessons on their OneSchool timetable as these lessons are greatly beneficial to learning. Students also have access to weekly tutorials for each subject. Your teachers will provide you with tutorial times, year 11 and 12 tutorials will be on your timetable while the other years will be negotiated. Teachers can also provide you with links to recordings of lessons if you are unable to attend.

Teachers deliver lessons using **Blackboard Collaborate**.

Students log in to a lesson by clicking on the iConnect (Collaborate) button under Quick links on the school website. Your Care Teacher will help you with logging in and your teachers will provide you with their Collaborate session name and password.

If you have any problems accessing Collaborate sessions, refer to the following help page - <http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&questionID=1473&task=knowledge>

If you have poor internet connections or no microphone attached to your computer/headset, you may need to telephone in to hear the audio and participate in sessions. To phone in, call **1800141220** and use the teleconference code which will be provided by each of your teachers.

## 10. Materials, Resources

Once fees have been paid and a student has been made active in our system, the Digital Resource Centre will send the materials required for each subject. Subject teachers will check with you to make sure that you have everything you need.

## 11. eLearn (also referred to as 'Blackboard') <http://elearn.eq.edu.au>

This is where course materials and other documents are stored for each subject (sometimes called 'Blackboard courses'). Your teachers will enrol you in their Blackboard course. Go to '**My Courses**' to see the courses you are enrolled in.

The Learning Place

My eLearn Courses

My eLearn Notifications Dashboard

Add Module

Manage Courses (CAMS)  
Access the CAMS tool [here](#) to manage your eLearn course.

Tools  
Announcements  
Calendar  
Tasks

Learning Place Announcements  
**SafeAssign**  
SafeAssign is an anti-plagiarism tool that provides a text matching service through your eLearn course or Virtual Classroom.  
Course owners can create a SafeAssignment to automatically check student's submissions for originality.  
[Additional information and Blackboard user guides](#) are available.  
**Blackboard Mobile Learn**  
Blackboard Mobile Learn is now available for you to download free. Visit the

My Courses  
Courses where you are: Instructor  
**11 English**  
11 English Communication  
11 Social & Community Studies  
12 English Communication  
12 Social & Community Studies  
BRAKE - Driver Awareness Program

## **12. School Space**

Students need to set up a school space - a tidy and well organised space that is relatively quiet. Your school space should be comfortable with everything you need close at hand. You might have a desk and a pin board or a filing cabinet – it is up to you!

If you are already enrolled and your Care Teacher has been in contact with you, try accessing some of the links on the website and getting your email account up and running. Your Care Teacher will be able to help answer any questions you might have.

## **13. Community Engagement**

There are several face-to-face and online activities throughout the year that give students the opportunity to interact with their teachers and classmates. Some activities are held at school, others are held at various locations across the region and some are online. Community Engagement activities are offered each term:

- Term 1: Orientation Week (online); Home Visits (face-to-face)
- Term 2: Annual School Camp; Cultural and Wellbeing Day; GI Outreach and Sports Day
- Term 3: Innovation Week (face-to-face and online); GI Outreach
- Term 4: Celebration Week – Bush Kids R Water Smart Swimming Program, Presentation Evening, Art Show and Break-up Day.