

# 2023 Home Tutor Skill Development and Talkback Program

Term 1, Week 1: 23<sup>rd</sup>-27<sup>th</sup> January 2023 (Monday – Friday)



## Monday 23/01/2023

| Time          | Session Details & Link   | Presenters   |
|---------------|--|--|
| 9:30-10:30am  | Welcome & introduction to our school<br><b>RECORDING:</b><br><a href="https://au-lti.bbcollab.com/recording/efd674d836594bd69b30c35974764145">https://au-lti.bbcollab.com/recording/efd674d836594bd69b30c35974764145</a>   | Principal,<br>Deputy<br>Principals                   |
| 10:30-11:30am | Tutor Accountabilities – Student Engagement with Learning<br><i>Where to get help, expectations of tutors</i><br><b>RECORDING:</b><br><a href="https://au-lti.bbcollab.com/recording/9fc56d2a53b943c88df0f539be54b7d6">https://au-lti.bbcollab.com/recording/9fc56d2a53b943c88df0f539be54b7d6</a>  | Deputy<br>Principals                                 |
| 11:30-12:30pm | QCE, QCIA and other pathways for Year 11 and 12 students<br><b>RECORDING:</b><br><a href="https://au-lti.bbcollab.com/recording/a58b1fc4bcc4440e841f978cbb8db2ab">https://au-lti.bbcollab.com/recording/a58b1fc4bcc4440e841f978cbb8db2ab</a>   | Senior<br>Secondary<br>Deputy<br>Principal           |
|               | Secondary - QLearn training for Secondary Home Tutors<br><i>QLearn site, login, features, work submissions, lesson access, curriculum materials, announcements, help resources</i><br><b>RECORDING:</b><br><a href="https://au-lti.bbcollab.com/recording/c40ca470a1054d11bac0cbca23c3526f">https://au-lti.bbcollab.com/recording/c40ca470a1054d11bac0cbca23c3526f</a>     | HOD<br>Teaching &<br>Learning,<br>Secondary<br>HODs  |
|               | Primary – Setting up the school room<br><b>RECORDING:</b><br><a href="https://au-lti.bbcollab.com/recording/6cc84fb326764ed3bb6ca3163c921dbd">https://au-lti.bbcollab.com/recording/6cc84fb326764ed3bb6ca3163c921dbd</a>   | Primary<br>HOD                                       |
| 12:30-1:30pm  | Getting started in Senior Secondary & VET<br><i>Unpacking the materials, organisation, preparing yourself, calendars, schedules, return of work, assessments, etc.</i><br><b>RECORDING:</b><br><a href="https://au-lti.bbcollab.com/recording/6df3a633f8f94b29ad0b4402b5b71666">https://au-lti.bbcollab.com/recording/6df3a633f8f94b29ad0b4402b5b71666</a>                 | Senior<br>Secondary<br>Engagement<br>HOD, VET<br>HOD |
|               | Getting started in Prep<br><i>Unpacking the materials, organisation, preparing yourself, calendars, schedules, return of work, assessments, etc.</i><br><b>RECORDING:</b><br><a href="https://au-lti.bbcollab.com/recording/eaed3e21ccfe40c0b18f8b06c0ba39f3">https://au-lti.bbcollab.com/recording/eaed3e21ccfe40c0b18f8b06c0ba39f3</a>                                   | Prep<br>teachers                                     |
| 1:30-2:30pm   | IT Support – computer systems and other questions<br><b>CANCELLED – information will be provided at a later date</b>   | IT<br>Technician                                     |
|               | New P-12 Assessment Policy<br><i>Key points from new assessment policy; work submission, extensions, exemptions, non-marking of late work, NROW policy, work submission via QLearn</i><br><b>RECORDING:</b><br><a href="https://au-lti.bbcollab.com/recording/f38368dc0e88451aa88a82cb0357ad3f">https://au-lti.bbcollab.com/recording/f38368dc0e88451aa88a82cb0357ad3f</a> | Deputy<br>Principals                                 |

# 2023 Home Tutor Skill Development and Talkback Program

Term 1, Week 1: 23<sup>rd</sup>-27<sup>th</sup> January 2023 (Monday – Friday)



## Tuesday 24/01/2023

| Time          | Session Details & Link  | Presenters  |
|---------------|---|---|
| 8:30-9:30am   | <p>Secondary – Yr11-12: QCIA Pathway<br/><i>Unpacking the materials, organisation, preparing yourself, calendars, schedules, return of work, assessments, etc.</i></p> <p><b>RECORDING:</b><br/><a href="https://au-lti.bbcollab.com/recording/04d9dfb1834044888bbff43c303cdcd6">https://au-lti.bbcollab.com/recording/04d9dfb1834044888bbff43c303cdcd6</a></p>                 | HOSES   |
|               | <p>Primary – Creating your weekly timetable from the schedule</p> <p><b>RECORDING:</b><br/><a href="https://au-lti.bbcollab.com/recording/e13859db6be14be4a72eff0d6720011e">https://au-lti.bbcollab.com/recording/e13859db6be14be4a72eff0d6720011e</a></p>  | Primary<br>HOD  |
| 9:30-10:30am  | <p>Primary – QLearn training for Primary Home Tutors<br/><i>QLearn site, login, features, work submissions, lesson access, curriculum materials, announcements, help resources</i></p> <p><b>RECORDING:</b><br/><a href="https://au-lti.bbcollab.com/recording/05614355ae9b48b595d3ec91549b3453">https://au-lti.bbcollab.com/recording/05614355ae9b48b595d3ec91549b3453</a></p> | HOD<br>Teaching & Learning,<br>Primary<br>HOD                     |
| 10:50-11:50am | <p>Getting started in Year 1<br/><i>Unpacking the materials, organisation, preparing yourself, calendars, schedules, return of work, assessments, etc.</i></p> <p><b>RECORDING:</b><br/><a href="https://au-lti.bbcollab.com/recording/d717a518ec084c4dbfc2115018dcf5c0">https://au-lti.bbcollab.com/recording/d717a518ec084c4dbfc2115018dcf5c0</a></p>                         | Year 1<br>teachers  |
|               | <p>Year 11 &amp; 12 Internal and External Assessment &amp; AARA<br/><i>Exam supervisors, exam protocols, work submission, assessment policy, etc.</i></p> <p><b>RECORDING;</b><br/><a href="https://au-lti.bbcollab.com/recording/8f4beeb3c86344f5afef314706d0658e">https://au-lti.bbcollab.com/recording/8f4beeb3c86344f5afef314706d0658e</a></p>                              | Senior<br>Secondary<br>Deputy<br>Principal &<br>Engagement<br>HOD |
| 11:50-12:50pm | <p>How to submit work through QLearn &amp; Using Adobe Reader DC (PDF files)<br/><i>Converting, completing and submitting work as a PDF file, how to submit student work through QLearn</i></p> <p><b>CANCELLED – information will be provided at a later date</b></p>  | IT<br>Technician  |
|               | <p>Getting started in Year 2<br/><i>Unpacking the materials, organisation, preparing yourself, calendars, schedules, return of work, assessments, etc.</i></p> <p><b>RECORDING:</b><br/><a href="https://au-lti.bbcollab.com/recording/102022e6f38b4565bb7e84f856b9c756">https://au-lti.bbcollab.com/recording/102022e6f38b4565bb7e84f856b9c756</a></p>                         | Year 2<br>teachers  |
| 1:30-2:30pm   | <p>Whole School Field Services</p> <p><b>RECORDING:</b><br/><a href="https://au-lti.bbcollab.com/recording/2aca0611f6c6475b9cc3f19b17566644">https://au-lti.bbcollab.com/recording/2aca0611f6c6475b9cc3f19b17566644</a></p>   | Senior<br>Secondary<br>Deputy<br>Principal &<br>Engagement<br>HOD |

# 2023 Home Tutor Skill Development and Talkback Program

Term 1, Week 1: 23<sup>rd</sup>-27<sup>th</sup> January 2023 (Monday – Friday)



## Wednesday 25/01/2023

| Time          | Session Details & Link  | Presenters   |
|---------------|---|--|
| 8:30-9:30am   | <p>Junior Secondary – Getting Started &amp; Expectations<br/>                     Yr7-9: Downloading timetables, lesson attendance, return of work, behaviour, tips for success at home, field services, etc.</p> <p><b>No recording – PowerPoint will be made available on the school website</b></p>  | Junior Secondary Deputy Principal & Engagement HOD |
|               | <p>Primary – Creative ideas for juggling your multi-year level schoolroom<br/>                     Tips for organising and managing your school room when you have multiple children in the school room across a range of year levels</p> <p><b>RECORDING:</b><br/> <a href="https://au-lti.bbcollab.com/recording/43252b44e40f4acc8be060049b43f84a">https://au-lti.bbcollab.com/recording/43252b44e40f4acc8be060049b43f84a</a></p> | Primary HOD  |
| 9:30-10:30am  | <p>Microsoft Office 365<br/>                     Accessing MS Office software programs online &amp; how to use OneDrive to share large files, MS Outlook (emails) tips and tricks for more effective use</p> <p><b>CANCELLED – information will be provided at a later date</b></p>   | IT Technician                                      |
| 10:50-11:50am | <p>Getting started in Year 3<br/>                     Unpacking the materials, organisation, preparing yourself, calendars, schedules, return of work, assessments, etc.</p> <p><b>RECORDING:</b><br/> <a href="https://au-lti.bbcollab.com/recording/4d72161d51394024b42bdbbd165a6a38">https://au-lti.bbcollab.com/recording/4d72161d51394024b42bdbbd165a6a38</a></p>  | Year 3 teachers                                    |
| 11:50-12:50pm | <p>Getting started in Education Support (P-Yr10)<br/>                     Unpacking the materials, organisation, preparing yourself, calendars, schedules, return of work, assessments, etc.</p> <p><b>RECORDING:</b><br/> <a href="https://au-lti.bbcollab.com/recording/6e3a920db935475cad2bf836d9412622">https://au-lti.bbcollab.com/recording/6e3a920db935475cad2bf836d9412622</a></p>  | HOSES  |
| 1:30-2:30pm   | <p>Getting started in Year 4<br/>                     Unpacking the materials, organisation, preparing yourself, calendars, schedules, return of work, assessments, etc.</p> <p><b>RECORDING:</b><br/> <a href="https://au-lti.bbcollab.com/recording/ebeab2026c7f49f1bf5adf71d570f490">https://au-lti.bbcollab.com/recording/ebeab2026c7f49f1bf5adf71d570f490</a></p>  | Year 4 teachers                                    |
|               | <p>Mail &amp; Curriculum Rooms<br/>                     How they work, curriculum packages, paper and digital resources, Supp. Readers</p> <p><b>RECORDING:</b><br/> <a href="https://au-lti.bbcollab.com/recording/af2b3120e33440b7a53fd0b2219b6fc7">https://au-lti.bbcollab.com/recording/af2b3120e33440b7a53fd0b2219b6fc7</a></p>  | Mail & Curriculum Room                             |

## Thursday 26/01/2023

| Time                                       | Session Details & Link | Presenters |
|--|------------------------|------------|
| <p><b>AUSTRALIA DAY PUBLIC HOLIDAY</b></p> |                        |            |

# 2023 Home Tutor Skill Development and Talkback Program

Term 1, Week 1: 23<sup>rd</sup>-27<sup>th</sup> January 2023 (Monday – Friday)



## Friday 27/01/2023

| Time          | Session Details & Link   | Presenters                                   |
|---------------|--|--|
| 8:30-9:00am   | Role of Guidance Officers, Chaplain & Parent Liaison Officer<br><i>Student Support services</i><br><b>RECORDING:</b><br><a href="https://au-lti.bbcollab.com/recording/a911353e00054a66a97ab8dfe8d05765">https://au-lti.bbcollab.com/recording/a911353e00054a66a97ab8dfe8d05765</a>  | Guidance Officers,<br>Parent Liaison Officer |
| 9:00-9:30am   | Primary Expectations<br><i>Return of work, behaviour, tips for success at home, assessment, etc.</i><br><b>RECORDING:</b><br><a href="https://au-lti.bbcollab.com/recording/6bce8fa00d07446189b8bc9af9ab76f0">https://au-lti.bbcollab.com/recording/6bce8fa00d07446189b8bc9af9ab76f0</a>   | Primary Deputy Principal,<br>Primary HOD     |
| 9:30-10:30am  | Getting started in Year 5<br><i>Unpacking the materials, organisation, preparing yourself, calendars, schedules, return of work, assessments, etc.</i><br><b>RECORDING:</b><br><a href="https://au-lti.bbcollab.com/recording/88d96c5f8b9a491fbf2932596a7c6214">https://au-lti.bbcollab.com/recording/88d96c5f8b9a491fbf2932596a7c6214</a>                 | Year 5 teachers                              |
| 10:50-11:50am | Getting started in Year 6<br><i>Unpacking the materials, organisation, preparing yourself, calendars, schedules, return of work, assessments, etc.</i><br><b>RECORDING:</b><br><a href="https://au-lti.bbcollab.com/recording/f629c4e5bbfb4f93bb0e4c95b1235c7c">https://au-lti.bbcollab.com/recording/f629c4e5bbfb4f93bb0e4c95b1235c7c</a>                 | Year 6 teachers                              |
| 11:50-12:50pm | Getting started in Languages (Year 5 & 6)<br><i>Unpacking the materials, organisation, preparing yourself, calendars, schedules, return of work, assessments, etc.</i><br><b>RECORDING:</b><br><a href="https://au-lti.bbcollab.com/recording/eca10a1a490249ec9987ae7581591f97">https://au-lti.bbcollab.com/recording/eca10a1a490249ec9987ae7581591f97</a> | Languages HOD & teacher                      |