



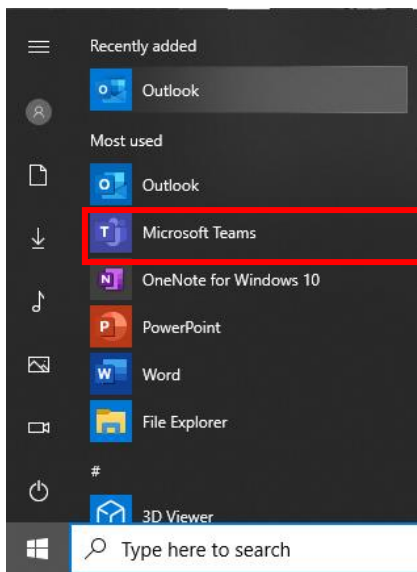
Remote Learning Guide for Year 7 Students

St. Patrick's College Ballarat

Microsoft Teams

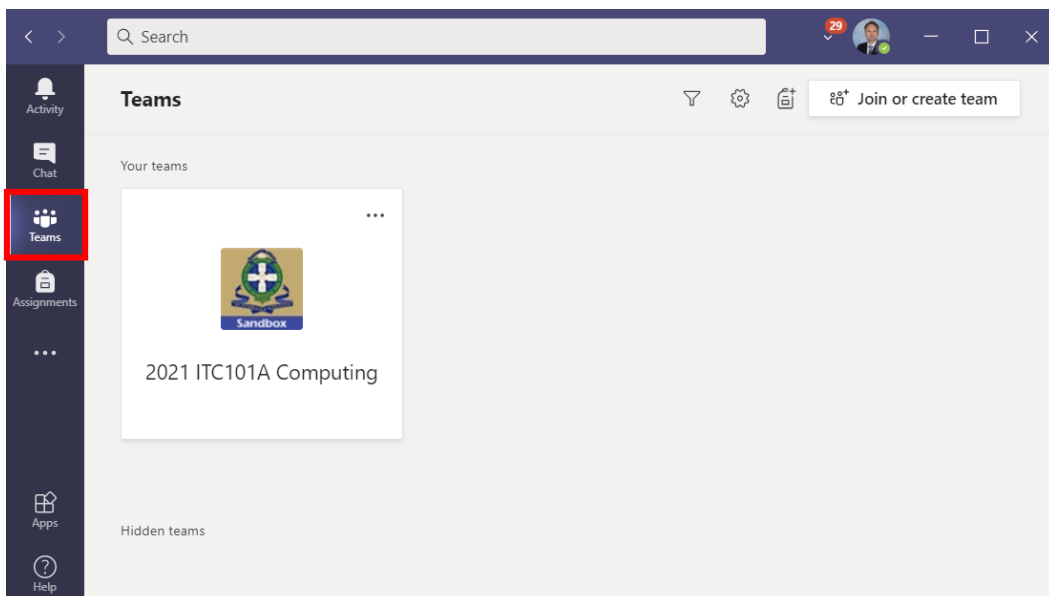
1. Open the Microsoft Teams Software

From the Start Menu on your computer open the Application called **Microsoft Teams**. You can scroll through the list available or search for it by typing Microsoft Teams.



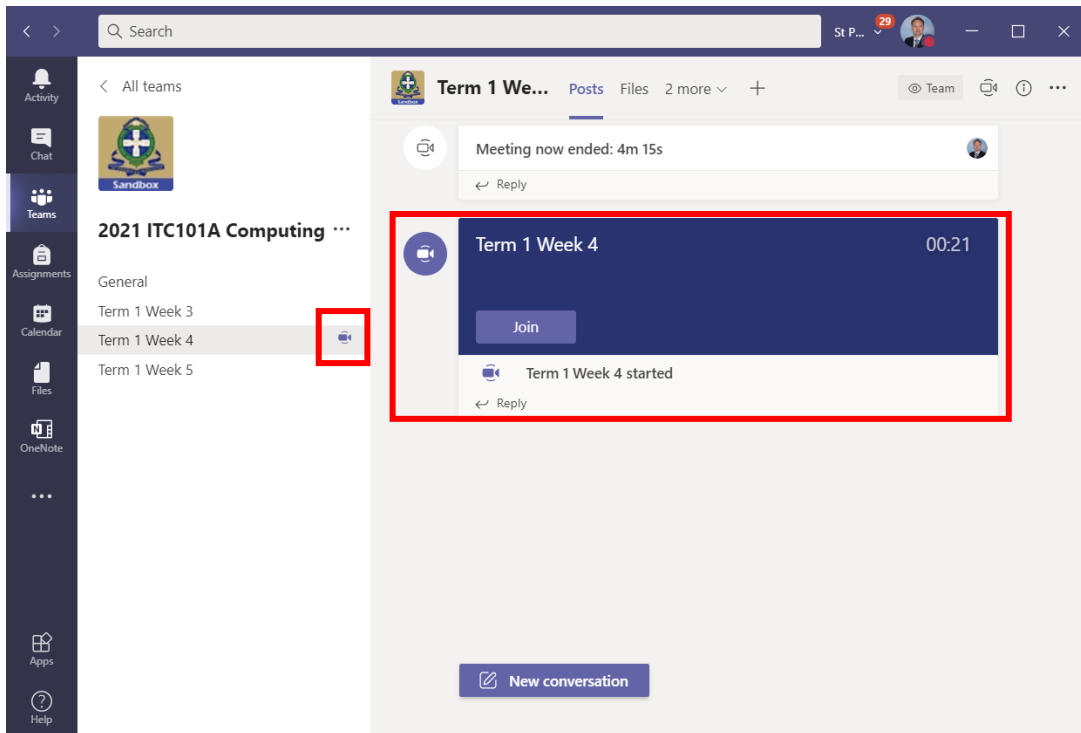
2. Inside the Teams Software

To view the different subjects that you study navigate to the list of available Teams at the left of the applications window. The name of these teams will correspond to classes found on your SIMON timetable.

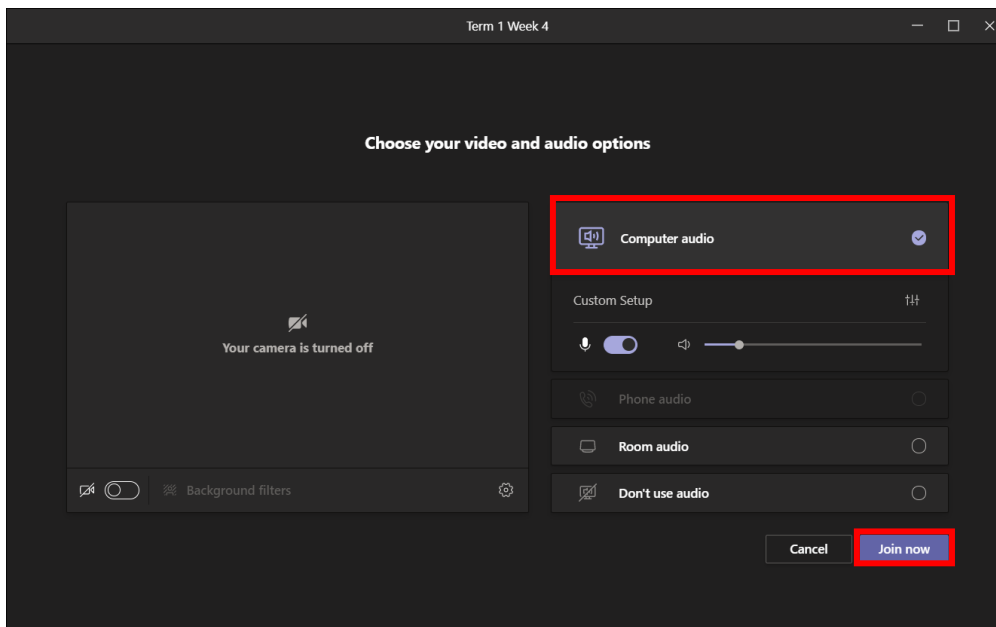


3. Joining a Meeting

Meetings will become available when classes are timetabled on. You will notice a camera icon appear in a channel along with a large purple post to join an active class lesson.



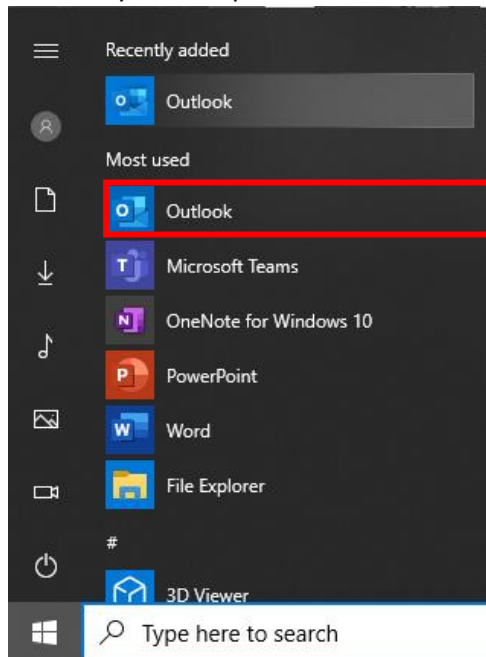
Before being allowed to join a meeting, you are required to set your audio and video options. Use the button labelled "Computer Audio". When this is done the "Join Now" option will become available. Click this to join the lesson.



Outlook Email

1. Accessing Email

The default email client for students is **Microsoft Outlook**. Find the application under the Start Menu of your Computer.

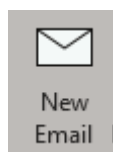


2. Email Setup

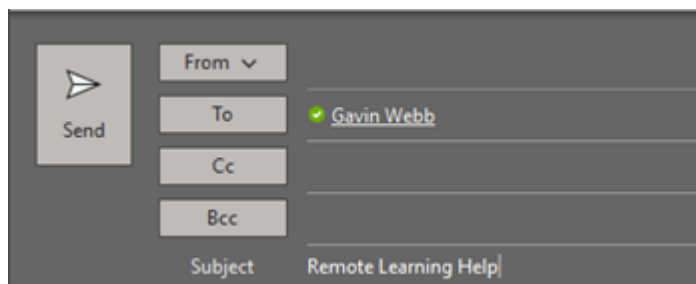
If email has not been used before on the device, you will need to allow the setup process to run and proceed through the steps outlined on the screen. All details should automatically fill in for fields such as your email address. Your email address is your student number and will look something like #####@stpats.vic.edu.au

3. Sending an Email

Begin the process of sending an email by selecting the New Email button at the top of the screen.



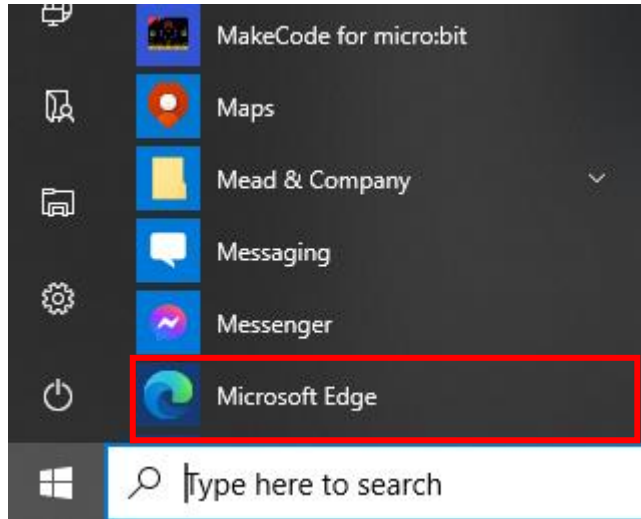
When composing an email, you can type the surname of your teacher into the "To" field. A list of teachers will appear to select from. After typing your message to your teacher, you can click the send button.



Simon Intranet

1. Open Edge Internet browser

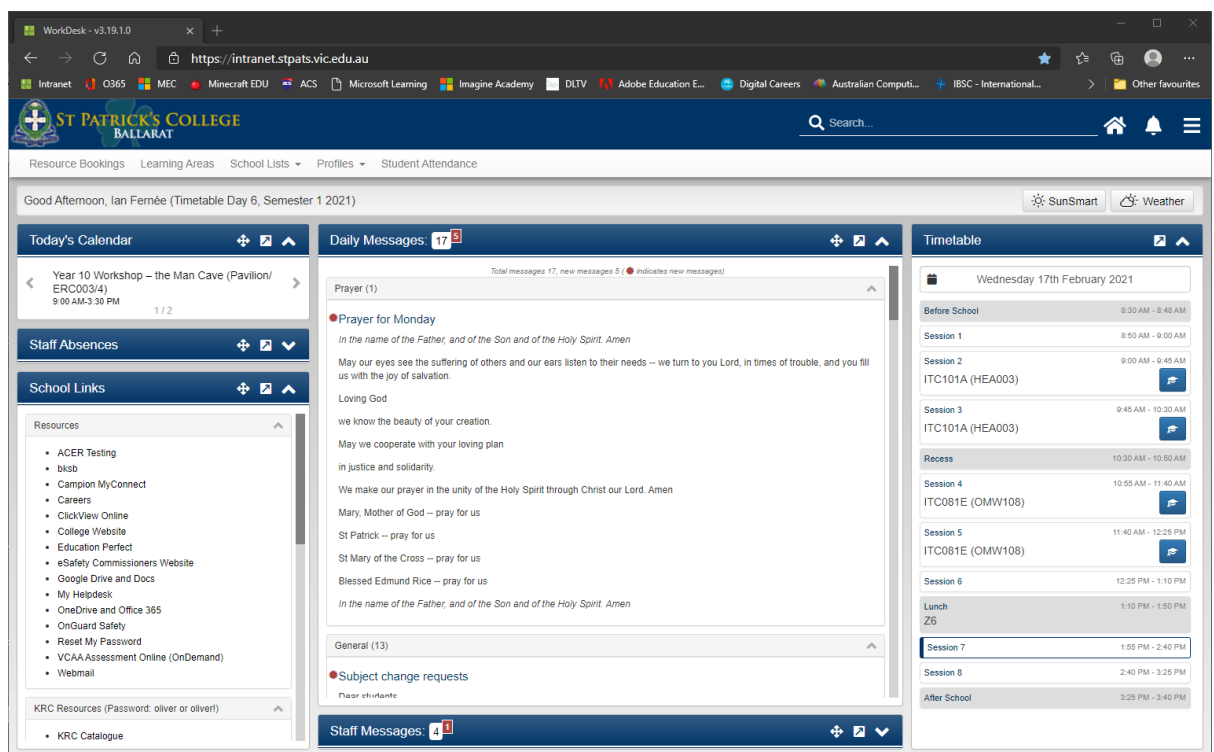
Access the Internet by selecting the **Microsoft Edge** browser. Find the application in the Start Menu of your Computer.



2. Navigating to College's Intranet website

In the URL of the browser navigate to the College's website <https://intranet.stpats.vic.edu.au>. If prompted for a username and password, please enter in your student id followed by your computer password.

On the School's Intranet you will be able to see any notices from the College along with your timetable.

A screenshot of the St Patrick's College Ballarat Intranet website. The browser address bar shows the URL "https://intranet.stpats.vic.edu.au". The website header includes the college logo and navigation links. The main content area is divided into several sections: "Today's Calendar" showing a workshop, "Staff Absences", "School Links", "Daily Messages" (17 total, 5 new), and "Timetable" for Wednesday 17th February 2021. The "Daily Messages" section contains a prayer for Monday. The "Timetable" section lists sessions from 8:30 AM to 3:40 PM, including sessions for HEA003, OMW108, and Z6.

WorkDesk - v3.19.1.0

https://intranet.stpats.vic.edu.au

ST PATRICK'S COLLEGE BALLARAT

Resource Bookings Learning Areas School Lists Profiles Student Attendance

Good Afternoon, Ian Fernée (Timetable Day 6, Semester 1 2021)

SunSmart Weather

Today's Calendar

Year 10 Workshop – the Man Cave (Pavilion/ ERC003/4) 9:00 AM - 3:30 PM

Staff Absences

School Links

Resources

- ACER Testing
- bksb
- Campion MyConnect
- Careers
- ClickView Online
- College Website
- Education Perfect
- eSafety Commissioners Website
- Google Drive and Docs
- My Helpdesk
- OneDrive and Office 365
- OnGuard Safety
- Reset My Password
- VCAA Assessment Online (OnDemand)
- Webmail

KRC Resources (Password: oliver or olivert)

- KRC Catalogue

Daily Messages: 17 (5 new)

Prayer (1)

Prayer for Monday

In the name of the Father, and of the Son and of the Holy Spirit. Amen

May our eyes see the suffering of others and our ears listen to their needs – we turn to you Lord, in times of trouble, and you fill us with the joy of salvation.

Loving God

we know the beauty of your creation.

May we cooperate with your loving plan in justice and solidarity.

We make our prayer in the unity of the Holy Spirit through Christ our Lord. Amen

Mary, Mother of God – pray for us

St Patrick – pray for us

St Mary of the Cross – pray for us

Blessed Edmund Rice – pray for us

In the name of the Father, and of the Son and of the Holy Spirit. Amen

General (13)

Subject change requests

Staff Messages: 1 (1 new)

Timetable

Wednesday 17th February 2021

Session	Time
Before School	8:30 AM - 8:40 AM
Session 1	8:50 AM - 9:00 AM
Session 2	9:00 AM - 9:45 AM
ITC101A (HEA003)	
Session 3	9:45 AM - 10:30 AM
ITC101A (HEA003)	
Recess	10:30 AM - 10:50 AM
Session 4	10:55 AM - 11:40 AM
ITC081E (OMW108)	
Session 5	11:40 AM - 12:25 PM
ITC081E (OMW108)	
Session 6	12:25 PM - 1:10 PM
Lunch Z6	1:10 PM - 1:50 PM
Session 7	1:55 PM - 2:40 PM
Session 8	2:40 PM - 3:25 PM
After School	3:25 PM - 3:40 PM