FAST TRACK TO SIDE
SECONDARY 2024

GUIDELINES TO GETTING STUDENTS STARTED IN OUR ONLINE ENVIRONMENT

Getting Started

All SIDE students use their Department of Education (DoE) username and password to access SIDE's online learning tools.

All student communication after enrolment is sent to the student's DoE email address.

NEW students will receive an email before commencing study with SIDE. It includes the student email address, user name and other relevant information. This initial email is sent to the email address provided as part of the enrolment process.

The subject of the first email is, **Getting Started at SIDE**.

If you are new to SIDE and not based in a government school you will be sent a second email about your password.

The subject of a second email is, **Password for SIDE learning IMPORTANT.**

CONTINUING students will not receive an email and should use their Department username and password for all SIDE purposes (eg. Moodle, email, etc). You can view the getting strated information on the SIDE website. **(HELP & RESOURCES > Support Resources > Starting at SIDE)**

Required Texts and Resources

Senior Secondary students are required to purchase SIDE texts and materials as soon as possible after enrolment. Detailed information is on the SIDE website **(SECONDARY 7-12 > Costs > Booklist).**

Setting Up

Establish a suitable work area

- computer (desktop or laptop) with internet connection
- storage area for your materials
- pin up board or wall to display important information
- desk, chair
- stationery supplies
- access to a telephone
- work area needs to be:
  - in a quiet location
  - well-ventilated
 - suitably lit.

Learning Online

Required ICT resources

- An internet connection that is as fast and reliable as possible.
- A computer is essential. It should run Windows 10 (version 1909) or Windows 11 or Apple Mac (OS version 10.15 or above). Other devices such as iPads, Windows 10S, Android tablets and Chromebooks may only be useful for some applications.
- Software installed on the computer should include an up-to-date web browser and Adobe Reader (or equivalent). **Microsoft Office is provided**. See SIDE website for details.
- A USB headset with a microphone.
- Access to a printer, scanner/digital camera or mobile phone, and data storage.
- A webcam is desirable.

The Department of Education E-mail

- All SIDE students have a Department of Education (DoE) email address which students must use for all SIDE communication.

- Email can be accessed directly from the Moodle dashboard, or from the SIDE website (side.wa.edu.au) in the 'STUDENTS' button.

- Email accounts follow the format:
  username@student.education.wa.edu.au

- The student's username and password will be provided at enrolment. A student's username is usually firstname.surname

- Year 7-12 home-based and non-government school students can ask their SIDE Student Coordinator or teacher for their login details. Government school students need to ask their teacher or supervisor at their school.
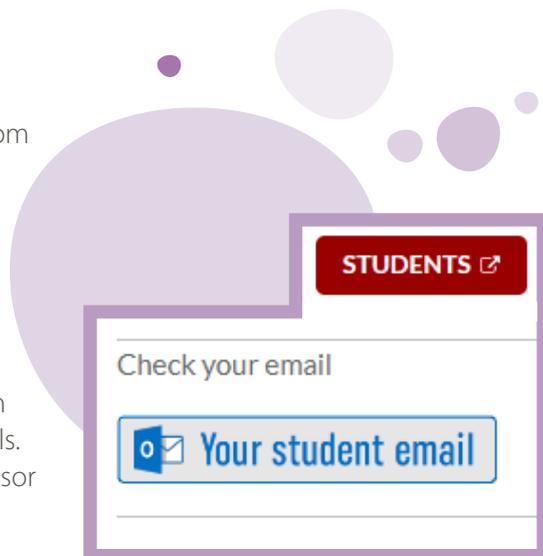
Moodle

Every SIDE subject/course has a web 'space' where students access lesson materials and activities, upload work and interact with their teacher and other students in Moodle. It is accessible 24/7 and is secured by logins.

Accessing Moodle

Students can access Moodle via the Student portal on the SIDE website: **side.wa.edu.au**

Once students receive their **Getting Started at SIDE** email, they must log into Moodle with their DoE username and password. This activates their accounts and allows teachers to add them to each subject's Moodle course.

As soon as students login, they will gain access to:
- SIDE Launchpad
- SIDE Student Services (7-9) or (10-12) - these Moodle classrooms will provide information about studying at SIDE.
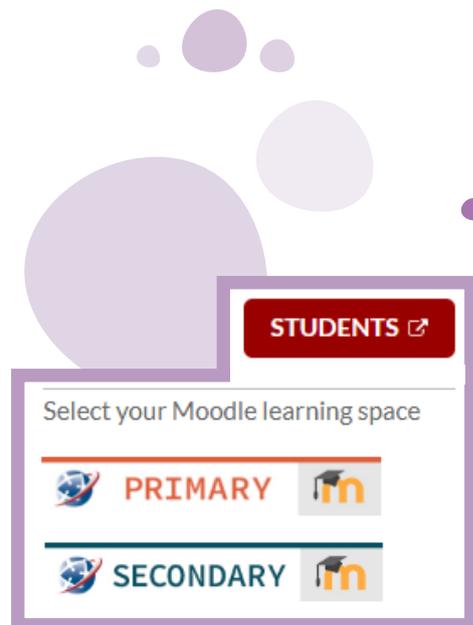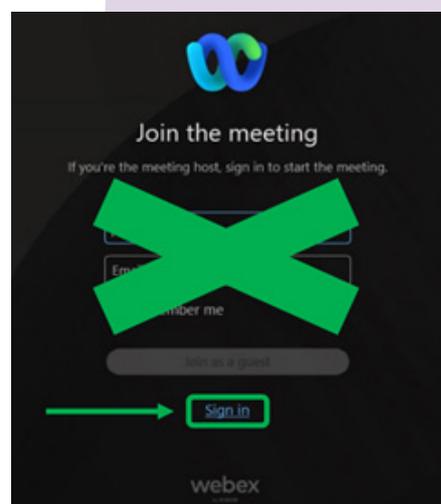
Webex

Webex is an online classroom where teaching and learning occurs in real time. The SIDE teacher is the host and the students are the participants. Lessons are timetabled. Students are expected to attend at the allocated days/times. Webex sessions are recorded and students are required to access the recording if they miss a lesson.

Accessing Webex

Students generally access the lessons through a link in their Moodle course. Some teachers may email a link to their lessons. Students must sign in to Webex lessons using their name and DoE email address.

Communicating

Teachers will establish contact with their students soon after enrolment as of Week 1. Students will interact with their teacher and peers in regular Webex lessons. Additional weekly contact between teacher and student is expected via Moodle, email or phone. This contact could include formal Webex lessons, Moodle messages, discussion regarding lesson content or individual assistance.

SIDE staff generally have breaks for morning tea at 10.50–11.10 and 12.30-13.10/13.10-13.50 for lunch and may not be available at these times. It is also important to note that teachers start and finish times vary and some teachers work part-time. Students need to be aware of these variations. Teacher contact details are available in Moodle classrooms.

Email

Email is a permanent record of communication between students and their teachers. All SIDE staff have the same email domain:

firstname.surname@education.wa.edu.au

Emails should:

- include a subject line
  (eg. English Yr 8 - Task 1 query)
- clearly outline the query, identifying the topic and task for which assistance is required
- use appropriate English and polite language
- use appropriate writing conventions, including a greeting and polite closing.

Phone

- Students may call teachers directly or via reception: (08) 9311 1400
- If teachers are unavailable, students should leave a message giving their full name, year group, reason for calling and how to return their contact.

Accessing Support

A strong and active partnership between the student, SIDE staff and supervisor is crucial for success at SIDE. Students and supervisors are encouraged to actively seek support when required. SIDE teachers are available during WA school term weeks.

Available support:

- **Student Coordinators**
- SIDE website: **side.wa.edu.au**
- SIDE teachers
- **ABOUT > Contacts > Key Contacts**
- **HELP & RESOURCES > Learning Online > Troubleshoot**
- **HELP & RESOURCES > Library Resources**
- SIDE IT Help Desk **studenthelp@side.wa.edu.au** (home-based students, SIDE online learning tools only)
- Curriculum documents under the **SECONDARY 7-12** tab on the SIDE website.

Visits

Visits to the SIDE Leederville site are encouraged. Before visiting, make an appointment by contacting the Student Coordinator. This will ensure teachers and resources are available.

Parent Connect

Parent Connect is an additional way SIDE communicates with parents. It provides parent access to information about their child's education. Including, but not limited to:

- the child's classes
- assessment results for secondary subjects
- interim and semester reports.

Being organised is essential for success at SIDE and includes:

- setting up a suitable work space
- creating a timetable
- managing the storage of work (physical and digital)
- managing emails and email folders
- safely storing user names and passwords
- bookmarking important SIDE websites e.g. SIDE website, SIDE Moodle, DoE email, etc.
- following Course and Assessment Outlines
- keeping a diary of contact with teachers.

Setting up a SIDE Timetable

Students should build their timetables considering:

- Webex lessons times
- minimum time requirements per subject/course
- morning tea and lunch breaks, homework/revision sessions
- their most productive time (often mornings)
- balancing time between subjects, giving equal consideration to each.

Students in Year 7-10 must follow the time allocation for individual subjects provided in the **Lower Secondary Course information** on the SIDE website. Students are expected to dedicate a minimum of 24 hours per week to their SIDE studies.

Students in Year 11-12 are expected to dedicate a minimum of 8 hours to each course/program per week.

Blank timetables are available on the SIDE website at **Help & Resources > Support Resources > Secondary Supervisor Guides > Supporting Student Organisation > Set up a weekly SIDE Timetable**.

A sample Year 7-10 timetable is provided below.

Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Period 0	8.10–8.50 am					
Period 1	8.50–9.30 am	English (Webex)	Maths (Webex)	Science (Webex)	HaSS	Languages (Webex)
Period 2	9.30–10.10 am	English	Language (Webex)	Science	Health Ed (Webex)	HaSS (Webex)
Period 3	10.10–10.50am	Maths	English	HaSS	Health Ed	HaSS
Recess	10.50–11.10 am					
Period 4	11.10–11.50 am	HASS	Health Ed	English	Maths (Webex)	Science
Period 5	11.50–12.30 pm	Science (Webex)	Science	Design & Tech	Maths	Digital Tech
Period 6	12.30pm–1.10pm (Lunch Break A)	Digital Tech (Webex)	HASS (Webex)	The Arts (Webex)	English (Webex)	Maths
Period 7	1.10pm – 1.50pm (Lunch Break B)	Language	Design & Tech (Webex)	The Arts	Digital Tech	English
Period 8	1.50pm – 2.30pm	The Arts	Design & Tech	Maths	Science	Plan for next week
Period 9	2.30pm – 3.10pm					
Period 10	3.10pm – 3.50pm	HOMEWORK				

Composite Due Dates Calendar

A composite Due Dates Calendar provides an overview of work that is due. Supervisors should assist the student to transfer due dates from each subject's Work Completion Calendar into a composite calendar. It is a good idea to indicate on the calendar when work has been submitted. Be aware that due dates can change. Find pre-filled and blank Due Dates Calendar at **Help & Resources > Support Resources > Secondary Supervisor Guides > Supporting Student Organisation > Due Dates Calendar.**

	Term 1 - 2									
Week	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Date	Feb 3–7	Feb 10–14	Feb 17–21	Feb 24–28	Mar 3–7	Mar 10–14	Mar 17–21	Mar 24–28	Mar 31–Apr 4	Apr 7–11
English	Task 1 (4/2)					Blog (12/3)				
HASS					Presentation (5/3)					Test 1 (3/4)
Maths			Activity 5 (19/2)							
Science		Investigation 1 (12/2)				Book 1 (12/3)				
HPE				Assessment 1 (28/2)						
Technologies (IT)								Task 1 (25/3)		
Languages							Assessment 1: Listening (18/3)			
Art									Sculpture (4/4)	