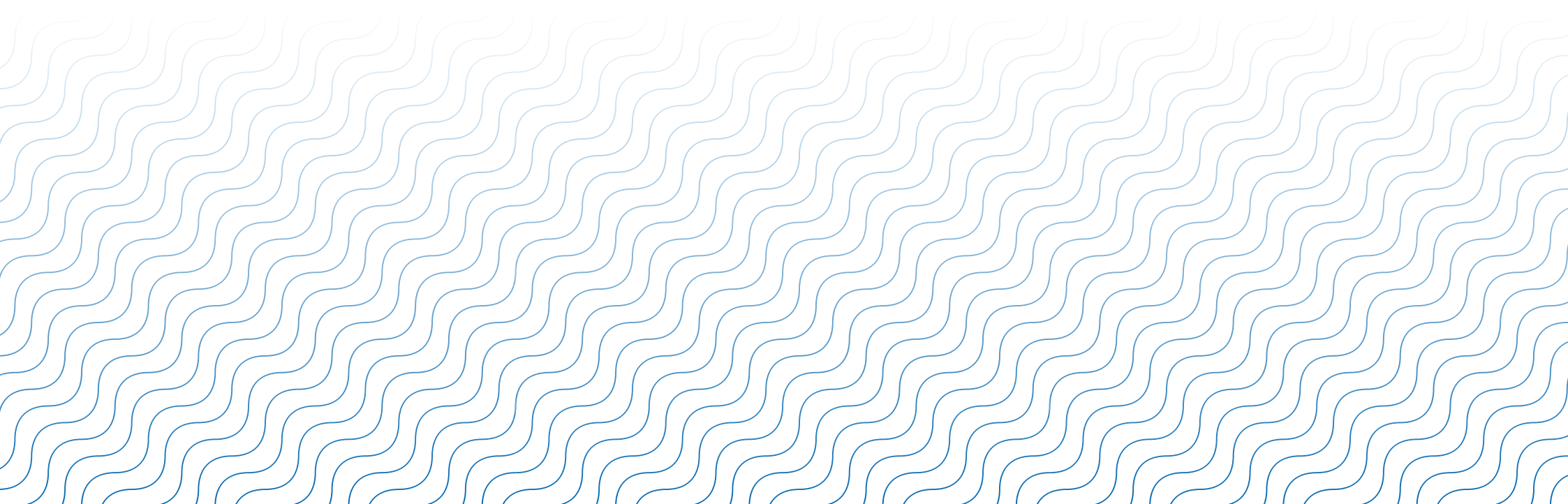




Schoolbox Online Learning Course Guide



Schoolbox Professional Services support and empower School Leadership Teams to engage, build, educate and grow, ensuring your school community can achieve your strategic goals.

Our Professional Learning Solutions are designed to support the different needs within your school, empowering schools to achieve success, engaging all teams in relevant and tailored professional learning.

In Person Schoolbox led personalised training solutions to support your individual school objectives.	Intensive Courses Schoolbox led 4-week course to quickly upskill new team members.	Online Learning Course School directed online learning to support role specific needs in your school.	Help Community Self-directed ongoing access to quick resources and peer discussion In Person.
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For more information on any Professional Learning solutions, please contact your School Engagement Manager.

Why Online Learning?

Technology changes constantly, and just like any other tech solution, Schoolbox release new features, and functions driven by your needs in the classroom and school community.

The Schoolbox Online Learning Course is designed to allow you to empower your teams with ongoing accredited professional learning.

Through our redesigned course structure you can access:



Schoolbox accredited Units of work that target learning needs and skills for specific roles and levels within your school. Unit-based learning lets schools easily integrate Schoolbox Online Course work within your existing Professional Learning program.



Interactive, on-demand curriculum updated annually to ensure courses contain the latest features and functions, providing the opportunity to refresh skills and accreditation each year.



Course work assessed and accredited by Schoolbox educators, allowing you to celebrate your teams' achievements within the school community and bring Schoolbox into your learning culture.

With coursework embedded in our Schoolbox Help Community, you gain:



Easy access to on-demand resources to support day-to-day activity.



Access to national and regional user discussion groups to encourage peer exchange and sharing.



Extensive library of user guides, release information and support materials for quick reference.

Course Overview

Online Course

Each Unit is delivered through a Schoolbox Group Page on Schoolbox Help. Units are on-demand and consist of tutorials, short activities, quizzes and submissions.

Course Learning Outcomes

- ✓ Participants will have a strong working knowledge of role-specific Schoolbox components and features.
- ✓ Participants will gain role-specific practical skills and develop best practice in their use of Schoolbox.
- ✓ Participants will develop confidence in navigating and problem solving using Schoolbox.
- ✓ Participants will create relevant elements within their school's instance using the skills they develop in each Unit.
- ✓ Participants will maintain up-to-date skills and knowledge of new Schoolbox features.

Support

Participants can access support through engaging with the provided resources and navigating to Help guides. Personalised feedback is provided for each submission of work.

Professional Accreditation

The Schoolbox Online Learning Course is connected with the Australian Professional Standards for Teachers and can provide Professional Learning for staff.

Schoolbox Accreditation for each Unit will be acknowledged in our learning community through the use of **Schoolbox Badges**.

Accreditation Levels:

Schoolbox Star: Has been assessed as Competent on all tasks

Schoolbox Superstar: Has hit Mastery level on all assessments

Badge Design:



Certificate Design:



Teachers will be awarded a **certificate** acknowledging completion of each Unit so schools can celebrate learning in the community.

Course Units

Fundamentals

Contact time : **3 Hours**

Suitable for : **All Staff**

Teaching & Learning

Contact time : **5.5 Hours**

Suitable for : **All Teachers**, Curriculum Leaders, Heads of Departments and Superusers

Marcomms

Contact time : **2.5 Hours**

Suitable for : Marketing and Communications Staff, Resource Managers, School Administrators and Superusers

Pastoral Care

Contact time : **2 Hours**

Suitable for : Curriculum Leaders, Teachers, Support Staff, Heads of Departments/Houses, Pastoral Coordinators and Superusers

Extra-Curricular

Contact time : **40 Minutes**

Suitable for : Extra-Curricular Leaders, Sports Coaches and Superusers

Superuser

Contact time : **2.5 Hours**

Suitable for : **Superusers**

Prerequisite: **All Online Course Units**

Key Skills

- User Profiles
- Groups
- Calendars
- News
- Notifications
- The Resource Browser
- Homepage Modification

- Courses and Units
- Class Pages
- Badges, Goals and Achievements
- Assessment
- ePortfolios
- Learning Moments

- User Experience
- Communication
- Resource Booking
- Skin Configuration

- Pastoral Care Dashboard
- Pastoral Care Records
- Pastoral Care Reports
- Pastoral Care Setting

- Schoolbox Fundamentals
- Fixtures

- Lists
- Skin Configuration
- LMS
- Timetable Settings
- Pastoral Care Settings
- Modules
- User Management
- Notification Settings
- UPS
- End-of-year Processes
- Dashboard and Homepage Templates

Develop Your Skills

Unit	Fundamentals	Teaching & Learning	Marcomms	Pastoral Care	Extra-Curricular	Superuser
Knowledge and Skills	User Profiles Learn how to access profile pages, personal timetables and contact information.	Courses and Units Learn how to access and create courses, units and learning activities.	User Experience Learn how to create and manage the UX folder, Dashboard Tiles, Image Slideshow and custom Badges.	Pastoral Care Dashboard Learn how to access the Pastoral Care Dashboard.	Schoolbox Fundamentals Learn about the fundamentals of Schoolbox as a Sports Coach or Sports Leader.	Administration Area Learn how to manage Lists, personalise the skin configuration and appearance, create templates, configure the LMS, manage timetable settings, manage pastoral care settings, manage modules, create and modify users, adjust notifications, understand the server, and follow the end-of-year process.
	Homepage Modification Learn how to add, customise and alt-source components on a page.	Class Pages Learn how to access and use Class Pages.	Communication Learn how to moderate News Articles, set priority News, configure global notification settings and configure the email digest.	Pastoral Care Records Learn how to access, create and link pastoral records.	Fixtures Learn how to set up all elements of the Fixtures module, create a match and report on results.	
	Groups Learn how to access, create and modify a Group Page, add members and communicate.	Assessment Learn how to access Markbooks and mark submissions.	Resource Booking Learn how to access, use and manage the Resource Bookings module.	Pastoral Care Reports Learn how to access and create Pastoral Care Reports.		
	Calendars Learn how to access and filter your calendar, and create calendar events and tasks.	ePortfolios Learn how to access and use ePortfolios.	Skin Configuration Learn how to personalise the skin configuration within your school's Schoolbox instance.	Pastoral Care Settings Learn how to manage pastoral groups, actions, severity, tags and templates.		
	News Learn how to access and create News Articles and their statistics.	Learning Moments Learn how to create Learning Moments.				
	Notifications Learn how to access notifications and modify notification settings.	Badges, Goals and Achievements Learn how to create and award Badges, Goals and Achievements.				
	The Resource Browser Learn how to access the Resource Browser and create folders.					

