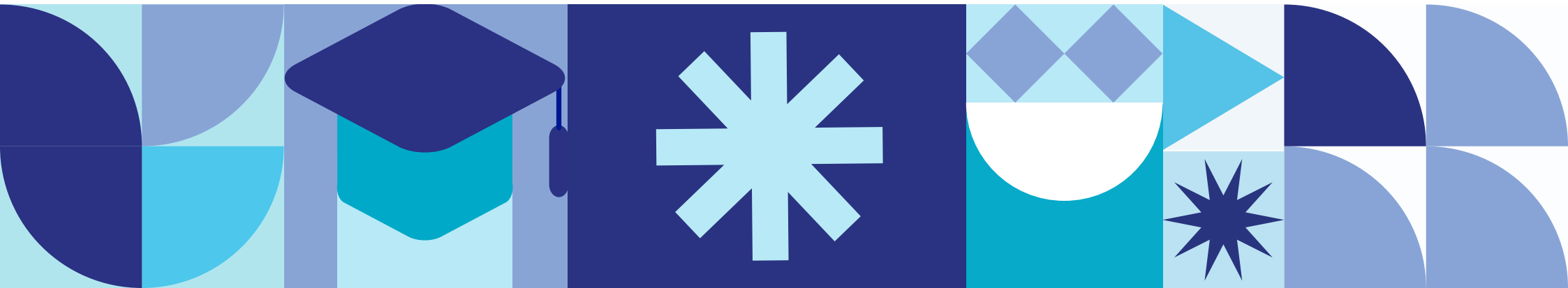


# Online Learning Course Guide



# 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 or 6 week courses to quickly upskill new staff.



## Online Learning Course

School-directed online learning to support role specific needs in your school.



## Help Community

Self-directed access to quick resources and Schoolbox community discussion.

*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:



Units of work for specific roles and teams within your school. With learning broken down into discrete projects, it is easy to integrate Schoolbox's Online Learning Course 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.



Coursework feedback for your staff from Schoolbox educators, and recognition for their commitment to continuous learning.

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 Learning 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.



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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



Has been assessed as Competent on all tasks

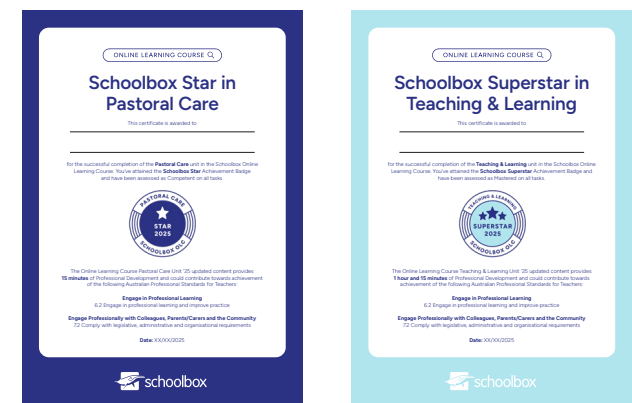


Has achieved Mastery on all assessments

## 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

# Key Skills



<h2>Fundamentals</h2> <p>Contact Time: <b>5.5hrs</b></p> <p>Suitable for: <b>All Staff</b></p>	<ul style="list-style-type: none"><li>• User Profiles</li><li>• Groups</li><li>• Calendars</li><li>• News</li><li>• Notifications</li><li>• Resource Browser</li><li>• Homepage Modification</li><li>• Badges, Goals and Achievements</li><li>• ePortfolios</li><li>• Learning Moments</li></ul>
<h2>Teaching &amp; Learning</h2> <p>Contact Time: <b>5hrs</b></p> <p>Suitable for: <b>All Teachers, Curriculum Leaders, Heads of Departments and Superusers</b></p>	<ul style="list-style-type: none"><li>• Courses and Units</li><li>• Class Pages</li><li>• Curriculum Mapping</li><li>• Curriculum Coverage Report</li><li>• Learning Activities</li></ul>
<h2>Marcomms</h2> <p>Contact Time: <b>3.5hrs</b></p> <p>Suitable for: <b>All Teachers, Curriculum Leaders, Heads of Departments and Superusers</b></p>	<ul style="list-style-type: none"><li>• User Experience</li><li>• Communication</li><li>• Resource Booking</li><li>• Skin Configuration</li></ul>
<h2>Pastoral Care</h2> <p>Contact Time: <b>1hr</b></p> <p>Suitable for: <b>Curriculum Leaders, Teachers, Support Staff, Heads of Departments/Houses, Pastoral Coordinators and Superusers</b></p>	<ul style="list-style-type: none"><li>• Pastoral Care Dashboard</li><li>• Pastoral Care Records</li><li>• Pastoral Care Reports</li><li>• Pastoral Care Setting</li></ul>
<h2>Extra-Curricular</h2> <p>Contact Time: <b>1.5hrs</b></p> <p>Suitable for: <b>Extra-Curricular Leaders, Sports Coaches and Superusers</b></p>	<ul style="list-style-type: none"><li>• Schoolbox Fundamentals</li><li>• Fixtures</li></ul>
<h2>Superuser</h2> <p>Contact Time: <b>4hrs</b></p> <p>Suitable for: <b>Superusers</b></p> <p>Prerequisites: <b>All online course units</b></p>	<ul style="list-style-type: none"><li>• Lists</li><li>• Skin Configuration</li><li>• LMS</li><li>• Timetable Settings</li><li>• Pastoral Care Settings</li><li>• Modules</li><li>• User Management</li><li>• Notification Settings</li><li>• UPS</li><li>• End-of-Year Processess</li><li>• Dashboard and Homepage Templates</li></ul>

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



# Markbook Key



Shows which activities the markbook is filtered by (All, Project, Due Work, Task, Quiz)

Filterable options

Legend for activity statuses

Class mark average

Level of achievement for the overall unit

Activity achievement level = 'Mastered' (staff member achieved 100% for all tasks and the quiz)

Activity status = 'Pending' (staff member has submitted and submission is pending teacher's review)

Activity status = 'Not Yet Competent' (staff member either: received low scores, hasn't completed or hasn't started)

	Student Weighted Average	Introduction to Schoolbox...	User Profiles - Essentials	Homepage Modification ...	Calendar - Essentials	News - Essentials	Resource Browser - Essent...	Homepage Mor...
Class Average	Schoolbox Starter	69.23 %	65.38 %	38.46 %	46.15 %	38.46 %	53.85 %	67.31 %
Darakjian, Enrique	Schoolbox Non-starter	Not Yet Competent	Not Yet Competent	Not Yet Competent	Not Yet Competent	Not Yet Competent	Not Yet Competent	Not Yet Competer
Goya, Charlie	Schoolbox Starter	Not Yet Competent	Not Yet Competent	Not Yet Competent	Not Yet Competent	Pending	Not Yet Competent	Not Yet Competer
Hintze, Izabella	Schoolbox Star	Mastered	Mastered	Mastered	Mastered	Mastered	Mastered	Mastered
Morrissey, Brayden	Schoolbox Starter	Mastered	Mastered	Not Yet Competent	Not Yet Competent	Not Yet Competent	Mastered	Mastered
Tenorio, Willow	Schoolbox Starter	Mastered	Mastered	Not Yet Competent	Not Yet Competent	Not Yet Competent	Not Yet Competent	Not Yet Competer
White, Rebecca	Schoolbox Superstar	Mastered	Mastered	Mastered	Mastered	Mastered	Mastered	Mastered

