

STRONG MINDS COMPASSIONATE HEARTS



Student Resource Using SIMON for Remote Learning

1. Logging into SIMON

- 1. Open up Google Chrome
- 2. Follow the link https://simon.lavalla.vic.edu.au/
- 3. You will see your personalised student dashboard if you are required to log in this is your Lavalla email before the @ and your normal password.

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4. Bookmark your dashboard by clicking the star and following instructions.



2. Accessing Your Classes

At the bottom of your personal dashboard, you will see a section called Class Resources

Click the Classes Tab and you will see a list of your classes.

Class Resources			☑ ∧
Classes Due (4) Overdue (1)	Results (13)		
Timetabled Classes	Active Assessments	Active Classwork	Overdue
			1
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When you click on a class, it will take you to that Class Homepage

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Class Home	Health and Human Development Units	3 and 4 (K12HEAHD)	Teacher(s): Mr Vashon Weave
gg Class Information >	Current Tasks (5)		Class Calendar
Ξ My Tasks >	*	Due 3 days ago Overdue	< >
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	HU.	Due in 23 days Incomplete	No events to display
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		View all classwork View all assessments	0 Overdue
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The Class Notices section is where your teacher will put the work instructions for the coming week.

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Ctass Home	Health and Human Development Units Domain Component: Health and Physical Education Class: 01 Year: 2020, Semester 1	3 and 4 (K12HEAHD)	Teacher(s): Mr Vashon Weav
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3. Downloading Student Resources

Student Resources can be found on the left menu

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Navigate the Student Resources using the blue links

Class Home	Health and Human Devel Domain Component: Health and Physical Education	Class: 01 Year: 2020, Semester 1	2HEAHD)		C+ Return to Class Home Teacher(s): Mr Vashon Weaver
Course Overview	Topic Resources				
⊞ My Tasks →	Curriculum Documents (182) Web (22)	Media (60)			
Student Resources Topic Resources	 Health and Human Development Units 3 and 4 	1		Search	
General Documents	 Understanding Health & Wellbeing Promoting health and wellbeing Learning Behaviours 	Name	Date Modified	Size	
Booklist Items		Understanding Health & Wellbeing			
Q1 Forums		Promoting health and wellbeing			
Class Home	Health and Human Deve	lopment Units 3 and 4 (K1	2HEAHD)		↔ Return to Class Home
Class Information >	Domain Component: Health and Physical Education	Class: 01 Year: 2020, Semester 1			Teacher(s): Mr Vashon Weaver
Course Overview	Topic Resources				
🚝 My Tasks 🛛 🔸	Curriculum Documents (182) Web (22)	Media (60)			
Student Resources -	 Health and Human Development Units 3 and 4 	t		Search	
General Documents	 Understanding Health & Wellbeing 2018 - 2020 Study Design (files: 1) 	Name	Data Modified	Siza	
Booklist Items	Assessor Activities Exam and SAC Skills (See 4)	2018 HHD Study Design.pdf	20/03/2020. 1:16 am	158 kB	
Q1 Forums	Extam and SAU, Skolis (Iver, e) Exams (Iver, 3) Media			100 10	

Clicking on one of the files will download that resource

Class Home	Health and Human Development Units 3 and 4 (K12HEAHD) Domain Component: Health and Physical Education Class: 01 Year: 2020, Semester 1	C+ Return to Class Home Teacher(s): Mr Vashon Weaver
Course Overview	Topic Resources	
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4. Submitting Tasks

When you have completed the work for your task, you need to submit it to your teacher.

On the Class Homepage, there is a section called "Current Tasks"

Hea Domain	alth and Human Development Units 3 and 4 (K Component: Health and Physical Education Class: 01 Year: 2020, Semester 1	(12HEAHD)	
Curre	nt Tasks (5)		
		1000	-
	Promoting health and wellbeing- Chapter 5 Key Skills & Exam Preparation Questions	Due in 23 days	Incomplete
			-
		View all classwork V	iew all assessments

Click on the task you want to submit

Hea	alth and Human Development Units 3 and 4 (K1 Component: Health and Physical Education Class: 01 Year: 2020, Semester 1	2HEAHD)	
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11 <u>7</u>	Promoting health and wellbeing- Chapter 5 Key Skills & Exam Preparation Questions	Due in 23 days	Incomplete
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		View all classwork	View all assessments

Your teacher will have left instructions on how to submit the task.

Click on "Start Submission"

Health and Human Development Units 3 and 4 (K12HEAHD) Domain Component: Health and Physical Education Class: 01 Year: 2020, Semester 1
Task Submission for "Chapter 5 Key Skills & Exam Preparation Questions"
Topic: Promoting health and wellbeing Description: These questions will assist students in their knowledge of the key concepts.
Return
Task Details
Instructions for Task Submission
To start your task submission process please click the Start Submission button below and begin uploading your submission files.
Once you have confirmed that all the files are correctly listed under Uploaded Files for Submission, click the Submit Task button to submit your task.
Once you click the Submit Task button, you will be unable to submit additional files, so please ensure all files are listed prior to submitting the task.
Starl, Submission

Here is where you will upload your completed work.

Health and Human Development Units 3 and 4 (K12HEAHD) Domain Component: Health and Physical Education Class: 01 Year: 2020, Semester 1
Task Submission for "Chapter 5 Key Skills & Exam Preparation Questions" Topic: Promoting health and wellbeing Description: These questions will assist students in their knowledge of the key concepts. Return Task Details
 Instructions for Task Submission Once you have confirmed that all the files are correctly listed under Uploaded Files for Submission, click the Submit Task button to submit your task. Once you click the Submit Task button, you will be unable to submit additional files, so please ensure all files are listed prior to submitting the task.
File Selection
Choose Files No file chosen Drop files here.
Cancel Submission

You can drag and drop the file

Health and Human Development Units 3 and 4 (K12HEAHD) Domain Component: Health and Physical Education Class: 01 Year: 2020, Semester 1	C+ Return to Class Home Teacher(s): Mr Vashon Weaver	
Task Submission for "Chapter 5 Key Skills & Exam Preparation Questions" Topic: Promoting health and wellbeing Description: These questions will assist students in their knowledge of the key concepts. Return Task Details		Chapter 5 Key Skills & Exam Preparation Questions.do ox
Instructions for Task Submission • Once you have confirmed that all the files are correctly listed under Uploaded Files for Submission, click the Submit Task button to submit your task. • Once you click the Submit Task button, you will be unable to submit additional files, so please ensure all files are listed prior to submitting the task. File Selection Choose Files No file chosen		
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Or you can click "Choose Files"

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Task Details Instructions for Task Submission • Once you have confirmed that all the files are correctly listed under Uploaded Files for Submission, click the Submit Task button to submit your task. • Once you click the Submit Task button, you will be unable to submit additional files, so please ensure all files are listed prior to submitting the task.	
File Selection	
Drop files here.	
Cancel Submission	

And select the file from your computer

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		Open Cano	el

Once a file is selected, it will be added to the list of "Uploaded Files for Submission"

If you have chosen the wrong file, you can remove it by clicking the "Remove" button



You will get a confirmation message like this one

Submission Status for "Chapter 5 Key Skills & Exam Preparation Questions"

Topic: Promoting health and wellbeing				
Description: These questions will assist students in their knowledge of the k	key concepts.			
Return Task Details				
This task was submitted on Tuesday, 24th March				
2020 at 10:17 AM. It is currently waiting to be marked				
by the Class Teacher.				
Task Submission Files				
The following file(s) have been uploaded as part of the submission.				
Submitted File	File Type	Time Submitted	File Size	
W Chapter 5 Key Skills & Exam Preparation Questions (Submission)	docx File	24/03/2020 10:17 AM	11.34 KB	

6. Emailing Your Teacher

If you would like to contact your teacher for clarification of a task, to ask for extra feedback, to ask for help with content or any other reason, the best way is to email them.

Open Outlook, you can access this either through the app (screenshots on left) or through a browser by going to https://mail.lavalla.vic.edu.au/owa (screenshots on right)

Click "New Email" or "New Mail"



To find your teacher's email address click "To:"

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Type the surname of your teacher in the box and press "Go" or the magnifying glass

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Make sure you pick the right person from the list!

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In the App, highlight your teacher name and then click "To". In a browser click the plus symbol next to your teacher's name

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Make sure you put in a subject line



And then click send

5	C 1	🔱 🔹 Make sure you put a subject - Message (HTML) 🛛 🖻 — 🗌
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I don't	quite ur	derstand the task you set this week. Can you please clarify the second question
Tor me		
Thanks Sarah		

7. Accessing Feedback

Once your teacher has marked your work on Simon you can access their feedback.

On the Class Homepage, click on My Tasks

Class Home	3	Health and Human Development Units 3 and 4 (K Domain Component: Health and Physical Education Class: 01 Year: 2020, Semester 1	12HEAHD)	
Class Information	>			
Course Overview		Current Tasks (5)		
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Then click on Classwork Tasks

Class Home	3	Health and Human Development Units 3 and 4 (Domain Component: Health and Physical Education Class: 01 Year: 2020, Semester 1	K12HEAHD)
Class Information	>		
Course Overview		Current Tasks (5)	
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Q1 Forums			View all classwork. View all assessments

This will show you a list of all your Classwork Tasks. You can view any of these tasks by clicking the purple "view" button

Health and Human Development Units 3 and 4 (K12HEAHD)

Domain Component: Health and Physical Education Class: 01 Year: 2020, Semester 1



Here you will see your task result and any comments that your teacher has left for you

Task Results for "Transition Booklet"

Topic: Understanding Health & Wellbeing

Description: Students were meant to complete a transition booklet that covers all the topics that will appear on their first SAC. This booklet will also work as a revision booklet for the first SAC.

Return

Task Details

Task Result: Satisfactory

Feedback Workflow
Teacher Feedback:
\checkmark
Student Reflection:
Add Reflection