

Remote Learning Using **SIMON** Student Resource Guide

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.

The screenshot shows the SIMON student dashboard for Lavalla Catholic College. The top navigation bar includes 'Learning Areas', 'School Lists', and 'Profiles'. The main content area is divided into several sections: 'Today's Calendar' showing a cancelled basketball event, 'Daily Messages' with a notice about the cancellation of Ensemble Rehearsals, 'School Links' with links to a Quick Guide to Extensions and Child Protection Policy, 'Class Resources' with a table of upcoming tasks, and a 'Timetable' for Monday 23rd March 2020. The 'Class Resources' table lists tasks for Year 07 The Arts - Art (S07TAART10) and Year 07 Health and Physical Education (S07HTAART10).

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

This screenshot shows a web browser with the address bar displaying 'simon.lavalla.vic.edu.au'. A red arrow points to the star icon in the address bar, indicating where to click to bookmark the page. Below the address bar, there is a row of app shortcuts including 'Apps', 'Making Learning A...', 'Curriculum-relevant...', 'Home - Gippsland...', 'Verso', 'Traralgon AFL Yout...', 'Learn | Discovering...', 'Australians on the...', 'Discovering Anzacs...', 'Australian Institute...', 'Lesson Plans for Flo...', and 'Pickers | Lit'. The SIMON dashboard header is visible below the shortcuts.

5. The SIMON dashboard link will now appear as a shortcut

This screenshot shows the same web browser as the previous one, but now the SIMON dashboard link has been added as a shortcut to the bookmarks bar. A red arrow points to the SIMON dashboard icon in the bookmarks bar. The SIMON dashboard header is visible below the bookmarks bar.

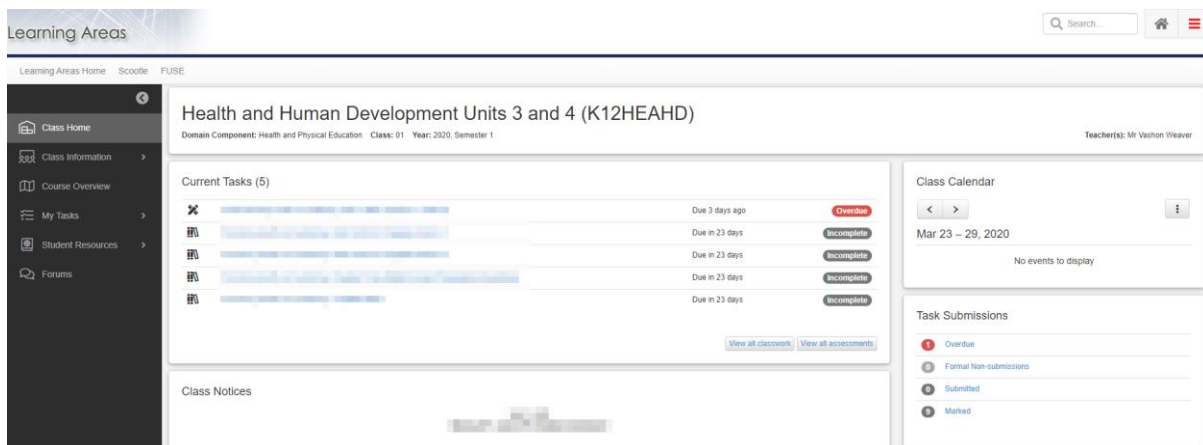
2. Accessing Your Classes

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

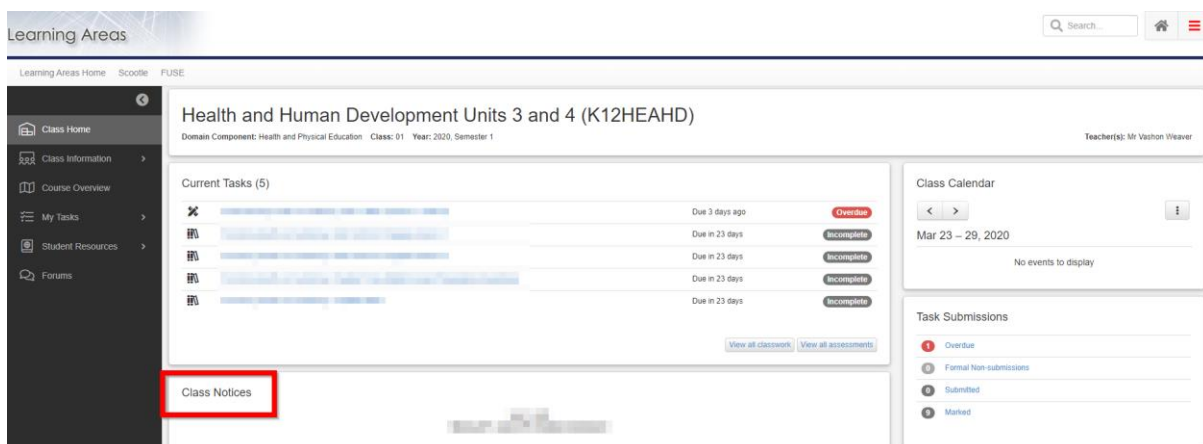
Click the Classes Tab and you will see a list of your classes.



When you click on a class, it will take you to that Class Homepage



The Class Notices section is where your teacher will put the work instructions for the coming week.



3. Downloading Student Resources

Student Resources can be found on the left menu

The screenshot shows the 'Learning Areas' interface. On the left, a dark sidebar contains a menu with items: Class Home, Class Information, Course Overview, My Tasks, **Student Resources** (highlighted with a red box), and Forums. The main content area is titled 'Health and Human Development Units 3 and 4 (K12HEAHD)'. It includes a 'Current Tasks (5)' section with a table of tasks, a 'Class Calendar' for March 23-29, 2020, and a 'Task Submissions' section. The 'Student Resources' menu item is highlighted with a red box.

Navigate the Student Resources using the blue links

The first screenshot shows the 'Topic Resources' section for 'Health and Human Development Units 3 and 4 (K12HEAHD)'. A red box highlights the category 'Health and Human Development Units 3 and 4' in the left sidebar. The main content area shows a table of resources with columns 'Name', 'Date Modified', and 'Size'. The second screenshot shows the same interface, but with a red box highlighting the '2018-2020 Study Design (file: 1)' link in the left sidebar. The main content area shows a table of resources with columns 'Name', 'Date Modified', and 'Size'.

Clicking on one of the files will download that resource

The screenshot shows the 'Topic Resources' section for 'Health and Human Development Units 3 and 4 (K12HEAHD)'. A red box highlights the file '2018 HHD Study Design (file: 1)' in the left sidebar. A red arrow points from this file to the bottom of the page, where a download bar is visible. The download bar shows the file name '2018 HHD Study Design (file: 1)' and a 'Show all' button.

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”

Health and Human Development Units 3 and 4 (K12HEAHD)

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

Current Tasks (5)

	Promoting health and wellbeing- Chapter 5 Key Skills & Exam Preparation Questions	Due in 23 days	Incomplete

[View all classwork](#) [View all assessments](#)

Click on the task you want to submit

Health and Human Development Units 3 and 4 (K12HEAHD)

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

Current Tasks (5)

	Promoting health and wellbeing- Chapter 5 Key Skills & Exam Preparation Questions	Due in 23 days	Incomplete

[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.

[Start 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

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- 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

[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](#)

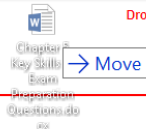
Instructions for Task Submission

- 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](#)

Chapter 5
Key Skills &
Exam
Preparation
Questions.docx

Or you can click "Choose Files"

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.

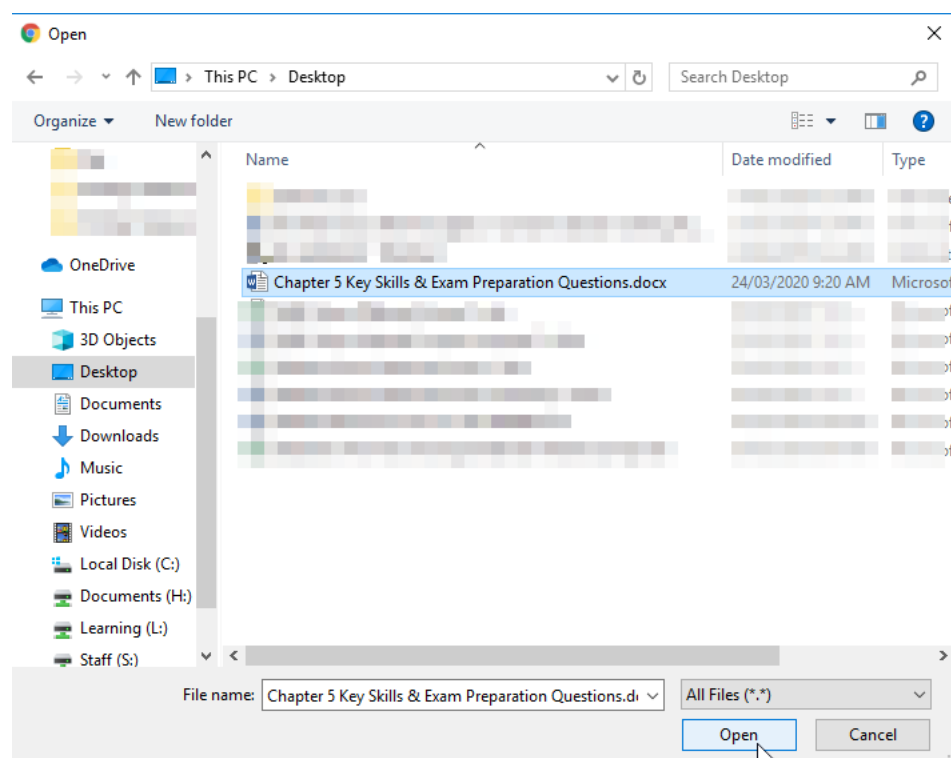
File Selection

[Choose Files](#) No file chosen

Drop files here.

[Cancel Submission](#)

And select the file from your computer



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

Chapter 5 Key Skills & Exam Preparation Questions.docx

Uploaded Files for Submission

Chapter 5 Key Skills & Exam Preparation Questions.docx	11.34 KB	Remove
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Submission Notes:

Submission notes are optional, and allows you to supply feedback to your teacher regarding the task.

[Submit Task](#) [Cancel Submission](#)

Click “Submit Task”

Chapter 5 Key Skills & Exam Preparation Questions.docx

Uploaded Files for Submission

Chapter 5 Key Skills & Exam Preparation Questions.docx	11.34 KB	Remove
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Submission Notes:

Submission notes are optional, and allows you to supply feedback to your teacher regarding the task.

[Submit Task](#) [Cancel Submission](#)

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 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.

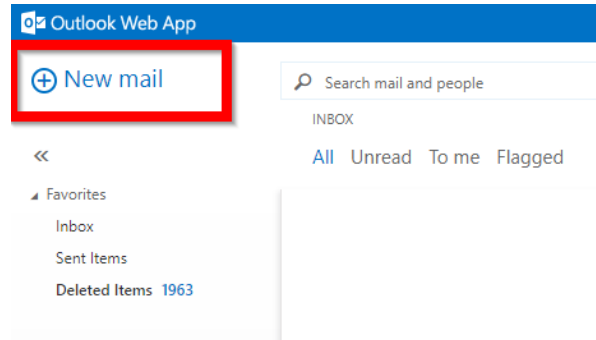
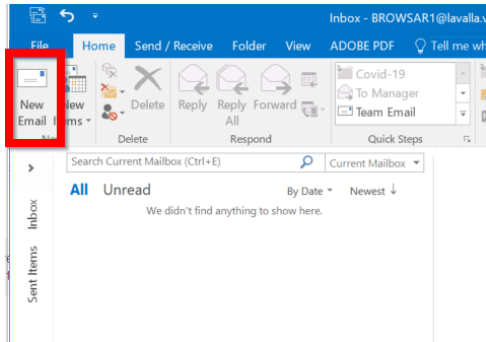
Submitted File	File Type	Time Submitted	File Size
Chapter 5 Key Skills & Exam Preparation Questions (Submission)	docx File	24/03/2020 10:17 AM	11.34 KB

6. Emailing Your Teacher

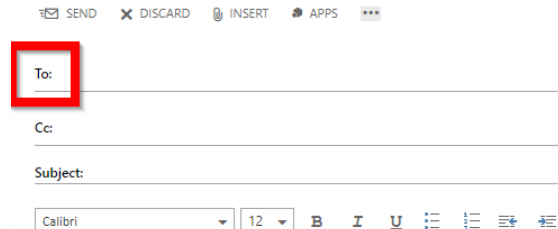
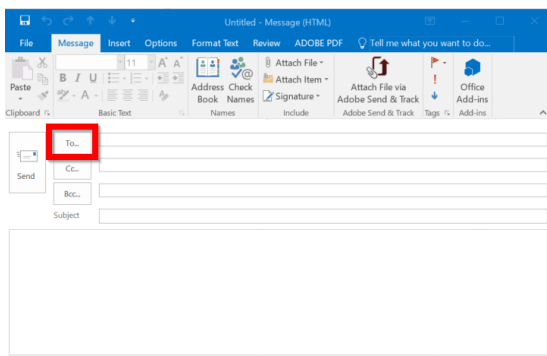
If you would like to contact your teacher for clarification of a task, to ask for extra feedback, to ask for help with content or any other reason, the best way is to email them.

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)

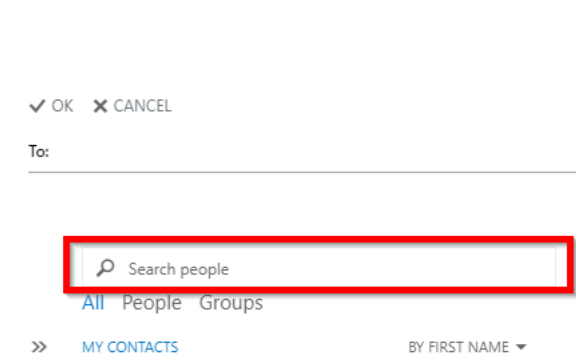
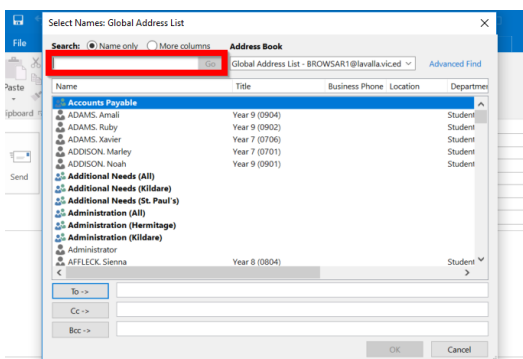
Click “New Email” or “New Mail”



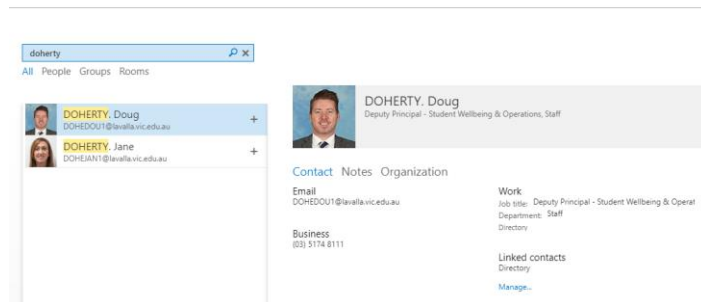
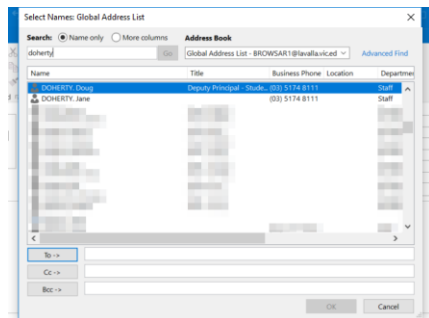
To find your teacher’s email address click “To:”



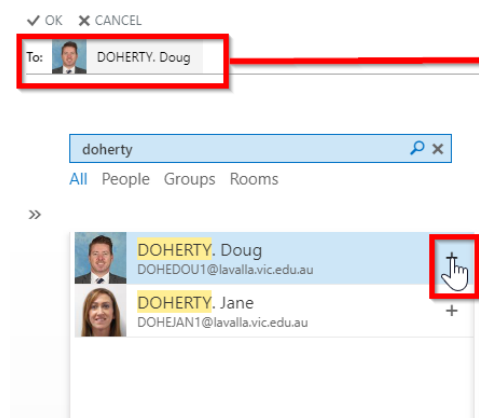
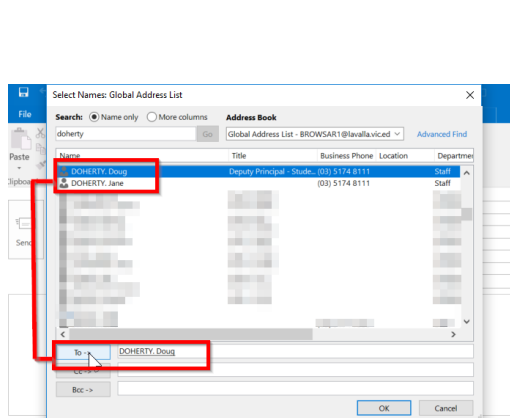
Type the surname of your teacher in the box and press “Go” or the magnifying glass



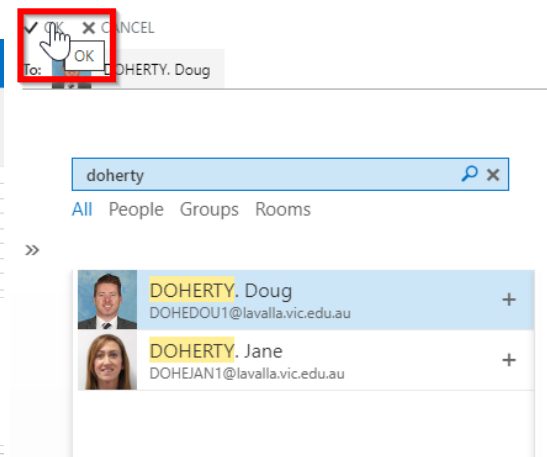
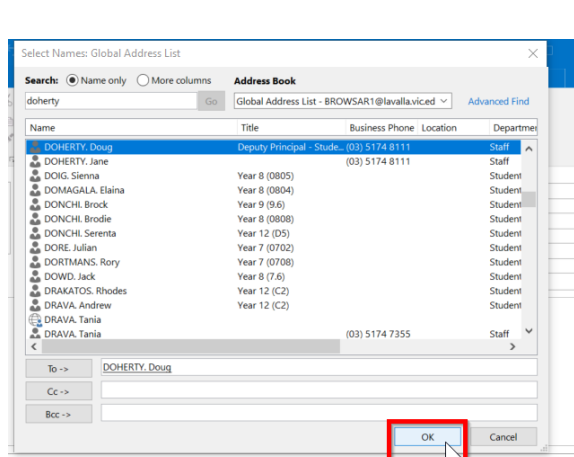
Make sure you pick the right person from the list!



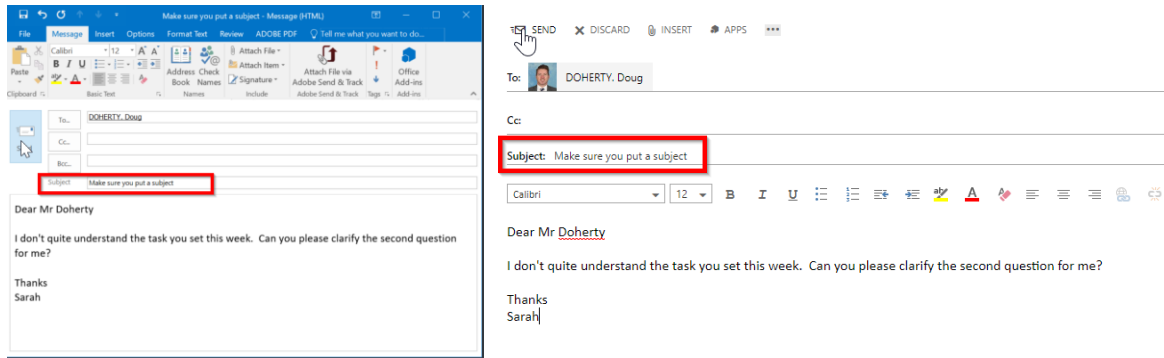
In the App, highlight your teacher name and then click "To". In a browser click the plus symbol next to your teacher's name



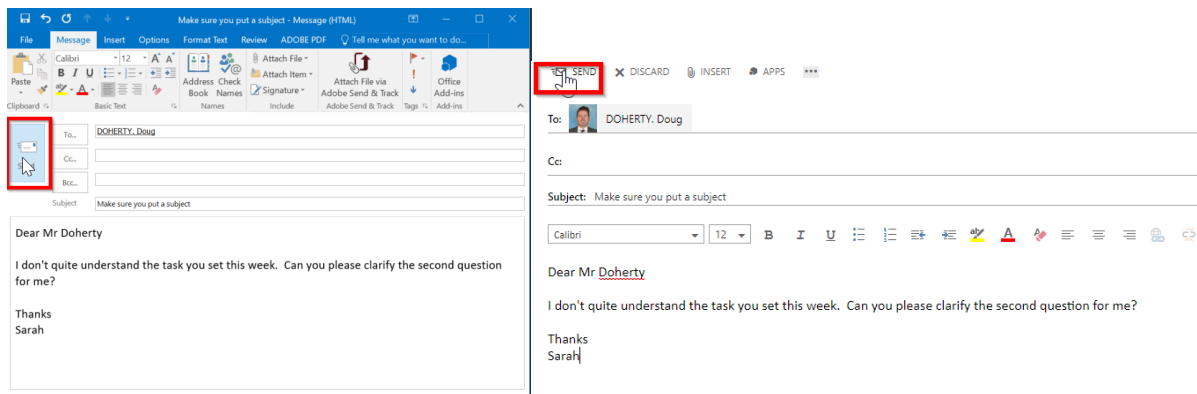
Press OK



Make sure you put in a subject line



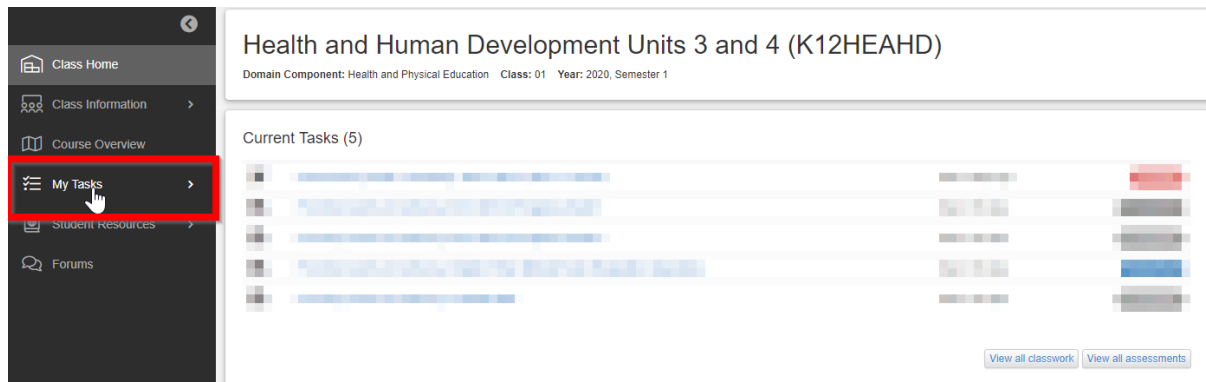
And then click send



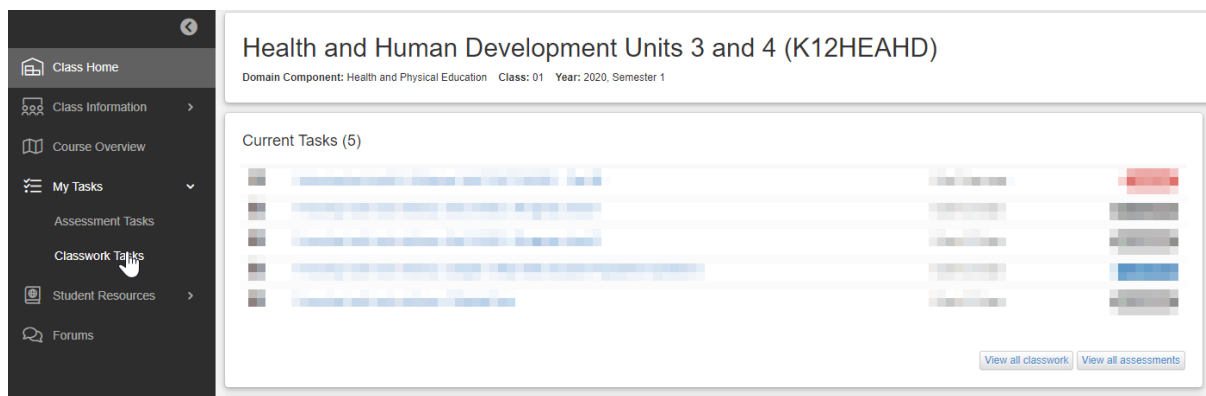
7. Accessing Feedback

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

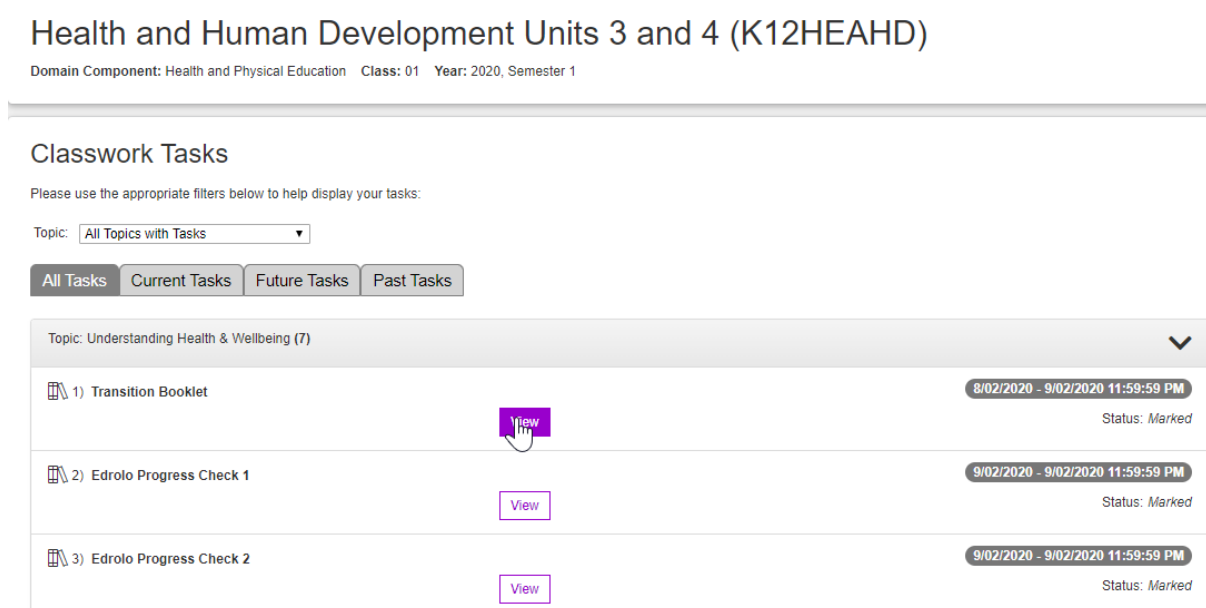
On the Class Homepage, click on My Tasks



Then click on Classwork Tasks



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



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:

↓

Student Reflection:

Add Reflection