

Section 5

TECHNOLOGY

Unit includes:

- Communication
- Computers in Distance Education
- Email/Fax
- Teleconferencing
- Web Page

COMMUNICATION

It is important that all supervisors and students know how to communicate with the Distance Education Centre, so that immediate response from the Distance Education Centre occurs. Students and supervisors should communicate with the Distance Education Centre if:

- there is a mailing problem
- resources are omitted from the Title Page package
- resources are required for an assignment
- an Assessment Task has not been received
- student is sick or not returning regularly
- if students are behind the scheduled rate of return
- student needs teaching assistance e.g. with a Maths problem or Science experiment or English essay
- teachers are encouraged to telephone their students and involve student groups in teleconferencing lessons

Use the following:

Telephone: **The Distance Education Centre number is (02) 6298 4300**
NSW Only (local call charge) 1300 360 384
Overseas +612 6298 4300

Facsimile: **Our number is (02) 6299 2529**
Fax communication is an easy and reliable method of contacting the Distance Education Centre. This provides a written communication that is easy to pass on to appropriate staff (expect an answer within two days at latest)

Email: The Email address is **karabar-d.school@det.nsw.edu.au**
Karabar Distance Education Centre email address number is on all our letterheads. This is a very quick communication tool. Email is checked every morning. Expect an answer within two days. If an answer is not received, please email again and direct the email to "Management – Urgent" (the teacher may be absent).

COMPUTERS IN DISTANCE EDUCATION

The Department of Education and Training provide computers to students enrolled as Isolated, Medical and Young Parents. Please contact the Distance Education Centre if your student requires a computer.

The following is a guide for use of the Departmental computers:

- Primarily the computer is to be used for students' school work and for students to develop computer technology skills.
- Extra programs/games should not be loaded onto the computer without permission from the Distance Education Centre Technical Support. Please send an email to communicate with the Technical Support person.
- Modems, printers, scanners, etc., are **NOT** supplied via the DET computer rollout. Additional items can be purchased from computer outlets, i.e. Harvey Norman, etc.
- Computers can be used by supervisors. This is encouraged so that home supervisors can also upgrade computer skills.
- Any problems with home computers should be directed to Technical Support at the Distance Education Centre.
- Computers must be returned to the Distance Education Centre immediately enrolment is terminated.

Recommended Computer Specifications

In order to operate effectively, the following computer specifications would be necessary:

- Pentium 4 Computer or equivalent Celeron or AMD processor
- 60 Gb HDD
- 512Mb RAM
- Win XP
- 32 Bit Graphics card
- A modem/broadband internet connection
- Printer

Software:

- Office 2003 or greater
- A Virus Checker
- Adobe Reader
- Flash Player
- Media Player
- Quicktime Player

(This software is available to DET students. Contact IT Technical Support at the Distance Education Centre for information). Available as free software as a download from the Internet.

KARABAR WEB PAGE

Address: www.karabardec.com.au

What information is found there?

- Enrolment forms
- Organisational information
- Students' work
- Library Loans

All students will be sent a "Permission to Publish" on our website and "Publishing Disclaimer". These forms to be returned so that any photos of camps, mini schools, etc can be published on our web page.

USING ELECTRONIC TECHNOLOGY (EMAIL, FAX) TO COMMUNICATE WITH THE DISTANCE EDUCATION CENTRE

Electronic Communication with Students

If students are connected to the Internet, teachers can connect with students via Moodle

This software application allows the teachers and students to 'chat' and hold class group discussions electronically. Your subject teacher will contact you if they can use these systems to advantage.

Be aware that you may be requested to participate in electronic communications.

Many supervisors ask if it is possible to return student's educational responses via fax or email.

TO EMAIL ATTACHMENTS TO THE DISTANCE EDUCATION CENTRE YOU MUST USE A MICROSOFT OFFICE PACKAGE WHICH MUST BE CORRECTLY LABELLED as per p.51.

EXAMINATIONS – Responses CANNOT be returned electronically unless scanned to Adobe Acrobat that is .pdf file

A pdf can be created online. Go to www.primopdf.com for a free converter

- Year 10 yearly exams
- Year 11 half-yearly and yearly exams
- Year 12 half-yearly and trial exams

These exams should be **POSTED** to the Distance Education Centre on the post date indicated via airmail or courier.

DO NOT FAX or EMAIL exams unless permission is granted from the Distance Education Centre management.

Email is the best method of contacting teachers, management and administration at Karabar Distance Education Centre. Please use the following process:

All emails use karabar-d.school@det.nsw.edu.au

Emails should be used to:

- Contact teacher to assist with a Title Page concern.
- "Chat" to teacher.
- Respond to Roll Call or Mentor teacher.

TO RETURN ASSESSMENT TASKS OR TITLE PAGES VIA EMAIL:

Please use KDEC@karabardec.com.au

- Email in Title Page work – Title Page must be indicated.
- Email in Assessment – Assessment Task must be indicated. A receipt message will be returned to supervisor/student from the Distance Education Centre.
- Emails are directed internally to teacher's email box.
- **In the subject box for each new email, state: Student or Supervisor's Name and Teacher or Administration person, e.g. John Brown for Barry Christoff**
- **If the email is an Assessment Task or Title Page, state this: e.g. John Brown for Christoff – Maths Assessment 1, or**
- **Bill Jones for Aven Simpson French TITLE PAGE 10**

TO SEND A MESSAGE OR QUESTION VIA EMAIL:

1. Expect an answer within one day (full 24 hours). Remember teachers at Karabar Distance Education Centre also teach in-school and will need this time to answer your enquiry.
2. If your email is NOT ANSWERED re-direct on day two to: **Distance Education Centre Management – Urgent**. The teacher may be absent or on an excursion or DE field trip (or may NOT have read the email!)
3. Not all emails will be answered if students are "chatting" to the teacher and sending a message.

VIA FAX

1. Use the header suggested when sending a Fax to Karabar.
2. When Assessment Tasks arrive at the Distance Education Centre they will be delivered immediately to administration for receipt date to be recorded.
3. The Karabar Distance Education Centre Distance Education Centre **Fax Transaction Report** will be the official notification of receipt.
 - Our fax number is 62 992529.

SAMPLE EMAIL AND FAX HEADERS

Email Header

Using email for returning Title Pages and Assessment Tasks as an attached file is a quick process to return work, especially for overseas students. Use this process:

- School email address for attached work kdec@karabardec.com.au
- Zip the file before attaching the file to the email if necessary
- Email Subject Box: state student's surname, Year, course name, Title Page number or Assessment Task, Teacher name e.g. **John Smith Year 10, English TP 10, DeSailly**
- Header on actual email as follows:

Email Subject Box: *(Student Name, Year, Course Name, Title Page Number or Assessment Task, Teacher name)*

(State this on the first part of the email message)

Scholastic Year:

Student Name:

Teacher Name:

Title Page: *(if the question relates to a particular lesson)*

Assessment Task Number: *(ensure this is clearly marked)*

(Enter Email message in this section)

Fax Header

Administration Person:

Teachers Name:

Students Name:

Scholastic Year:

Date:

Subject:

Title Page: *(if the question relates to a particular lesson)*

Assessment Task Number: *(ensure this is clearly marked)*

Number of Pages: *(included in the fax)*

Clearly state your fax number for administration return acknowledgement

TELECONFERENCING

What is Teleconferencing?

A Teleconference is an opportunity for the teacher to discuss issues associated with a subject with a number of students.

The teacher will:

- Contact students to organise a time for the teleconference.
- Indicate the Title Page or Assessment Task/exam to be discussed.
- Explain the teleconference protocols and systems.

The student will:

- Be home and ready to take the call at the pre-arranged time.
- Call the Distance Education Centre prior to the teleconference if not available for teleconference (should have good reason).
- Have completed prior reading and be ready to participate in the discussion.

A teleconference often replaces work within a Title Page and allows group discussions. Teleconferences are not available for all courses. Senior courses have priority and more often organised when a group of students are enrolled in the course, otherwise the teacher will telephone students individually.

VIDEO CONFERENCING

Video conferencing is a new technology at Karabar High School Distance Education Centre. This facility allows access to groups of students at schools for Single Subject Students.

MAINTAINING COMMUNICATION BETWEEN YOU AND KARABAR!

Karabar Distance Education Centre regularly distributes:

- Weekly school newsletter, which contains a DE highlight each week. This is now emailed to Students who have requested to receive the publication.

KARABAR DISTANCE EDUCATION CENTRE REQUIRES AN ORDINARY SIZE PHOTOGRAPH OF ALL STUDENTS. A letter of request will be forwarded to Home Supervisor/students if this is not provided on enrolment.

For your school identification card we require passport size photos. These cards are issued on request (ID cards).

Please update each year and we appreciate photos throughout the year of the student's home, friends, holidays or special events.

Let Karabar Distance Education Centre join in with your life!!!