

# Creating a relief lesson when you are away

## by Nat Muir Relief Coordinator - 2019 Feb

- Here are instructions for the best way to leave relief notes when you are away.
- If you are not sure of how to insert lessons into SEQTA, catch up with Gail in SS, Petra or myself.

### Leaving Relief Notes:

- SEQTA relief notes are THE BEST because anyone can read them, which is useful if I have to change relief teachers at the last minute.
- You can also direct message/email your relief teacher as their name will show up on your timetable.
- Paper relief notes are more of a hassle because relief teachers have to collect them then deliver to someone else at changeover.
- If you are dying of the ebola virus at home and cannot access SEQTA easily, you can send your relief notes to me as a text and I will make sure each teacher receives them.
- Reminder - relief teachers do not have instant access to Connect/Clickview so avoid using these resources UNLESS you leave a laptop with login/password details for them to use.



The screenshot shows a dialog box titled "What would you like to do?" with a "CLOSE" button in the top right corner. The dialog box contains three options, each with an icon and a label:

-  New programme
-  Load the List of Programmes
-  Load attendance

Below the options, there is a message: *This class doesn't have an associated programme. If you like, you can create one now.*

Overlaid on the bottom of the screenshot is pink text: **To create a relief lesson in SEQTA, you must first create a new programme. You don't actually have to write anything in here but it activates the daily lesson pad so the icon will then appear next to your class info.**

Timetable

PRINT ALL OPTIONS SELECTED CLONE... ME Mr Shane Joyce 15/11/2017

My day My classes Traditional Calendar Student

MON 13 NOV TUE 14 NOV WED 15 NOV THU 16 NOV FRI 17 NOV

FORM 10FORM2#1 Trans9 10FORM2 20 students

Period 1 ATPES#1 Physical Education No students

Period 2 ATPES#1 Physical Education Studies ATAR 12 No students

Period 3 A2PES#1 Tran12 Physical Education Studies ATAR 2 11 22 students

10FORM2#1 Trans9 10FORM2 20 students

10FORM2#1 Trans9 10FORM2 20 students

10FORM2#1 Trans9 10FORM2 20 students

07PAGB2#2 Physical Education Boy 2 30 students

ATPES#1 Physical Education Studies ATAR 12 No students

07PAGB2#4 Physical Education Boy 2 23 students

09PAGB2#1 Physical Education Boy 2 23 students

ATPES#1 Physical Education Studies ATAR 12 No students

07PAGB2#4 Physical Education Boy 2 23 students

Untimetabled classes

ACADEMIC REPORTS ATTENDANCE DIREQT MESSAGES DAY PLANNER FOLIOS FORUMS MARKS BOOK NOTICES PROGRAMME LIST OF PROGRAMMES TIMETABLE

125%

Windows taskbar: Desktop OneDrive 9:48 02/02/2018

**For example, you can see this one prepared for Jules Pogue by Shane Joyce. The big book on the left of the % icon near the attendance @ is the daily lesson pad icon.**

**This is a great place to leave notes because ANYONE can access it. This is especially important if I suddenly have to swap relief teachers for that lesson.**

**If you leave hard copy notes on your desk, you will still need to insert a note into the daily lesson pad saying "Dear relief teacher, My notes are on my desk in PE office"**

Timetable

PRINT ALL OPTIONS SELECTED CLONE... ME Mr Shane Joyce 15/11/2017

My day My classes Traditional Calendar Student

15/11/2017

S M T W T F S

Lesson topic

ONLINE LESSON Presentation mode

LESSON PLAN

NORMAL

INSERT...

Equipment required (eg: overhead, seating plan, textas, paper, room keys etc):

- **IMPORTANT:** Students will be completing a Soccer Lesson today. Please inform the class we will be continuing our Teeball Program on next Monday Period 4.
- Soccer Balls (located in the HPE Shed - please ensure this is locked securely at the end of the lesson)
- Soccer Goals (located in HPE Shed)
- Team Belts x 4 (Blue, Red, Yellow & Green - located in the HPE Sea Container)
- Scoreboards & Timer (Optional)

Detailed Lesson Instructions:

1. Take the roll and collect valuables to be stored in my valuables container in the HPE office.
2. Make a note of any student not prepared for class - these could be used as helpers e.g. time keeper, scoreboard, etc.

Approximately 468 words

Simple editor Preview

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Windows taskbar: Desktop OneDrive 9:48 02/02/2018

**You can see how it shows Jules as being the relief teacher and Shane (model teacher) has left very detailed notes about room keys, equipment, possible behaviour issues, students with special needs etc. The daily lesson pad allows relief staff to read your notes the night before. It is also easy for you to use from home so you don't have to ask someone to deliver hard copy notes.**