



open **access**
COLLEGE

2019

Student
Handbook

www.openaccess.edu.au/students

Welcome to Open Access College

We're here to help

Call us toll free

1800 882 328

Reception

General enquiries

08 8309 3500

administration@openaccess.edu.au

Client Services

Finance, enrolment & Student Wellbeing Leaders

08 8309 3680

client.services@openaccess.edu.au

Absences

08 8309 3571

student.absence@openaccess.edu.au

Library

08 8309 3620

Learning Technology Helpdesk

08 8309 3636

learning.technology@openaccess.edu.au

Helpsheets: www.openaccess.edu.au/helpdesk

After your enrolment... what's next?

Here are some hints to guide you through the process from signing your enrolment form to your first class.

- Once all required paperwork has been received, your information will be entered onto the Open Access College database.
- You will be emailed a 'Confirmation of Enrolment'. Please check all details carefully and let the Client Service team know if there are any errors in your personal details or subjects selected. This letter will also include your OAC ID number which you will need to access Daymap. You can also use this letter to confirm your enrolment with Centrelink.
- You will be allocated a timetable shortly thereafter. Contact your Student Wellbeing Leader if you have any questions about this.
- Once your timetable is in place, your teachers will contact you by phone or email to let you know your lesson times, Moodle keys and how to access your lessons.
- Ensure that the email and phone number you provided are correct and contact Client Services with any changes to these details.

For parents: Daymap Connect

The Daymap Connect parent portal provides Daymap information to parents and guardians. Visit the Parents page of the website for a link to Daymap Connect and helpsheets to guide you.

www.openaccess.edu.au/parents

Check out the Student page

www.openaccess.edu.au/students

The Student page on the Open Access College website connects you to your most important learning tools:

Student Portal

Your introduction to learning at OAC.

Moodle

Student subject course information, task sheets and other materials for the required work. If your teacher indicates you will be using Moodle, you will be given enrolment details.

Moodle helpsheet available at: www.openaccess.edu.au/helpdesk

WebEx

The virtual classroom used by OAC teachers. Wait for contact from your teacher about Webex.

Webex helpsheets available at: www.openaccess.edu.au/helpdesk

Daymap

Your timetable, attendance and assessments are found on Daymap. You can set up your account with your six digit OAC ID.

Daymap helpsheet available at: www.openaccess.edu.au/helpdesk

Google Classroom

A blended learning platform enabling students to work directly on assignments, while teachers can give feedback immediately. Wait for contact from your teacher about Google Classroom.

Stay informed!



Check the website

www.openaccess.edu.au

It's a good idea to regularly check the OAC website for information about important dates and alerts. You'll find links to news and events on the homepage.



Follow the Facebook page

[facebook.com/
OpenAccessCollegeSA](https://facebook.com/OpenAccessCollegeSA)

Keep up to date with news and events as well as community information and lots of photos!



Read the newsletter

Our college newsletter is emailed approximately once per month. All news stories can also be found on the OAC website.



Follow the Library Twitter

twitter.com/mardenlibrary

Check the Marden Education Centre Library Twitter to keep up to date with news, events and displays at the Library.

My classes

Subject	Teacher details (name, phone, email)	Login details (eg Moodle/Webex)

My timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00am					
9.25am					
9.55am					
10.20am					
AM Break 10.45am – 11.15am					
11.15am					
11.40am					
12.10pm					
12.35pm					
Lunch 1.00pm – 1.30pm					
1.30pm					
1.55pm					
2.25pm					
2.50pm					

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1-37 Marden Road MARDEN SA 5070

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Government of South Australia
Department for Education