



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.OAC288@schools.sa.edu.au

Student Services

Enrolment & Student Wellbeing Leaders

08 8309 3500 (option 2)

student.services805@schools.sa.edu.au

Finance

finance.matters852@schools.sa.edu.au

08 8309 3500 (option 4)

Absences

08 8309 3500 (option 1)

student.absence986@schools.sa.edu.au

Library

08 8309 3500 (option 5)

Learning Technology Helpdesk

08 8309 3500 (option 3)

learning.technology799@schools.sa.edu.au

[Helpsheets: www.openaccess.edu.au/helpdesk](http://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'. This letter will include your OAC Student ID number which you will need to access Daymap. You can also use this letter to confirm your enrolment with Centrelink.
- Please check all details carefully and let the Student Services team know if there are any errors in your personal details or subjects selected.
- 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 EdPass email to let you know your lesson times and how to access your lessons. You will be allocated an EdPass email if you don't already have one.
- Ensure that the phone number you provided is correct. Please contact Student Services with any changes to your 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.

Teams

An all-in-one platform for lessons, submitting assignments, contacting your teacher and accessing other learning platforms. Your teacher will show you how to use each Teams site. MS Teams 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.

Student Emails - Learnlink

All students will be using their @schools.sa.edu.au email address that is managed for all school activities. To access your LearnLink email address you can use the student links page of the Open Access College website: **www.openaccess.edu.au/students/student-links**

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 Teams/Webex)

My timetable

Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday
1	9.00 – 9.55	Line 1	Line 7	Line 12	Line 4	Line 9
2	9.55-10.50	Line 14	Line 8	Line 13	Line 3	Line 10
Break	10.50 – 11.20	Recess				
3	11.20-12.15	Line 3	Line 2	Advisory / Care Group	Line 6	Line 11
4	12.15-1.10	Line 4	Line 9	Line 14	Line 5	Line 12
Break	1.10-1.40	Lunch				
5	1.40-2.35	Line 5	Line 11	Line 1	Line 7	Line 13
6	2.35-3.30	Line 6	Line 10	Early finish No classes	Line 8	Line 2

Each secondary subject will have 2 x 55 minute lessons per week.

For example:

Line 1 appears Period 1 Monday and Period 5 Wednesday

Subject and Line	Day and time	Day and time

Open Access College

1-37 Marden Road MARDEN SA 5070

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