



## ELES INFO PACK

### STUDY SKILLS HANDBOOK SUBSCRIPTION WEBSITE

[www.studyskillshandbook.com.au](http://www.studyskillshandbook.com.au)

This document contains a page on each of the following questions:

1. What is it?
2. How does it work?
3. What is in the site?
4. How do you use it?
5. What does it cost?
6. Who develops/runs the site?
7. Can we have a look?
8. Other questions?

APPENDIX 1: List of current subscribers and date commenced

APPENDIX 2: Feedback from subscribers



## A WEBSITE

That **secondary schools** can **subscribe** to for all students, teachers and parents in the secondary school to have access to comprehensive, **interactive study skills** units.

The handbook can be used independently or in conjunction with other ELES resources and sessions as a multi-layered approach that will assist in the development of students' study skills. The aim is to allow schools to address study skills from as many different angles as possible. Students will then get wide exposure and reinforcement of the ideas as well as the opportunity to access the information in many different ways. As teachers we know that it may be necessary to explain or present a concept in a number of different ways so that all students have the 'aha, I get it' moment.

- **SKILL DEVELOPMENT:**

This site helps students develop skills needed for success in secondary school studies.

- **TECHNOLOGY:**

A multimedia approach taps into students' affinity with technology to create a new and effective way to improve students' study skills.

- **OPTIONS:**

Take a self-directed approach where students work through the units at their own pace and in their own time, or integrate into existing school "learning-to-learn" programs, or start a brand new program at your school using the site.

## 2. How does it work?



- Fill out the subscription form and fax to the number on the form. You can print the subscription form from the link at [www.studyskillshandbook.com.au](http://www.studyskillshandbook.com.au)
- We will send you an invoice.
- Once payment is received by cheque or direct deposit (details on invoice), we will activate your school's account.
- We will then send you a USERNAME and PASSWORD for everyone at your school to use.
- You then provide this password to all the students, parents, teachers in the secondary school, put it in the school newsletter, put up flyers around the school (templates provided), show the video or PowerPoint tour (sent to you on subscription). Everyone at your school uses the same username and password to access the site.
- Your IT people can also set up a direct link on your intranet (if your school has one) so students can just click on an image and go straight into the site without entering username/password (we send the info on how to do this).
- Students will set up an additional personal tracking system username/password, you don't need to organise this, they will be prompted to do so on the site. That way they can save their quiz and module results.
- We will send you a folder which includes a special admin password that allows you to enter an admin section of the site and track the progress of the students at your school.
- We will send you monthly study skills tips you can put in your school newsletter along with access info to remind your school about this resource.
- Then all you have to do is decide with your teachers how you will use the site at your school (see ideas on Page 4) to help your students develop the skills they need to achieve their personal academic potential.

## 3. What is in the site?



### at home

1. Home Study Environment
2. Organisation and Filing
3. Time Management Skills
4. Managing Workload
5. Dealing with Distractions
6. Overcoming Procrastination
7. Developing Motivation
8. Goal Setting
9. Lifestyle and Balance
10. Managing Stress

### at school

1. Will we ever use this?
2. Using Classtime
3. Asking for Help
4. Dealing with Conflict
5. Groupwork Skills

### specific skills

1. Reading Skills
2. Writing Skills
3. Mathematical Skills
4. Language Skills
5. Research Skills
6. Presentation Skills

### tests and exams

1. Summarising
2. Active Studying
3. Preparing for Exam Blocks
4. Test-Taking Techniques
5. After Tests & Exams

### each of the main units also has the following features:

- Worksheet for the unit (optional to use, available in PDF and DOC version)
- Summary sheet for the unit
- Online poll
- 'Check-up' quiz for prior to the unit
- Video and audio files
- End of unit quiz
- End of unit module (for students to try and apply their knowledge to real life situations)
- Ask a question
- Things to print
- Grids and planners
- Tracking system
- Monthly prizes for students
- Audio and video files
- Podcasts to download
- New content added regularly

### extra general mini-units

- Starting Secondary School
- Becoming a Senior Student
- Bullying: Issues and Strategies
- Educational Kinesology
- Living Across 2 Houses
- Travel: A motivator to Learn
- Uni: Lecture Note-making
- Managing Part-Time Jobs
- Your Brain and Memory
- Live Your Best Life

### extra technology mini-units

- Technology Tools
- iPhone Apps for School
- Basic Computer Skills
- Be CyberSmart
- Microsoft OneNote

## 4. How do you use it?



There is no right or wrong way to use the online handbook in your school. Every school will have different programs already in place, different amounts of time available, different levels of computer access and different types of students! Rather than a rigid program, the study skills handbook website is designed to be flexible so you can use it in the way that best suits the needs of your school and your students.

A good approach is to encourage a mix of allowing students to browse the handbook at home or at school as well as formally completing some units at school, perhaps also using the worksheets for the unit.

Here are some examples of approaches in use at other schools:

### 1. Parents and students can browse the site at home

Schools provide login details to the students, parents and teachers. In addition, schools can create a direct link from the school intranet to the site or put login details in the school diary so the handbook can be used as needed. Students can then submit study skills questions to be answered, print the summary sheets or explore ways to improve results at their own convenience. This provides a great resource for all students, parents and teachers to have at their fingertips. There are also FAQ sections for parents and teachers to use (with extra material to download and use) as well as links to useful sites and articles.

### 2. Schools may integrate units in pastoral programs

Teachers may have students work through topics systematically at school during pastoral lessons or other appropriate times to improve overall study skills. Units may be integrated into the school's pastoral program. Some schools print off all the worksheets and bind them into a workbook for the students. Throughout the year they then have the students work systematically through the topics (or allocate different topics to different year groups).

### 3. Teachers may specify units for individuals

Teachers may direct students or parents to a particular unit when a need arises with respect to academic performance (eg. a teacher may suggest a parent work through the time management section with their student or the section on how to study).

### 4. Teachers may direct classes to complete units

Teachers may set particular units as homework for students to complete or may suggest students review particular units at certain times of the year, for example the section on examinations at examination time. Particular class needs may be met by taking groups of students to a computer lab and let them browse the handbook, or have students print off a worksheet for one of the units and work through a particular unit. Students could also type their answers directly into the Word versions of the handbook and save to their computers. Students, by nature, will tend to browse erratically through the handbook so having students complete the worksheets for each unit ensures they have worked thoroughly through the material for each unit.

### 5. Schools can set units for year groups

Following is a great suggestion from a subscribing school. This school does not have much time at school to directly address study skills. So they are telling students that to show their commitment to senior studies, as part of the requirements to move from Year 10 to Year 11, students are expected to have completed all units by the end of Year 10. They can start working on these as soon as they enter high school, but by the end of Year 10 teachers will check in the tracking system to make sure students have completed all quizzes and modules. Then in the senior years if they need help or to review a section they will also know where to go back in the handbook to find it.

## 5. What does it cost?



Annual subscription fees are in Australian dollars and include GST for Australian schools. They are based on total secondary school enrolment numbers (schools cannot subscribe for part of the student body). A completed subscription form and payment must be received before school username and password can be issued.

### annual subscription fees are

- \$597 for a small school (<500 secondary students)
- \$797 for a medium school (500-799 secondary students)
- \$997 for a large school (800-1099 secondary students)
- \$1197 for a very large school (1100+ secondary students)

For most schools this works out to around \$1 per student. For this price, every student, parent and teacher in your school has unlimited access to the site and all the online activities for a whole year!

### notes

1. There is an additional one-off \$550 joining fee which is currently waived for schools that start their subscription now.
2. Subscriptions are for a calendar year only. The subscription will be valid only for the year that you have signed up for – therefore it is best to sign up as early in the year as possible or late in the year in preparation for the next year.

## 6. Who develops/ runs the site?



**Enhanced Learning  
Educational Services**

*"the study skills specialist"*



Prue Salter began her career in education as a secondary school teacher of Mathematics. Prue has also taught English as a second language in Hong Kong, Mathematics and Computing in Singapore and returned to Australia to teach Mathematics at a secondary school in Sydney.

Her qualifications are: Bachelor of Arts (major in English literature), Bachelor of Mathematics (in Maths and Statistics), Diploma of Education, Master of Accountancy, Master of Education (with a focus on technology). Prue is currently enrolled with University of Technology Sydney in her third year of doctoral studies. Her PhD topic is: Developing self-regulated learners: exploring the role of secondary schools.

Prue also has a wide range of experience as a Year Coordinator - from Year 7 through to Year 12. It was while in these roles Prue decided that schools needed more resources to help them develop students' study skills. As a Year Coordinator time is very limited and, as a result, there is little time to sit down and create the materials needed to develop students' study skills. As a teacher, Prue found that many of the materials available did not address the issues she was seeing on a day to day basis or in a way that engaged students. This led to Prue starting her business, Enhanced Learning Educational Services, in 2001 and developing study skills sessions and over 20 study skills worksheet sets for teachers to use with students.

More recently her interest in technology, including the way students engage with it, led to a new approach – the online study skills handbook. The beauty of this medium is twofold; firstly, allowing students to interact and engage across a medium they can relate to and secondly, allowing constant improvements, updates, reacting in a timely way to students' needs. For example, the iPhone Apps page was the result of a student sending in a suggested App and the Bullying unit was due to the numerous questions being asked about bullying issues in the 'ask a question' section.

So who develops and runs the site? Prue Salter does about 80% of the work on the site. Her skills in web development allow her to translate her ideas into reality and her teaching background means that she has a pedagogical framework from which to approach meeting the learning needs of the students in this medium. Prue has a small group of people she outsources to for some of the advanced and specialist coding areas, and managing the administrative side of the business.

In addition, there are numerous examples of subscribers also contributing both content and content direction. The combination of Prue's subject matter expertise and contributions from students, parents and teachers across the country ensures the handbook maintains fresh and contemporary content.

## 7. Can I have a look?



**Enhanced Learning  
Educational Services**  
"the study skills specialist"

Yes. Here are your options:

Included with this information pack is a CD with video and powerpoint tours.

You can also visit the 'on approval' version of the site. This is a copy site we have set up that allows you to view the features of the site and to see 7 of the 26 units in entirety. Although you are not accessing the actual site, it gives you a good idea of what it is like. The 'on approval' version does not allow you to print any of the worksheets, summary sheets or templates and you do not have full access to everything on the site.

- Go to [www.studyskillshandbook.com.au](http://www.studyskillshandbook.com.au)
- Click on the login for 'on approval' link  
(NOT the main subscriber's login button, use the 'login for on approval' link: below the heading 'just looking')
- Enter this username: **viewhandbook1**  
and this password: **studysmart**

And you can start exploring:

Study Skills Handbook - Windows Internet Explorer

http://www.studyskillshandbook.com.au/inside/index.html?

Google

Norton Phishing Protection on Identity Safe Log-ins

File Edit View Favorites Tools Help

Study Skills Handbook

Home Study Environment

Welcome to the **Study Skills Handbook**

Click here for the annual evaluation: [HAVE YOUR SAY ABOUT THE SITE](#)

Units Of Work Using This Site For Students For Teachers For Parents Contact Us LOGOUT

Click on one of the 26 units of work below to get started:

**Working Better At Home**

Home Study Environment

[info@enhanced-learning.net](mailto:info@enhanced-learning.net) [www.enhanced-learning.net](http://www.enhanced-learning.net)

PO Box 9 Neutral Bay NSW 2089 Ph: 0416 293 087 Fax: 02 9908 1893 ABN: 50 328 903 142



## 8. Other questions?



### What student demographic is the handbook aimed at?

This handbook is designed for secondary students. It is not intended for primary students. All secondary students will find all units of the handbook valuable both as juniors and seniors as students are able to experience the units at different levels of understanding and relevance. Every year when students have access to the handbook again, a different section may seem more pertinent to them based on what issues are current in their lives at that time. In addition to this, units that they have previously worked through are also likely to have greater meaning at different levels of their schooling.

### Why can't individuals subscribe to the handbook?

This is a resource that is designed to benefit the school community as a whole. It is much more effective if teachers, parents and students are all hearing the same message about study skills and it is important to ELES that access is not limited due to financial means of individuals.

### Can the school subscribe just one year group to the handbook?

No. You need to subscribe for your school and the total number of students enrolled in your secondary school.

### Can primary schools use the handbook?

No. The handbook is designed for secondary school students. If your school has both primary and secondary students, your enrolment numbers are calculated on the secondary students only.

### Can we get information as to how much each student has completed or used the handbook?

Yes. Students sign up for the Tracking System on the handbook site. They will enter a username and password of their choice and at the end of each unit quiz and module will save their results. The system will keep track of their results over the years until the end of Year 12 and they can check their progress at any time through the tracking system. The school contact person will also be given an administrator password which will allow schools to view the progress of any students who have signed up for the tracking system in any year group in their school.

### We have used some of your resources or had our students attend one of your study skills sessions.

#### Will this handbook still be useful for us?

Definitely! Study skills is all about building layers of knowledge, it is about taking the information and presenting it to students in numerous and different ways. The more we can constantly expose our students to the concepts needed for academic success and the more diverse ways we can get them to interact with the information on a regular basis, the better chance we have that they will retain and apply it. From the other perspective, if you are using the handbook, your students will still find the sessions and resources useful.

### More questions?

You can contact Prue via:

Ph: 0416 293 087

Email: [info@enhanced-learning.net](mailto:info@enhanced-learning.net)

## APPENDIX 1:



**Enhanced Learning  
Educational Services**

*"the study skills specialist"*

### Current subscribers (as at March 2012) and date commenced subscription (site launched 2007)

Abbotsleigh, NSW	Eaton Community College, WA
Arthur Phillip High School, NSW	Elderslie High School, NSW
Aust International School, HONG KONG	Ellenbrook Christian College, WA
Balranald Central School, NSW	Emmanuel Catholic College, WA
Banksia Park International High School, SA	Evans High School, NSW
Bankstown Girls High School, NSW	Faith Lutheran College, QLD
Belridge Senior High School, WA	FCJ College Benalla, VIC
Bendigo South East College, VIC	Fort Street High School, NSW
Bethlehem College, Ashfield, NSW	Frankston High School, VIC
Beverly Hills Girls High School, NSW	Fraser Coast Anglican College, QLD
Blakehurst High School, NSW	Frederick Irwin Anglican School, WA
Bomaderry High School, NSW	Freeman Catholic College, NSW
Bossley Park High School, NSW	Georgiana Molloy Anglican School, WA
Brighton Secondary College, VIC	Geraldton Grammar School, WA
British International School, PHUKET	Gilroy Santa Maria College, QLD
Broughton Anglican College, NSW	Good Samaritan Cath College, NSW
Bunbury Catholic College, WA	Goulburn Valley Grammar School, VIC
Camden High School, NSW	Granville South High School, NSW
Canberra Girls Grammar School, ACT	Greenwood Senior High School, WA
Caringbah High School, NSW	Haileybury Almaty, KAZAKHSTAN
Caroline Chisholm College, Glenmore Park, NSW	Helena College Senior School, WA
Casey Grammar School, VIC	Hillcrest Christian College, VIC
Casimir Catholic College, NSW	Holy Trinity School, NSW
Catherine McAuley High School, NSW	Hope Christian College, WA
Catholic College Wodonga, VIC	Hurlstone Agricultural High School, HSW
Central Coast Grammar School, NSW	Inaburra School, NSW
Chisholm Catholic College, Bedford, WA	James Cook Boys' Tech High School, NSW
Churchlands Senior High School, WA	John Fawkner College, VIC
Clairvaux Mackillop College, QLD	John Therry Catholic High School, NSW
Clancy Catholic College, NSW	John Wollaston Anglican Community School, WA
Cornerstone Christian College, WA	Katanning Senior High School, WA
Corpus Christi Catholic High School, NSW	Kincoppal, Rose Bay, NSW
Cowra High School, NSW	Kingswood College, VIC
Cranbrook School, NSW	Ku-ring-gai Creative Arts High School, NSW
Cronulla High School, NSW	La Salle Academy, NSW
Daramalan College, ACT	La Salle College, WA
De La Salle College Ashfield, NSW	London Oratory School, UK
De La Salle College Caringbah, NSW	Loreto College Marryatville, SA
De La Salle College, Revesby Hts, NSW	Loreto Kirribilli, NSW
Domremy College, NSW	Loreto Normanhurst, NSW
Doncaster Secondary College, VIC	Macarthur Anglican School, NSW
Dorrigo High School, NSW	Mackillop College, VIC
Dun Craig Senior High School, WA	Marcellin College, VIC
East Hills Girls Technology High School, NSW	Marist College Ashgrove, NSW
Eastern Goldfields College, NSW	Marist College Eastwood, NSW

# APPENDIX 1 cont.:



**Enhanced Learning  
Educational Services**

*"the study skills specialist"*

Marist College Penshurst, NSW  
Marsden High School, NSW  
Mater Dei College, WA  
Mater Marua Catholic College, NSW  
Matraville Sports High School, NSW  
McDonald College, NSW  
Methodist Ladies' College, Kew, VIC  
Moorebank High School, NSW  
Moorefield Girls' High School, NSW  
Mount Carmel High School, NSW  
Mount St Benedict College, NSW  
Mountain Creek State High School, QLD  
Mt Alvernia College, QLD  
Mt Lawley Senior High School, VIC  
Nagle College, Blacktown Sth, NSW  
Nanango State High School, QLD  
Narellan Library, NSW  
Narromine High School, NSW  
Newcastle Grammar School, NSW  
Newington College, NSW  
North Sydney Boys High School, NSW  
North Sydney Girls High School, NSW  
Northpine Christian College, QLD  
Oak Flats High School, NSW  
Oakhill College, NSW  
Our Lady of Mercy College, Parramatta, NSW  
Penrhos Senior College, WA  
Penrith Christian School, NSW  
Penshurst Girls Campus-Georges River College, NSW  
Qld Academy for Creative Industries, QLD  
Qld Academy for Health Sciences, QLD  
Qld Academy Science Maths & Technology, QLD  
Quirindi High School, NSW  
Randwick Boys High School, NSW  
REDLANDS, NSW  
Robertson County School, USA  
Rockingham Senior High School, WA  
Rose Bay High School, TAS  
Rose Bay Secondary College, NSW  
Rostrevor College, SA  
Rouse Hill High School, NSW  
San Sisto College, QLD  
Santa Sabina College, NSW  
Sarah Redfern High School, NSW  
SCEGGS, Darlinghurst, NSW  
Scotch College Adelaide, WA  
Sefton High School, NSW  
Servite College, WA  
Shoalhaven Anglican School, NSW

SHORE, NSW  
Smiths Hill High School, NSW  
Sorell School, TAS  
South Coast Christian College, VIC  
St Agnes Catholic High School, NSW  
St Aloysius College, Kirribilli, NSW  
St Andrew's Cathedral School, NSW  
St Brendan's College, QLD  
St Catherine's School, Waverley, NSW  
St Domininc's College, NSW  
St Edmund's College, Manuka, ACT  
St Edmund's College, VIC  
St Francis De Sales Regional College, NSW  
St Gregory's College, Campbelltown, NSW  
St Ignatius' College, Athelstone SA  
St John Bosco College, NSW  
St Joseph's Catholic College, NSW  
St Joseph's College, Brisbane, QLD  
St Kevin's College, Toorak, VIC  
St Margaret's Anglican Girls School, QLD  
St Mary's High Gateshead, NSW  
St Monica's College, Cairns, QLD  
St Patrick's College, NSW  
St Stephen's School, Duncraig, WA  
St Thomas More College, QLD  
St Ursula's College Kingsgrove, NSW  
Stuartholme School, QLD  
Sunrise Christian School, SA  
Sydney Distance Education High School, NSW  
The Forest High School, NSW  
The Gap State High School, QLD  
The Jannali High School, NSW  
The Pittwater House School, NSW  
The Scots College, Bellevue Hill, NSW  
The Scots PGC College, QLD  
Tooleybuc Central School, NSW  
Trinity College, Gawler, SA  
Tullawong State High School, QLD  
Tumbarumba High School, NSW  
Tyndale Christian School, NSW  
Vienna International School, AUSTRIA  
Villanova College, QLD  
Vincentia High School, NSW  
Waverley College, NSW  
Wenona, NSW  
Xavier Catholic College, QLD  
York District High School, WA



## Comments from subscribing schools from annual evaluation

**Arthur Phillip High School**

USE: encourage students to use at home

Show students skill on digital projector and have them work on it at home note deficiency in skill, check what SSH has to offer, then refer students- if it's critical, work through with students as class group to make sure they GET it!

LIKEMOST: easy navigation, variety of tasks, chunking of ideas/skills, sequence is logical progression

MOSTUSEFUL: Organisation, summarizing, importance of notemaking

NEWSLETTER: It's a reminder, we keep a set of flyers handy for new enrolments and parents when they pop in.

**Broughton Anglican College**

USE: All of these ways

LIKEMOST: So much detail and allows students to follow their interest/needs

MOSTUSEFUL: Mixture but probably the games and encouragers mixed with the info

SUGGESTIONS: It really works very well in a very diverse area for all learning styles

**Chisholm Catholic College**

USE: We place an edited version of the monthly newsletter item into the School newsletter which is aimed at parents. The intention is for students to work through the units with their parents. Placed on school intranet. Students encouraged to use at home through regular notices in school newsletter & supplied study tips.

LIKEMOST: Easily accessible from school & home; easy to navigate.

MOSTUSEFUL: Organisation of units.

**Geraldton Grammar School**

USE: This year we trialed the use of the resource with our year 12 cohort. We have used it by taking students to computer labs and working through sections as a class. Students have also been able to access from home.

LIKEMOST: I like the way it is laid out. The connections between sections are easy to see and navigate. The games/puzzles are also popular.

MOSTUSEFUL: The preparation for exams seems to be the most popular with students. I think that the setting up for study and ignoring distractions will be useful for our middle school students.

MODULE: I like the idea of students being able to go where they feel they need to. I think this is the strength of online resources.

**Helena College**

USE: Currently it's left to students to use in private study (years 11-12) and at home but next year it will form part of a more structured info skills program in years 7 and 8 particularly.

LIKEMOST: Students can work at own pace and for their own targeted areas where they need extra assistance.

MOSTUSEFUL: The fact that it's online and interactive.

**Katanning Senior High School**

USE: So far, we have introduced all year 10's to the handbook through English classes at school. Some classes have been required to complete topics at home. Others just encouraged to. Haven't been printing off worksheets.

LIKEMOST: Flexibility - easy to find something relevant and useful to every child.

MOSTUSEFUL: Audio and video links.

## APPENDIX 2:



### Macarthur Anglican School

LIKEMOST: The clear communication methods used and interactive nature of the handbook. It's all fantastic.

### Mater Dei College

LIKEMOST: Provides useful tips that I can use both in formal class settings and as input to the community as part of my weekly "Learning Matters" column in the College Newsletter.

MOSTUSEFUL: The goal setting and general study skills have been of most use to our Year 12 students.

MODULE: My first impressions are that the general browsing model currently in use is very suitable as it allows students to be self-paced from home. It does not stop me from specifying certain sections at certain times as part of class instruction.

### Moorebank High School

USE: It forms the basis for the Year 8 "Becoming an Achiever" course. This course was delivered during roll call (20 mins each morning, 10 mins on Tuesdays). This has proven to not be the best way to deliver this course and so, for 2009, Year 8 have been allocated 2 periods per cycle (1 period each week) for study skills. The handbook will continue to be the basis of the course. Our school diary (the Learning Curve diary) supplements and partners your handbook. "Becoming an Achiever" builds on the Year 7 course "Skills for Success".

LIKEMOST: It is self directed. It covers a wide range of topic areas. It offers students a variety of methods of engagement. It uses age and interest appropriate language and examples.

MOSTUSEFUL: The most useful sections are all the practical, easily implemented tips that appear throughout the handbook - things that the Year 8 students can take on board with the minimum of effort and see an impact almost immediately.

### Queensland Academy for Science Math and Technology

USE: We used it as a semester program - one session a week and followed it up with reflective journals before and after exams. They worked in small classes and as a large lecture group. Some areas were supported by guest lectures from our student services team.

LIKEMOST: As a teacher I could track what the students were doing. Although the handbook is really structured for State curriculum most areas supported what the students need for International Baccalaureate.

MOSTUSEFUL: Study habits and notetaking were particularly useful. Parts of the exam preparation were good.

MODULE: Thank you for developing the area to locate passwords! We tracked student usage because we linked it to outcomes.

### Smith's Hill High School

USE: updates in each newsletter, Counselor referrals for struggling students.

LIKEMOST: funky up-to-date nature, constant updates

MOSTUSEFUL: trackability, segmentation, areas of concern can be addressed specifically

USE: All teachers have access to it. We get Prue to come and do sessions with all 7, 10, 11 and 12 students. It is promoted heavily in fortnightly newsletters. Links to it are on the school website.

LIKEMOST: Students can track progress, different things are added regularly.

MOSTUSEFUL: Different things for different students - helping them get organised is big, though.

### St. Joseph's College Gregory Terrace

USE: We use the handbook in a variety of ways. We have a link to it on our school website; have links to it via our school intranet; refer to it in our newsletter; refer to it in year level assemblies; use study tips in the newsletter; inform parents at information and orientation evenings; use as a class activity for learning support classes; use as tutoring tool in study skills sessions.

LIKEMOST: Information is presented in a variety of formats and therefore caters for all learning styles.

## APPENDIX 2:



The topics are relevant and student friendly. The access from home and school is most important. It also gives parents ideas and strategies of how they can support their sons/daughters in a constructive way re studying.

**MOSTUSEFUL:** The new modules look to be a great idea. The access to relevant, specific information is very important. I think the students are enjoying the interactive aspects.

### St Gregory's College

**USE:** We're still developing ways to use the handbook. We publicise the handbook in the Homework guidelines in the student diary. Recently Prue has worked with Year Coords to find ways to integrate study skills / time management into Pastoral Care programmes.

**LIKEMOST:** The way it caters for a variety of learning styles. Excellent sheets that can be printed. For a busy Year Coord, this could be a 'one-stop shop'. Visually very appealing. Lots of effective tips and guides.

**MOSTUSEFUL:** The bits dealing with HOW students can revise.

**SUGGESTIONS:** I really think it's a remarkable resource and most bases are covered.

### St John Bosco College

**USE:** Encourage them to use at home, encourage teachers to use with students. Advertise in diary and newsletters.

**LIKEMOST:** Well structured and easy to navigate, not cluttered. Tracking system is a great idea. Multimodal and interactive, written, audio, quizzes, etc to keep kids interested. Always new things and responses to queries.

**NEWSLETTER:** Definitely it's great.

**LINK:** On the student's personal internet desktop.

### The Scots College

**USE:** We use selected sheets as part of the tutor group programme (pastoral care), twice a week in Term 1. Then we encourage the students to use the online version when special times of research/exams are coming up.

**LIKEMOST:** Quick, punchy lessons. Not necessary to have loads of resources. Can do a unit in 20-30 minutes

**MOSTUSEFUL:** It varies with each year group and at what stage of the year they are at. The exam tips and memory aids are good. Concrete exercises to improve these are great.

### The SCOTS PGC College

**USE:** Pastoral Care time and home use

**LIKEMOST:** User friendly and electronic that is accessible at home to all our students

### St Stephen's School Duncaig

**USE:** Used as a resource that families and students are referred to. Learning areas particularly like the learning area specific parts of the site.

**LIKEMOST:** Ability to use it at school as well as home and learning area specific parts.

**MOSTUSEFUL:** Different for each student.

### Sydney Distance Education High School

**USE:** Students access at home or at their home school.

**LIKEMOST:** That students can use worksheets and track progress.

**MOSTUSEFUL:** Everything! Especially that they can enhance skills in the areas of Reading, Maths, presentation, Research and Foreign Language.



### Waverley College

USE: The handbook has been placed as a link on the homepage of the College website and the intranet. Students, teachers and parents can access this site easily. The site is promoted at all Parent Information evenings and highlighted regularly in the College newsletter. In the first year of use students are encouraged to use the site and some teachers use information from the site to incorporate in their lessons.

LIKEMOST: Easily accessible and user friendly. The units of work can be directed to different age groups.

MOSTUSEFUL: As our boys are not good organisers anything that has been about organisation including planners etc has been helpful. Also the information on how to make study notes.

### York District High School

USE:

1. Encourage students to use at home. Specific units are suggested.
2. Specific units are specified for students to complete during Form classes.
3. Study Skills is a focus of Form Teacher programs for the year and classes rotate through our IT rooms and labs to complete.

LIKEMOST:

1. Ease of access.
2. Student monitoring.
3. Content and mode of delivery - IT focus.
4. Newsletter and regular product information updates.

### EMAIL FEEDBACK:

"The Handbook has been a great success." Head of Faculty Exceptional Learners, St Joseph's College, Gregory Terrace, QLD

"I have added links inside our MOODLE in the revision centre for each year level with the automated access, great idea. Fab resource." Head Of Faculty – ICT, St. Joseph's College, Gregory Terrace, QLD

"Many thanks for a great product." Director of Teaching and Learning, St Edmund's College, Manuka, ACT

"I did receive the latest package thanks and the handbook continues to look fantastic." Head of Senior School, Penrhos College, WA

"The sample newsletter items are excellent. I have been using them regularly. We have a newsletter going out next week with a deadline of Monday afternoon. Do you have the Skills Tip for November in advance I can use? Feedback on these have been fantastic. Thankyou." Handbook Coordinator, St Greg's College, Campbelltown, NSW

"I have been surfing around the handbook and it is really wonderful. I am sure that our students will get a lot out of it."

Head Teacher, Teaching and Learning, Moorebank High School, NSW

"Thanks for the information, updates and ongoing communication. We look forward to using the program quite extensively this year." Director of Special Education, Methodist Ladies' College, Kew, VIC

"I have had a look at the site and it is great with loads of information and great downloads. Thank you for the chance to help our kids at home and improve their study habits." Distance Education Coordinator,

## APPENDIX 2:



**Enhanced Learning  
Educational Services**

*"the study skills specialist"*

Mountain View Adventist College, NSW

"Thanks for helping out our students. Your product and your services are exemplary!"  
Coordinator Digital Learning in Distance Education, CLI Strathfield, NSW

"Can I just say thank you for the monthly emails and newsletter ideas. Much appreciated and always used by us."  
Deputy Principal, QLD Academy for Science, Maths, Technology, QLD

"The ELES Study Skills Handbook is such a great resource and plays a growing part in our school community. I think it is a great idea to include our password for 2010 in next year's diary - the suggestions for our diary were most helpful. Thanks for the great service." Teacher , Duncraig Senior High School WA

"We are all struggling with our time so your programme is much appreciated." Head of Library , Kincoppal – Rose Bay, NSW

"The Pastoral care teachers are very impressed!" Stage 3 Coordinator, Penrith Christian School, NSW

"I am loving these monthly newsletter items/study skills tips and using them each month. It is so good to remind parents of the resource regularly." Head Year 11 , Broughton Anglican College, NSW

"I worked through the resource over the holidays and I think it will be very useful for our students especially when the laptops arrive." Deputy Principal, Cromer Campus, Northern Beaches Secondary College, NSW

"Can I just say thank you for the monthly emails and newsletter ideas. Much appreciated and always used by us." Deputy Principal, Queensland Academy for Health Sciences, QLD