



SchoolTalk Cheat Sheet

How to create a group

1. Log in to SchoolTalk
2. Click Look up learners
3. Click Create group
4. Name the group eg. "Orange"
5. Choose some tags. Think of these as key words. Suggested tags are the year and the term.
6. Search learners by typing their first name, comma space next learners name eg. hunter, hayne
7. Hit enter or click the searchlight
8. The learners names will pop up, click the grey tick to select them
9. Click pin
10. To edit the group: Click on the group
11. Click on the pencil

Calendar: How to repeat events

1. Open calendar
2. Create an event or to edit an existing event, click the three dots and edit event
3. Click on Schedule
4. Set the day and times
5. Set the event to repeat

Calendar: How to attach learners to a calendar event

1. When you are creating the calendar event click learners
2. Type the learner group name in the search field
3. Click the spotlight/hit enter
4. Click the grey tick next to the group
5. Click Next

Design for Learning: How to select Learning Progressions (LI/SC)

1. In the Design for learning click Edit, Learning progressions
2. Filter the progressions by clicking the learning area at the top
3. Click the little right pointing arrow and select the area within that curriculum
4. Select the level
5. Click the spotlight/hit enter
6. Click on the circle next to the progression you want to select (try not to select too many)
7. Save

Design for Learning: How to edit Design for learning

1. In the Design for learning page click Edit, Design for learning
2. Here you can add resources, notes, websites, pictures.
3. To add text, just click anywhere in the box, add the text, then save
4. To add a link to another website, click Embed link, paste the link and save
5. To add something from your drive (slides etc) click Insert from drive, search for the item, and insert
6. To add something from your computer, click Upload local file, search for the item, and insert
7. To add resources that are sitting behind a progression, make sure you have the progression selected. Then click the underlined title on the left in Learning progressions. Any resources attached will pop up. Tick the circle of the resource to attach to the Design for Learning, then save



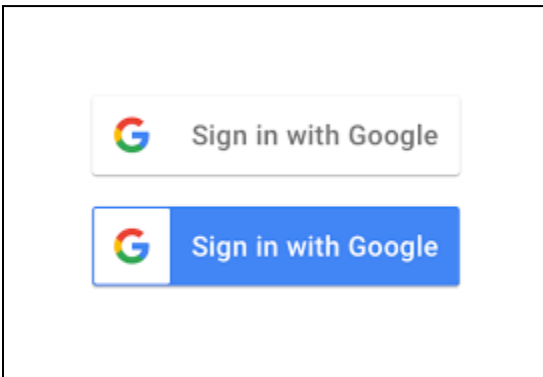
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What to do if SchoolTalk logs me out?

1. Go to



2. Click on Sign in with Google and it will automatically pick up your email.



3. If it does not log in automatically you will need to enter your email and password.

A screenshot of a login form. At the top, it says 'Welcome back' in a bold, black font. Below that, it says 'Don't have an account? [Sign up.](#)' in a smaller, grey font. The form itself is enclosed in a light grey border. It starts with a 'Continue with Google' button, which is white with a grey border and a small Google 'G' logo. Below this is a link that says 'Or continue with username/email'. There are two input fields: one for 'Username or email address' and one for 'Password'. The password field has a 'Show' link next to it. Below the password field is a link that says 'Forgot your password?'. At the bottom of the form is a large blue button with the text 'Sign in' in white.



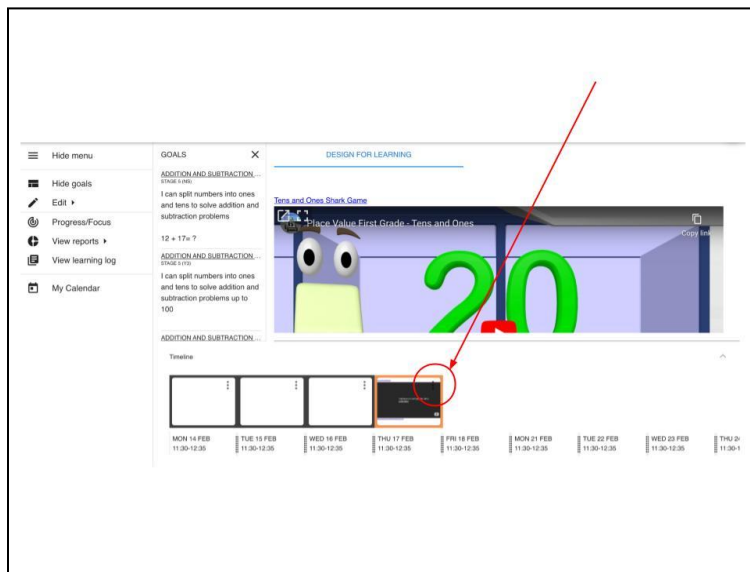
SchoolTalk Cheat Sheet

How to create my daily planning page

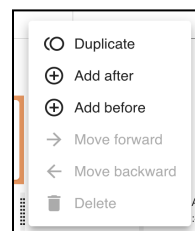
1. Open the calendar
2. Click on the event you want to plan for (it must already be in the calendar to do this)

	Mon 17 Oct	Tue 18 Oct	Wed 19 Oct	Thu 20 Oct	Fri 21 Oct
9am	Reading group 1 sc	Reading group 2 sc	Reading group 3 sc	Reading group 1 sc	Reading group 2 sc
10am	Writing workshop	Live Tour Reading	Writing workshop sc	Writing workshop sc	Writing group 1 sc
11am	Morning tea All Test Learners sc	Morning tea All Test Learners sc	Morning tea All Test Learners sc	Morning tea All Test Learners sc	Morning tea All Test Learners sc
12pm	Lunch Test class	Lunch Test class	Lunch Test class	Lunch Test class	Lunch Test class
1pm	Test sc	Test sc	Test sc	Test sc	Test sc
2pm					

3. Click on the 3 dots:



4. Click Add after for a blank planning page
5. Click Duplicate to copy the previous lesson

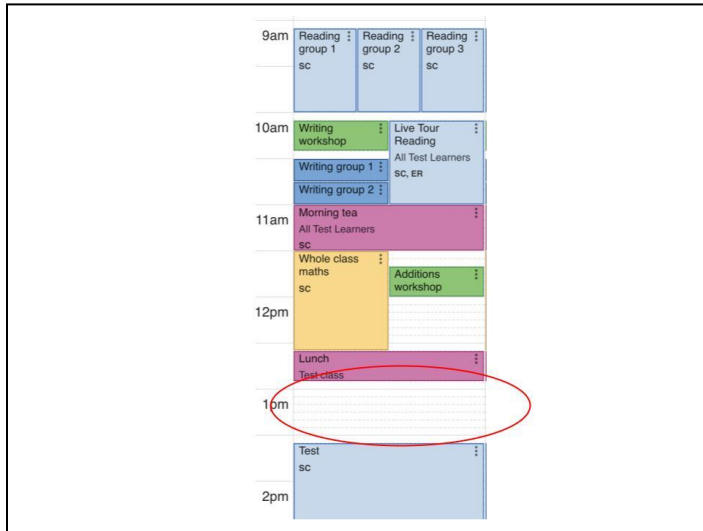




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How to create an event on the calendar

1. Click on My calendar
2. Click on the empty space where you want this event to appear



3. Fill out the details of the event

1. Select the colour for the event

2. Name of the event (eg. Lions writing group)

Create event

1 Set learning

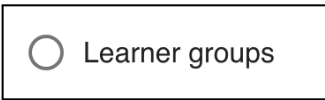
Event title

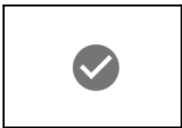
Tags

Open design for learning on create

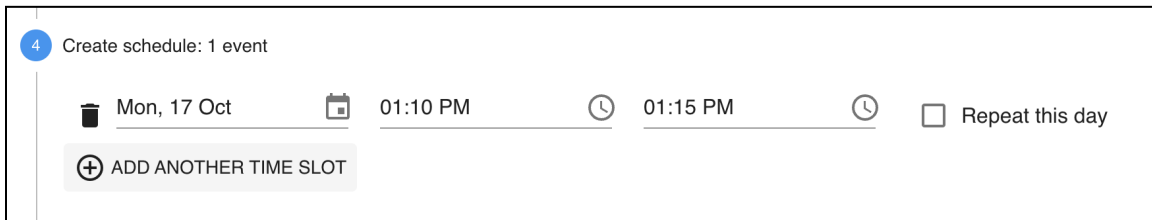
Keywords for this event (eg. 2022, term 4, writing)

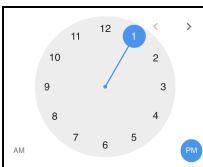
4. Click NEXT  to fill in the rest of the details

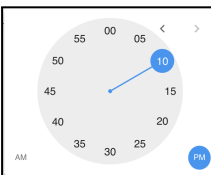
5. When you select learners, click  and search for the group you need

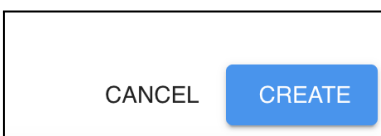
6. Click the black tick  to select them

7. When you get to the time selection click the clock to choose start and finish times



Choose the hour first and whether it is am or pm 

Then choose the minutes 

8. Finally, click create 



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How to get to the homepage from anywhere in the app



1. On the top left hand side of your screen click the
2. To log out click your initials at the top right hand side and click log off

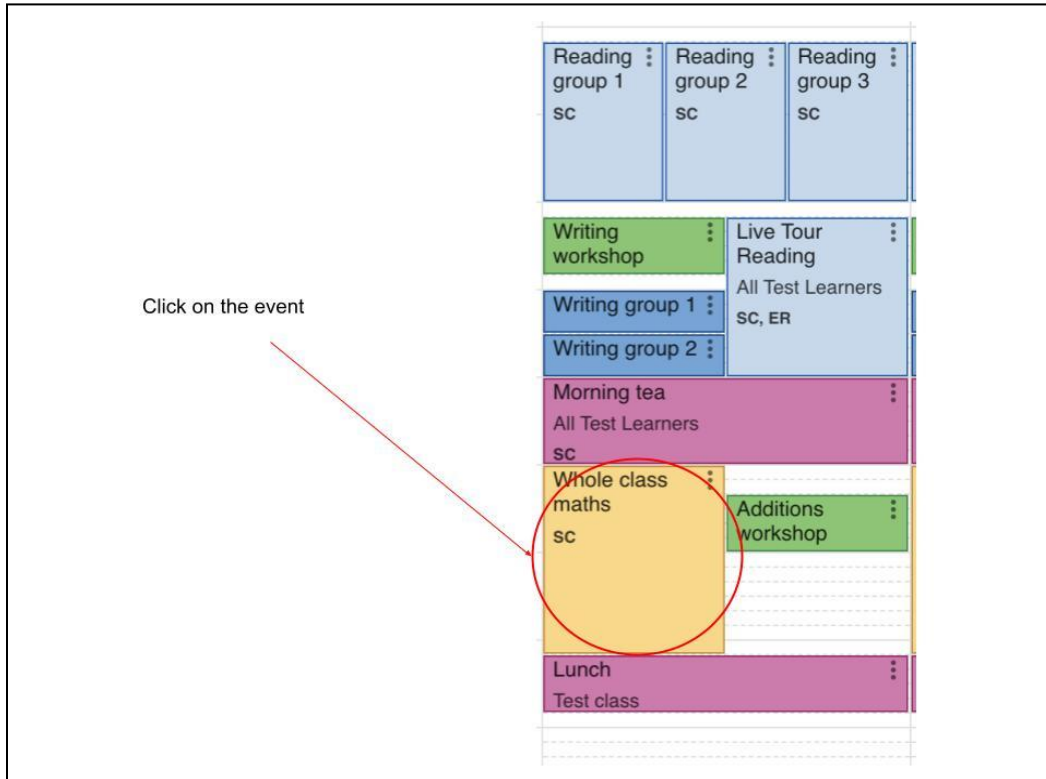


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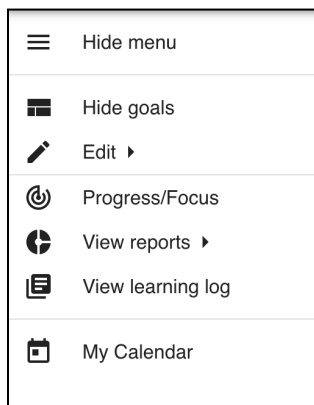
How to add a group to a planning page

Do this if you need to add a group of learners to a calendar event that already exists.

1. Open calendar
2. Click on the event you want to add a group to



3. Click Edit - Calendar event



4. You can then click Learners, and add the group or students and





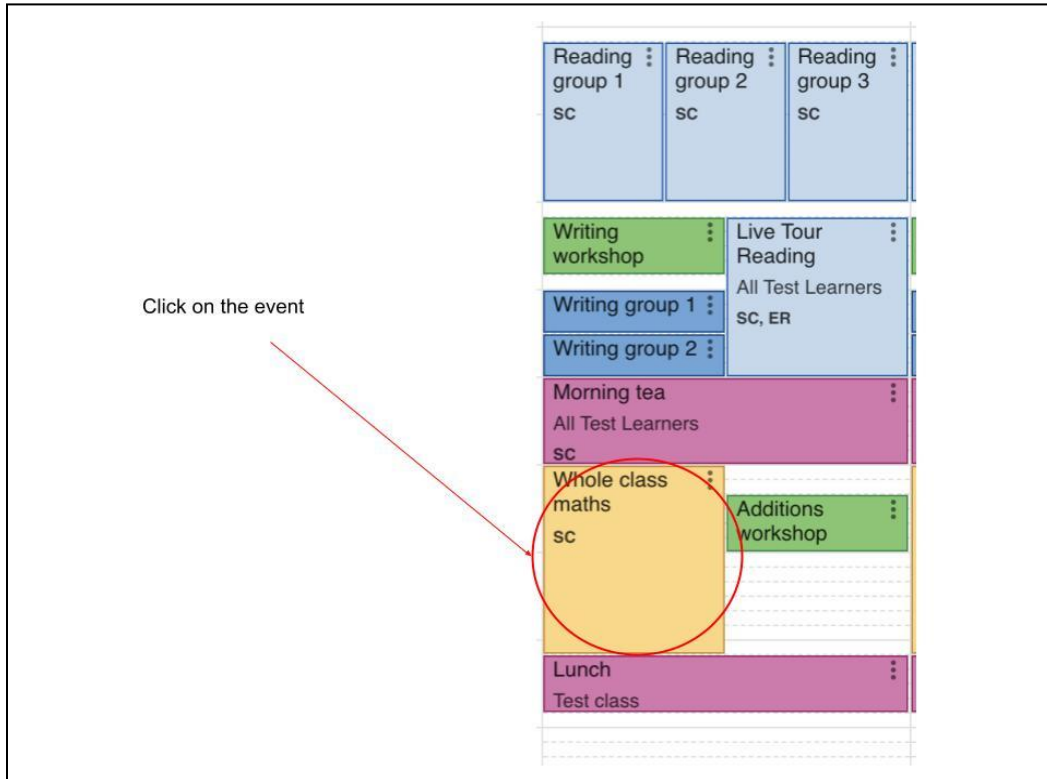
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How to add learning intentions to an event (goals)

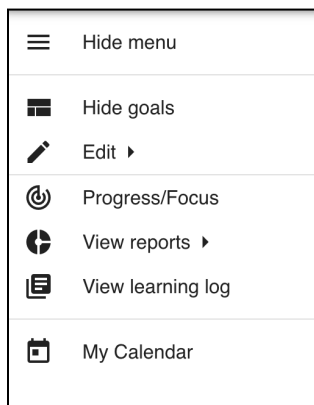
Do this if you need to add your planning to an event in the calendar that already exists.

1. Open calendar

2. Click on the event you want to add your learning intentions (goals) to



3. Click Edit - Goals



4. You can then tick the suggested goals and then



5. OR you can choose the goals from the progressions.
To do this click search and then filter to find the progression you are looking for:

1. Click to filter down to the correct subject

2. Select the correct levels

3. Click the searchlight

4. Tick the goals you need

5. Click Set goals

The screenshot shows a web interface for selecting educational goals. At the top left, under 'Select intentions', there are radio buttons for 'Search' (selected) and 'Suggestions'. Below this, the 'Area' is set to 'Demo Graduate Profile' with a right-pointing chevron icon circled in red. The 'Level' section contains a grid of checkboxes for years 0 through 10+, with 'Year 2' and 'Year 3' circled in red. A search bar labeled 'Search keywords' is on the right, with a magnifying glass icon circled in red. Below the search bar, a list of results is shown: a checked checkbox next to 'No intentions found', a minus sign icon next to '4 intentions/indicators selected', and a section titled 'ADDITION AND SUBTRACTION / PLACE VALUE STAGE 5 (NS)' containing one item: a minus sign icon next to 'I can split numbers into ones and tens to solve addition and subtraction problems'. At the bottom right, there are 'CANCEL' and 'SET GOALS' buttons, with the 'SET GOALS' button circled in red. Red arrows point from the numbered instructions to these specific elements.

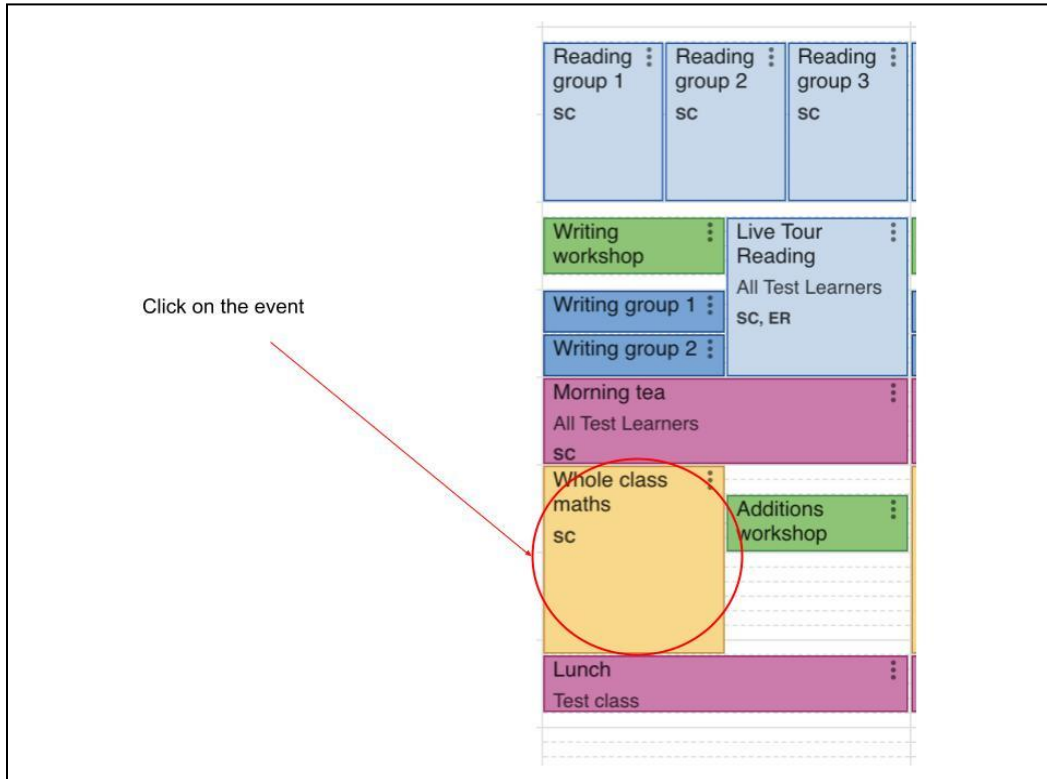


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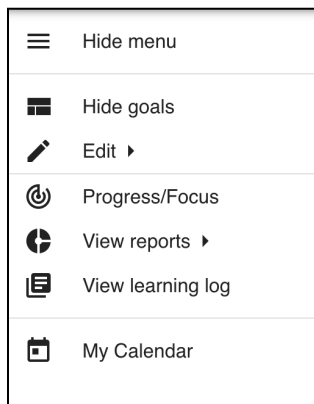
How to type in your daily planning

Do this if you need to add your daily planning into a calendar event that already exists.


1. Open calendar
2. Click on the event you want to add your planning to




3. Click Edit - Design for learning




4. Start typing in the big box, when you have finished click save

 ATTACH FROM GOOGLE DRIVE

 TAKE PHOTO

 UPLOAD LOCAL FILE

 EMBED CODE

B U x^2   **T**   

Large empty text area for content input.

CANCEL

SAVE

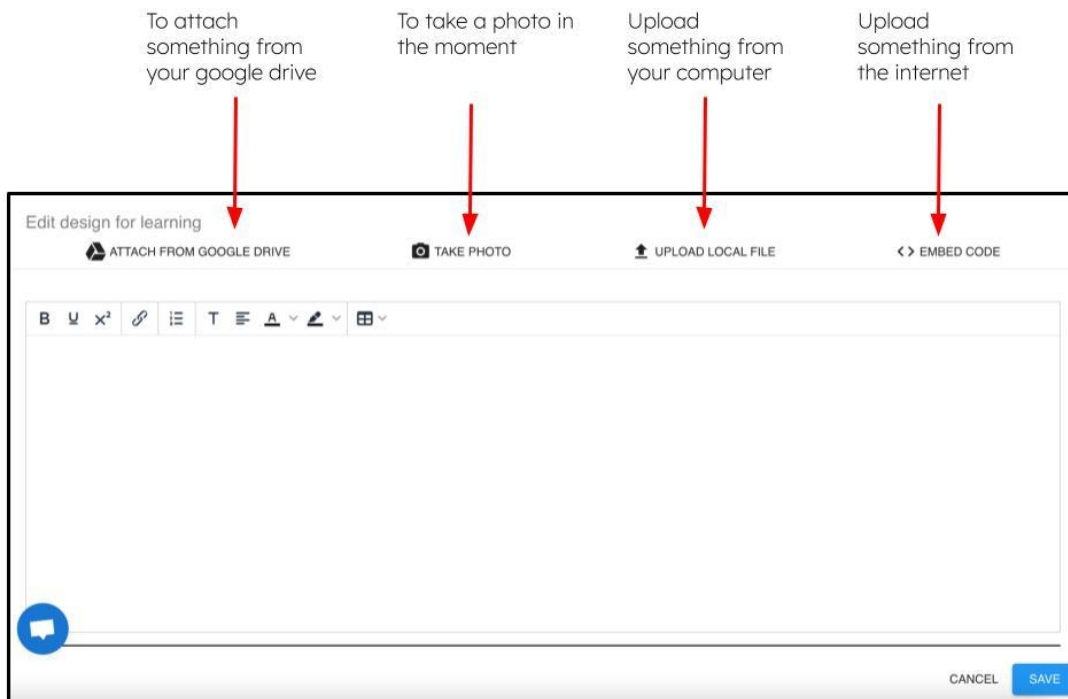


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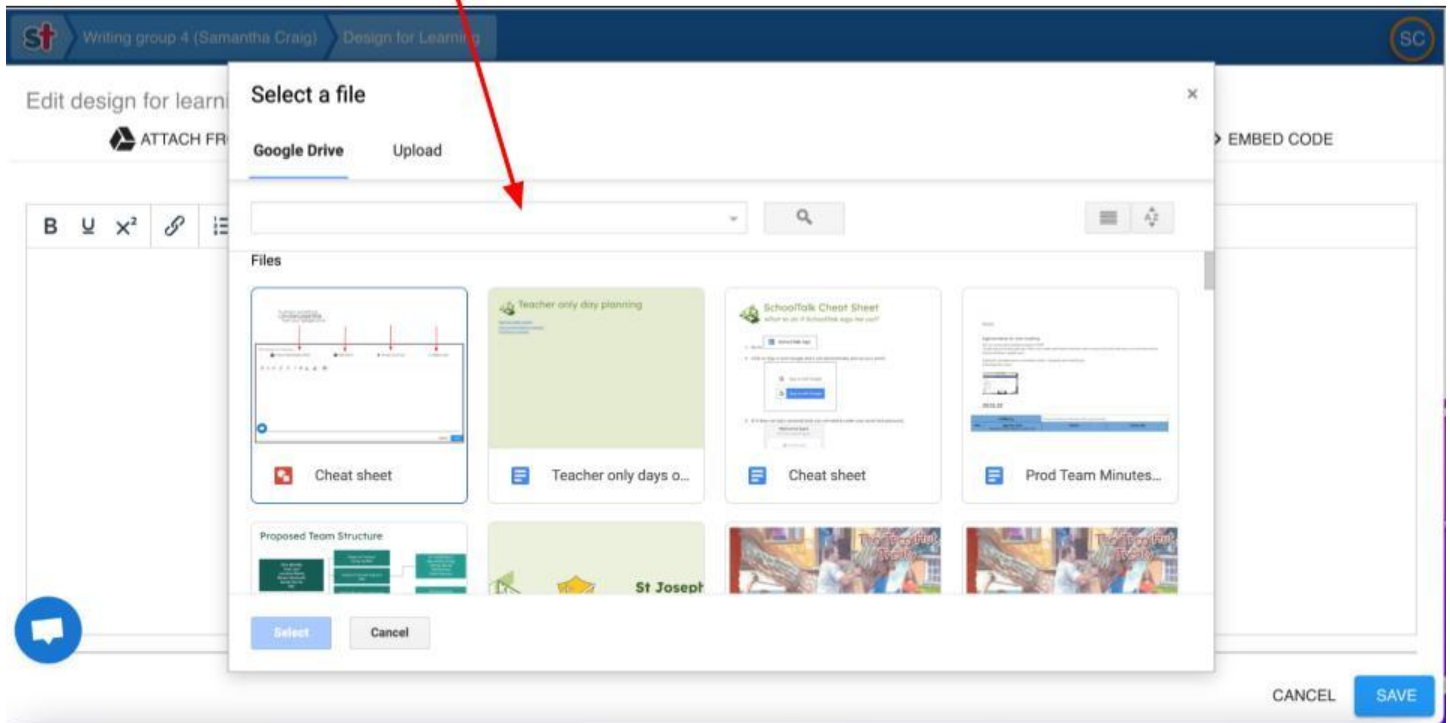
How to add resources into the Design for Learning

Do this when you are wanting to add in a digital resource into your planning. Examples might include:

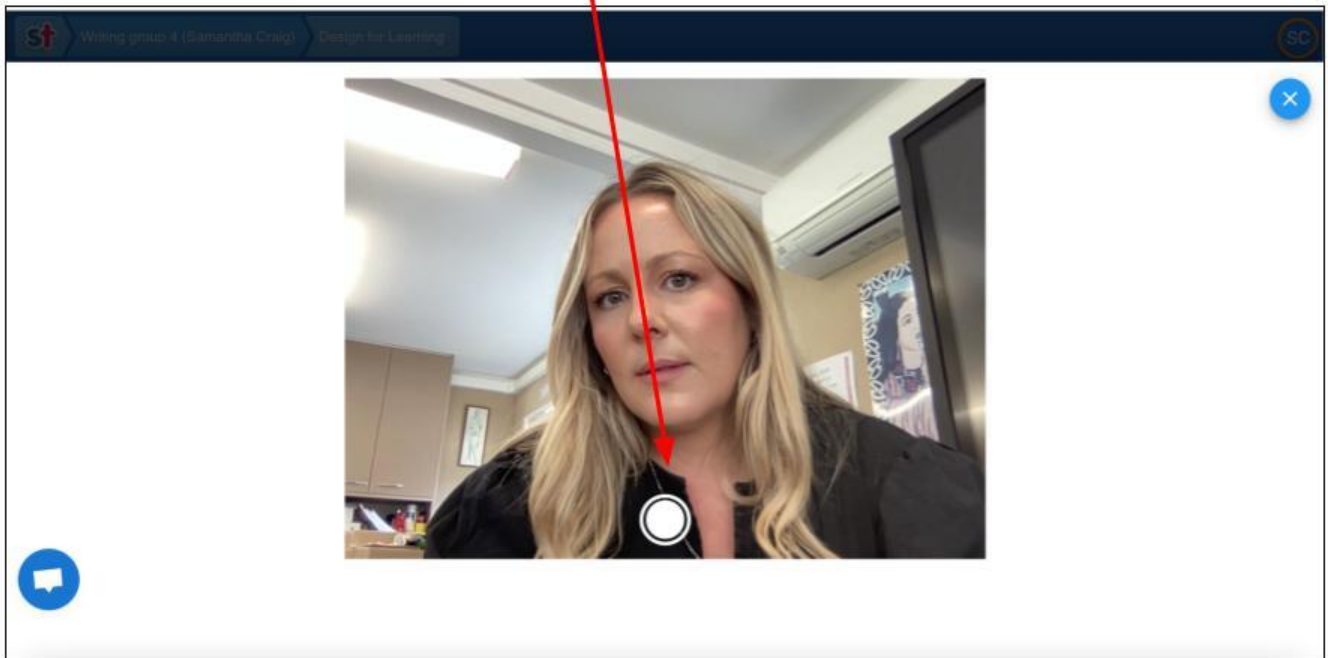
1. Google slide
2. Google doc
3. Youtube video
4. Website link
5. Resource from your computer (PC)



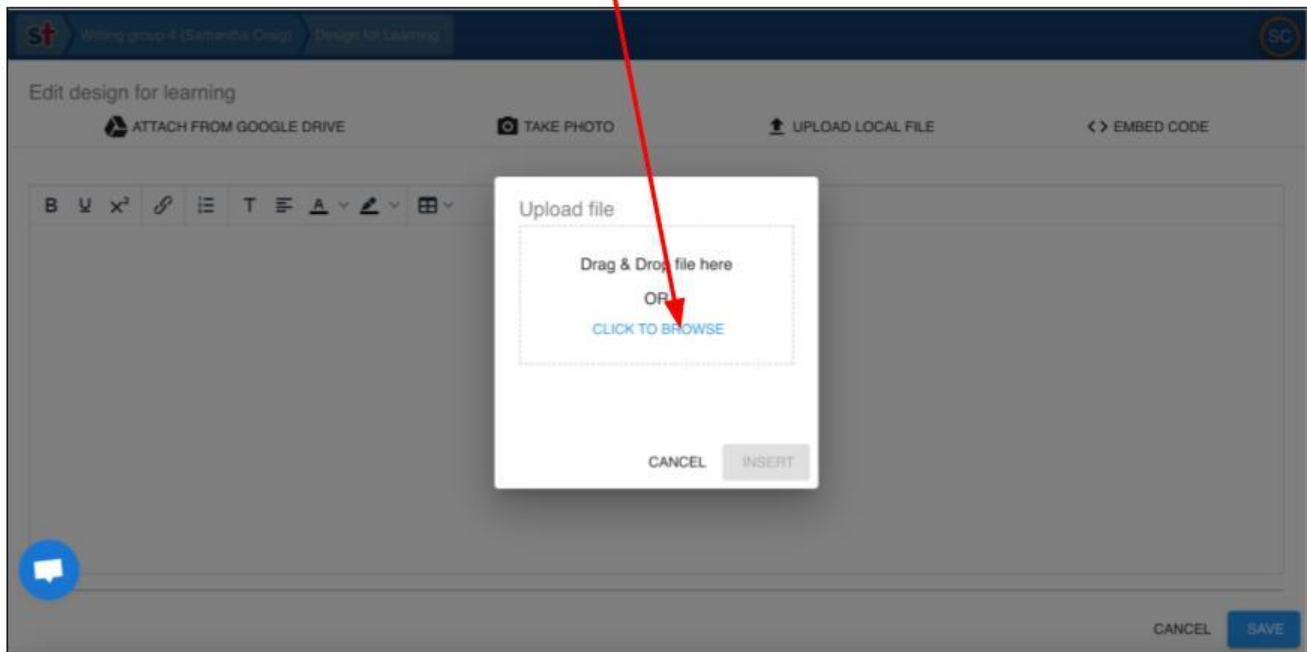
1. Scroll until you find the item you want. The last opened items will be at the top
2. OR search your drive using key-words
3. Click the item
4. Click Select



1. Click the white button when you are ready to take your photo



1. Click 'Click to browse'
2. Search your computer for the file
eg. My PC, select the folder, select
the item
3. Click Insert



1. Copy the URL from the website:
Keyboard shortcut: (control C)
2. Paste the URL into the box: Keyboard shortcut (control V)
3. Click Insert

