



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. To add learners to an existing event, click on the event
3. Click Edit
4. Click Calendar event
5. Click Learners
6. Click Learner group
7. Type the learner group name in the search field
8. Click the spotlight/hit enter
9. Click the grey tick next to the group
10. Click Update/Next

To check that the learners have been attached, click Progress/Focus

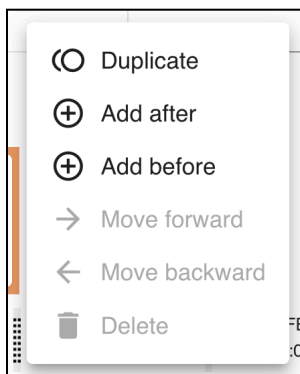
Design for Learning: How to select Learning Progressions (LI/SC)

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 ATTACH FROM GOOGLE DRIVE, search for the item, and SELECT
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
8. Click Save

Design for Learning: Timeline functions



1. Duplicate: Copies the planning exactly to the next day
2. Add after: Adds a blank planning page to the next day
3. Add before: Adds a blank planning page to the day before
4. Move forward: Shuffles the planning a day ahead, and swaps that days planning around
5. Move backwards: Shuffles the planning a day behind and swaps that days planning around.



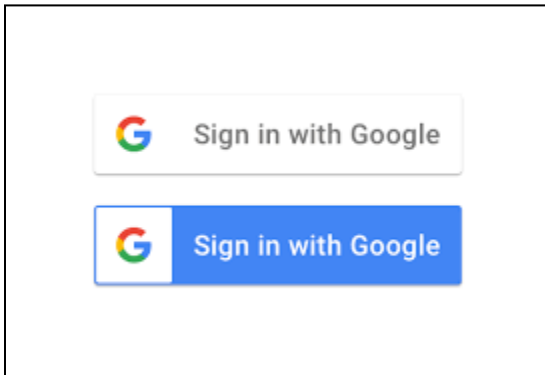
SchoolTalk Cheat Sheet

What to do if SchoolTalk logs me out?

1. Go to

 SchoolTalk App


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.

Welcome back

Don't have an account? [Sign up.](#)

 Continue with Google

Or continue with username/email

Username or email address

Password [Show](#)

[Forgot your password?](#)

Sign in



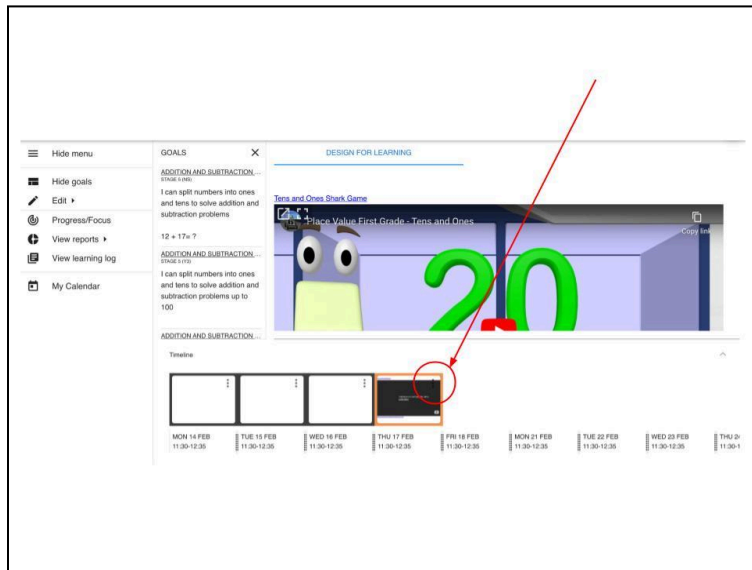
SchoolTalk Cheat Sheet

How to create my daily planning page

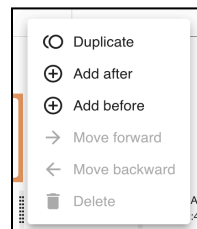
1. Open the calendar
2. Click on the event you want to plan for (it must already be in the calendar to do this)

	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	Whole class maths sc	Additions workshop	Whole class maths sc	Whole class maths sc	Whole class maths sc
Lunch	Lunch Test class	Lunch Test class	Lunch Test class	Lunch Test class	Lunch Test class
1pm					
2pm	Test sc	Test sc	Test sc	Test sc	Test sc

3. Click on the 3 dots:



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

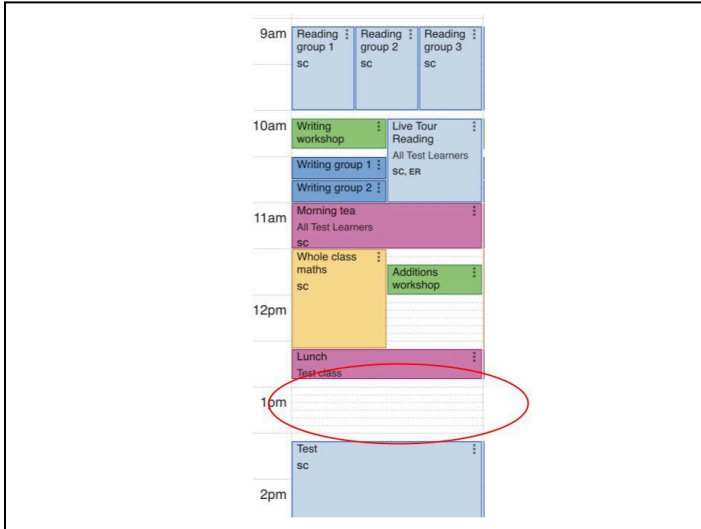




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How to create an event on the calendar

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

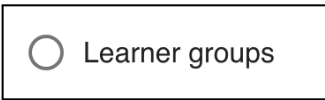
Event title

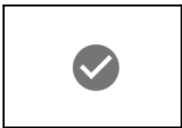
Tags

Open design for learning on create

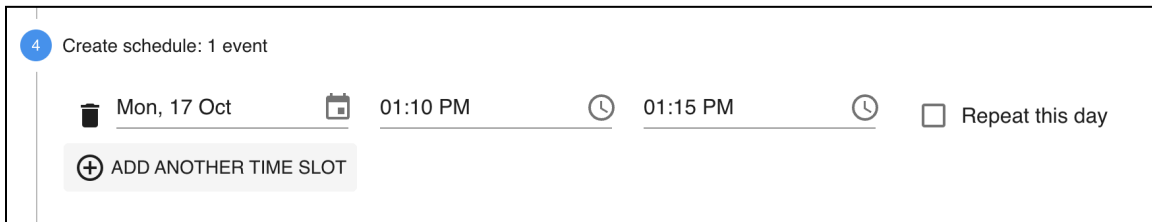
Keywords for this event (eg. 2022, term 4, writing)

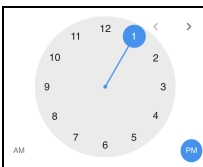
4. Click NEXT  to fill in the rest of the details

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

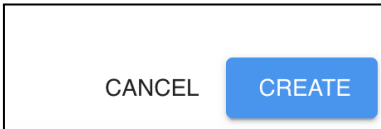
6. Click the black tick  to select them

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

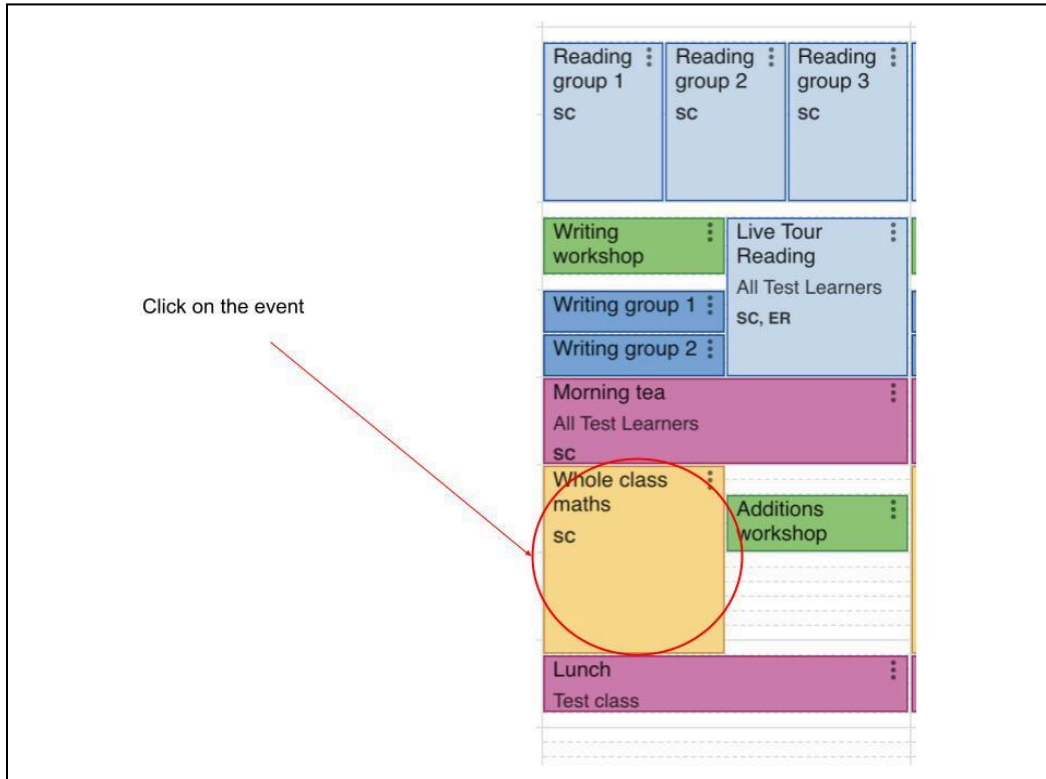


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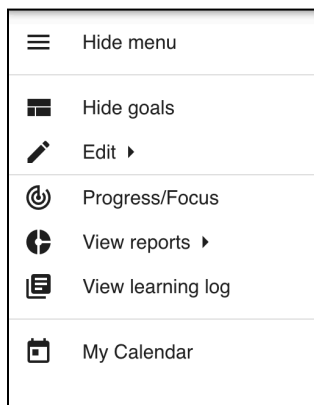
How to add a group to a planning page

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

UPDATE



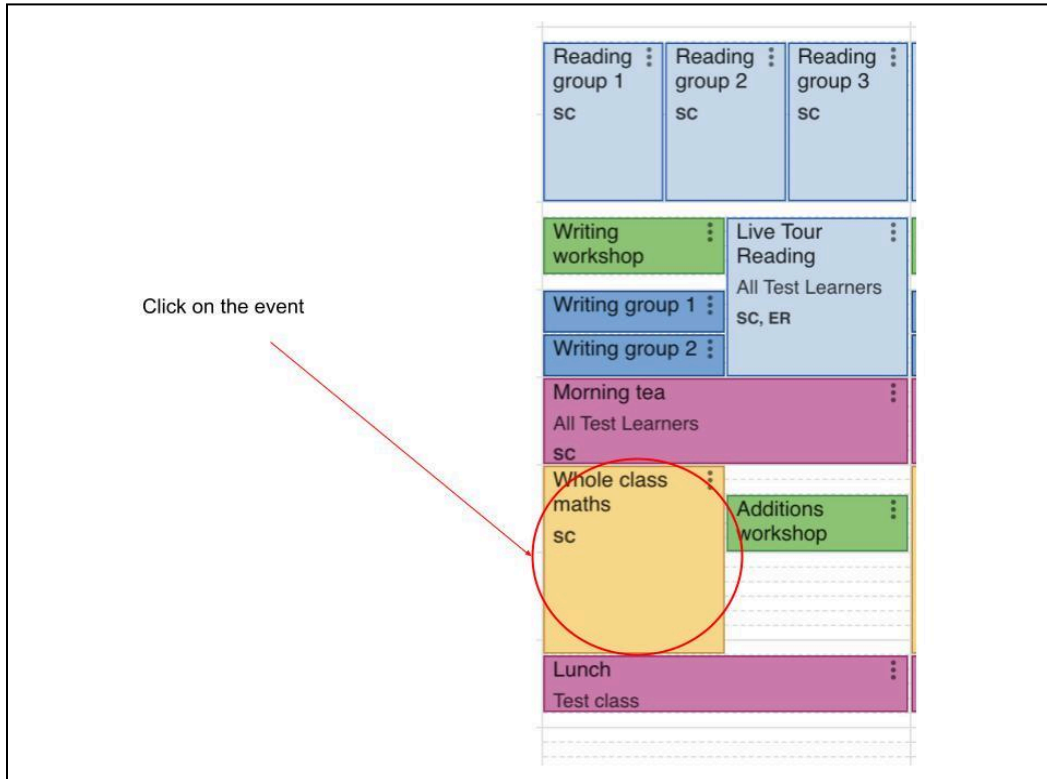
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How to add learning intentions to an event (goals)

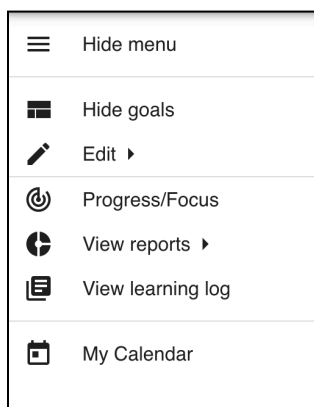
Do this if you need to add your planning to an event in the calendar that already exists.

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 a checked checkbox 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.

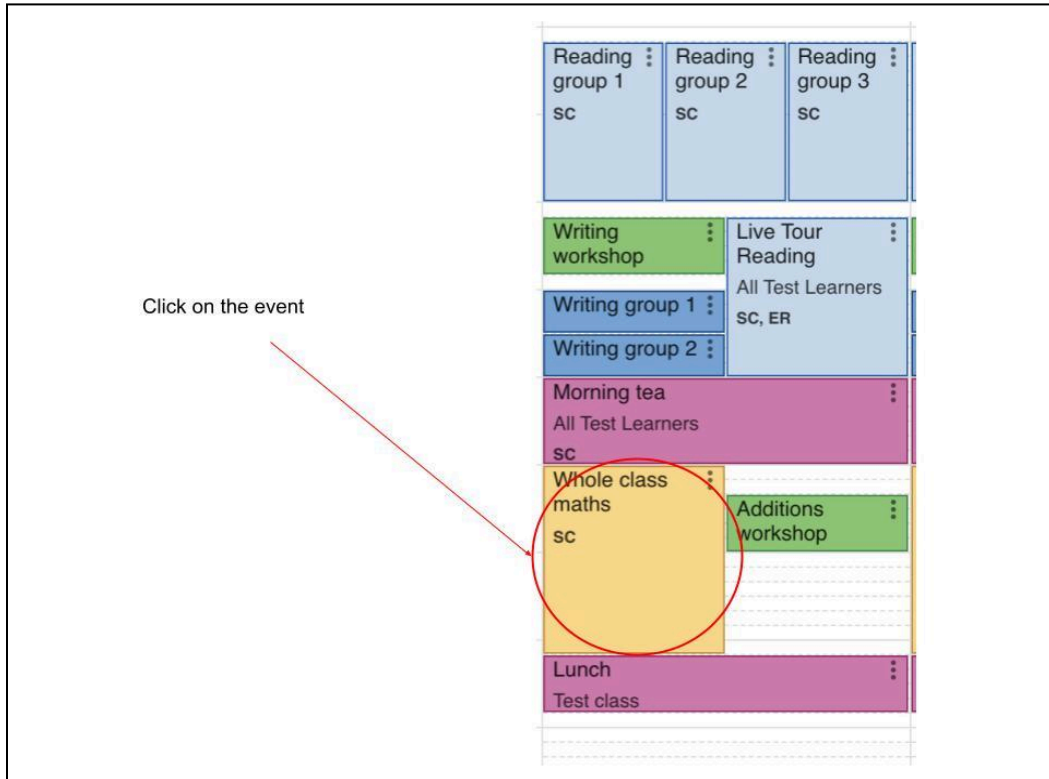


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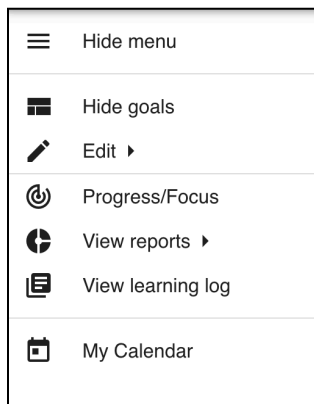
How to type in your daily planning

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**   

Empty text area for content input.

CANCEL

SAVE

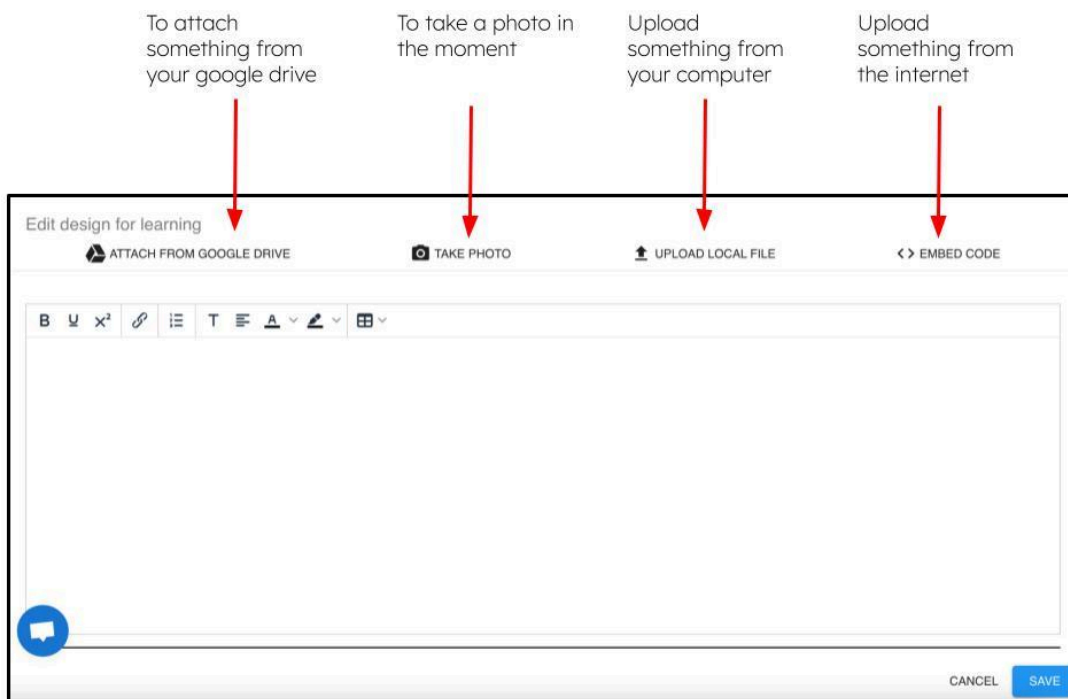


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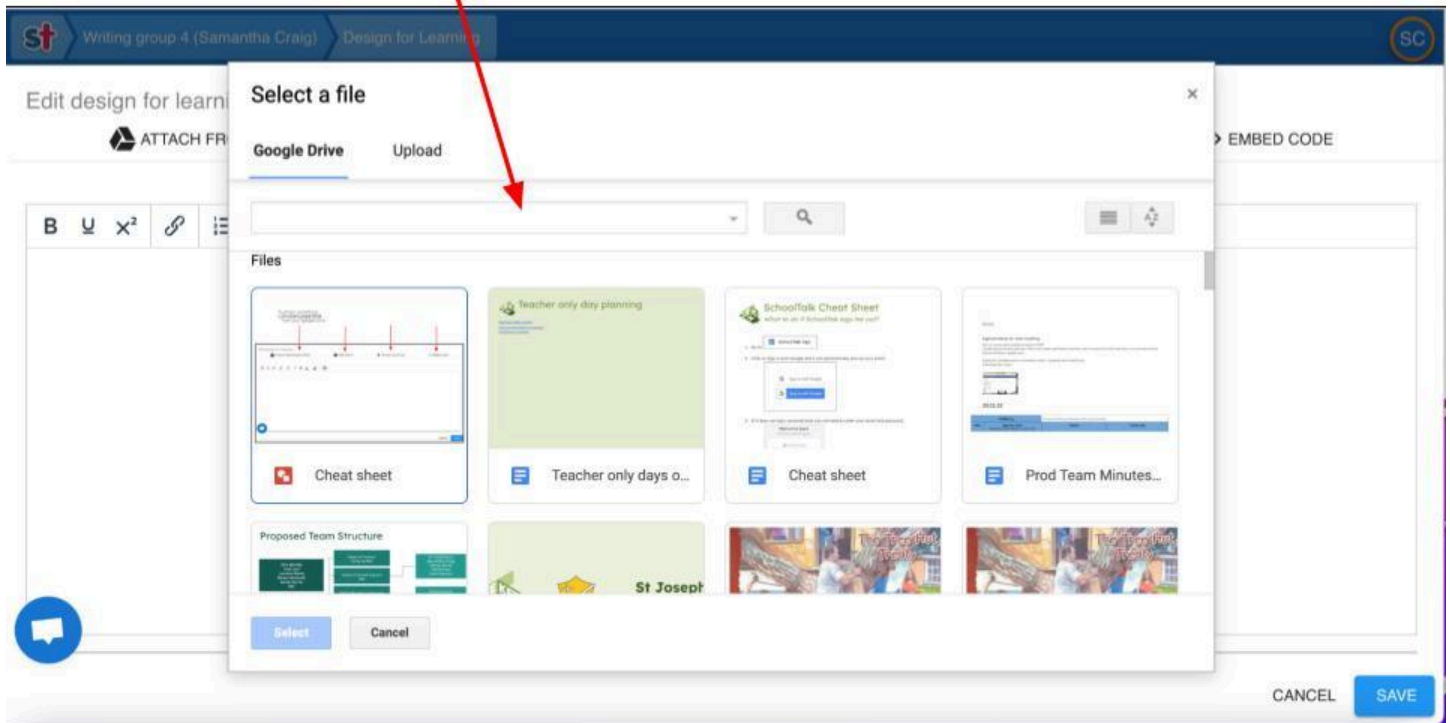
How to add resources into the Design for Learning

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

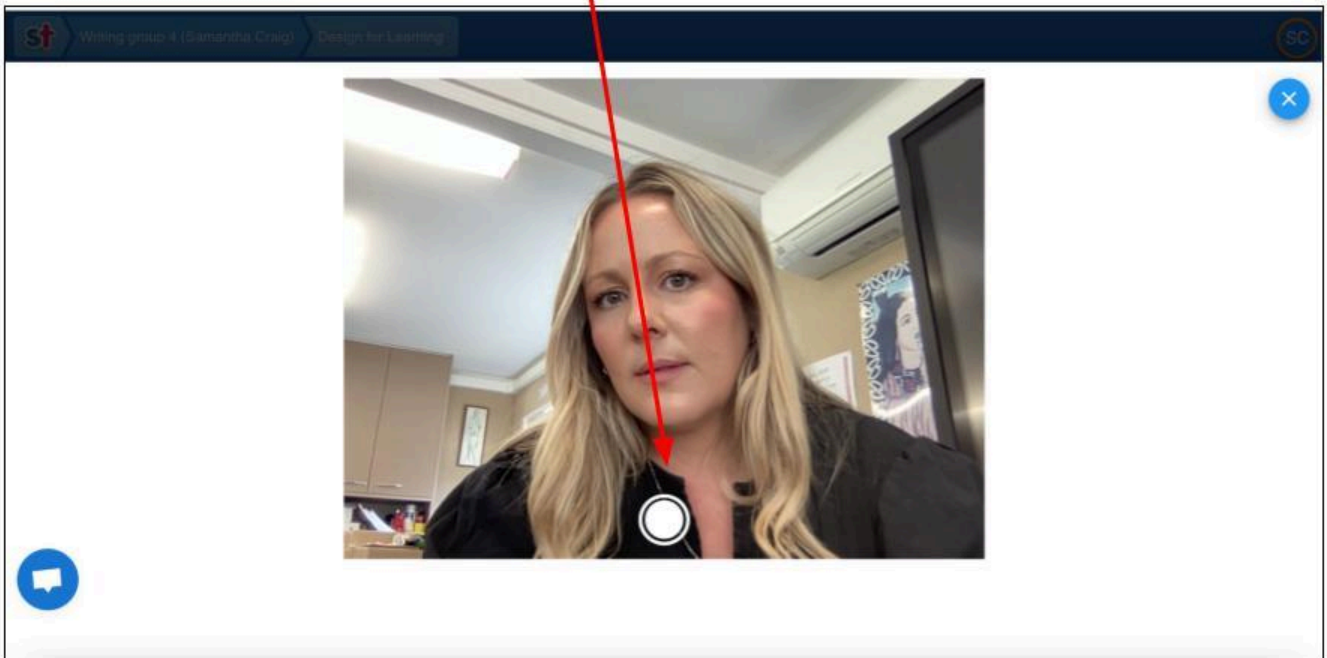
1. Google slide
2. Google doc
3. Youtube video
4. Website link
5. Resource from your computer (PC)



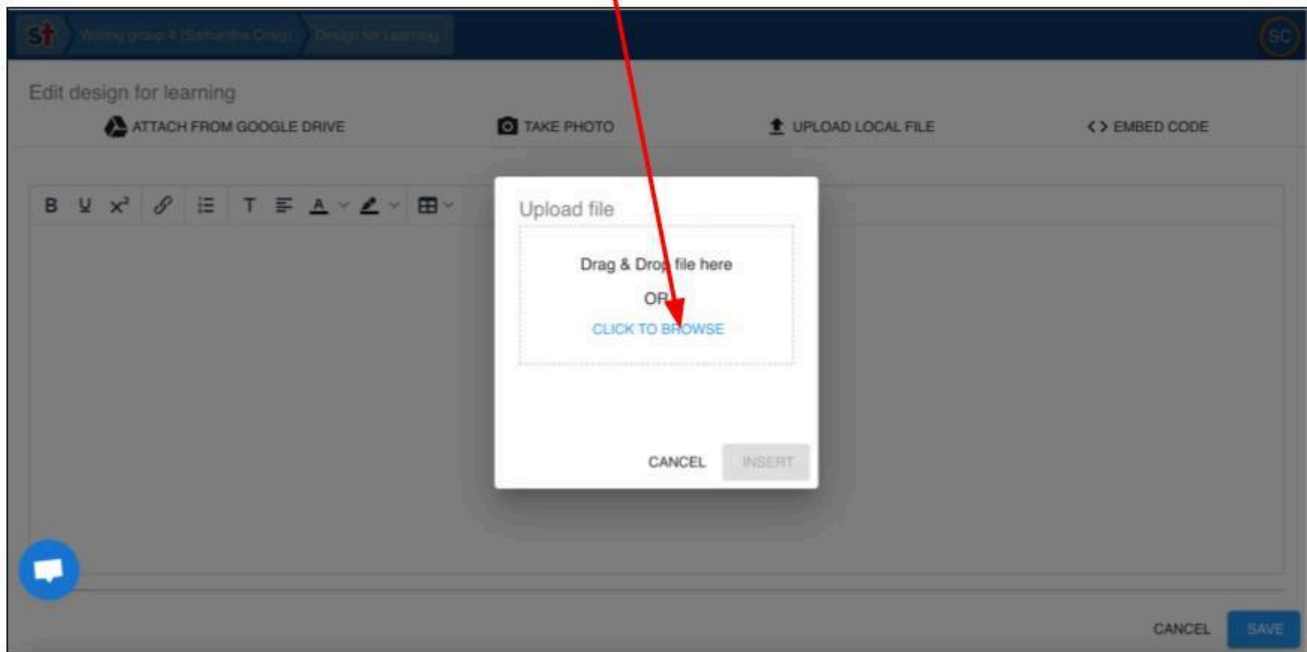
1. Scroll until you find the item you want. The last opened items will be at the top
2. OR search your drive using key-words
3. Click the item
4. Click Select



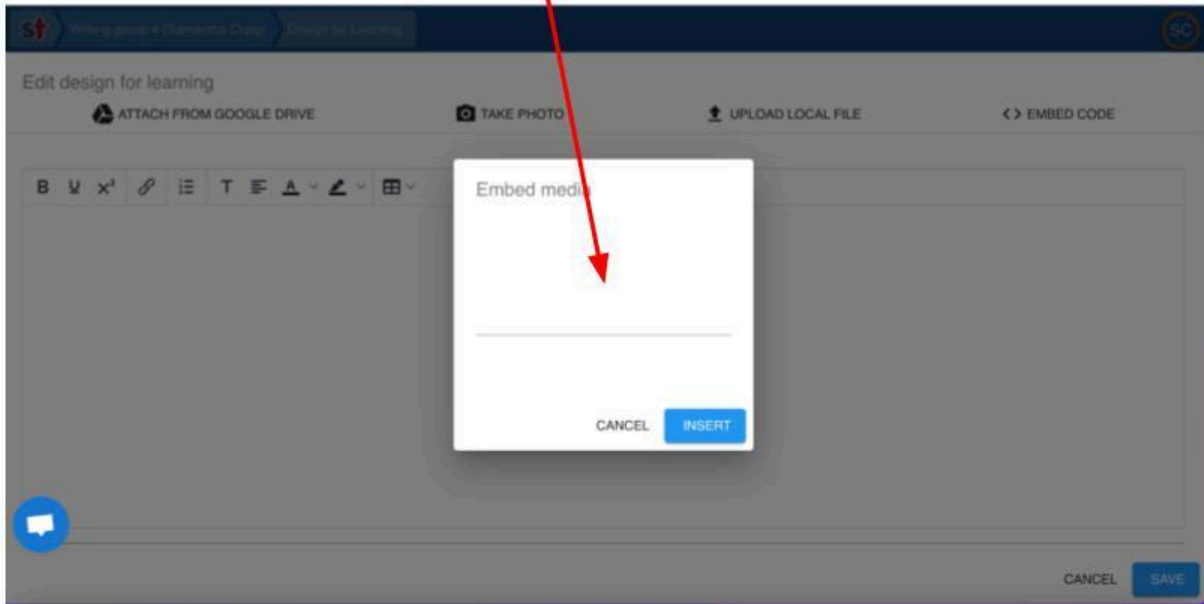
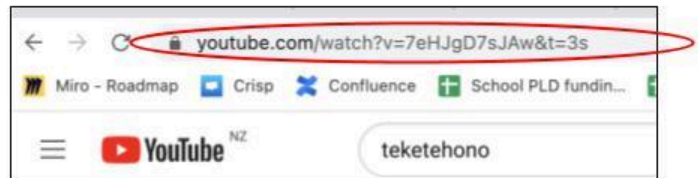
1. Click the white button when you are ready to take your photo



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

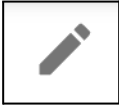





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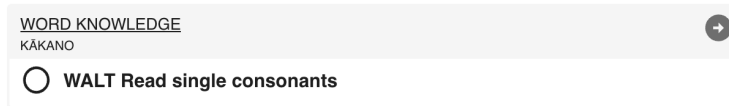
How to run a Gap Analysis

An assessment tool to help with planning

1. Click on the group from the home page
2. Click view reports
3. Gap analysis
4. Blank report
5. To select the goals click the pencil next to progression 

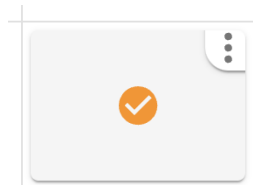
6. Filter by clicking 
7. Select the curriculum area
8. Select the levels

9. Click the searchlight 
10. Select the progression you want by clicking the small circle



11. Once you have selected the goals, click Set Progressions
Here you will see a gap analysis!

To make a workshop:



1. Click on each learner that is a grey square
2. Click on Schedule an event
3. Name the event the name of the workshop eg. *Sorting Objects*
4. Create the tags,
5. Click Open design for learning on create
6. The progression will show up on the left
7. Click Progress/Focus to see the learners
8. Add in your planning by clicking Edit - Design for learning