Student Online Learning Handbook

Contents

1.   Student login

1.1 Student login – When accessing any of the websites listed in this guide, students should always use their school email address.

1.2 Your school email is: *user.name @education.nsw.gov.au*

Example: jane.doe2@education.nsw.gov.au

2.   Logging onto the Student Portal

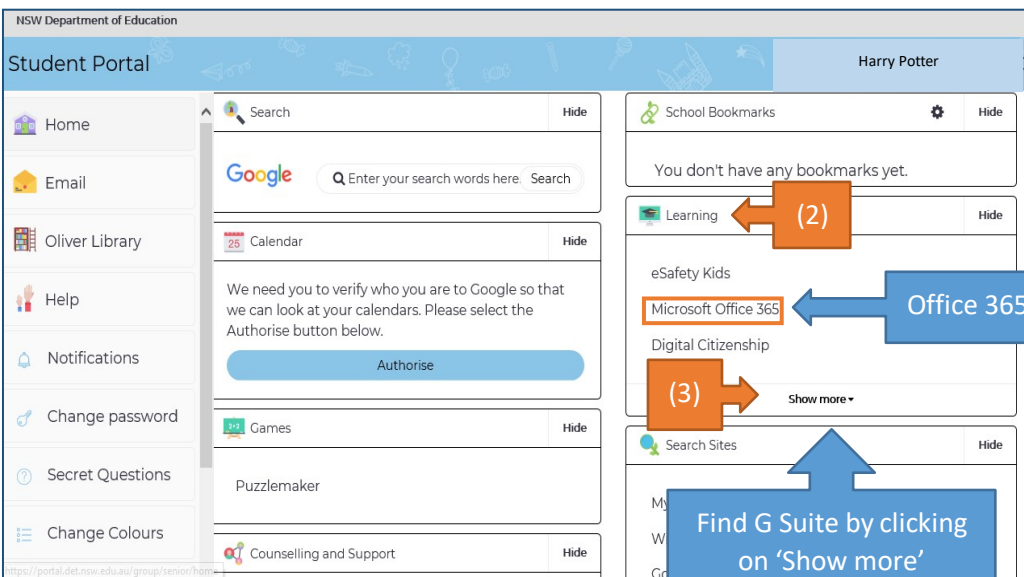*2.1* Access the Student Portal by clicking here

2.2 Enter your **User ID** and **password** in the fields provided

2.3 The portal page looks like the image below:

-   Access or send an email (1)

-   Expand the **Learning** component (2) by 'Show more' (3)

-   Access both *Microsoft Office 365* and *G Suite* (Google Apps for Education)

3. G Suite for Education

3.1 Access *G Suite* (See point 2.3 above).

3.2 Students have access to *Docs*, *Sheets*, *Slides* etc. and are able to store their work in Google *Drive*.

3.3 Students can easily collaborate and share G Suite items.
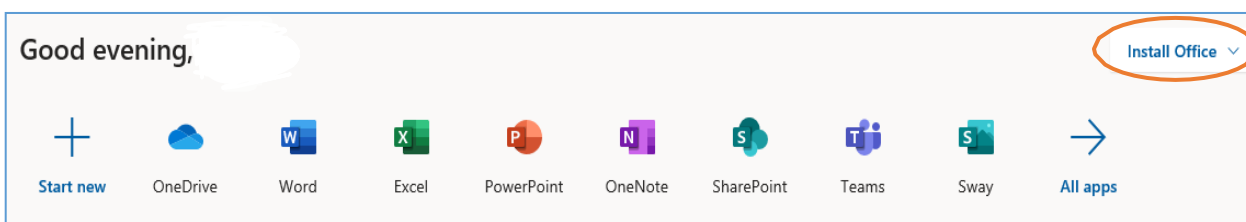
3.4 G Suite apps can be put on a mobile device.

3.5 G Suite is the best way for students to access classroom to ensure they can access their course materials
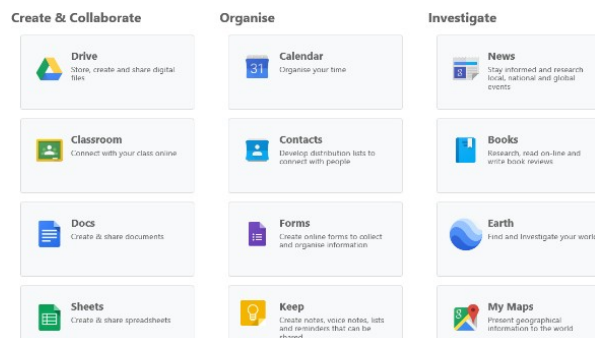
4. Microsoft Office 365

4.1 Once *Microsoft Office 365* has been selected, the student will see:

4.2 Students **can use any of these applications and access their work by returning to Office through the student portal**. All work created will be saved in the student's *OneDrive* account (online). Therefore, work is not saved on your device, it is saved 'in the cloud' and accessible from any device with an internet connection.

4.3 Tip! Did you know DoE users can install Microsoft *Office* from two different sources?

Source 1: On the Hub

The *On the Hub* version of Office is free for students. Students receive an activation code which does not expire – however under the licence terms you must cease to use it when you leave NSW Public Education. The current version available is Office 2019. Using this version means you do not need to sign in to use it. Please note: It can only be installed on one computer. Once installed, you are working 'offline' – not using the internet.

Source 2: DoE Office 365 Portal

When logged onto Microsoft Office through the student portal (as in step 4.1 above), the **Install Office** feature (as shown on the right), allows the DoE user to obtain a free *desktop copy of Office.* This is tied to your DoE user account and needs to besigned into to stay licenced. Therefore, when you leave

school

and lose your DoE account, it will stop working and you will lose access to all your documents in OneDrive. You can install this on up to 5 Windows and/or Mac devices and this version of Office will update to the latest available automatically.

Need some help on how to use Office 365? Click here!

5. Accessing TV4Education

5.1 Hunter River High School students have access to our *multimedia* library available

here. That is, **https://hunterriv-h.librarysolutions.com.au/**

5.2 Click **Sign in** at the top righthand corner

5.3 Students will be directed to the portal login page.

5.4 Sign in using your school username and password.

5.5 Once signed in you can access content. If you are not signed in, you can't!

6. Video Conferencing

Teachers will be using the **Zoom** platform to conduct any video conferencing.

Sign into Zoom with a desktop browser

Use a **modern browser** in Windows, MacOS or Linux

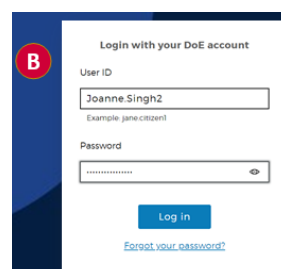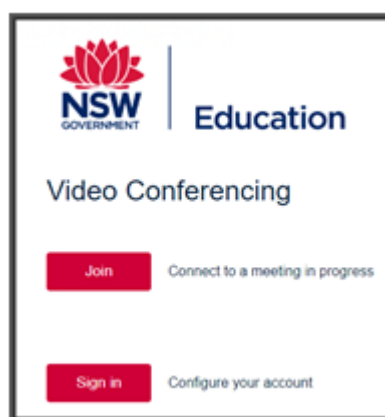*6.1* Browse to the NSW DoE Zoom console at: **https://nsweducation.zoom.us**

6.2 Select **Sign in** at the bottom

6.3 At screen **B** login with your **department credentials**

6.4 First Time, you should be asked to **download and install** the *Zoom desktop client*. Do that.

6.5 Once signed in, **Zoom** will be ready for use!

Accessing Zoom using mobile Apps

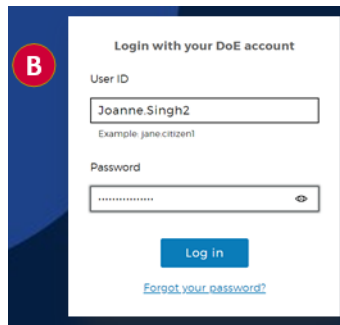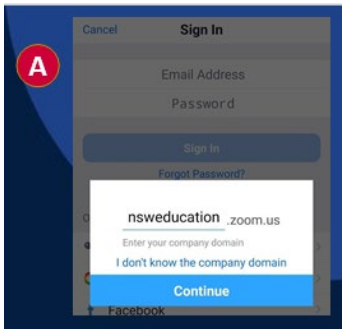*6.6* For your specific mobile device: Download the **Zoom** app

6.7 Once installed, open Zoom, tap Sign In then tap SSO

6.8 Type **nsweducation** and tap **Continue.** Ⓐ

6.9 The **DoE log on screen** Ⓑ will appear. Sign in with your normal department credentials.

6.10 Once signed in, **Zoom** will be ready for use!

Classroom Etiquette
Turn video and audio on

Mute audio when not speaking to reduce feedback noise.

Sit at a table ready to make notes!

When in a **Zoom** Conference:

- Be polite and respectful

- Do not make any inappropriate comments

- Keep the topic of discussion on schoolwork

- Turn off your audio until requested to turn it on

- Dress appropriately! No pyjamas!

Need more help in getting into Zoom. Click the links below

How to Join a Zoom Meeting

Participating in a Meeting