



Student Online Learning Handbook



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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: jessica.munro5@education.nsw.gov.au

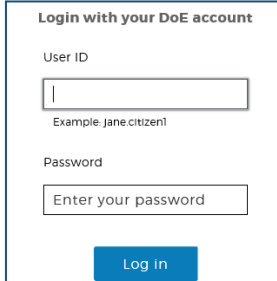
2. Logging onto the Student Portal

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)

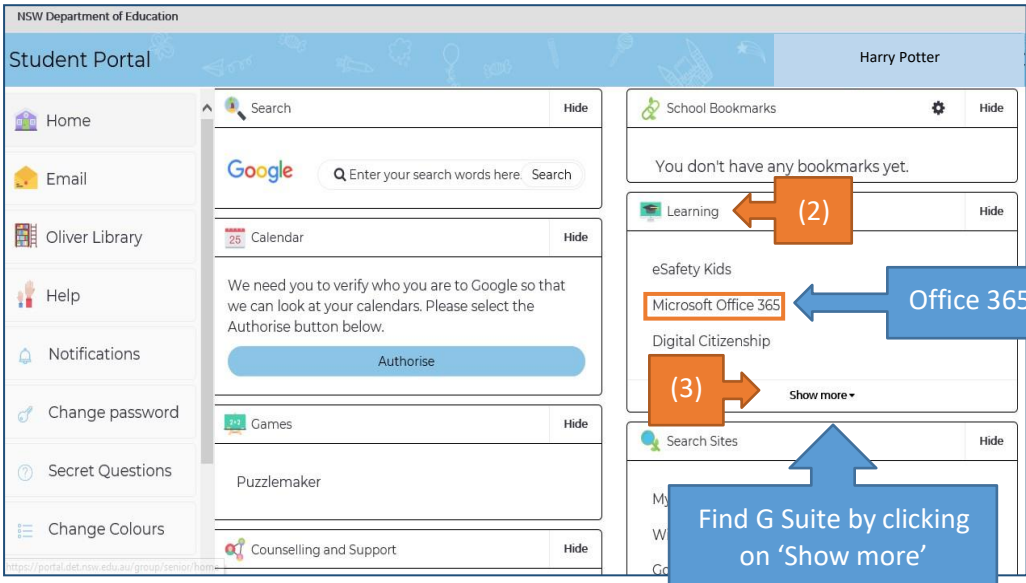


Login with your DoE account

User ID
Example: jane.citizen1

Password
Enter your password

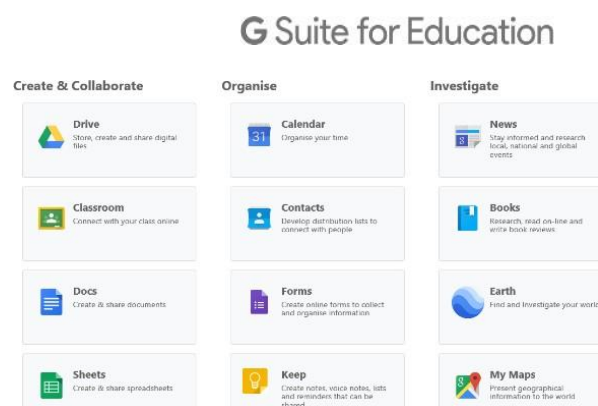
Log in



The screenshot shows the Student Portal interface. On the left, a sidebar contains links: Home, Email, Oliver Library, Help, Notifications, Change password, Secret Questions, and Change Colours. An orange arrow labeled (1) points to the 'Email' link. The main content area has a search bar, a Google search box, a calendar, a Google login prompt with an 'Authorise' button, games, and a 'Counselling and Support' link. On the right, there are sections for 'School Bookmarks', 'Learning' (with an orange arrow labeled (2) pointing to it), 'eSafety Kids', 'Microsoft Office 365' (with a blue arrow pointing to it from a box labeled 'Office 365'), 'Digital Citizenship', and 'Search Sites'. Below 'Digital Citizenship', there is a 'Show more' button with an orange arrow labeled (3) pointing to it. A blue arrow points from a box labeled 'Find G Suite by clicking on 'Show more'' to the 'Show more' button.

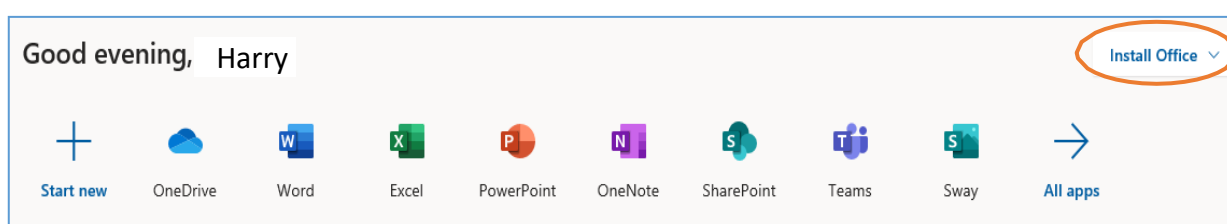
3. G Suite for Education

- 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 contains **Google classroom**



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 be signed 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. Video Conferencing



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

- Download the **Zoom Mobile App (Zoom Cloud Meetings)** from the [App Store](#) or [Google Play](#)



- If you are **using your own computer**, follow the prompts when you join the first Zoom meeting.
- Sign up for an account using your school email address and your name. That way your teacher can easily see who is in attendance. You can however, still use Zoom without an account.
- To join the Zoom meeting, either **click on the link supplied** by your teacher or use the **Meeting ID** and **password**.
- Sit **at a table** (not on your bed!) and be ready to take notes!
- Turn video and audio on
- **Mute audio** when not speaking to reduce feedback noise.



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!