

Student Online Learning Handbook



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1. Student Login

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- When accessing any of the websites listed in this guide, please use your school email address
 - o e.g. john.smith1@education.nsw.gov.au

2. Logging onto Student Portal

- Access the Student Portal using this link: <u>Student Portal</u>
 - Enter your **User ID** and **password** in the fields provided o E.g. User ID: john.smith1
- Your portal should look like the image below:



Student Portal

🟦 Home	• You have 1 unread notifications Click here to view your unread notifications			
💼 Email	💐 Search	Hide 🔗 My bookmarks	Hide	
Oliver Library	Google Q Enter your search words here			
A Notifications	Calendar	Hide Create new list		
Change password	We need you to verify who you are to Google so at your calendars. Please select the Authorise by Authorise		Hide	
⑦ Secret Questions	Games	G Suite (Google Apps for Education)	G Suite (Google Apps for Education)	
Change Colours	Puzzlemaker	Microsoft Off 365 eSafety Kids		
🖒 Sign Out	Counselling and Support	Digital Citize p		
-eedback	Resources to help you right now.	You can access G Suite here	Hide	

3. G Suite for Education

- You will have access to Docs, Sheets, Slides etc. and are able to store your work on Google Drive
- This is also where you will find Google Classroom, our online learning system!

4. Google Classroom, our Online Learning System

4.1 Accessing Google Classroom

- We recommend using the latest version of Google Chrome
- The address to Google Classroom is:
 - o https://classroom.google.com/

4.2 Logging onto Google Classroom

- Sign in with your school email address and password
- <u>IMPORTANT:</u> Please ensure you do not login with a personal Gmail account make sure to use your DoE email!
 - o E.g. john.smith1@education.nsw.gov.au
- Once successful, you will be redirected to the DoE login page where you now enter your User ID and password



Login with your DoE account				
Jser ID				
Enter your user ID				
Example: Jane.citizen1				
Password				
Enter your password				
Log in Forgot your password?				

Google

Sign in

Use your Google Account

Not your computer? Use Guest mode to sign in privately.

user.name@education.nsw.gov.au

Email or phon

Forgot email?

Learn more

Create account

4.3 The Google Classroom Dashboard

Google Classroom

Once logged in, you will be taken to this page:

≡ Google Classroom			+ 🏼 🌑
0	0		Click here to join a classroom via a code
<u>ا</u>	<u>ف</u> ٦	<u>ا</u>	
Your clas	sses should a	ppear here	

• Here is where you will join your classes if you have already been invited by clicking 'join', or you can also click the "+" on the top of the screen to join via a code provided to you

4.4 In a Class

• Once you have joined a class, you should see these tabs at the top of the screen



Stream

- •This is where the action happens
- •Use this space for class discussions and read teacher intructions

Classwork

•You will find your assignments, worksheets and tasks here

People

•Here, you will find the teachers and students that are part of this particular class

4.5 Uploading and Sharing Documents

- While in a class, you can store your documents through clicking "Class Drive"
- To share a document:
 - You should be able to see this on the top right corner of any Google Doc
 - Click Share to allow your teacher to see the document
 - Through this, they can mark your work or even help you if required



5. Further Assistance

- If you still run into any trouble after following this guide, you can get in contact with our friendly IT guys
- Their details are here:
 - Howard available 8am to 4pm, Monday to Friday
 - Email: <u>howard.lim1@det.nsw.edu.au</u>
 - o Jean-Claude available 8am to 4pm, Monday and Friday
 - Email: jean.elbatti@det.nsw.edu.au
- The IT office extension is 141