



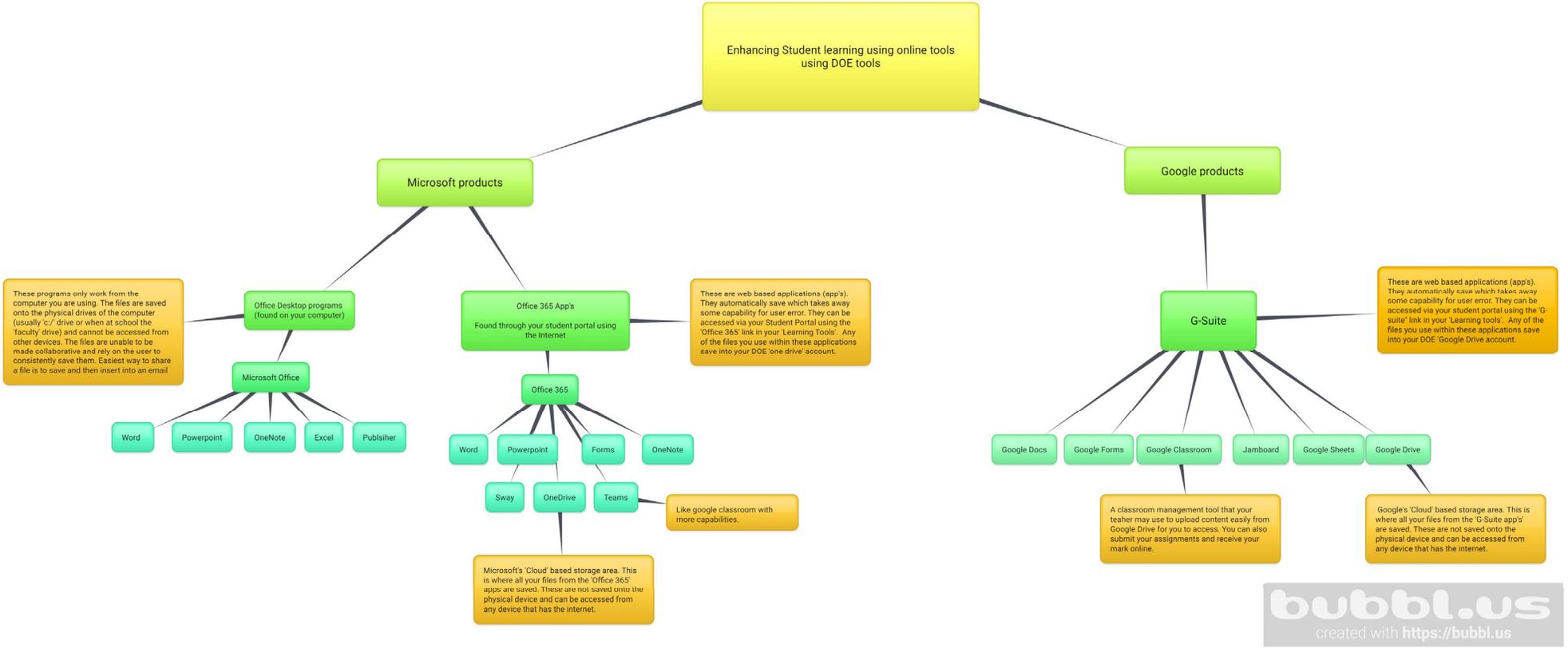
# Digital Learning Student Support Guide

2020

Respect ~ Responsibility ~ Excellence

KOORINGAL HIGH SCHOOL

Where to start - Understanding the difference between desktop programs, Web apps and google products.



## To access your Online Learning Tools

**Number 1 biggest mistake** by students is not using their DOE account to access content. **ENSURE that you are only using your DOE account. Do not use any other personal account.**

If you need your password reset please email our Technical Support Officer - Matthew Cole  
[matthew.cole14@det.nsw.edu.au](mailto:matthew.cole14@det.nsw.edu.au)

Students have just one DOE user account - [user.name@education.nsw.gov.au](mailto:user.name@education.nsw.gov.au)

## Be Organised

Make sure you know what platform/program you are using, as each will save to a different place. It is important to know where your work is in order to be able to use it again or upload it when requested by a teacher.

Desktop programs – usually save locally to C:// on the physical computer/laptop you are using

Web based apps - Microsoft apps will save to  OneDrive

- Google apps will save to  Google Drive

Create folders in these drives with your subject names and place your files into them.

## Need support that is not listed in this booklet.....

Your teachers are available and ready to help you. You can contact them by:

- Google Classroom or Microsoft Teams
- Email to classroom teacher or if the classroom teacher is unknown to the Koorringal high School email - [kooringal-h.school@det.nsw.edu.au](mailto:kooringal-h.school@det.nsw.edu.au)
- Koorringal High School telephone : 02 6922 5155

## Logging into your student portal

**To log into your student portal go to >**

<https://sso.det.nsw.edu.au/sso/XUI/?goto=https://portal.det.nsw.edu.au#login/>

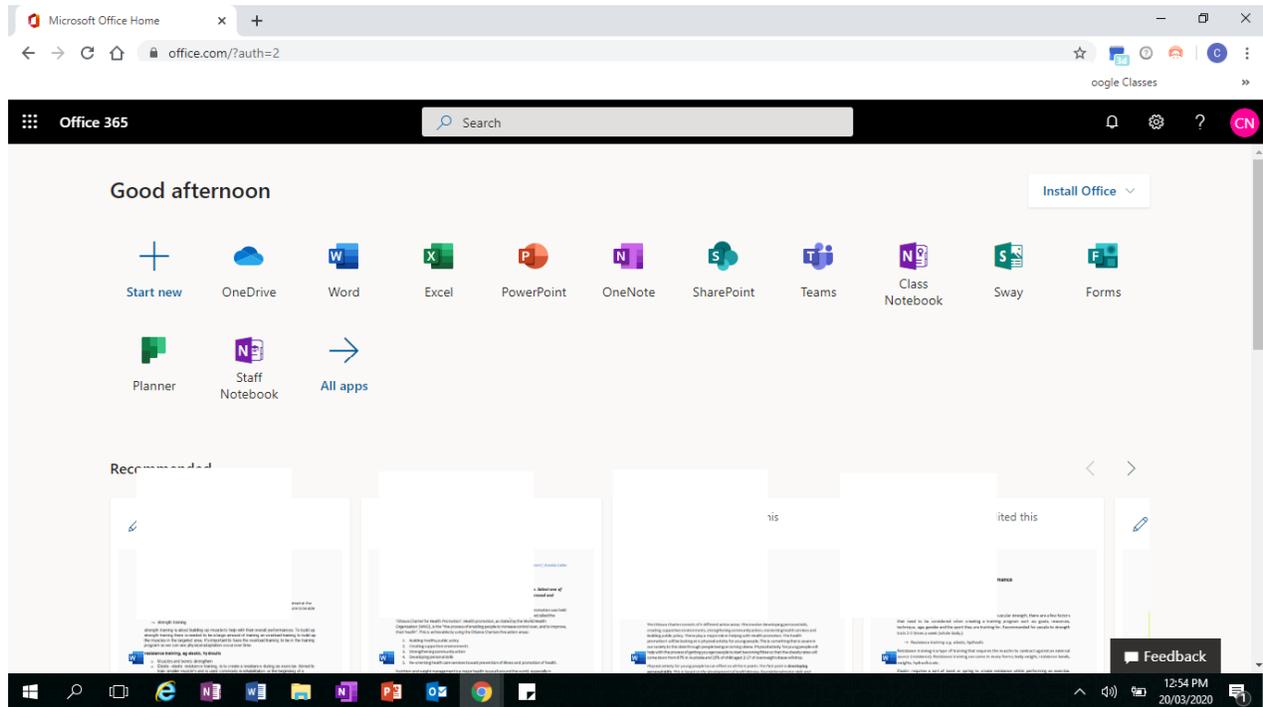
Your DOE account is [user.name@education.nsw.gov.au](mailto:user.name@education.nsw.gov.au) and your password

The screenshot shows the NSW Department of Education Student Portal. The page layout includes a navigation menu on the left with options like Home, Email, Oliver Library, Help, Notifications, Change password, Secret Questions, Change Colours, Sign Out, and Feedback. The main content area features a search bar, a calendar, games, and counselling support. A 'My bookmarks' section is visible, and a 'Learning' category is highlighted with a red box. This category lists 'eSafety Kids', 'Microsoft Office 365', and 'LinkedIn Learning', with a 'Show more' button circled in red. A blue callout box points to this button with the text: 'You may need to click show more to find G-Suite'.

**ONLY** Use your Department of Education (DOE) login to access all of the Microsoft and Google platforms. Issues will occur with connectivity and accessibility if you do not do this.

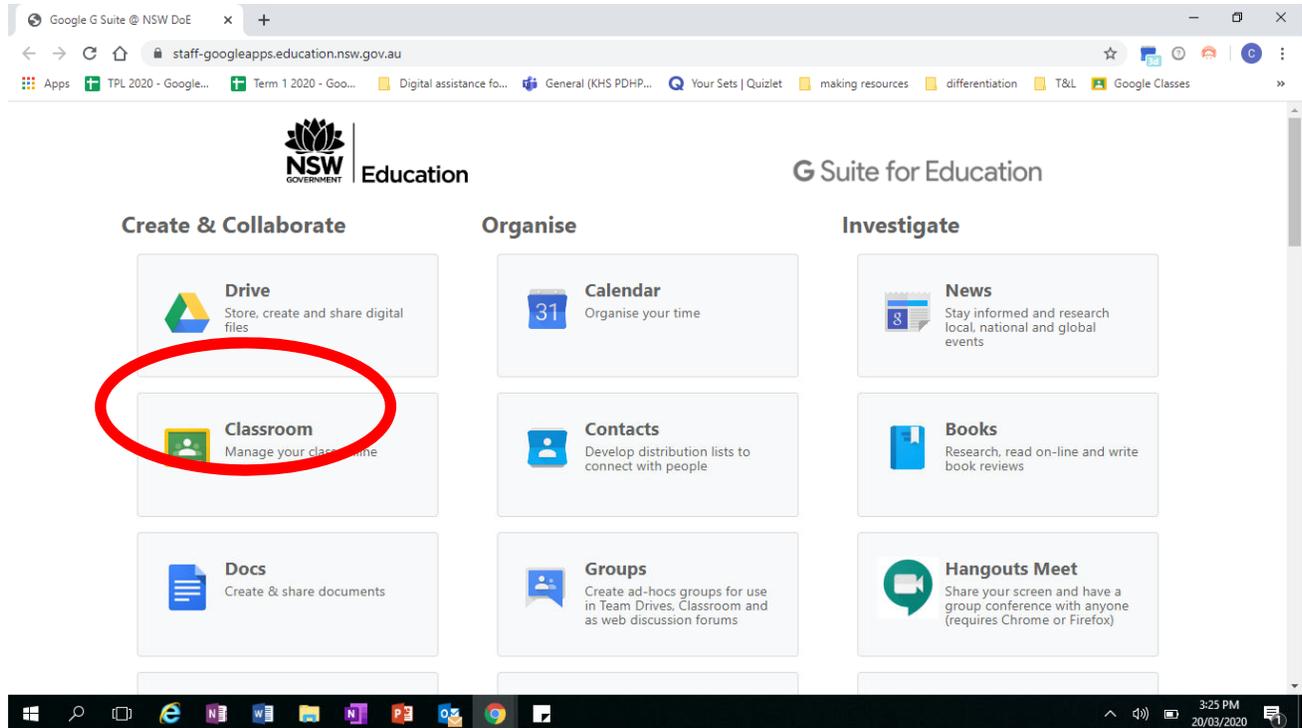
To access your online Microsoft and Google Platforms go to your student portal. On the right hand side of the screen in the 'Learning' category you will find the links to Microsoft Office 365 and G-Suite. If you are having trouble accessing these applications, make sure you are using the right profile first.

# Office 365 - Microsoft Suite (online)



This is where you will find all of your applications for Office 365. They have the same and in most cases better functionality than the desktop versions. They also enable you to easily access and share your information between people. Anything used in the office 365 will save to OneDrive.

For more information on how to use these products with excellent video guides please go to <https://support.office.com/en-us/article/office-quick-starts-25f909da-3e76-443d-94f4-6cdf7dedc51e?redirectSourcePath=%252fen-us%252farticle%252fOffice-Quick-Start-Guides-004185ad-d0fe-4046-85a4-5204b8b4989b&ui=en-US&rs=en-AU&ad=AU>



This is where you can find all the applications for G-Suite. These applications are Google's versions of the Microsoft Suite. They enable you to easily create, access and share your information between people. Anything used in the G-Suite will save to Google Drive.

For more information on how to use these products please go to <https://support.google.com/a/users/search?q=G-Suite%20cheat%20sheets>



## Google Classroom

The screenshot shows the Google Classroom interface in a web browser. The browser's address bar displays 'classroom.google.com/h'. The page title is 'Google Classroom'. The main content area features a grid of class cards. The cards include:

- Yr 12 PDHPE 2020 (35 students) with a 'Due Friday Assessment' notification.
- Year 9 Child studies 2... (38 students)
- year 10.4 PDHPE 2020 (22 students)
- Yr 11 PDHPE 2020 (36 students)
- year 8 PDHPE (0 students)
- Year 12 PDHPE (24 students)
- Year 7 PDHPE 2019 (7 students)
- Year 7 PDHPE (8 students)

A red box highlights a lightbulb icon and the text 'If you need help use this'. A red circle highlights a help icon in the bottom left corner of the grid.

Google classroom is a teaching tool your classroom teacher may have setup for you. To access google classroom, go to your student portal>Learning (on the right hand side of screen)>G-Suite>Google Classroom. Remember to always login with your DOE username and password or you will not be able to access the classroom your teacher has setup for you. If you are unable to find your google classroom, contact your classroom teacher to help you trouble shoot.

If your teacher has set this up for you, most of your class tasks will be provided to you through this area.

For more information and assistance with Google Classroom go to

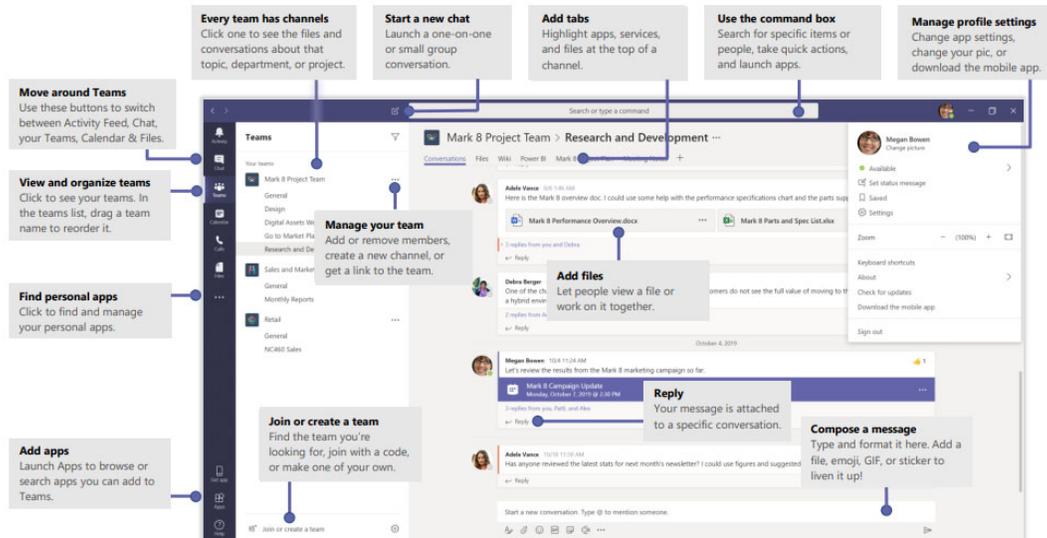
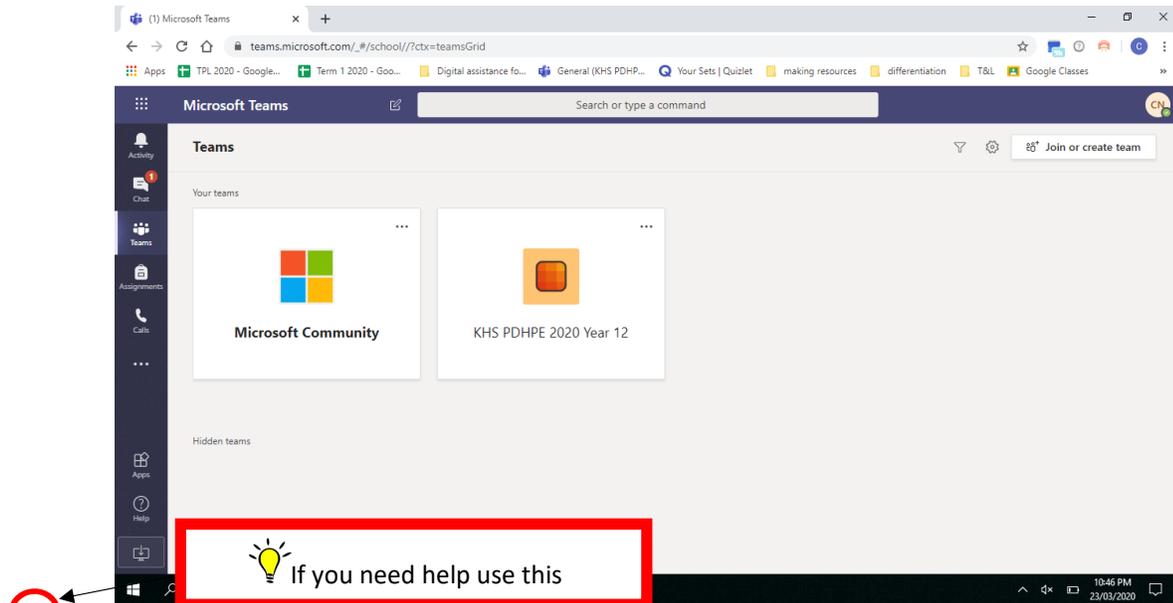
<https://support.google.com/edu/classroom/answer/6315899?co=GENIE.Platform%3DAndroid&hl=en>

How to specifically turn in an assignment with Google Classroom go to

<https://support.google.com/edu/classroom/answer/6020285>

## Microsoft Teams

Just like Google Classroom, Microsoft teams is another teaching tool your teacher may have setup for your class. To access Microsoft teams, go to your student portal>Learning (on the right hand side of screen)>Office 365> Microsoft teams (look for the Icon). Remember to always login with your DOE username and password or you will not be able to access the classroom your teacher has setup for you. If you are unable to find your team, contact your classroom teacher to help you trouble shoot. If your teacher has set this up for you, most of your class tasks will be provided to you through this area.



For more information and assistance with Microsoft Teams go to <https://support.office.com/en-us/article/office-cheat-sheets-61abfe7b-1c43-483c-b82b-3806d80e027e>

## **Other Websites that you can use to produce your class tasks**

Students can sign up to the following using their Google account (when prompted, click sign up using google account with your DOE username and password)

I want to.....

|                                 |   |
|---------------------------------|---|
| Work with someone on a document | <a href="#">Word</a> (office 365), <a href="#">Google doc</a> (Gsuite), a page in Collaboration space in class notebook Onenote   |
| A mind map/Graphic organiser    | <a href="#">Bubbl.us</a> , <a href="#">mindmup</a> , <a href="#">wordle</a> , <a href="#">Coogole</a>   |
| An interactive whiteboard       | <a href="#">Padlet</a> (padlet.com), <a href="#">Jamboard</a> (Gsuite)  |
| a poster                        | <a href="#">canva</a> , <a href="#">postermypwall</a> , <a href="#">designcap</a>   |
| an infographic                  | <a href="#">Piktochart</a> , <a href="#">venngage</a>   |
| Engage in a Quiz                | <a href="#">Quizziz</a> , <a href="#">quizlet</a> (also a flash card maker), <a href="#">kahoot</a>   |
| Create a survey                 | <a href="#">Google Forms</a> , <a href="#">Forms</a> (office 365), <a href="#">survey monkey</a>  |
| A portfolio of work             | <a href="#">Google Sites</a> , <a href="#">Google Slides</a>  |
| A presentation                  | <a href="#">Prezi</a> , <a href="#">Google Slides</a> , <a href="#">Powerpoint</a> (Office 365), <a href="#">sway</a> , <a href="#">adobe spark</a> , <a href="#">Powtoon</a> |