Digital Learning
Student Support Guide
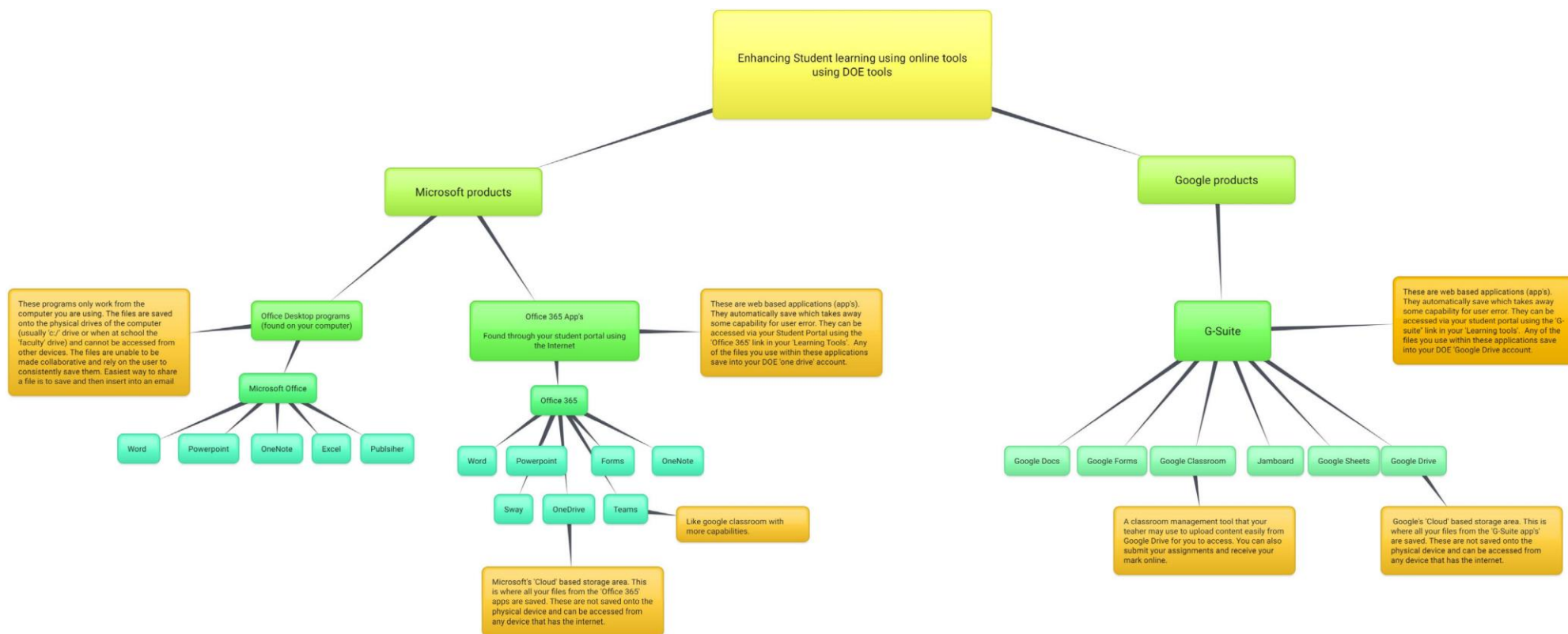
2021

Respect ~ Responsibility ~ Excellence

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

Enhancing Student learning using online tools using DOE tools

Microsoft products

Google products

These programs only work from the computer you are using. The files are saved onto the physical drives of the computer (usually 'c:/' drive or when at school the 'faculty' drive) and cannot be accessed from other devices. The files are unable to be made collaborative and rely on the user to consistently save them. Easiest way to share a file is to save and then insert into an email

Office Desktop programs (found on your computer)

Office 365 App's
Found through your student portal using the Internet

These are web based applications (app's). They automatically save which takes away some capability for user error. They can be accessed via your Student Portal using the 'Office 365' link in your 'Learning Tools'. Any of the files you use within these applications save into your DOE 'one drive' account.

G-Suite

These are web based applications (app's). They automatically save which takes away some capability for user error. They can be accessed via your student portal using the 'G-suite' link in your 'Learning tools'. Any of the files you use within these applications save into your DOE 'Google Driver account.

Microsoft Office

Word Powerpoint OneNote Excel Publsiher

Office 365

Word Powerpoint Forms OneNote

Sway OneDrive Teams

Like google classroom with more capabilities.

Google Docs Google Forms Google Classroom Jamboard Google Sheets Google Drive

A classroom management tool that your teaher may use to upload content easily from Google Drive for you to access. You can also submit your assignments and receive your mark online.

Google's 'Cloud' based storage area. This is where all your files from the 'G-Suite app's' are saved. These are not saved onto the physical device and can be accessed from any device that has the internet.

Microsoft's 'Cloud' based storage area. This is where all your files from the 'Office 365' apps are saved. These are not saved onto the physical device and can be accessed from any device that has the internet.

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

Students have just one DOE user account - 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 then email to Kooringal High School email - kooringal-h.school@det.nsw.edu.au
- Kooringal 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 and your password


You may need to click show more to find
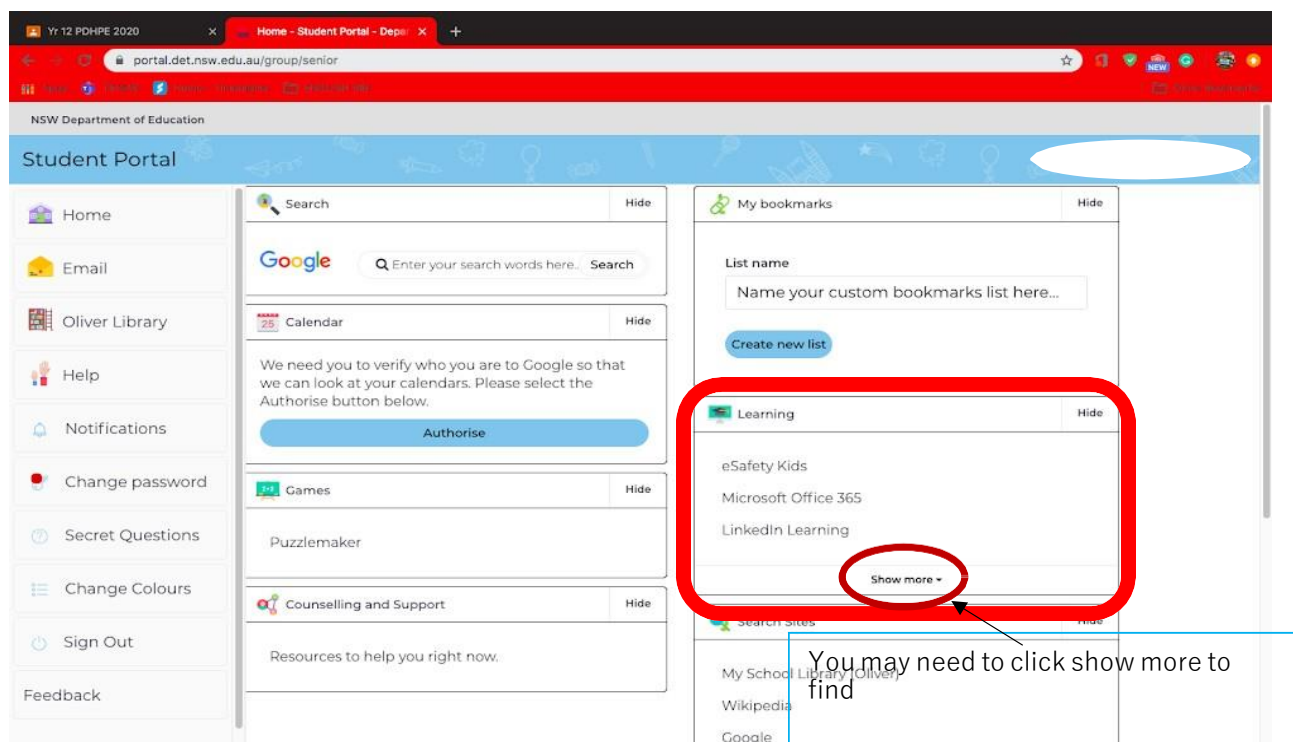
ONLY Use your Department of Education (DOE) login to access all the Microsoft and Google platforms. Issues will occur with connectivity and accessibility if you do not do this.

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.

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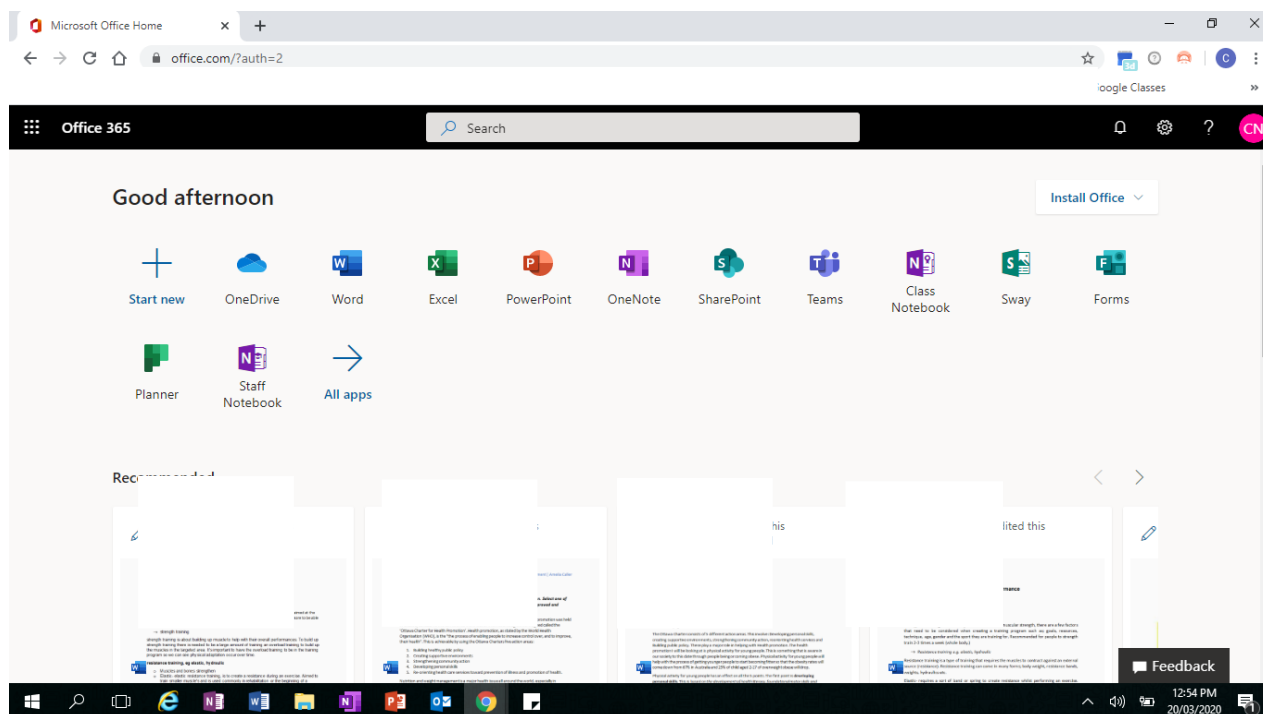
This is where you will find all of your applications for Office 365. They have the same and in most cases better functionality than the desktop versions. They also enable you to easily access and share your information between people. Anything used in the office 365 will save to OneDrive.

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

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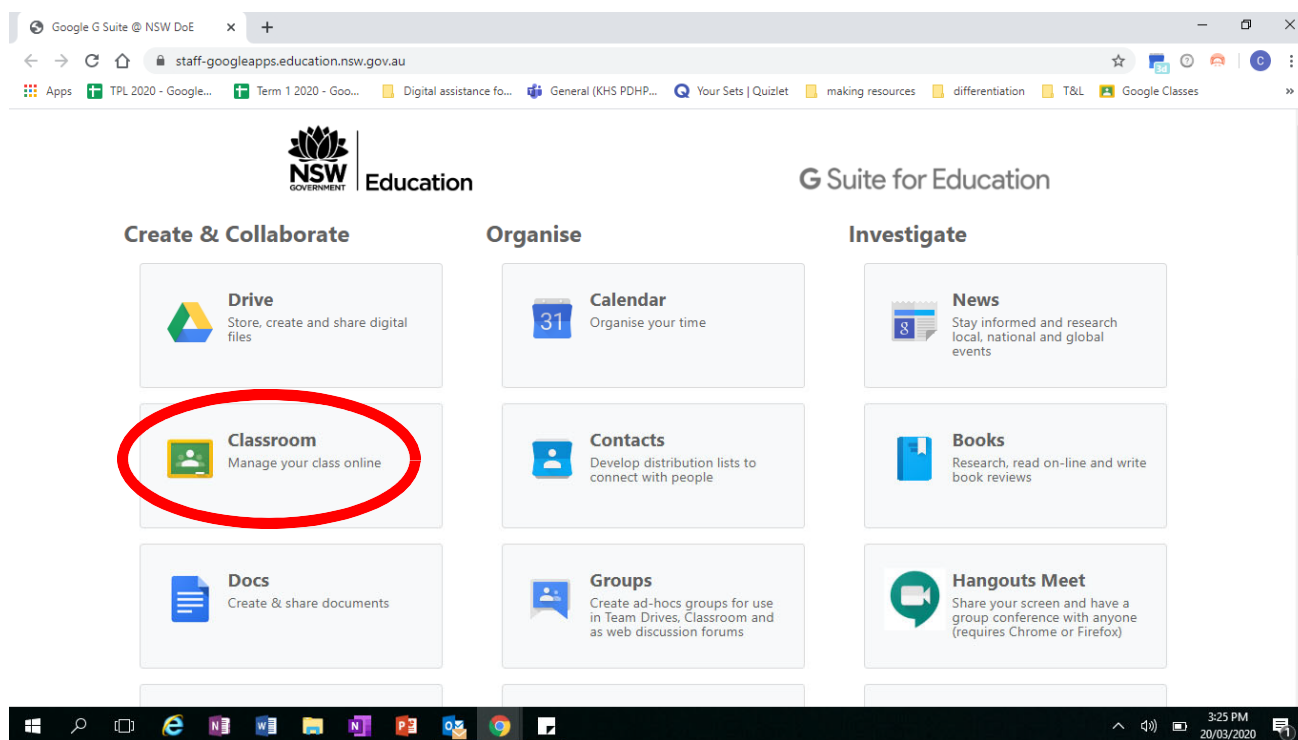
This is where you can find all the applications for G-Suite. These applications are Google's versions of the Microsoft Suite. They enable you to easily create, access and share your information between people.

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
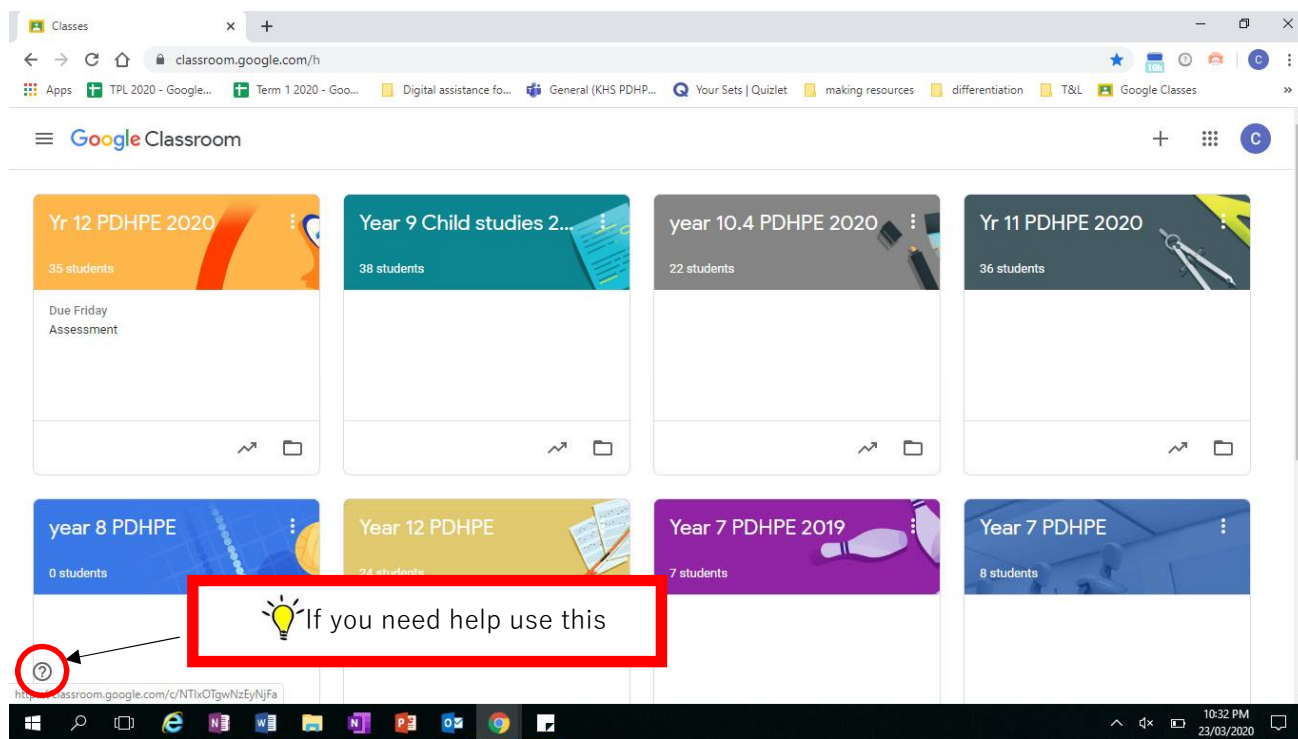
Google Classroom

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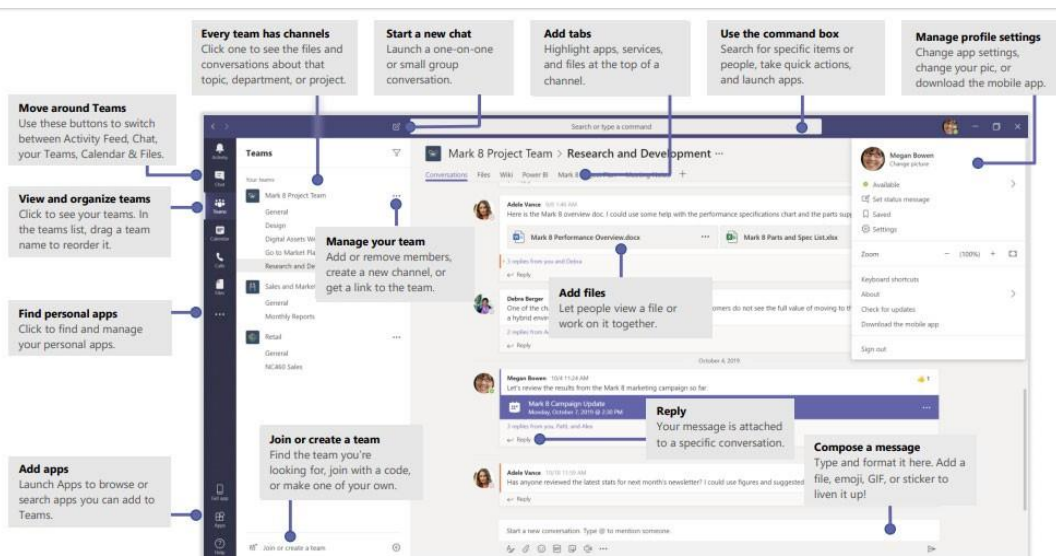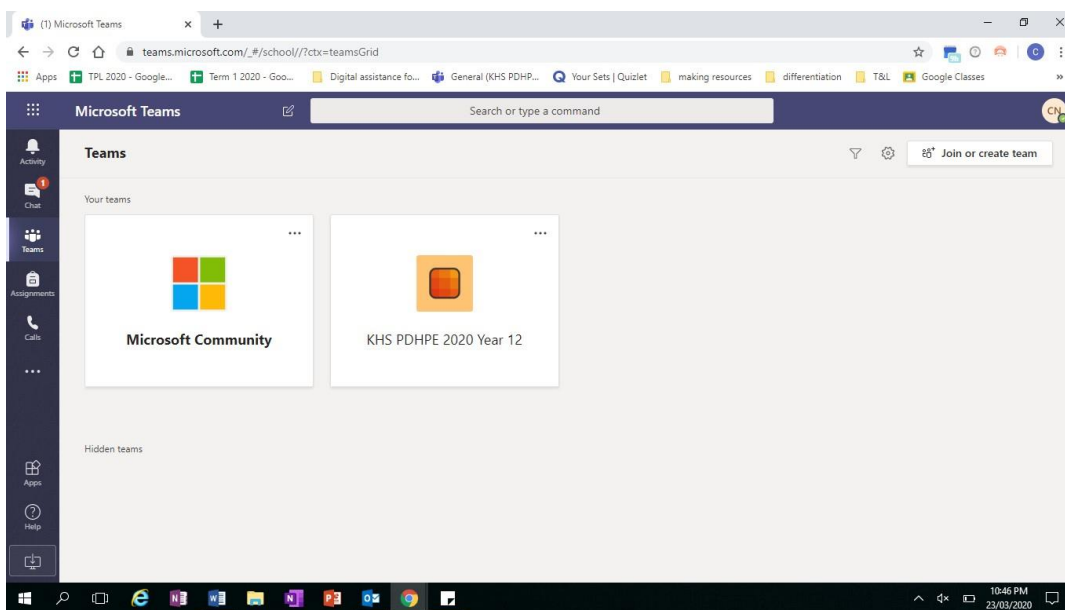
If your teacher has set this up for you, most of your class tasks will be provided to you through this area.

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

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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)

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