



Student Online Learning Handbook



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Students are expected to access their School email each morning for details and information relating to their assigned work for each school day. All students, whether at school or at home, will be completing the one mode of learning.

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

NSW Department of Education

Student Portal

Harry Potter

Home

Email

Oliver Library

Help

Notifications

Change password

Secret Questions

Change Colours

Search

Google

Calendar

Games

Puzzlemaker

Counselling and Support

School Bookmarks

You don't have any bookmarks yet.

Learning

eSafety Kids

Microsoft Office 365

Digital Citizenship

Search Sites

Show more

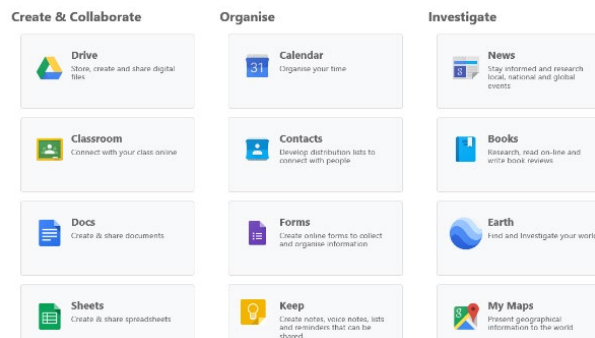
Office 365

Find G Suite by clicking on 'Show more'

3. G Suite for Education

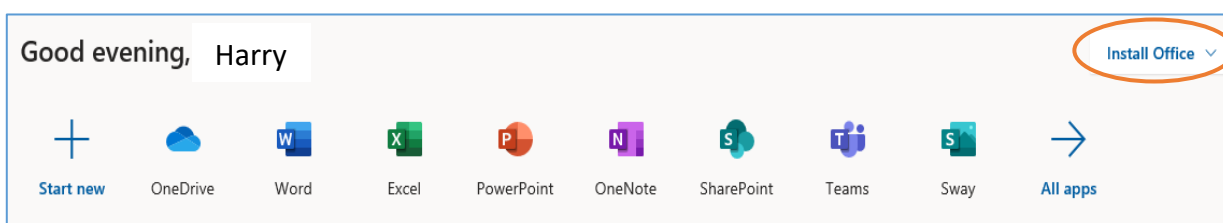
- 3.1 Access *G Suite* (See point 2.3 above).
- 3.2 Students have access to *Docs, Sheets, Slides* etc. and are able to store their work in *Google Drive*.
- 3.3 Students can easily collaborate and share G Suite items.
- 3.4 G Suite apps can be put on a mobile device.
- 3.5 Many teacher are using **Google Classroom as their method of delivering learning content.**

G Suite for Education



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.

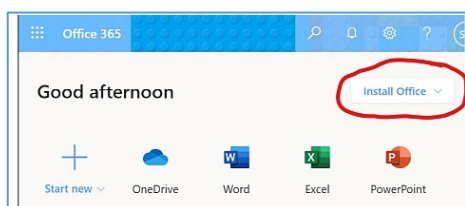
4.3 Tip! Did you know DoE users can install *Microsoft Office* from two different sources?

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



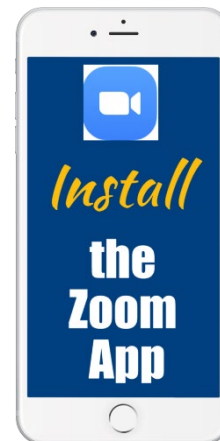
When logged onto Microsoft Office through the student portal (as in step 4.1 above), the **Install Office** feature (as shown on the right), allows the DoE user to obtain a free *desktop copy of Office*. This is tied to your DoE user account and needs to be signed into to stay licenced. Therefore, when 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 using Office 365? Click [here!](#)

5. Video Conferencing

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

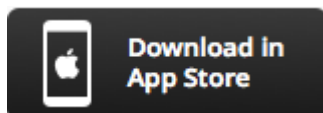
You have an account for Zoom through the DoE, you can log in with your User ID and Password.

Follow the instructions below depending on your device.

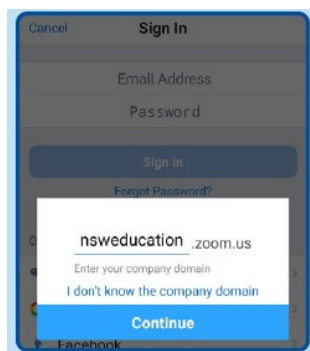


Accessing Zoom using mobile apps

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



2. Once installed, open **Zoom**, tap **SIGN IN** then tap **SSO**.
3. Type **nsweducation** and tap Continue.



4. The DoE log on screen will appear. Sign in with your normal school credentials.
5. You are now ready to use Zoom!

Accessing Zoom using a desktop browser

1. Use a modern browser like Chrome, Firefox, Edge or Safari.
2. Browse to <https://nsweducation.zoom.us>
3. Select **Sign In** at the bottom.



4. Log in with your school credentials.
5. First time users, download and install the Zoom desktop client when prompted.

- To join the Zoom meeting, your teacher will supply you with either:



- A **direct link** or
- a **Meeting ID** and **password**.

These will be found in your Email or on Google Classroom

- Turn video and audio **off** unless you are asked to turn them on by the teacher



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
- Sit **at a table** (not on your bed!) and be ready to take notes!
- Dress appropriately! No pyjamas!

6. Your Wellbeing

6.1 Your wellbeing is of paramount importance. Students can request **Wellbeing Support** through contacting the school and requesting that a member of the Wellbeing Team contact them. Key members of the Wellbeing Team include:

Year Advisers – Year 7 Laura Mills. Year 8 Rebecca Purdon-Nash. Year 9 Matt Rouen. Year 10 Toby McGrath. Year 11 Ingrid Hamilton. Year 12 Geoffrey Cork.

Defence Mentor – Kath Hamilton

Aboriginal Education Officer – Sharon Webster

Chaplain – Wendy Kettlewell

Counsellor – Joy Stephens

Head Teacher Wellbeing – Timothy Orange

6.2 See the resources page from the Nowra School Counselling Team with suggested external support services.

Nowra School Counselling Team Support resource for parents and students

Online counselling and information that can be accessed from home via the web and phone.

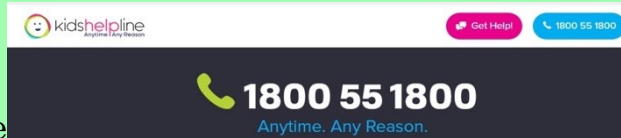
For 24/7 emergency support:

Emergency 000

[Lifeline 13 11 14](https://www.lifeline.org.au)

Kids Help Line

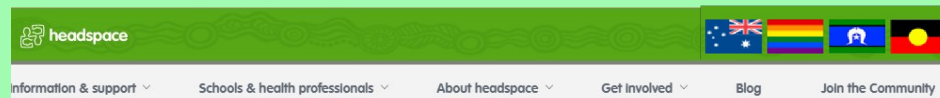
Online webchat and phone counselling: <https://kidshelpline.com.au/>



eHeadspace

Free online and telephone support and counselling for young people 12 – 25:

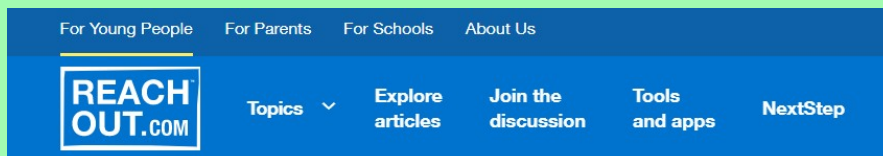
<https://headspace.org.au/eheadspace/>



ReachOut.com

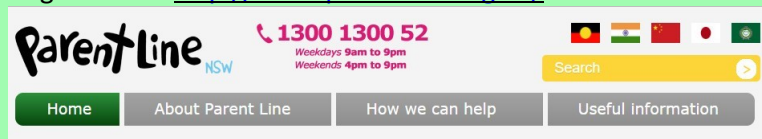
Practical support, tools and tips to help young people get through everyday issues as well as tough times – information for parents too:

<https://au.reachout.com/>



Parentline

Telephone counselling, information and referral service for parents of children in NSW ages 0 – 18: <http://www.parentline.org.au/>



Apps

Smiling Mind: Mindfulness for all ages.



Mood Mission: Learn better ways of coping with low moods and anxiety.



Calm: Reduce stress and enhance wellbeing.



Three Good Things: Gratitude journal.



The use of apps is not a replacement for professional help. If you have been feeling persistently low or anxious it is important to seek professional support.

For more recommended apps visit:

<https://au.reachout.com/tools-and-apps>

Tips for coping with Coronavirus Anxiety

Learn the facts

Keep things in perspective

Take reasonable precautions

Practise self-care

Tips for talking with children

Answer their questions

Talk about how they are feeling

Limit media exposure

For more information and tips for maintaining your mental health in isolation:

<https://www.psychology.org.au/COVID19-Australians>

Online Resources

The Black Dog Institute – Bite Back Program: Six week online positive psychology program designed to improve the overall wellbeing of Australians 13 - 16.

<https://www.biteback.org.au/>

The Brave Program: Online program for the treatment of anxiety in young people.

<https://www.brave-online.com/>

Mood Gym: Online self-help for depression and anxiety.

<https://moodgym.com.au/>

The Butterfly Foundation: Healthy eating and body image.

<https://thebutterflyfoundation.org.au/>

The Australian Centre for Eating Disorders: Support with eating disorders.

<https://www.acfed.com.au/>