



# Armidale Secondary College

Student Online Learning Handbook



# Contents

1. Student login.....	3
2. Logging onto the Student Portal.....	3
3. G Suite for Education .....	4
4. Google Classroom.....	4
5. Microsoft Office 365.....	4
6. Accessing Clickview .....	5
7. Video Conferencing using Adobe Connect .....	5
8. Video Conferencing using Zoom .....	5
9. Modified Timetable .....	7
10. Daily Schedule .....	8
11. Net Etiquette and Cyber Safety .....	9

## 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: [hermoine.grainger3@education.nsw.gov.au](mailto:hermoine.grainger3@education.nsw.gov.au)

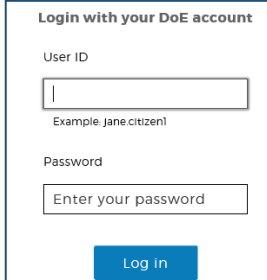
## 2. Logging onto the Student Portal

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)



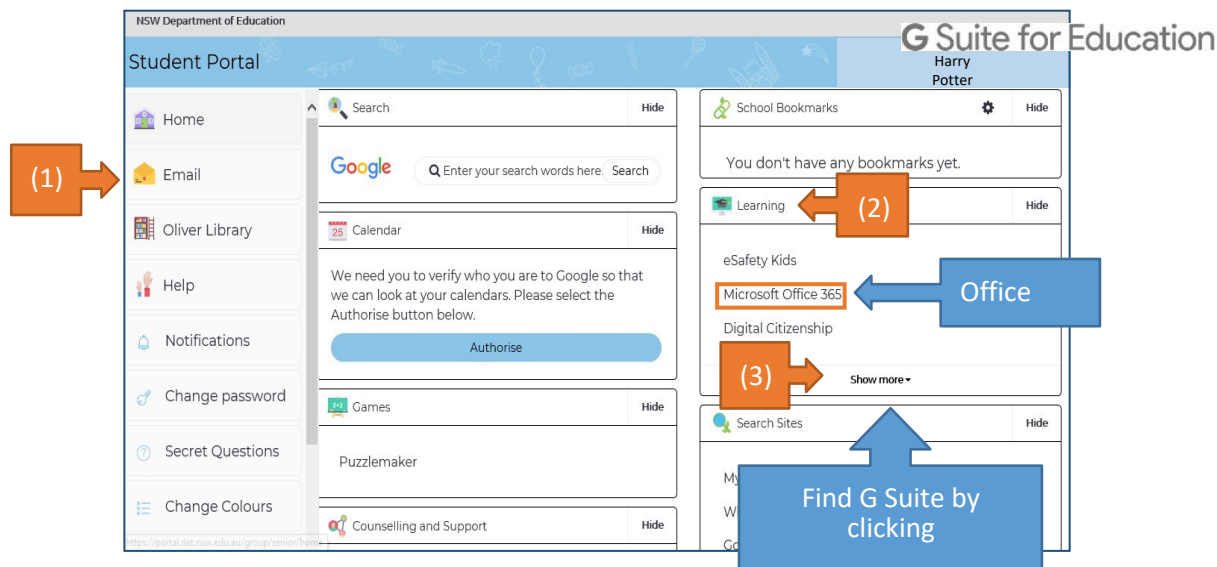
Login with your DoE account

User ID  
  
Example: jane.citizen1

Password  
  
Enter your password

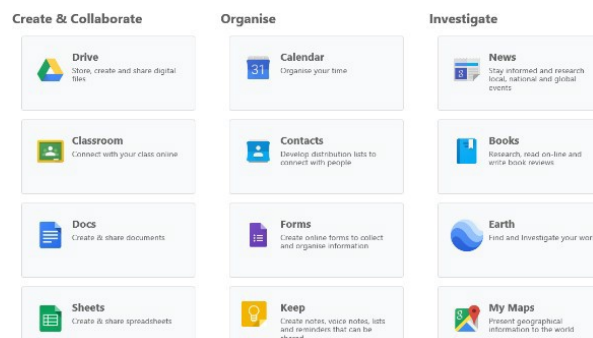
[Log in](#)

- Access both *Microsoft Office 365* and *G Suite* (Google Apps for Education)



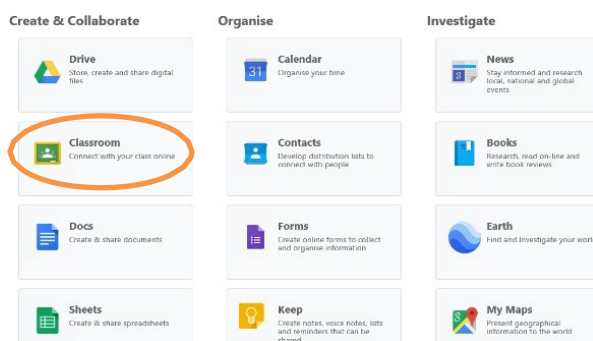
### 3. G Suite for Education

- 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.



### 4. Google Classroom

- 4.1 Access *Classroom* through the *G Suite*.



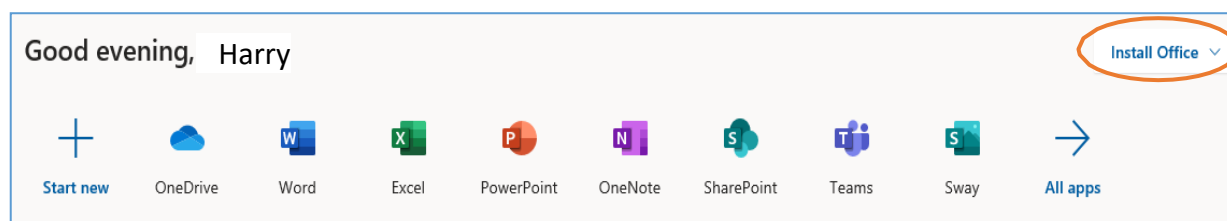
- 4.2 On the top right there is a '+' button. Click that and enter your class code.



- 4.3 The next time you enter *Classroom* all your classes will be listed.

## 5. Microsoft Office 365

5.1 Once *Microsoft Office 365* has been selected, the student will see:



5.2 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.

5.3 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!](#)

## 6. Accessing Clickview

6.1 Your teacher will either embed *Clickview* content into your *Google Classroom*, or they will share the link.

6.2 Ensure you use your [username@education.nsw.gov.au](mailto:username@education.nsw.gov.au) to log in to view the content.

## 7. Video Conferencing using Adobe Connect

7.1 Your teacher will provide a link to access the video conference.

7.2 Sign in as “Guest” using your [username@education.nsw.gov.au](mailto:username@education.nsw.gov.au) and your name.

## 8. Video Conferencing using Zoom

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

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



8.3 Or on computer from <https://zoom.us/download>

8.4 Sign in with SSO and follow the prompts

8.5 Enter Meeting ID and password provided by teacher

8.6 Turn video and audio On.

8.7 Mute audio when not speaking to reduce feedback noise.

8.8 OR paste the meeting URL provided by your teacher into browser

8.9 Sit **at a table** (not on your bed!) and be ready to take notes!

8.10 Turn video and audio on

8.11 **Mute audio** when not speaking to reduce feedback noise.

A 3D rendered white figure sitting at a blue desk with a blue chair. The figure is looking at a laptop screen that displays a Zoom meeting interface with two participants.

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!



# LEARNING FROM HOME

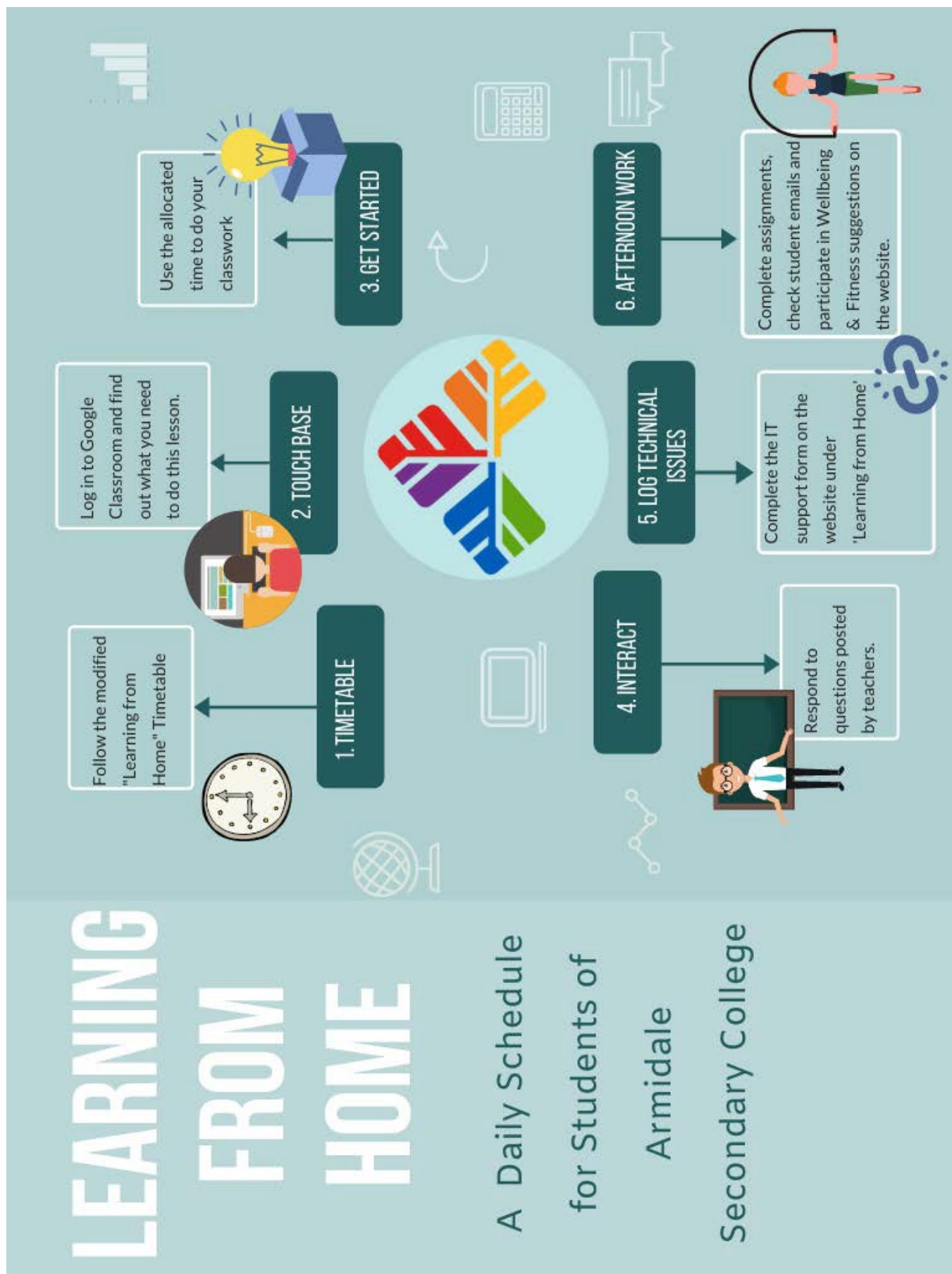
## Modified Timetable

### Morning Activities

8.50am to 9.10am	Mondays AND Fridays Check in with your Crew Teacher
9.15am to 10.00am	Period 1: Log on from 9.15-9.25am with teacher
10.15am to 11.00am	<i>15 minute break</i> Period 2: Log on from 10.15 - 10.25am with teacher
11.15am to 12.00pm	<i>15 minute break</i> Period 3: Log on from 11.15- 11.25am with teacher
12.45pm to 1.30pm	<i>45 minute lunch break</i> Period 4: Log on from 12.45- 12.55pm with teacher
1.45pm to 2.30pm	<i>15 minute break</i> Period 5: Log on from 1.45- 1.55 pm with teacher

### Afternoon Activities

Juniors Years 7 to 10	Seniors Years 11 to 12
<ul style="list-style-type: none"> <li>• Check emails/Google Classroom for updates</li> <li>• Read a novel</li> <li>• Assignment work</li> <li>• Catch up homework</li> <li>• Extension activities if issued</li> <li>• Maths activities - Manga High (yrs 7-10) or Maths Pathways (yr 8)</li> <li>• Exercise/wellbeing activities</li> <li>• Sending questions to teachers</li> <li>• Track your learning to make sure you are up to date</li> </ul>	<ul style="list-style-type: none"> <li>• Check emails/Google Classroom for updates</li> <li>• Track your learning to make sure you are up to date</li> <li>• Assessment work</li> <li>• Finish class activities</li> <li>• Any homework tasks</li> <li>• Additional contact with teachers</li> <li>• Self-directed study: making study notes, summaries, revision of lessons/videos, etc</li> <li>• Practice exam papers</li> <li>• Exercise/wellbeing activities</li> </ul>



## 11. Internet Etiquette and Cyber Safety

There are lots of useful resources for students and parents at <https://www.esafety.gov.au/>





## • VIDEO MEETING PROTOCOLS •

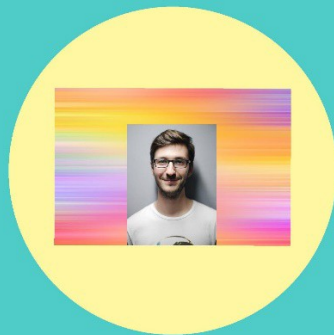
# HOW TO ZOOM

A Zoom is just like being in a classroom.  
Remember to be polite and considerate of others.



### DRESS

Remember you are on video and others can see you. Dress modestly.



### BACKGROUND

Make sure the background in your video is appropriate. Use a virtual background if you can.



### MICROPHONE

People hear everything you say. Make sure you think before you speak to reduce excess noise.



### BEHAVIOR

Remember you are still at school your teacher is running the Zoom - not you!



### NAME

Use your correct name. Don't impersonate someone else or use nicknames



### PUT YOUR HAND UP

Put your electronic hand up to get your teachers attention. Don't shout out.

# Remote learning guidelines for students and parents




## Stay connected



## Ask questions

.....


If you don't understand something, ask your teacher or classmates online.



## Workspace

.....


Work in a quiet area, at a desk or table and try to limit distractions.



## Use classroom language

.....


Talking to your teachers and in class is different from how you speak to your friends online. Use proper grammar and avoid excessive emojis.



## Focus

.....


During calls with your teacher, stay focused on the call. Avoid reading chats or looking at other tabs.



## Take breaks

.....

Take breaks away from screen. Move around and try not to sit all day.



## Your normal routine

.....

Eat breakfast, brush your teeth and get dressed in the morning.

