



# Student Online Learning Handbook





## Contents

1. Student login.....	3
2. Logging onto the Student Portal .....	3
3. Sentral Student Portal .....	4
4. G Suite for Education .....	5
5. Microsoft Office 365 .....	5
6. Accessing TV4Education .....	6
7. Being an online Learner at Whitebridge High School .....	7
8. Google Classroom as the online learning platform.....	8
9. Using Microsoft Teams .....	10
10. Video Conferencing .....	11
11. Daily Schedule .....	12



### WHITEBRIDGE HIGH SCHOOL LEARNING FROM HOME



#### Google Classroom Subject Specific



STUDENTS SIGN IN TO ROLL CALL EACH DAY BETWEEN 8.50AM – 9.10AM ON GOOGLE CLASSROOM



**Contact Time**

- Teachers available 8.30 - 3.30pm (Mon - Fri)
- students must use their @education email only
- minimum 20 minutes teacher contact time per lesson.

#### Google Classroom – Whole School for each year group

7 8 9 10 11 12



## 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: [john.smith5@education.nsw.gov.au](mailto:john.smith5@education.nsw.gov.au)

1.3 Your teachers will only respond to emails using your @education email address

## 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:

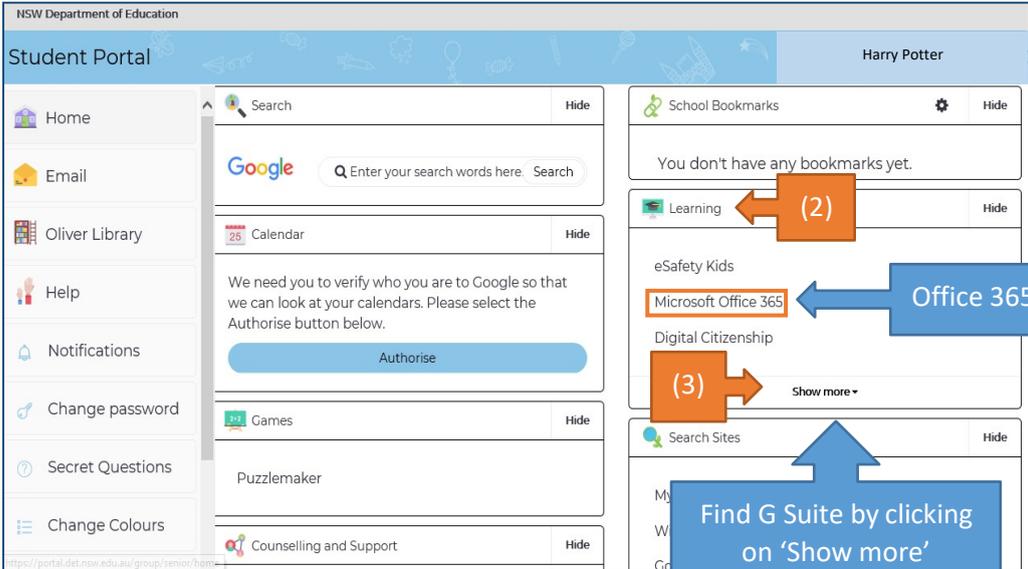
- Access or send an email (1)
- Expand the **Learning** component (2) by 'Show more' (3)
- Access both *Microsoft Office 365* and *G Suite* (Google Apps for Education)



Login with your DoE account

User ID  
  
Example: jane.citizen1

Password  
  
Enter your password



NSW Department of Education

Student Portal Harry Potter

(1) → Home, Email, Oliver Library, Help, Notifications, Change password, Secret Questions, Change Colours

Search

Google

Calendar

Games

Counselling and Support

School Bookmarks

You don't have any bookmarks yet.

Learning (2) → eSafety Kids, Microsoft Office 365 (Office 365), Digital Citizenship

(3) → Show more

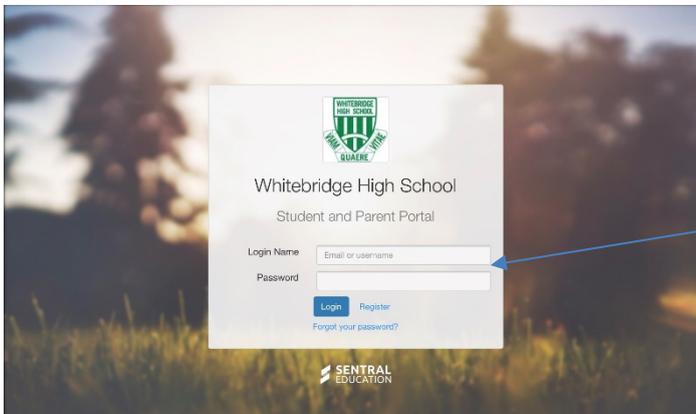
Search Sites

Find G Suite by clicking on 'Show more'

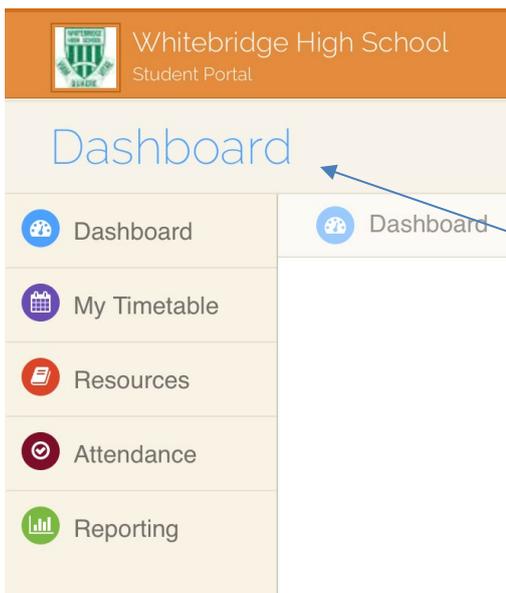
### 3. Sentral Student Portal



Click Here



Use your normal school login and password  
Eg: Harry.Potter5  
Pwd: wizard



Once in the student sentral portal you will be able to access:

- Your timetable
- Your attendance data
- Bell times
- Students daily notices
- Positive recognition - WoWs

## 4. G Suite for Education

4.1 Access *G Suite* (See point 2.3 above).

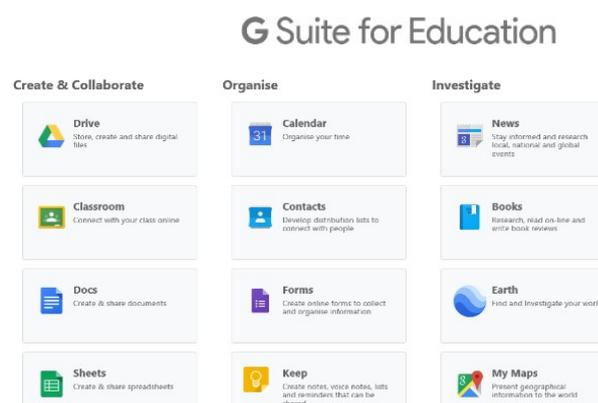
4.2 Students have google classrooms set up for each subject / course, the class code has been distributed to them. If you do not know your class code, contact the teacher or the school office.

4.3 Students have access to *Docs*, *Sheets*, *Slides* etc. and are able to store their work in *Google Drive*.

4.4 Students can easily collaborate and share G Suite items.

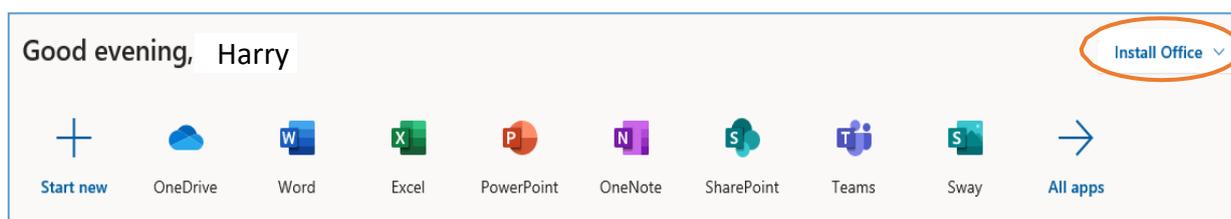
4.5 G Suite apps can be put on a mobile device.

**4.6 G Suite is the start point for our Online Learning System! (see section 7)**



## 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 TV4Education

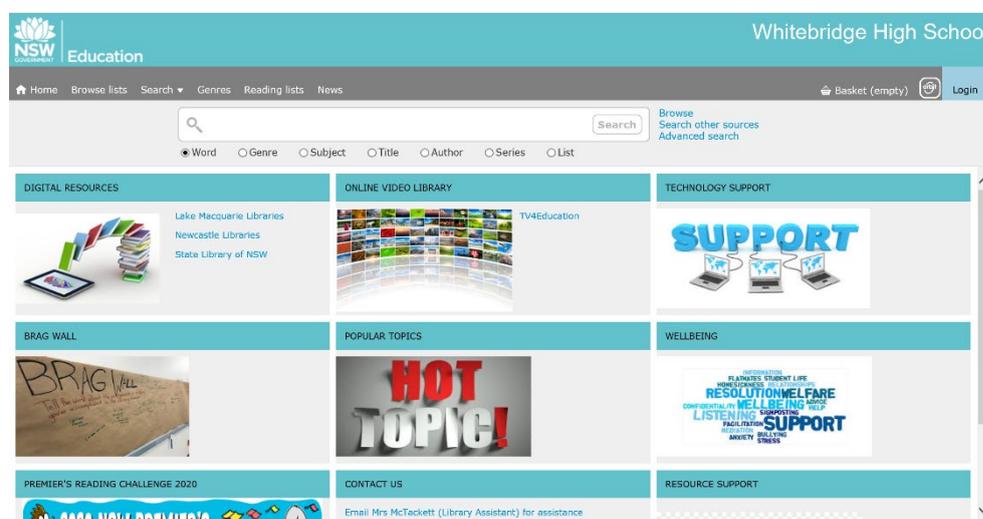
6.1 Whitebridge High School students have access to our *multimedia* library available [here](https://whitebridg-h.schools.nsw.gov.au/library.html). That is: <https://whitebridg-h.schools.nsw.gov.au/library.html>

6.2 Students will be directed to the portal login page.

6.3 Sign in using your school username and password.

6.4 Sign in at the top right hand corner (as shown in the image below)

6.5 Once signed in you can access content. If you are not signed in, you can't!



7. Being an Online Learner at Whitebridge High School

 <div style="background-color: #008000; color: white; padding: 10px; text-align: center; font-weight: bold; font-size: 24px;">BE A LEARNER FROM HOME</div> 	
<b>“Everyday, work to the best of your ability”</b>	
<p><b>Start Well!</b>  <b>It’s still a school day!</b></p> <ul style="list-style-type: none"> <li>• Get a good night’s sleep</li> <li>• Wake up and have breakfast at the same time each day</li> <li>• At 8:45 check your student portal, the daily notices and school emails</li> <li>• Login to roll call in your specific roll call google classroom between 8.50am and 9.10am, leave a check in message of here or present for your roll call teacher</li> <li>• Follow your usual timetable for the rest of the day</li> <li>• Write a ‘To Do’ list and tick off the activities as you do them</li> </ul>	
<p><b>What to wear</b></p> <ul style="list-style-type: none"> <li>• Get out of your pyjamas!</li> <li>• Dress in appropriate, neat, comfortable clothes ready for learning</li> <li>• If you are participating in a live lesson, make sure your clothes are appropriate</li> </ul>	<p><b>Setting up your learning space</b></p> <ul style="list-style-type: none"> <li>• Find an area that is tidy, comfortable and as quiet as possible</li> <li>• Sit at a desk or table &amp; remove any distractions</li> <li>• Be respectful of shared spaces</li> <li>• If using your webcam, sit in front of a blank background</li> </ul>
<p><b>Equipment Needed</b></p> <ul style="list-style-type: none"> <li>• Have your device ready, charged and logged in</li> <li>• Test any of the apps you are using to ensure they are working</li> <li>• Have a pen &amp; paper with you</li> <li>• If you need tech help or to borrow a device contact the school</li> <li>• You must use only your @education email as staff are unable to respond to private email addresses.</li> </ul>	<p><b>Be Respectful</b></p> <ul style="list-style-type: none"> <li>• Be polite and use appropriate language online, as you would in person</li> <li>• Connect to a live meeting with your camera &amp; mic off until instructed by the teacher</li> <li>• Turn your phone to silent and use the Forest app or similar to avoid digital distraction (<a href="http://forrestapp.cc/">http://forrestapp.cc/</a>)</li> <li>• Teachers are available for contact time during your timetabled lesson. Limit your contact to between 8.30 &amp; 3.30pm each day</li> </ul>
<p><b>Be Productive</b></p> <ul style="list-style-type: none"> <li>• Manage your time well – use it for learning</li> <li>• Submit your completed work as requested for feedback from your teacher</li> <li>• Allow time to revise items you do not understand and ask questions if you need help</li> <li>• Check your emails – read &amp; reply if needed</li> </ul>	<p><b>Be Happy &amp; Healthy</b></p> <ul style="list-style-type: none"> <li>• Keep safe and supportive communications with friends and family. Smile and laugh!</li> <li>• Exercise daily with a family member</li> <li>• Every 45-60 minutes take a break</li> <li>• Eat healthy</li> <li>• Drink at least 2L of water each day</li> </ul>
<p><b>Useful Resources:</b></p> <ul style="list-style-type: none"> <li>• Google Classroom (access to Classes, Year Information, Wellbeing Notes &amp; Learning Tool Kit)</li> <li>• TV for Education to find TV, Online streaming services clips to support the curriculum (gain access through WHS Portal – Library – Whitebridge Hive Website – TV4Education)</li> </ul>	
<p><b>We are here to help</b></p> <p><b>School-based Online Support</b> - Via Google Classroom and School Email you can gain support from Class Teachers, Year Advisors &amp; Learning and Support Teachers</p> <p><b>Outside Agency Support</b> - <a href="https://headspace.org.au/">https://headspace.org.au/</a> &amp; <a href="https://au.reachout.com/">https://au.reachout.com/</a></p>	

## 8. Google Classroom as the learning platform

Once you navigate to [the portal](#), Sign in with your **School ID** and password.



**Login with your DoE account**

User ID

  
Example: jane.citizen1

Password

**Log in**

NEXT, Click on the link to GSuite



NSW Department of Education  
Student Portal

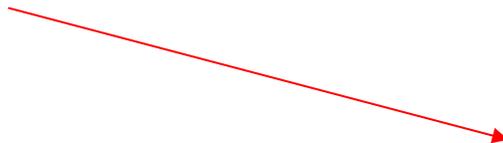
Home, Email, Oliver Library, Help, Notifications, Change password, Secret Questions, Change Colours, Sign Out, Feedback

Search, Google, Enter your search words here

Calendar, Games, Puzzlemaker, Counselling and Support

My bookmarks, Learning, G Suite (Google Apps for Education), Microsoft Office 365, eSafety Kids, Digital Citizenship, Search Sites

Once in GSuite for Education, select 'Classroom' where you will be taken to your personal Google Classroom



NSW Education | G Suite for Education

Create & Collaborate, Organise, Investigate

Drive, Classroom, Docs, Sheets, Calendar, Contacts, Forms, Keep, News, Books, Earth, My Maps

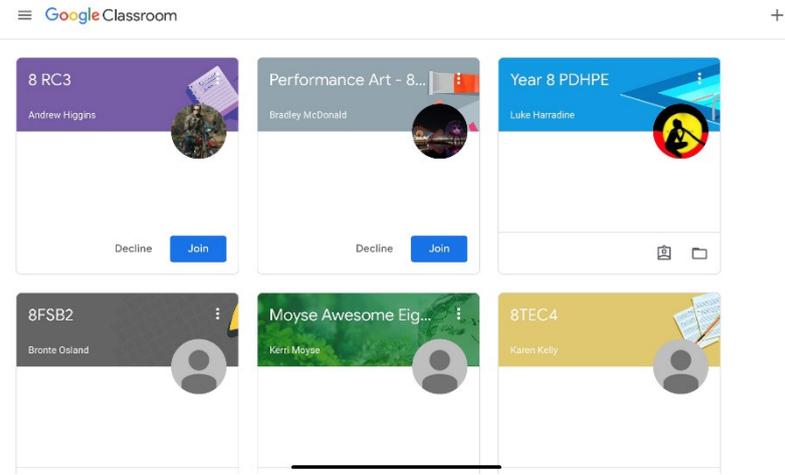
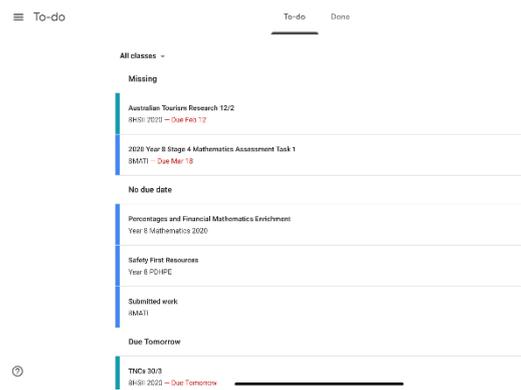
Once you are logged in you will be taken to your **Dashboard**. From the dashboard you can do the following:

- You can:
- \* access all your classwork and assignments
  - \* add events to your school **calendar**.
  - \* Communicate with your class teacher
  - \* Submit classwork for feedback

Access all the classes you are enrolled in

Click on the menu icon  for more options

See what is on your **"To Do"** list

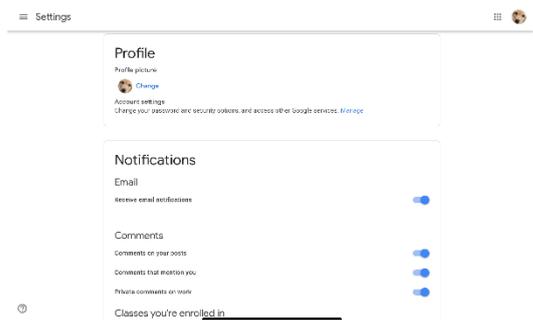


<https://support.google.com/edu/classroom/?hl=en&authuser=0#topic=6020277>

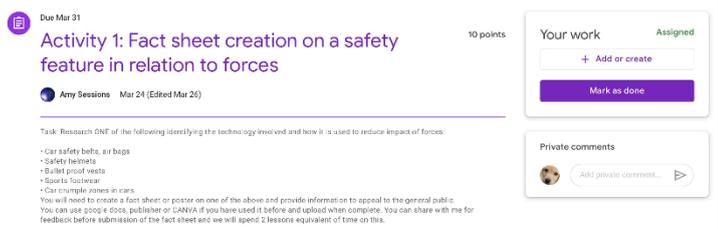


Search the Help guides Found on the bottom left of each screen

Update your notifications

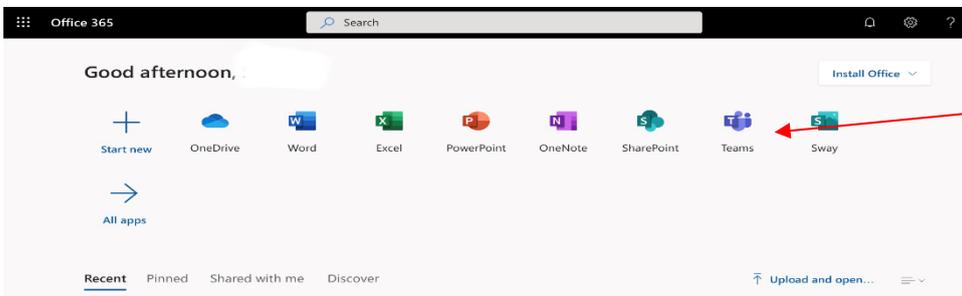
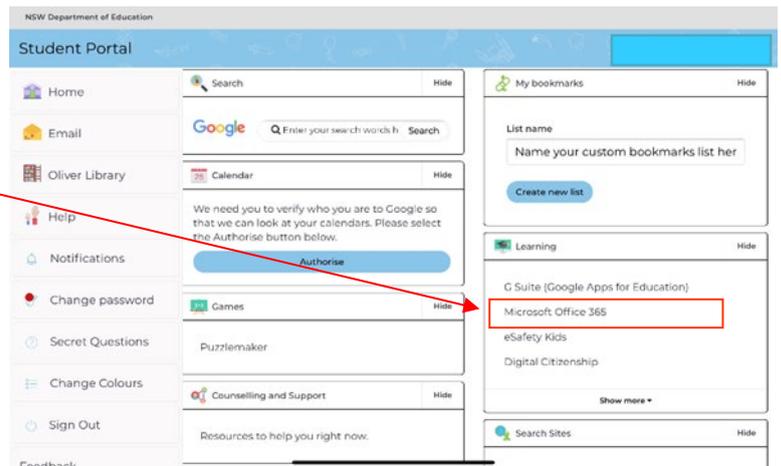


Submit work and receive teacher feedback



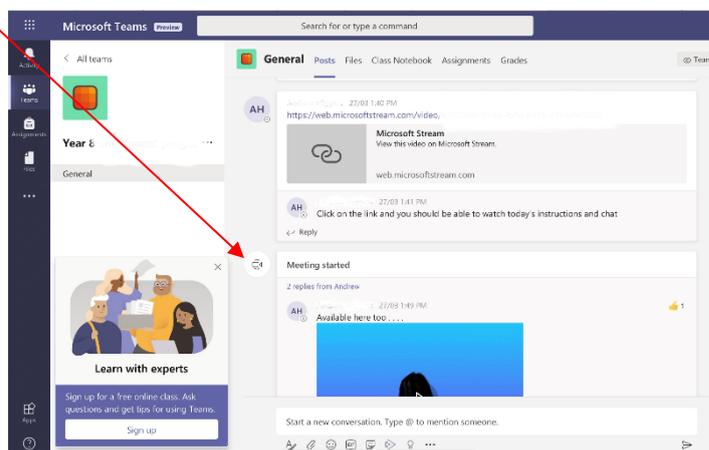
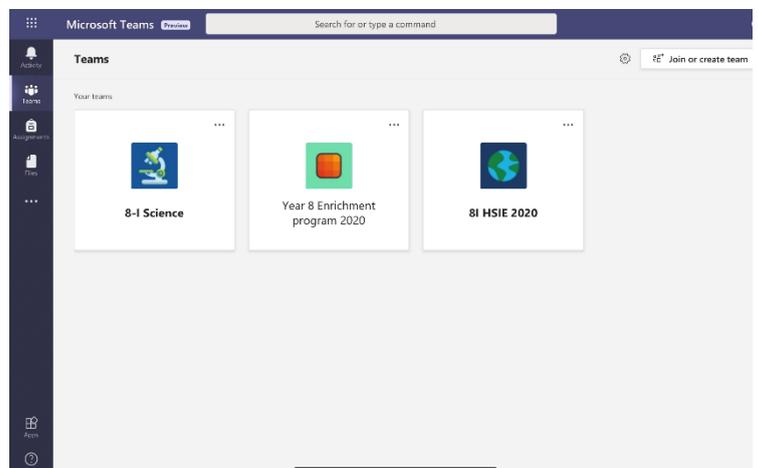
## 9. Using Microsoft Teams

Some Teachers have commenced using Microsoft Teams as the class learning platform



When in the Microsoft Office 365 dashboard select Teams

The Teams home page will operate the same as the google classroom with the opportunity to access classwork, assignments, submit work, message teachers, receive feedback and also to connect for live lessons through the video.



## 10. Video Conferencing



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

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



- If you are **using your own computer**, follow the prompts when you join the first Zoom meeting.
- Sign up for an account using your school email address and your name. That way your teacher can easily see who is in attendance. You can however, still use Zoom without an account.
- To join the Zoom meeting, either **click on the link supplied** by your teacher in your google classroom or use the **Meeting ID and password**.
- Sit **at a table** (not on your bed!) and be ready to take notes!
- Turn video and audio on to connect and then once connected switch of the video until asked to switch it on by your teacher
- **Mute audio** when not speaking to reduce feedback noise.



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 video & audio until requested to turn it on
- Dress appropriately! No pyjamas!



If at any time you need help, just contact your Class Teacher, Year adviser, Deputy Principal or the school office.

Always use your @education email address to contact staff or send an email to [whitebridg-h.school@det.nsw.edu.au](mailto:whitebridg-h.school@det.nsw.edu.au)

## 11. Daily Schedule



11.1 You may like to maintain a regular routine each day to help you to stay motivated and complete your learning activities.

11.2 Your teachers will be keeping a record of your task completion and providing feedback on your engagement with online learning and the quality of the work you submit.

11.3 Help is always available and you are encouraged to check in regularly with your teachers for help and support.

Daily Schedule	Action	Completed / Comments
<p><b>Roll Call 8.50am – 9.10am</b></p> <p>Our school will mark your daily attendance from your roll call check in.</p> 	<p>Use the google classroom and log in to your roll call room leaving a message to let your teacher know you are present in our online school.</p> <p>Eg: I'm here</p> <p>Check emails from teachers</p> <p>Daily notices</p> <p>Check your timetable</p> <p>Prepare a to do list of work that is to be completed</p>	
Period 1 Class	<p>Complete the work assigned</p> <p>Prepare to check in with the class teacher</p> <p>Ask for help as required</p> <p>Submit any work required</p>	
Period 2 Class	<p>Complete the work assigned</p> <p>Prepare to check in with the class teacher</p> <p>Ask for help as required</p> <p>Submit any work required</p>	
Recess Break	<p>Have a brain break</p> <p>Have some healthy nutritional snacks</p> <p>Get some exercise and fresh air</p> <p>Make this time screen free</p>	
Period 3 Class	<p>Complete the work assigned</p> <p>Prepare to check in with the class teacher</p> <p>Ask for help as required</p> <p>Submit any work required</p>	
Period 4 Class	<p>Complete the work assigned</p> <p>Prepare to check in with the class teacher</p> <p>Ask for help as required</p> <p>Submit any work required</p>	
Lunch Break	<p>Have a longer break here</p> <p>Spend time with family and / or pets</p> <p>Have a healthy nutritional lunch</p> <p>Try to get some exercise and fresh air – our Sport page has lots of practical ideas</p> <p>Make this time screen free</p>	
Period 5 Class	<p>Complete the work assigned</p> <p>Prepare to check in with the class teacher</p> <p>Ask for help as required</p> <p>Submit any work required</p>	
<p>Reflection:</p> <p>How did you go today with your learning?</p> <p>What are you happy about?</p> <p>Is there anything you need to follow up with your teacher tomorrow?</p>		