



# WHS BYOD Ready Checklist



**Step 1**  
**DEVICE READY**

Do I have a suitable device to bring to school?

Go to the [BYOD Support Page](#)  
Check out the Device Checklist

YES → Go to step 2

NO → See the library to organise a daily loan  
See the relevant Deputy Principal to organise a long-term loan

**Step 2**  
**DEC EMAIL**

Do I have a DET email?

(john.smith@education.nsw.gov.au)

YES → Go to step 3

NO → If you are joining us from a school outside the DET, it can take up to 3 days to receive your DET student email address  
Once your Student Portal email has been set up, you can log in to the Student Portal using your username and password

**Step 3**  
**WIFI**

Can my device connect to WIFI?

YES → Make sure you have the correct web browsers: All students should have both Google Chrome and Internet Explorer. Open a browser – go to detnsw.net – log on by following the screen

NO → Go to Mr Matlab in the Library

**Step 4**  
**STUDENT PORTAL**

Can I log into the student portal?

How to Log In:  
Go to [The NSW Department of Education Portal Log In page](#)  
Enter your username and password

YES → Go to Step 5

NO → Go to Mr Matlab

**Step 5**  
**MICROSOFT OFFICE**

Do I have Microsoft Office on my device?

This includes: Word, PowerPoint, Excel Outlook and OneNote

YES → Go to Step 6

NO → Go to [WHS BYOD Support Page](#)  
There are instructions on how to download Microsoft Office for free via the Student Portal

**Step 6**  
**ONENOTE & GOOGLE CLASSROOM**

**OneNote App**  
Once you have completed Step 5 you will have the OneNote App on your device

**Using the OneNote or Google Classroom App:**  
You MUST use your DET email to sign in.

This is the email address your teacher will use to create your Class Notebook or Google Classroom with.

DO NOT download the OneNote or Google Classroom app and sign in with a non-DET email address.

**Set up classes**

**Microsoft OneNote**  
Your teacher will set up your Class Notebook → Log into your student portal and go to Microsoft Office 365 in the learning tab → Click on the ONE DRIVE icon and go to your SHARED WITH ME folder → Find the subject class Notebook and click to open → Make sure your notebook is synced (app or browser)

**Google Classroom**  
Your teacher will set up your Google Classroom → Log into your student portal and go to Google Classroom in the learning tab → Find and click on the subject or group classroom → Check the stream or assignments for due work → Submit work by due date and ensure it is saved

<b>Subject</b>	<b>Google Classroom Code</b>	<b>Software required</b>
<input type="checkbox"/> English	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
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