



LAKE MACQUARIE
HIGH SCHOOL

Student Online Learning Handbook

Contents

| | |
|---|---|
| 1. Student login..... | 1 |
| 2. Logging onto the Student Portal..... | 1 |
| 3. G Suite for Education..... | 2 |
| 4. Microsoft Office 365..... | 2 |
| 5. Accessing Multimedia content..... | 3 |
| 6. Your Wellbeing..... | 5 |

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 student email: `user.name@education.nsw.gov.au`

Example: `craig.johnston34 @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

Hide

Google

Enter your search words here. Search

Calendar

Hide

We need you to verify who you are to Google so that we can look at your calendars. Please select the Authorise button below.

Authorise

Games

Hide

Puzzlemaker

Counselling and Support

Hide

School Bookmarks

Hide

You don't have any bookmarks yet.

Learning

Hide

eSafety Kids

Microsoft Office 365

Digital Citizenship

Show more

Search Sites

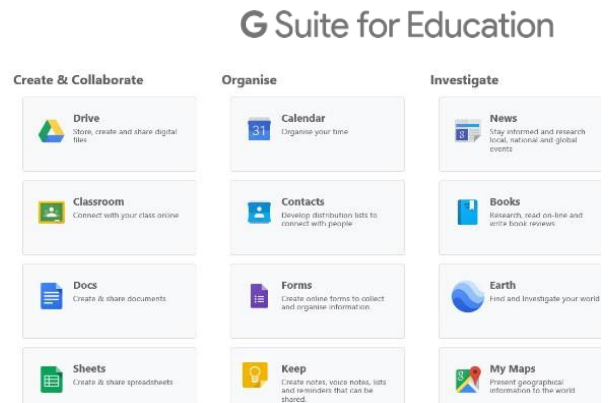
Hide

Office 365 & G-Suite in the Learning section

Click on 'Show more' if Office and G-Suite are not visible

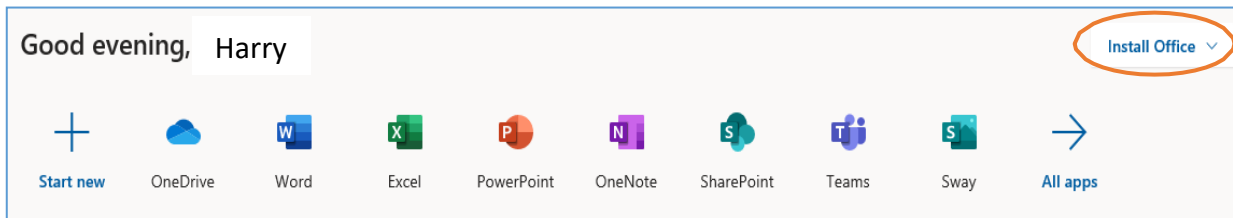
3. G Suite for Education

- 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. Microsoft Office 365

- 4.1 All *Microsoft Office 365* applications are available through the Student Portal. Once 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* on their own device?

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!](#)

5. Accessing Multimedia content

Lake Macquarie High School currently has access to *TV4Education as a multimedia centre..*

Students can log onto this platform using their **school email and password**. If you are already logged in to the DET Portal, both platforms use “Single sign on” and therefore the steps to sign on will be minimal.

Accessing TV4Education

5.1 Lake Macquarie High School students have access to our *multimedia* library available.


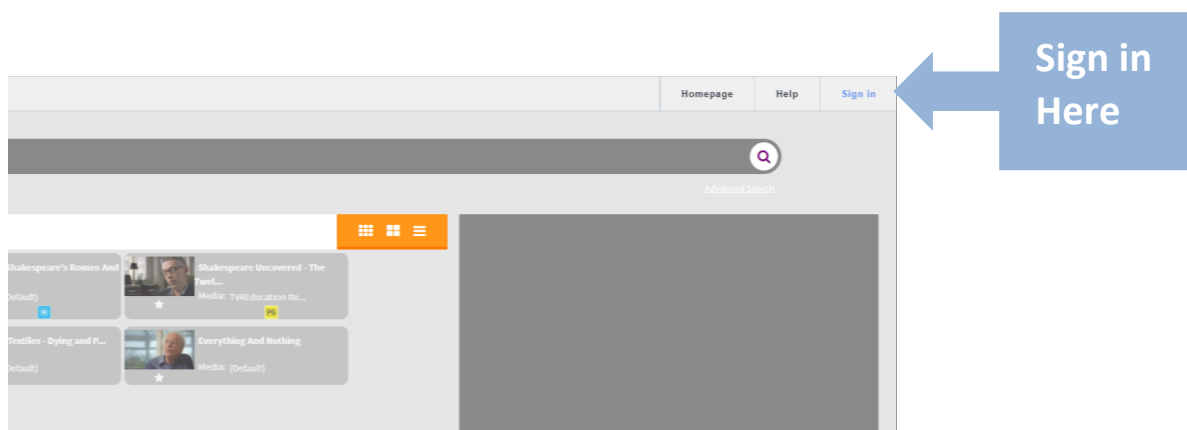
That is [TV4ED](#)

5.2 Click **Sign in** at the top right-hand corner (as shown in the image below)

5.3 Students will be directed to the portal login page.

5.4 Sign in using your school username and password.

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



When in a **Zoom** Conference:

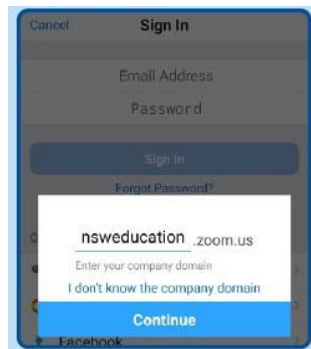
- Be polite and respectful
- Do not make any inappropriate comments
- Keep the topic of discussion on schoolwork
- Turn off your audio until requested to turn it on
- Sit **at a table** (not on your bed!) and be ready to take notes!
- Dress appropriately! No pyjamas!

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 Google Classroom or emailed from your teacher. Contact the Front Office for links also.

- Video and audio will be turned off by the teacher. You may be asked to turn these on.

- Teachers will also not be able to do one-to-one Zoom sessions with students, so make sure you take the opportunity to be involved in the class Zooms and Wellbeing Zooms as organised.

Our wellbeing team, including Mrs Svihla and our Year Advisors have Google Classrooms set up for every year group to allow students to touch base with staff for their wellbeing.

One of our initiatives is linked to RUOK Day.

September 9th is R U OK? day.

LMHS is inviting students and families to **Stroll through September**

'A CONVERSATION CAN CHANGE A LIFE' and this is our inspiration to get us walking and talking. You don't need to be an expert to reach out - just a good friend and a great listener. Walking is a great way to start a conversation and get some exercise!

R U OK? inspire and empower everyone to meaningfully connect with the people around them and start a conversation with those in their world who may be struggling with life.



All you have to do is find a walking buddy and start walking 😊

- Choose a buddy to walk with (covid safe)
- plan a time to walk
- log your kms in our google forms
- challenge yourself to walk 20kms, 30kms, 40 kms or more throughout the month of September.