YOUNG HIGH SCHOOL

Online Learning Instructions

Version 2 - April 1st 2020

EVERY STUDENT MATTERS
Opportunity Diversity Inclusivity

CONTENTS

THIS BOOK WILL BE AMENDED AS NEEDED TO INCLUDE NEW DIGITAL FORMATS THAT YOUNG HIGH SCHOOL MAY INTRODUCE TO FACILITATE ONLINE LEARNING.

TECHNOLOGY RULES & CODE OF CONDUCT & CONDITIONS OF USE

ALL STUDENTS USING INFORMATION TECHNOLOGY EQUIPMENT AND INTERNET AND EMAIL AT YOUNG HIGH SCHOOL WILL:

- Use and share computer resources courteously and efficiently
- Show respect when using IT equipment and report any damage to staff
- Respect others' rights to freedom from harassment and intimidation
- Use the internet and local area networks for purposes that are legal and generally acceptable for public school students
- Respect and adhere to the laws concerning copyright and other intellectual property rights
- Follow security restrictions for all systems and information and not attempt to breach security and not disable settings for virus protection, spam and filtering that have been applied
- Respect privacy and integrity of electronic documents and personal information
- Keep passwords confidential, and change them when prompted, or when known by another user
- Log off at the end of each session to ensure that nobody else can use your account and login details
- Promptly tell your teacher if you suspect you have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- Not use these services to knowingly search for, link to, access or send anything that is offensive, obscene, pornographic, threatening, intimidating, abusive or defamatory.

NEVER SEND OR PUBLISH:

- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- Threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
- Sexually explicit or sexually suggestive material or correspondence.
- False or defamatory information about a person or organisation.

STUDENTS WILL BE AWARE THAT:

- **Students are held responsible for their actions** while using internet and online communication services.
- **Any misuse of internet and online communication services** may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.
- **ALL emails are archived and their web browsing is logged.** These records are kept for two years.

The email and website records are official documents. These may be used in investigations, court proceedings or for other legal reasons. For example if someone claims a student has misbehaved online, these records may be checked. If you go beyond this point it will mean you agree with these conditions.

LINKS TO SITES FOR ACCESS AND HELP

Student Portal https://education.nsw.gov.au/

Google Classroom https://classroom.google.com/

Signing in to Google Classroom using a Computer, iPad, iPhone or Android Device click here and choose the relevant tab

Joining Google Classroom Student Here

Working with documents assigned to you click Here

Turning in an assignment click Here

HOW TO ACCESS YOUR STUDENT PORTAL

- Open Google Chrome or Internet Explorer.
- Enter this URL: https://education.nsw.gov.au/
  (Alternatively you can type 'Student Portal' into your search bar and open the page and login)
- Click on Log In - Select Student Portal.
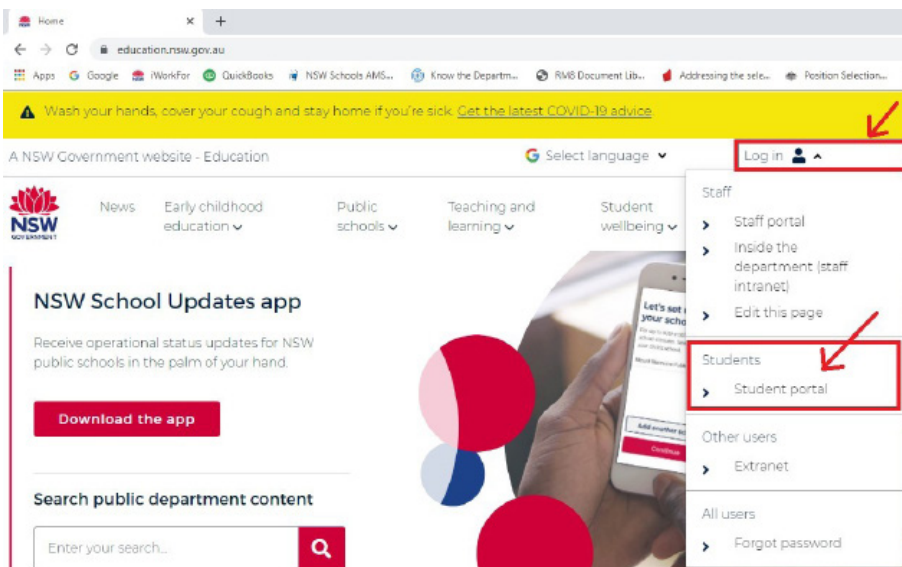
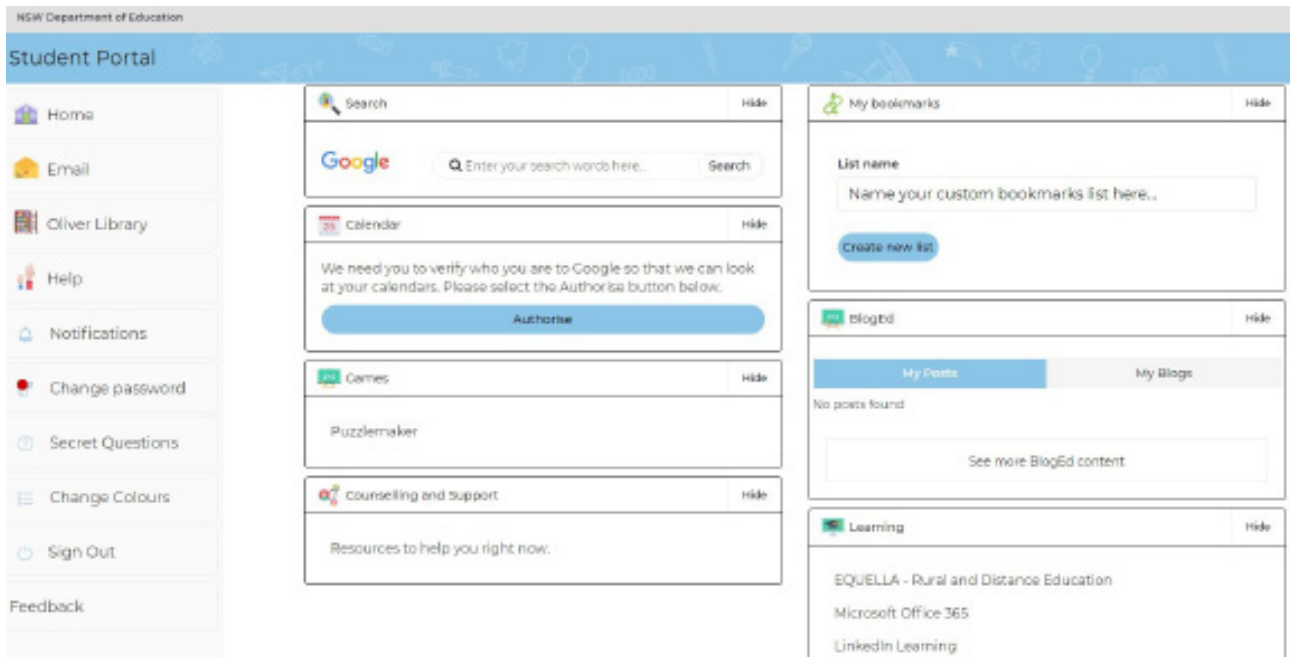- Enter your User ID and Password here.
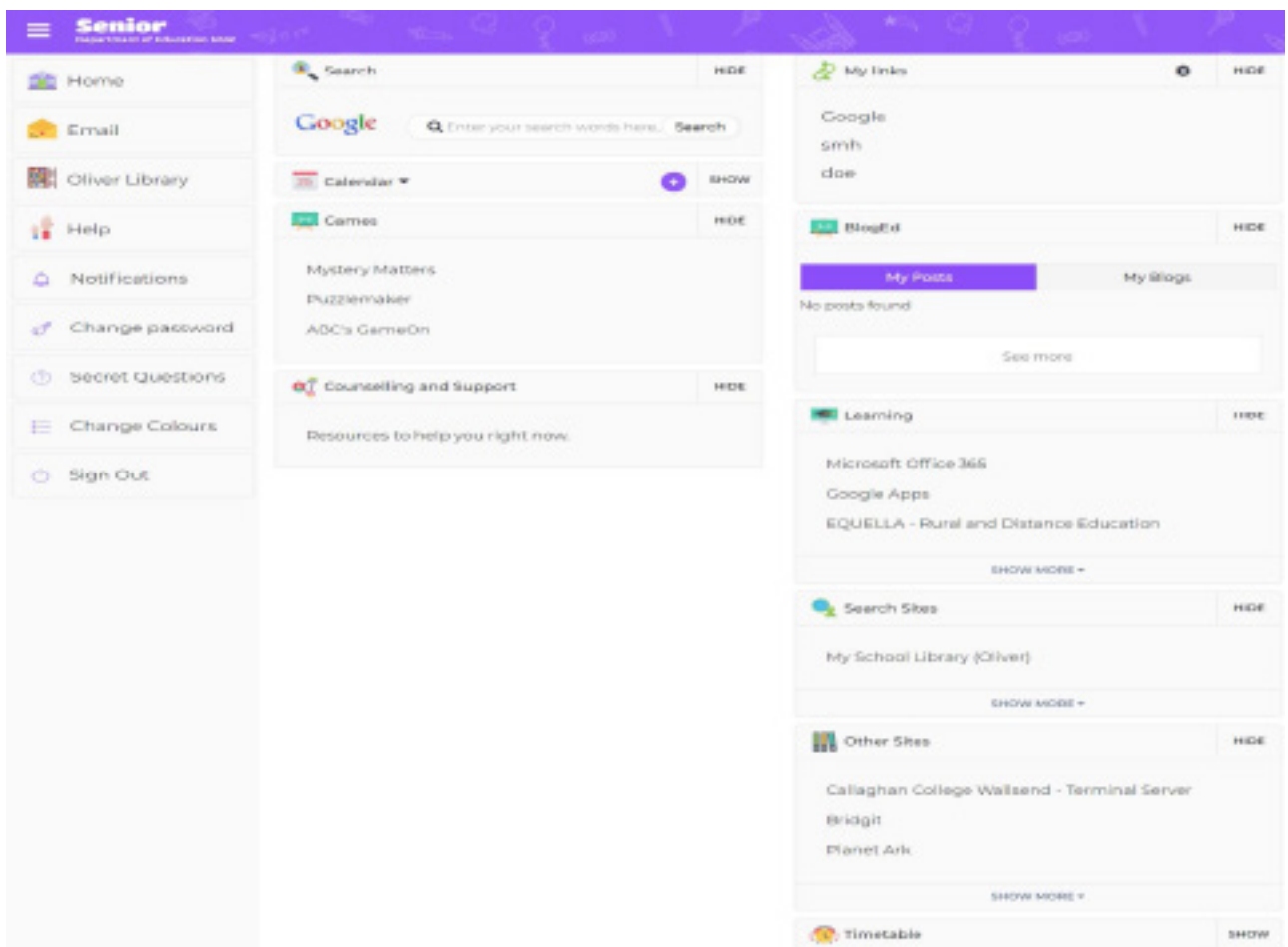
- Once you login, your portal Home Dashboard will look like this for Years 7-10.

- Year 11 & 12 students have a Seniors portal and the Home Dashboard will look like this.


The portal has now been upgraded so that you can now use it on your phone or tablet.

HOME DASHBOARD

The home dashboard is the first page you see when you log in (as pictured on Page 3). On it, you'll find useful tools and apps all in location. To access these you can click on the tiles containing the following information:

- 'SEARCH' bar using Google as the search engine
- 'CALENDAR' synced from your Google calendar
- 'GAMES'
- 'COUNSELLING & SUPPORT'
- 'MY BOOKMARKS' is a list of your personal bookmarks and links to websites can be saved here
- 'BlogEd' shows your latest blogs and posts
- **'LEARNING' contains software and apps to support you at school - G Suite can be accessed here for Google classroom access.**
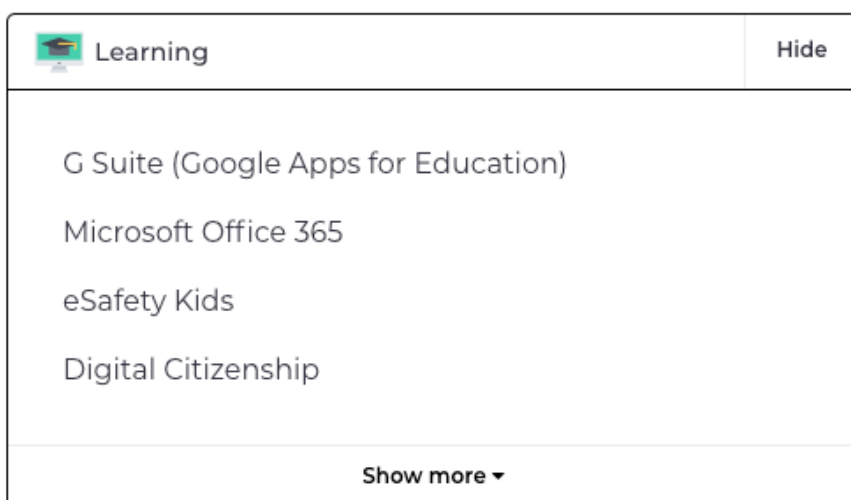
Click on 'Show More' at the bottom of the box to see this feature.

- 'SEARCH SITES' for all your research needs
- 'OTHER SITES' that don't belong to a specific group

You can hide these tiles from the 'Home Dashboard' by clicking the **HIDE** button. To expand them again, select the **SHOW** button.

Main menu and navigation

The main menu on the left of the page allows you to navigate the site and includes links to:

- Student Email
- Oliver Library
- Help
- Notifications
- Change Password
- Secret Questions
- Change Colours
- Sign Out

Notifications

The notifications tab will show you any messages that you have received from your school. The notification message will disappear once you open the message or mark the notification as 'read', or if the message has expired. Select learn more for more details about the notification.

HOW TO CHANGE PASSWORD AND UPDATE SECRET QUESTIONS

When you change your password in the portal, it automatically updates your department login. This means you use the same password to access your shared files on the network. Select Change password from the personal menu and follow the prompts on the screen.

Change Password ⑦

Current Password

New Password

Repeat Password

Save Password

DEPARTMENT OF EDUCATION PASSWORD POLICY

- Passwords are case sensitive and must use both letters and numbers
- Minimum length is 8 characters
- Use a mix of uppercase and lowercase letters
- Special keyboard characters are allowed (.@#$%^&*-+?)
- Do not use more than 2 repeating (AAA) or adjoining characters (ABC)

SECRET QUESTIONS

The update secret questions tab will allow you to change your secret questions in case you forget your password. You can click on the question mark icon for help with creating your own questions.

Choose Your Secret Questions ⑦

Secret Question 1

Question

What was the name of your first pet?

Answer   Verify

Secret Question 2

Question

What was the name of your first stuffed toy?

Answer   Verify

Secret Question 3

Question

What is your mother's birthplace?

Answer   Verify

Your Current Password

Save Questions

CALENDAR

The calendar will sync directly from your Google calendar. The calendar will use Google's 'quick add' feature. You can quickly create an event for a specific time by entering the event name, date and time into the field and it will automatically be added to your calendar.

- You can add the due date for assessment tasks here to remind you when they are due.
- Download the Google Calendar app and you can add the details from this calendar to the app.

Recurring events can also be added to your calendar such as:
- Weekly: your recurring sports, music or dance lessons
- Yearly: Mum's birthday

Note - If you do not specify an end date, the event will repeat everyday for the whole year
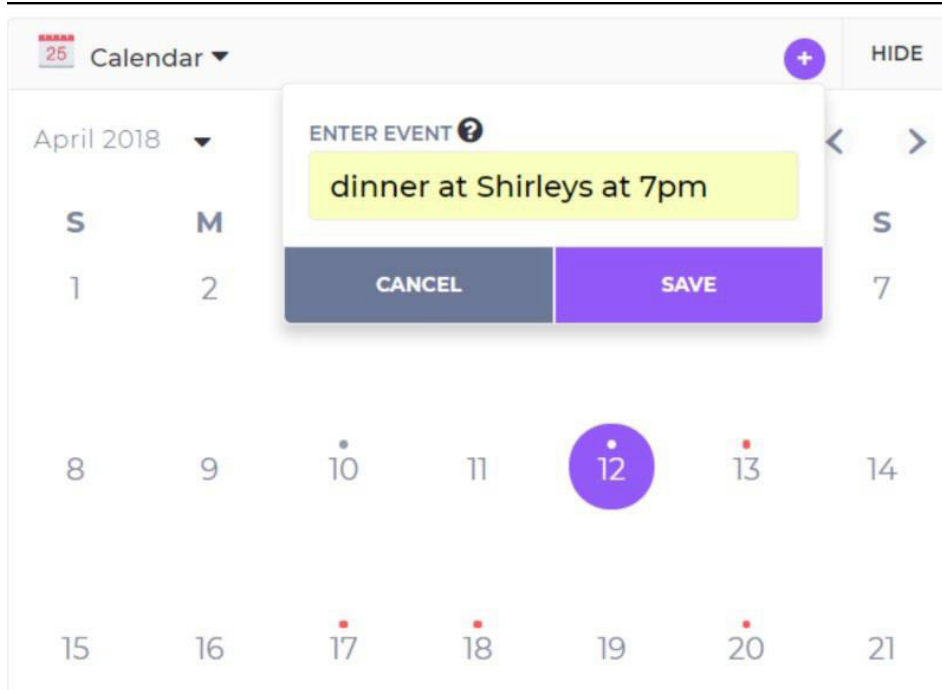
# GOOGLE CLASSROOM

USING A COMPUTER

SIGNING IN TO A GOOGLE CLASSROOM THROUGH YOUR STUDENT PORTAL

- Log in to your student portal by following the instructions on page no.3.
- Go to the 'LEARNING' tile and click on the G Suite for (Google Apps for Education) and this will direct you to the suite page.

NOTE: If you don't see the G Suite button click on 'Show More' at the bottom of the tile and this will open the tile and show more features. You can also access your Microsoft Office 365 through section as well as many other features, including being able to download Adobe software that may be required for learning.
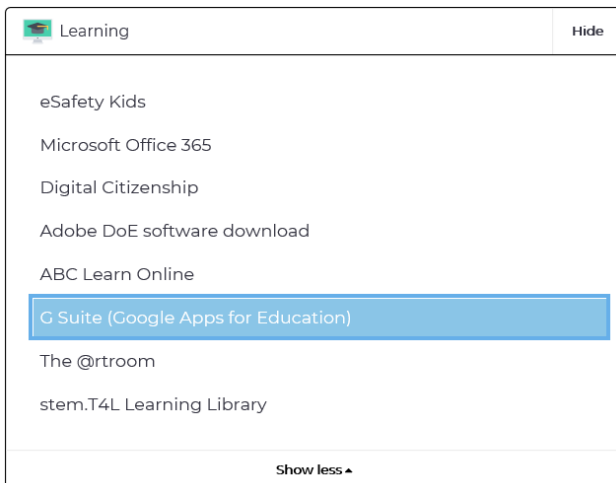
- The G Suite page looks like this and you can access all your classrooms and docs from here by clicking on the tiles.
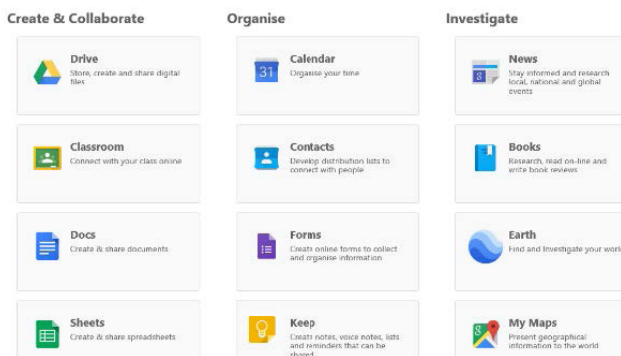
- Please note that if you are already logged in to Google you can also click on the 9 squares in the top right hand corner of your screen to open the G Suite Apps.
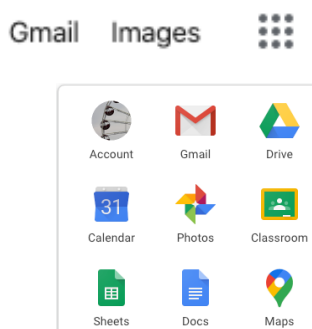

NOTE: You may be prompted to sign in to Google again once you have clicked on the tile that you require. Please just follow the onscreen prompts to access these features.

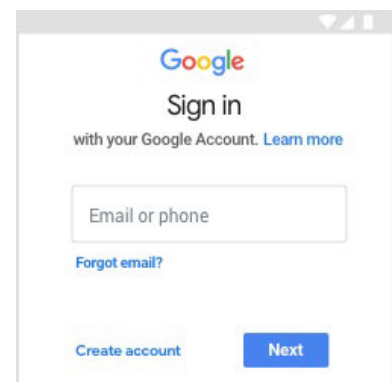**USING AN IPAD, IPHONE OR ANDROID DEVICE**

Click Here for further instructions and select the relevant tab.

Download the app for Android devices from the Google Play Store
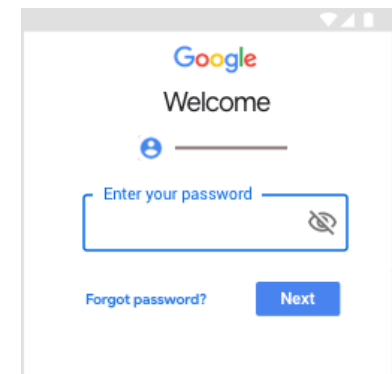Download the app for iPad or iPhone from the Apple App Store

• Tap Classroom

• Tap **Get Started.**
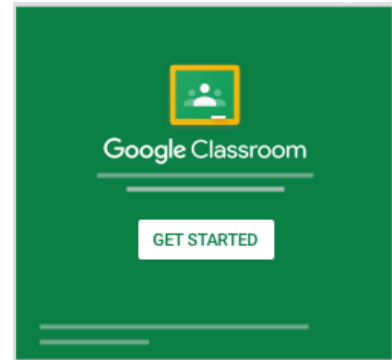
• Tap **Add Account**.

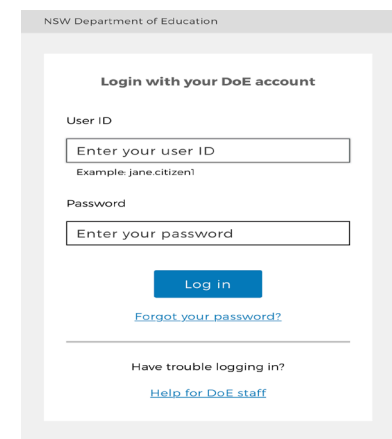• Enter your username (jane.citizen1@education.nsw.gov.au) and tap **NEXT.**

• Enter your password and click **NEXT.**

• If you are prompted to enter your login details again follow the onscreen prompts.

NOTE: When logging into your portal you only need to use the username (jane.citizen1) and not your full email address.

JOIN A GOOGLE CLASS AS A STUDENT

Click on the following link for Support

To use Classroom, you need to sign in on your computer or mobile device and then join classes. Then, you can get work from your teacher and communicate with your classmates. When you join a class on one device, you're enrolled in that class on all devices.

YOU HAVE 2 WAYS TO JOIN A CLASS:

- Join a class with a class code—If your teacher gives you a class code, use this code to add yourself to the class. Your teacher might give you the code while you're in class or email it to you.
- Accept an invitation from your teacher—If your teacher sends you an invitation, you'll see **Join** on the class card on your Classroom homepage.

Forgot or lost the class code? Code won't work?

If you deleted, lost, or forgot the class code before joining a class, ask your teacher to resend the code or set a new one. If the code isn't working, ask your teacher for help.

NOTE: You only use the class code once to join the class. You are then enrolled in the class, and you don't need to re-use the code again.

JOIN A CLASS

You must be signed in to Classroom before you can join a class. Unsure if you're signed in? Learn more about how to sign in to Classroom.
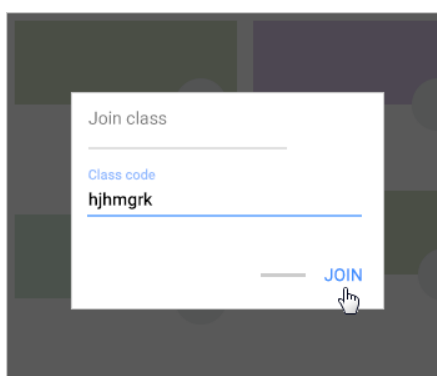
JOIN A CLASS WITH A CLASS CODE

- Open your Google Classroom.
- At the top, click **Add +** and then Join class.
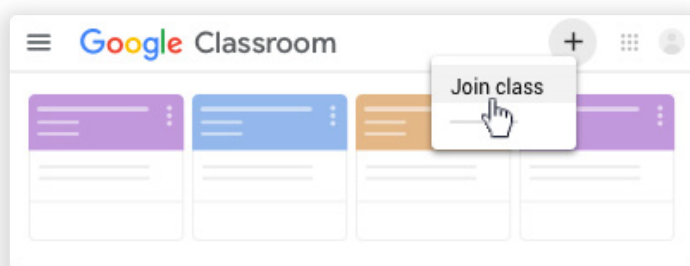
- Enter the class code your teacher gave you and click **Join.**

A class code consists of 6 or 7 letters or numbers. For example, **hjhmgrk or g5gdp1**

ACCEPT AN INVITATION FROM YOUR TEACHER

- Open your Google Classroom.
- On the class card, click **Join**.

WORK WITH A DOC ASSIGNED TO YOU

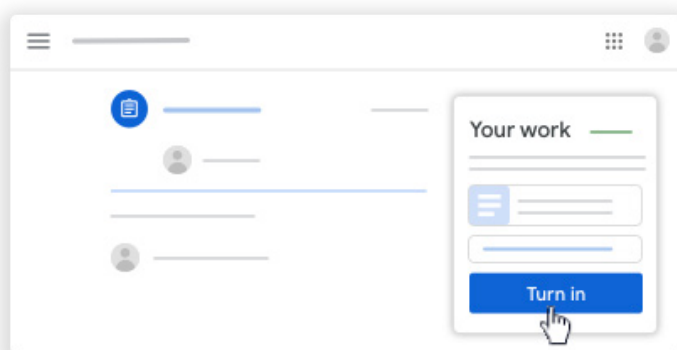For further instructions on Android, iPad or iPhone click here and choose the relevant tab.

When you open an assignment or question in Classroom, there might be an attached document with your name on it. That's your personal copy of the document. You can work on it and then submit it for your assignment.

If you need to start over, you can remove it from your submission, create a new copy to work on, and resubmit.

When you turn in the assignment, your teacher sees the document labeled with your name.

WORK WITH YOUR PERSONAL DOCUMENT

- Click the class and choose an option:
    1. Click the assignment or question.
    2. Click **View All** > on the assignment or question, click **View Details**.
- To open the document, under **Your Work**, click the thumbnail.
- Work on your document.
- (Optional) To turn in your work, click **Turn In and Confirm.**

TURN IN AN ASSIGNMENT

For further intruction for Android, iPad or iPhone click here and choose the relevant tab.

Depending on the assignment, you can turn in a personal doc that your teacher assigned to you, create your own Google Doc, or add files to the assignment.

If you need to edit work you turned in, you can unsubmit the assignment. But any assignment turned in or marked done after the due date is recorded as late.
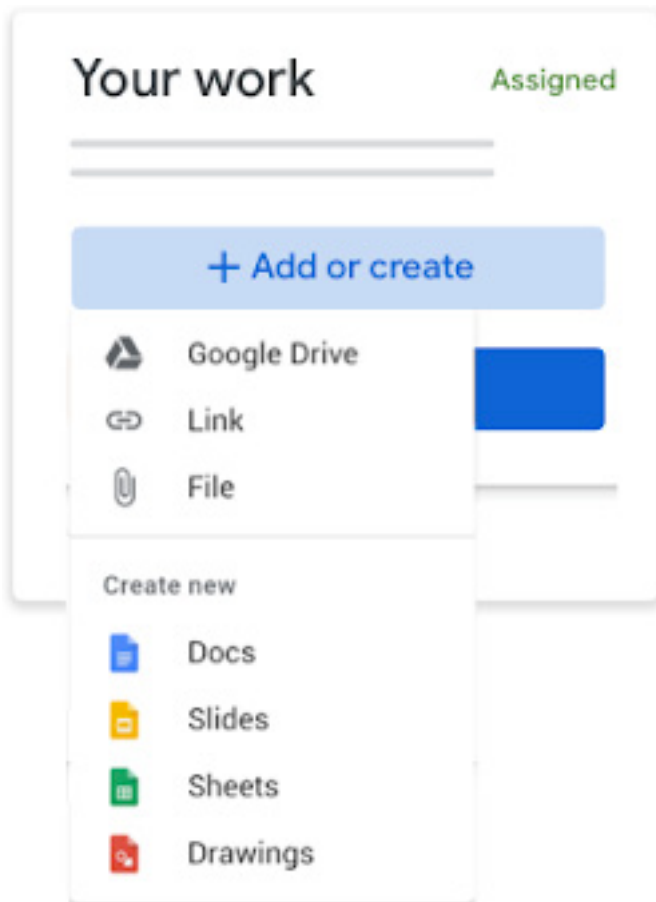
TURNING IN ASSIGNMENTS

- Click the class > Classwork > the assignment.
- To attach an item:
    1. Under **Your Work** click **Add or Create** > Select Google Drive , Link , or File .
    2. Select the attachment or enter the URL for a link and click **Add**.
    NOTE: You can't attach a file you don't own.
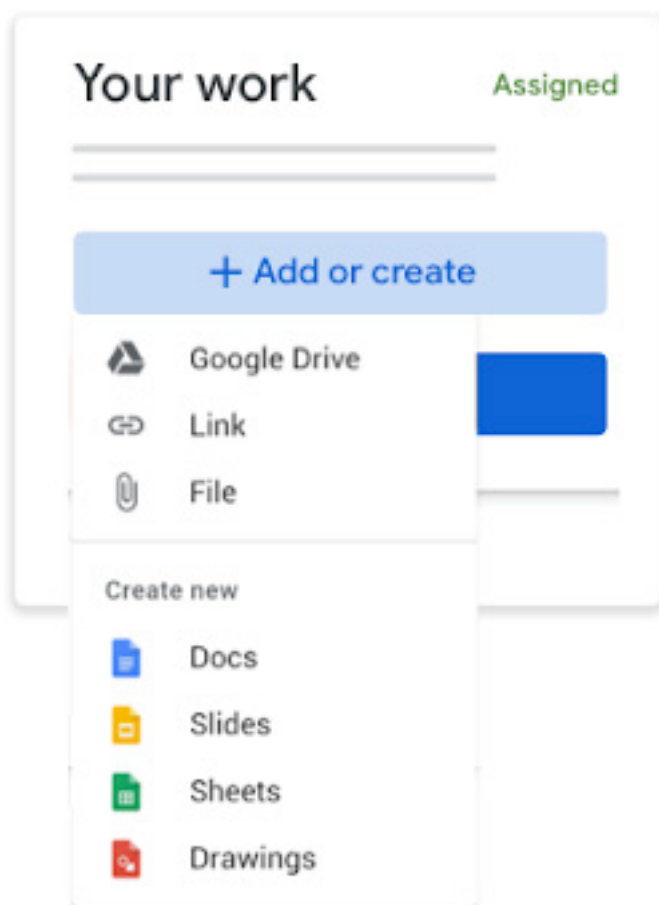
TO ATTACH A NEW DOC

- Under **Your Work**, click **Add or Create** > select Docs , Slides , Sheets , or Drawings . A new file attaches to your work and opens.

- Click the file and enter your information.
  NOTE: you can attach or create more than one file.

- (Optional) To remove an attachment, next to the attachment's name, click **Remove**

- (Optional) To add a private comment to your teacher, under **Private comments**, enter your comment and click **Post**

- Click **Turn In and confirm.**

The status of the assignment changes to **Turned In**.
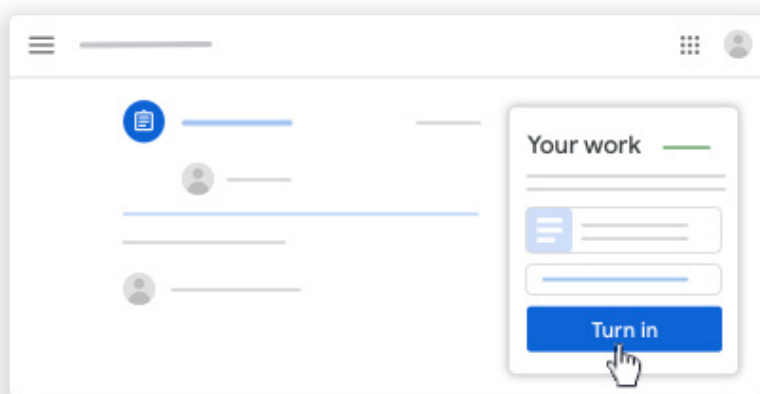
TURN IN A QUIZ ASSIGNMENT

• Click the class > **Classwork** > the assignment.

• Click the form and answer the questions.

• Click Submit > **Mark as done** and confirm.

If the form is the only work for the assignment, the status of the assignment changes to **Turned in**.

• (Optional) If there's more work to do for the assignment, click **Open assignment**.

TURN IN AN ASSIGNMENT WITH A DOC ASSIGNED TO YOU

If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click Turn in.

• Click the class > **Classwork** > the assignment.

• To open the assigned file, click the thumbnail with your name on it.

• Enter your work.

• Choose one:

    1. In the Document, click **Turn in and confirm**.

    2. In Classroom, in the assignment, click **Turn In and confirm**.

       The status will change to **Turned in**.
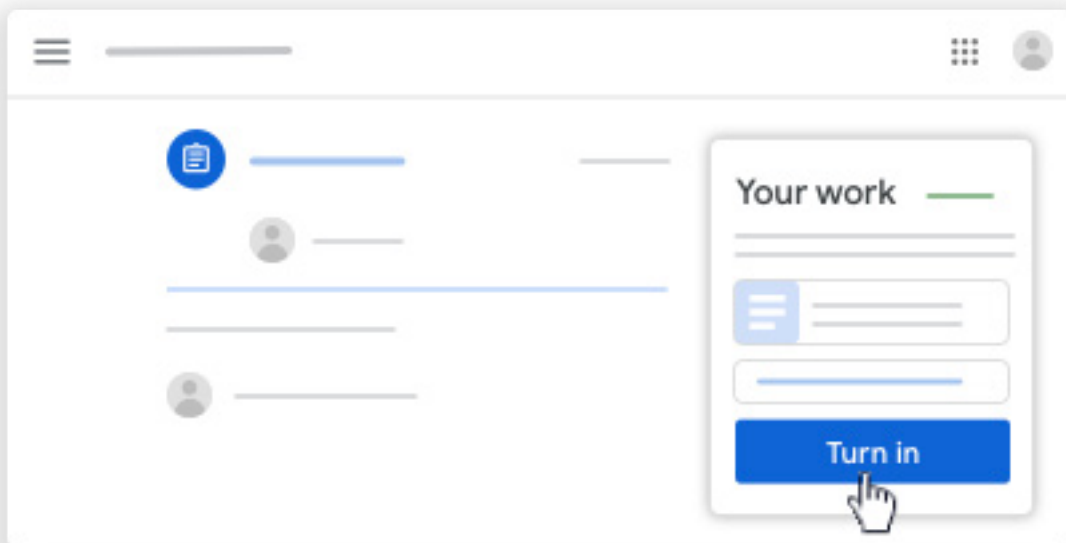
MARK AN ASSIGNMENT AS DONE

IMPORTANT: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

• Click the class > **Classwork** > the assignment.

• (Optional) Under **Private comments**, add a private comment for your teacher and click **Post**.

• Click **Mark as done** and confirm.
 The status of the assignment changes to **Turned in**.

UNSUBMIT AN ASSIGNMENT

Important: Any assignment turned in or marked done after the due date is marked late, even if you previously submitted the work before the due date. If you unsubmit an assignment, be sure to resubmit it before the due date.

• Click the class > **Classwork** > the assignment.

• Click **Unsubmit** and confirm.
   NOTE: This assignment is now unsubmitted. Resubmit it before the due date.
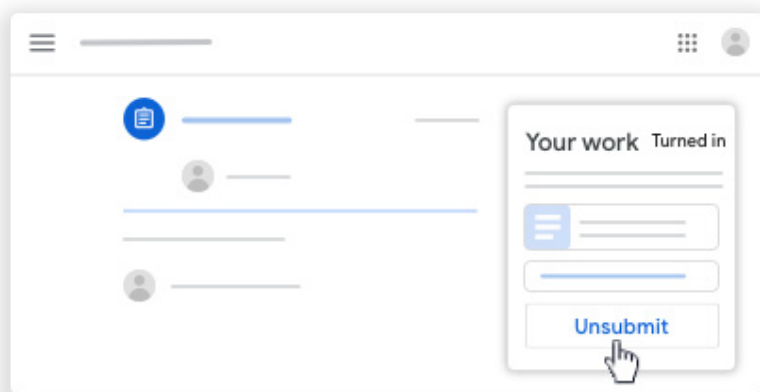
CHECK FOR LATE OR MISSING ASSIGNMENTS

Your teacher sets the late work policies for your class. However, Classroom doesn't prevent you from turning in late work.

When your teacher assigns work, it's marked **Assigned**. If you don't turn in your work on time, it's marked **Missing or Done** late as soon as the due date or time arrives. For example, if work is due at 9:00 AM, turn it in by 8:59 AM. If you turn it in at 9:00 AM, it's late.

• On a class card, click **Your work** [icon].

• At the right, you see the work status of each item:

   1. Assigned—Work assigned by your teacher. Check the due date.

   2. Turned in—Work you turned in on time.

   3. Graded—For graded work that your teacher returned, you see your grade.

   4. Returned—For ungraded work that your teacher returned, you see a check Done.

   5. Missing—Work you didn't turn in.

   6. Turned in: Done late—Work you turned in late.

• (Optional) For more details, click an item to expand it > click View details.

ZOOM VIDEO CLASSROOMS

Teachers may use the **Zoom** platform to conduct any video conferencing and virtual classrooms.

Download the **Zoom Mobile App** from the **Apple App Store** or **Google Play Store**.

If you're using a 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.
- To join the Zoom meeting, either **click on the link supplied by your teacher** or use the **Meeting ID and password**.
- Students must **sit at a table** (not on your bed) and be ready to take notes!
- Turn video and audio on.
- Mute audio when not speaking to reduce feedback noise.

When in a Zoom Conference:

- Be **polite** and **respectful**

- Do not make inappropriate comments

- Keep the topic of discussion on schoolwork

- Turn off your audio until requested to turn it on

- Wear your **SCHOOL UNIFORM**

ZOOM - JOIN MEETINGS

JOIN A MEETING ON A LAPTOP OR DESKTOP COMPUTER

You will need to have a device with a front facing camera like a web cam. Most laptops are generally equipped with one at the top of the screen, whereas a desktop may need an separate camera device.

- Open the Zoom Client or go to https://www.zoom.us/join
- Join a meeting using one of these methods:

  Click **Join a Meeting** if you want to join without signing in.
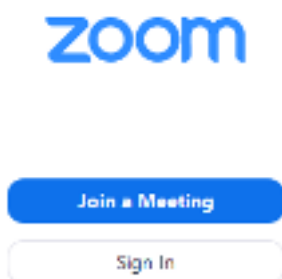
  If you have chosen to sign in to Zoom then click Join.

- Enter the **Meeting ID** number and your display name.

  If you're not signed in, enter a display name.

- Select if you would like to connect audio and/or video and click **Join**.

JOIN A MEETING – SMART PHONE / IPAD

- Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.

- Join a meeting using one of these methods:
Tap **Join a Meeting** if you want to join without signing in.

If you have chosen to Sign in to Zoom then tap Join.

- Enter the **Meeting ID** number and your display name.
If you're not signed in, enter the display name.

- Select if you would like to connect audio and/or video and click **Join**.

YOUNG HIGH SCHOOL

Campbell Street
(Locked Bag 8008)
Young NSW 2594

Phone: 02 6382 1166
Fax: 02 6382 1960
Email: young-h.school@det.nsw.edu.au
www.young-h.schools.nsw.edu.au

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