



*I Shall Strive for the Best*

# Student Booklet

20  
20

BONNYRIGG  
HIGH SCHOOL  
1961



# Online Learning

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## 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: [jessica.munro5@education.nsw.gov.au](mailto:jessica.munro5@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 *G Suite* (Google Apps for Education) and *Microsoft Office 365*

Login with your DoE account

User ID  
Example: jane.citizen

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

Google

Calendar

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

Puzzlemaker

Counselling and Support

School Bookmarks

You don't have any bookmarks yet.

Learning

eSafety Kids

Microsoft Office 365

Digital Citizenship

Show more

Search Sites

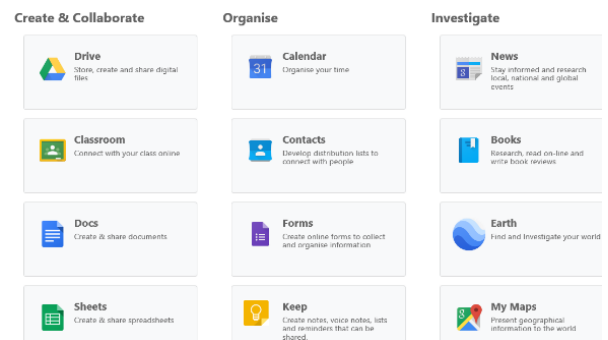
Office

Find G Suite by clicking on 'Show'

### 3. G Suite for Education: Our online learning system

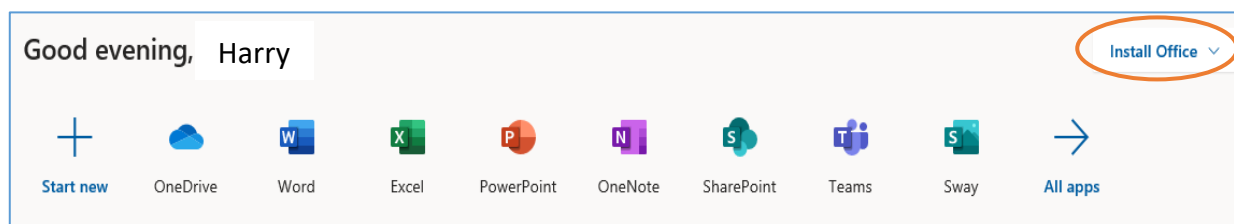
## G Suite for Education

- 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 placed on a mobile device.
- 3.5 G suite works best using Chrome



### 4. Microsoft Office 365

4.1 Once *Microsoft Office 365* has been 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.

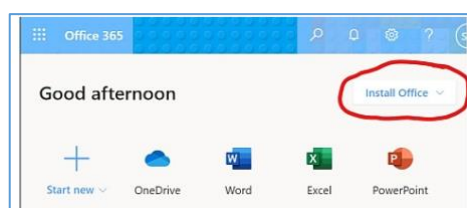
4.3 Tip! Did you know DoE users can install Microsoft *Office* from two different sources?

#### 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!](#)

## 5. Accessing Clickview

5.1 Bonnyrigg High School students have access to our *multimedia* library available [here](#).

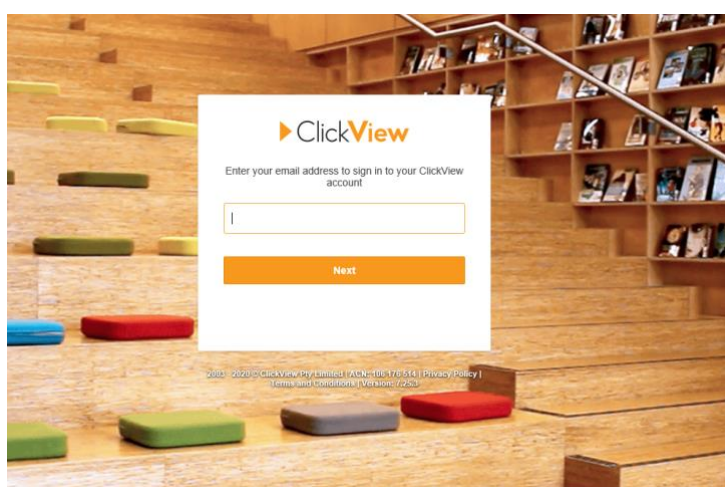
That is <https://online.clickview.com.au/>

5.2 Sign in using your student email address (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!



## 6. Apps

### G Suite, which incorporates Google Classroom

The free **Google classroom** App is available from both the [App Store](#) and [Google Play](#).

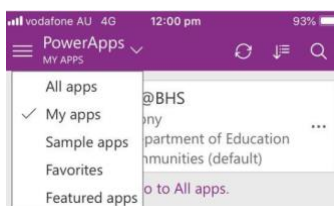


### BeWell@BHS

In the App store or Google Play, search and download PowerApps.

Open My Apps Folder or All Apps and look for BeWell@BHS

On opening, sign in with your DEC email address, at a DEC login window, enter your Username and Password



BeWell@BHS

Davis, Tony

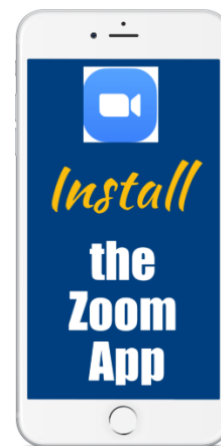
NSW Department of Education  
and Communities (default)

## 7. Video Conferencing

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

You will need to create an account with Zoom using your school credentials.

Follow the instructions below depending on your device.

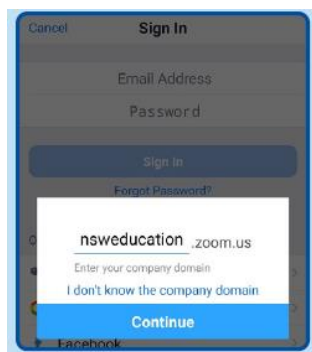


### Accessing Zoom using mobile apps

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.

Turn video and audio **off** unless you are asked to turn them on by the teacher



When in a **Zoom** Conference:

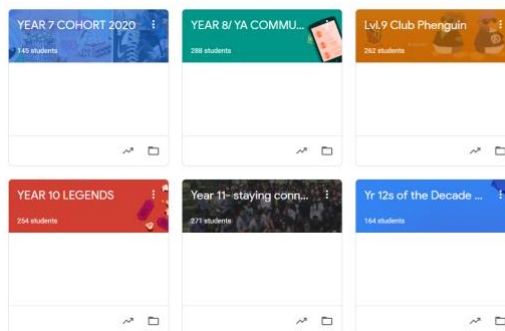
- Be polite and respectful
- Do not make any inappropriate comments
- Keep the topic of discussion on schoolwork
- Turn off your audio until requested to turn it on
- Sit **at a table** (not on your bed!) and be ready to take notes!
- Dress appropriately! No pyjamas!

## 8. Your Wellbeing

8.1 Your wellbeing is of paramount importance. Students can request **Wellbeing Support** through the following places



Our School Counsellors Amye and Libby are still supporting students while we continue online learning.



Through your Google classroom year group page



The school wellbeing app. This App contains a lot of useful information to promote wellbeing.

With thanks to Toronto High school