Student Online Learning Handbook

Contents

A Canvas learning task submission is required from students at least once a week. This weekly submission is due by Monday 9am for all year groups (this provides students with the weekend to complete learning tasks and submit).

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

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)

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.

3.5 G Suite works really well with *Canvas*, our Online Learning System!
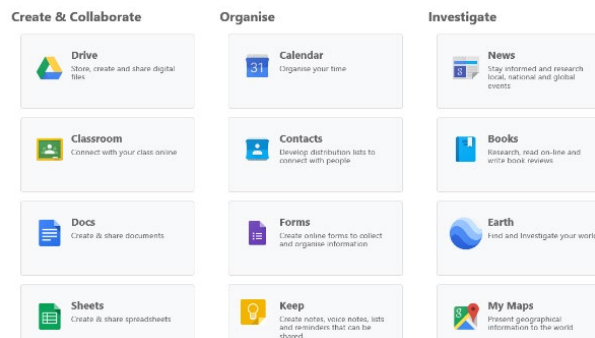
4. Microsoft Office 365

4.1 Once *Microsoft Office 365* has been selected, the student will see:
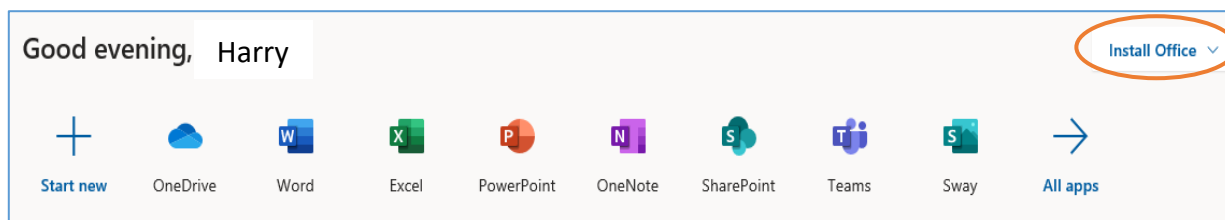
4.2 Students **can use any of these applications and access their work by returning to Office through the student portal**. All work created will be saved in the student's *OneDrive* account (online). Therefore, work is not saved on your device, it is saved 'in the cloud' and accessible from any device 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
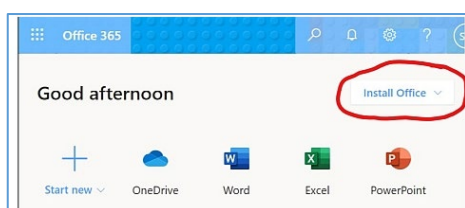
When logged onto Microsoft Office through the student portal (as in step 4.1 above), the **Install Office** feature (as shown on the right), allows the DoE user to obtain a free *desktop copy of Office.* This is tied to your DoE user account and needs to be signed into to stay licenced. Therefore, when 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 TV4Education

5.1 Toronto High School students have access to our *multimedia* library available here.

   That is, https://torontohs.librarysolutions.com.au/
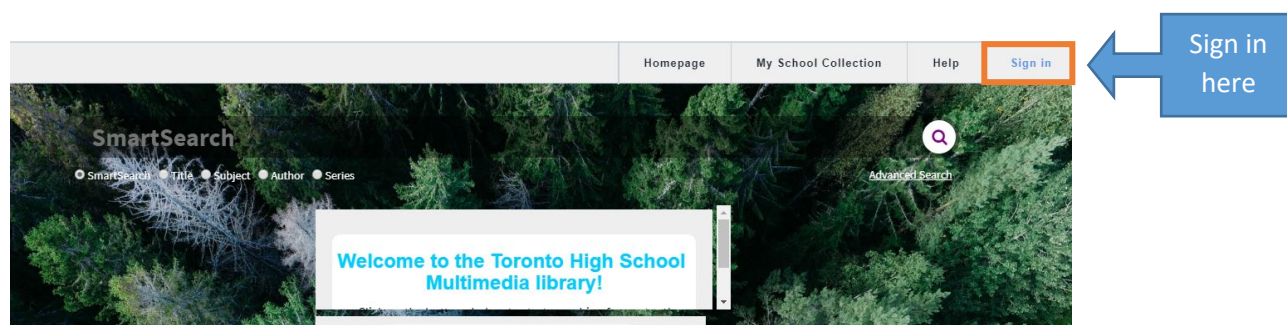
5.2 Click **Sign in** at the top right hand corner (as shown in the image below)

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!

6. *CANVAS,* our Online Learning System

6.1 Accessing Canvas

- We recommend using the latest version of Chrome (Version 79 and 80). You can download Chrome here. Alternatively, you can find out what other browsers Canvas supports here.

- Access Canvas through our *Toronto High School Canvas Website*.

   The address is torontohs.instructure.com

   (This link is also available on the *Quick Links* page of the THS website)

- For easy access in the future, consider creating a *shortcut* or *bookmark* to **torontohs.instructure.com**

For a quick 'Introduction to Canvas' video click **here.**

For a quick 'Assignment overview' video click **here.**

6.2 Logging onto Canvas

- Once you navigate to torontohs.instructure.com, **Sign in** with your ==school email== address and password.

IMPORTANT: **Ensure you do *not* login with a personal Gmail account.**

- Your ==school email must be used==: *user.name @education.nsw.gov.au*

- Select **NEXT**

- If successful, you will be redirected to the DoE login page.

- Enter your **User ID** and **password**

HELP!	**Problems accessing Canvas?** Email *wayne.matsen@det.nsw.edu.au* for assistance.

G Sign in with Google

Sign in

Continue to Canvas

Email or phone
user.name@education.nsw.gov.au

Forgot email?

To continue, Google will share your name, email address, language preference and profile picture with Canvas.

Create account   Next

Login with your DoE account

User ID
harry.potter5
Example: Jane.citizen1

Password
••••••

Log in

6.3 The Canvas Dashboard

Once you are logged in you will be taken to your *Dashboard*.

From the dashboard you can do the following:

Update your **notifications**

Access all the classes you are enrolled in

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

You can:

* access all your assignments and

* add events to your school ==calendar==.

Send and receive messages through the **Inbox**

Search the Help guides or use

Ask Your Instructor a Question

See any teacher feedback

UPDATE YOUR NOTIFICATION PREFERENCES	CHECK YOUR CANVAS CALENDAR
Notification settings allow you to receive announcements, receive information about course deadlines, receive alerts when grades have been posted, and more. Update how frequently you would like to be notified and even choose to be notified by text message.	The calendar displays information for all of your enrolled courses. View by week, month or Agenda view. Filter your calendar by clicking the color box next to the calendar course name.
KNOW WHEN YOUR ASSIGNMENTS ARE DUE AND READ THE TEACHER'S FEEDBACK	**DOWLOAD THE CANVAS STUDENT APP**
Assignments include quizzes, discussions, or online submissions. Stay informed of what is due by checking the To-Do List and the Coming Up feed in the sidebar of the Dashboard, by clicking the Syllabus link, and by viewing the Calendar.	Never miss an Assignment or Class Announcement again! Download the Canvas app! See information in 6.4 below

6.4 Student Canvas App

- The free **Canvas Student** App is available from both the App Store and Google Play.
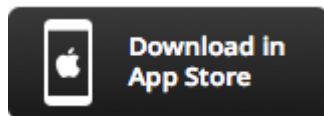
 If possible, please download the app on your smartphone/device.

- The **Canvas Student** app helps you to **stay on top of your *To-Do* items**. You can also **view your Calendar, Notifications and messages**.

- Don't forget to log in with your SCHOOL EMAIL! Once you log into the App once, you will not have to do it again!

- Note: While you can access *most* features of Canvas on the app, using Canvas on a computer is a lot easier!

- Check out the Canvas Student App guides on this online help page.

6.5 What is the easiest way to see all the tasks that need to be submitted?
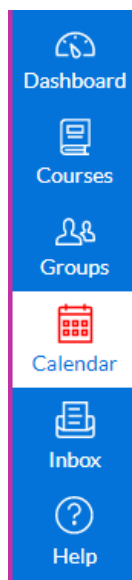
As well as the "To Do' list on the right of the dashboard, students can use Agenda view within the **Canvas Calendar** to easily see what tasks are due.

| Week | Month | Agenda |

Click Agenda view

Today Apr 30, 2020 – Dec 6, 2020

Fri, May 1

Due 23:59   Section 38 - Inductive Coils and Relays

A line through a task means it has been

Mon, May 4

Due 9:00   Isometric Drawing 16

Due 9:00   Couples Revision

Due 23:59   W2 L1: Fever 103 Discussion and Clarification Lesson Mon...

Due 23:59   W1 L3: Fever 103 Lesson Tasks- Friday 1st of May

Clicking the task will take you to the item

Due 23:59   W1 L1: Lady Lazarus Lesson Tasks-Wednesday 29th of April

Due 23:59   W1 L2: Lady Lazarus: Discussion and Clarification Lesson...

6.6 The Canvas Help guides

Canvas has produced Getting Started with Canvas as a Student **videos**. All of these can be accessed from the one link. They include Notification Preferences (Note – Your School Google Drive is already connected), Dashboard Overview, Assignments Overview and Assignment Submissions.

> **For a THS quick 'Introduction to Canvas' video click here.**
>
> **For a THS quick 'Assignment overview' video click here.**

If you would prefer written guides, these are available at Getting Started with Canvas as a Student.

> At any time you need help with using Canvas, compose a message to your class teacher
>
> - using the **Inbox** message system within Canvas or the
> - Ask your Instructor (Teacher) a Question available off the Help icon

7. Video Conferencing

Teachers will be using the **Zoom** platform to conduct any video conferencing.
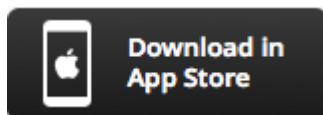
You will need to create an account with Zoom using your school credentials.

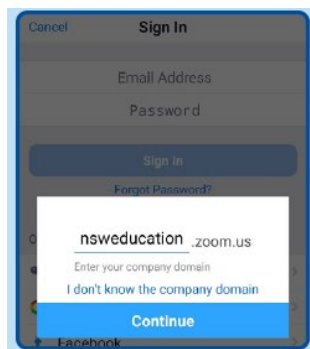Follow the instructions below depending on your device.
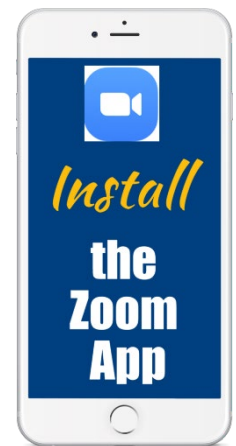
Accessing Zoom using mobile apps

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 Canvas course.

- 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 *THS Wellbeing Canvas Course* available on your Canvas *Dashboard*. "Request Support" by completing an online form accessible from the *Wellbeing Course* Home page. A member of the Wellbeing Team will contact all students who submit a form.

8.2 The *Wellbeing Canvas Course* also includes further activities and wellbeing ideas as shown below.
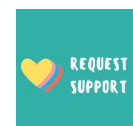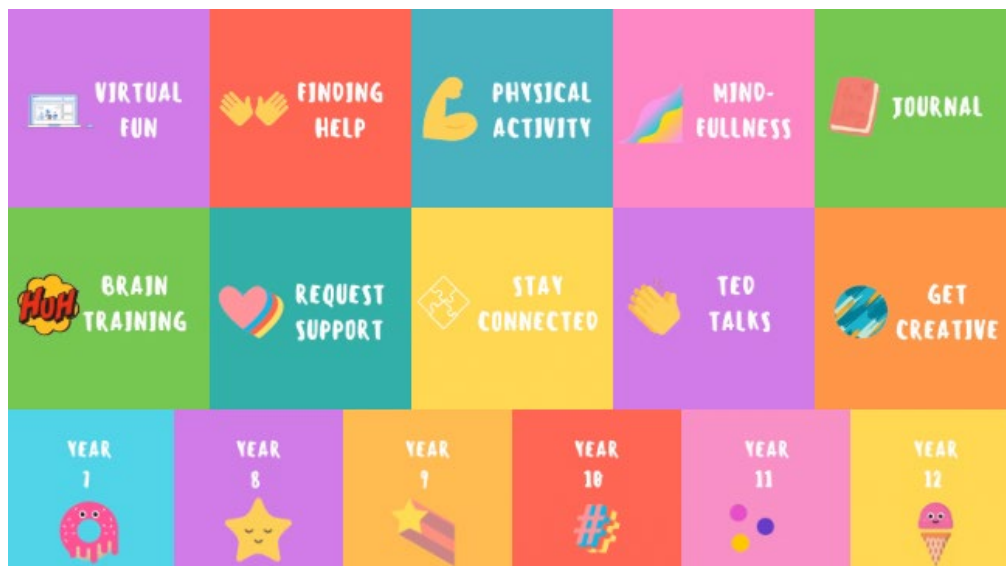
Request Support icon on the Home Page of the THS Wellbeing Canvas course