



Student Online Learning Handbook



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A Canvas learning task submission is required from all students at least once a week in every subject. These weekly submissions are due by Monday 9am, providing 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)

Login with your DoE account

User ID

Example: jane.citizen1

Password

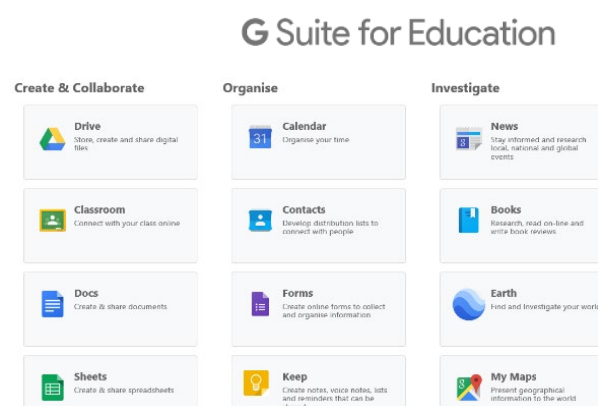
Enter your password

Log In

The screenshot shows the 'Student Portal' interface. On the left is a sidebar with links: Home, Email, Oliver Library, Help, Notifications, Change password, Secret Questions, and Change Colours. An orange arrow labeled (1) points to the 'Email' link. The main content area has a Google search bar, a calendar, and a Google login prompt. Below these are sections for Games (Puzzlemaker) and Counselling and Support. On the right, there's a 'School Bookmarks' section and a 'Learning' section. An orange arrow labeled (2) points to the 'Learning' section. Inside the 'Learning' section, 'eSafety Kids' is visible, and 'Microsoft Office 365' is highlighted with an orange box. An orange arrow labeled (3) points to a 'Show more' button. A blue callout box points to the 'Microsoft Office 365' box with the text 'Office 365 & G-Suite in the Learning section'. Another blue callout box points to the 'Show more' button with the text 'Click on 'Show more' if Office and G-Suite are not visible'.

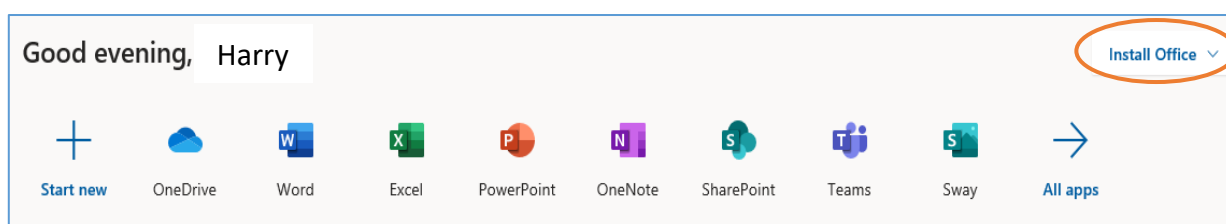
3. G Suite for Education

- 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.
- 3.5 **G Suite works really well with *Canvas*, our Online Learning System!**



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

Toronto High School currently has access to two multimedia providers: *ClickView* and *TV4Education*.



Students can log onto both of these platforms 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.

If a video is embedded on a page within a Canvas course, follow the prompts on the screen to log in to *ClickView* or *TV4Education*.

If you would like to access ClickView or TV4Education **without going through Canvas**, follow the instructions below.

Accessing ClickView

ClickView

Enter the username you use to log into your ClickView account

type your det email here

Next

5.1 Go to <https://www.clickview.com.au/> or Google ClickView!

5.2 Top right-hand corner – Sign In.

5.3 Type your det email in the space provided

5.4 On the next screen, select **Sign in with your DoE account** from the drop-down list

5.5 You will be redirected to the Student Portal where you will need to enter your school **User ID** and **password**. That is, your school email address and password.

< ClickView

Please select your school from the list below

Please choose a school

Sign in with your DoE account

Sign in with your TAFE NSW account

Emmaville Central School

Georges River College (Oatley Senior Campus)

Lurnea High School

Shepherds Park Education and Training Unit

Accessing TV4Education

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

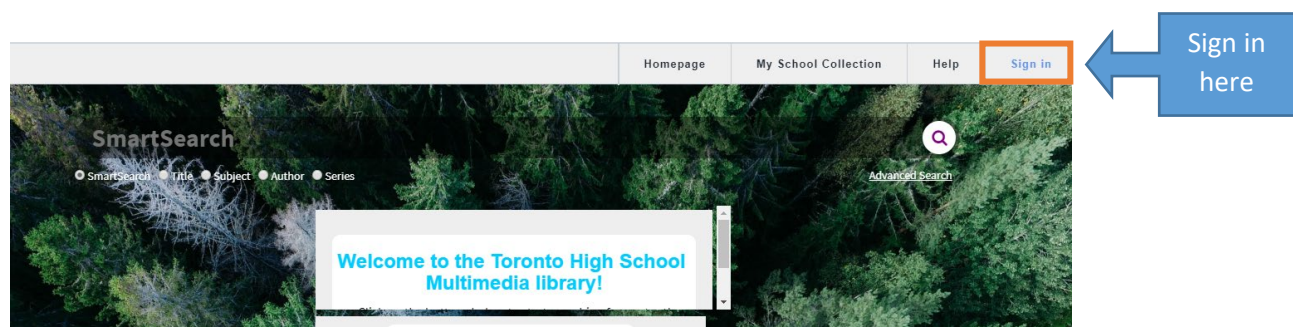
That is, <https://torontohts.librarysolutions.com.au/>

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

5.8 Students will be directed to the portal login page.

5.9 Sign in using your school username and password.

5.10 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

- Canvas supports modern browsers such as the latest version of Chrome (Version 90 and 91), Edge 90 and 91, Safari 13 and 14 (Mac users only). You can download Chrome [here](#). More information on browsers is available [here](#).

- Access Canvas through our **Toronto High School Canvas website**. The address is torontohts.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 **torontohts.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 toronto.h5p.com, **Sign in** with your **school email address** and password.

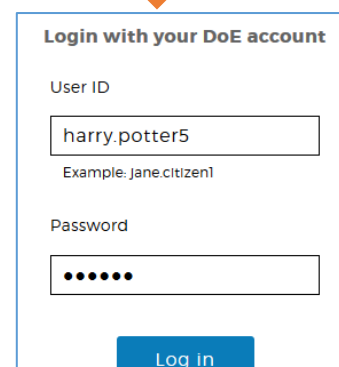
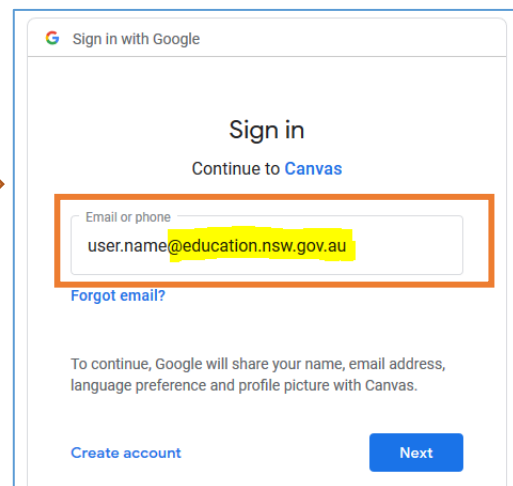
IMPORTANT: **Ensure you do not login with a personal Gmail account.**

- 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**



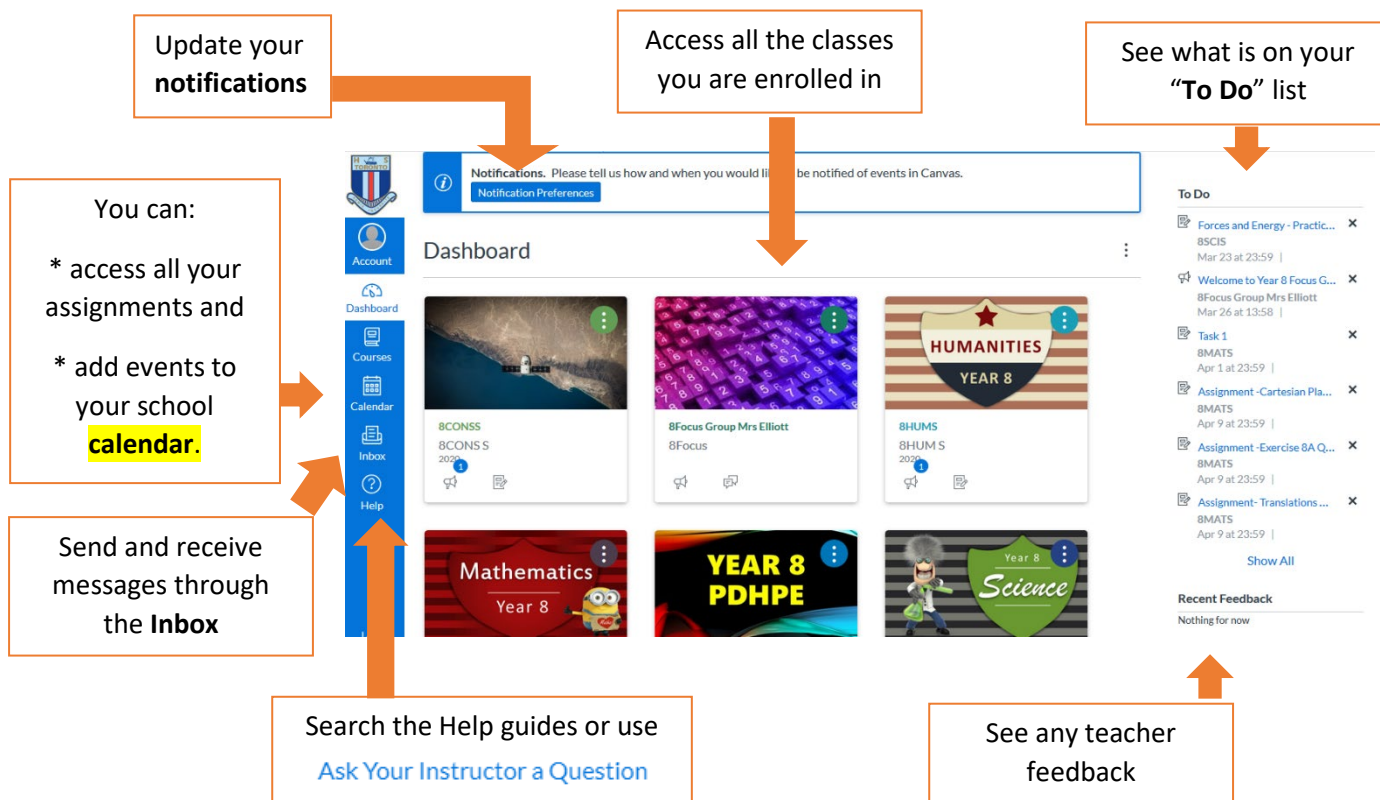
Problems accessing Canvas?

Email wayne.matsen@det.nsw.edu.au for assistance.

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](#)

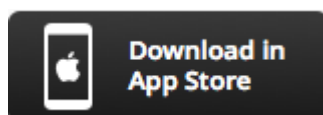
See any teacher feedback

UPDATE YOUR NOTIFICATION PREFERENCES	CHECK YOUR CANVAS CALENDAR
<p>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.</p>	<p>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.</p>
KNOW WHEN YOUR ASSIGNMENTS ARE DUE AND READ THE TEACHER'S FEEDBACK	DOWNLOAD THE CANVAS STUDENT APP
<p>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.</p>	<p>Never miss an Assignment or Class Announcement again! Download the Canvas app! See information in 6.4 below</p>

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.



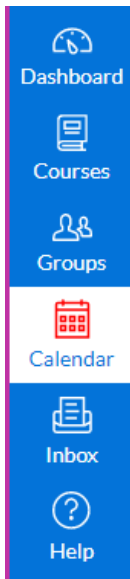
- The **Canvas Student** app allows you to access course content and **stay on top of your To-Do items**. You can also **view your Calendar, Notifications and messages**.



- 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 sometimes 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.



Today [Apr 30, 2020 – Dec 6, 2020](#)

Fri, May 1

Due 23:59 [Section 38—Inductive Coils and Relays](#)

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](#)

Due 23:59 [W1 L1: Lady Lazarus Lesson Tasks-Wednesday 29th of April](#)

Due 23:59 [W1 L2: Lady Lazarus: Discussion and Clarification Lesson...](#)

A line through a task means it has been

Clicking the task will take you to the item

6.5 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](#).



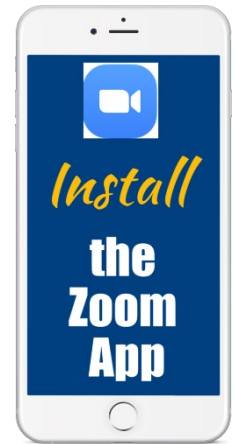
Anytime you need help compose a message to your class teacher
using the **Inbox** message system within Canvas

7 Video Conferencing

Teachers will conduct a minimum of one lesson per week via **Zoom** with Year 11 and 12 classes. A link will be provided on Canvas through an *Announcement* for senior students to connect to these lessons. Year 7 – 10 classes may engage in some of their learning via Zoom and if this is to occur a link will be provided via an *Announcement* on Canvas.

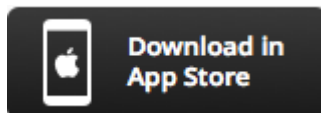
You will need to create an account with Zoom using your school credentials.

Follow the instructions below depending on your device.

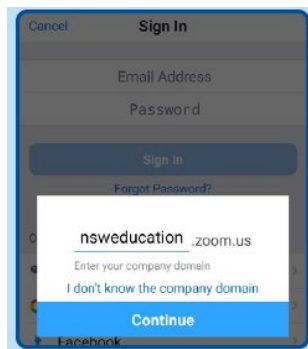


Accessing Zoom using mobile apps

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.

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



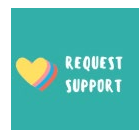
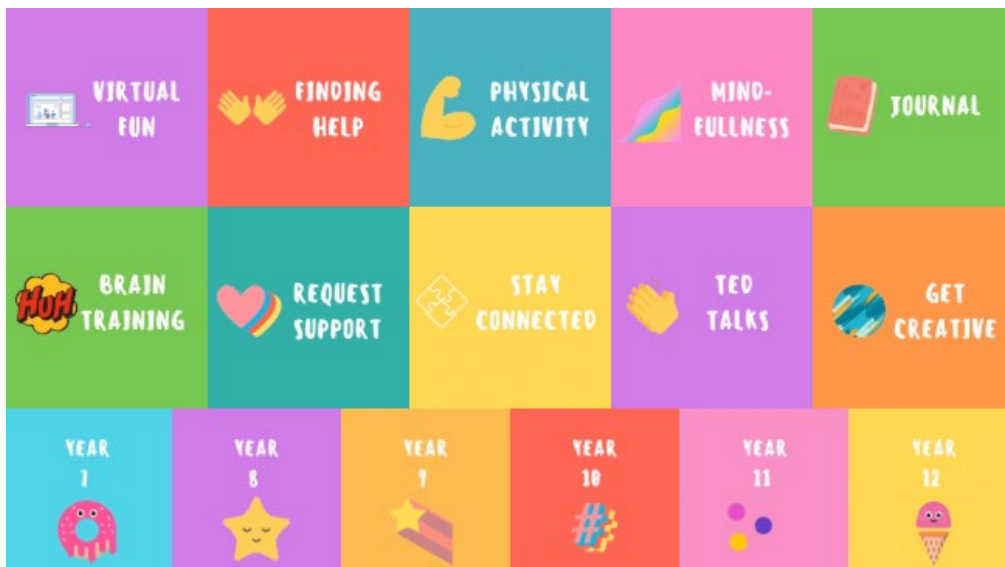
When in a **Zoom** Conference:

- 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*