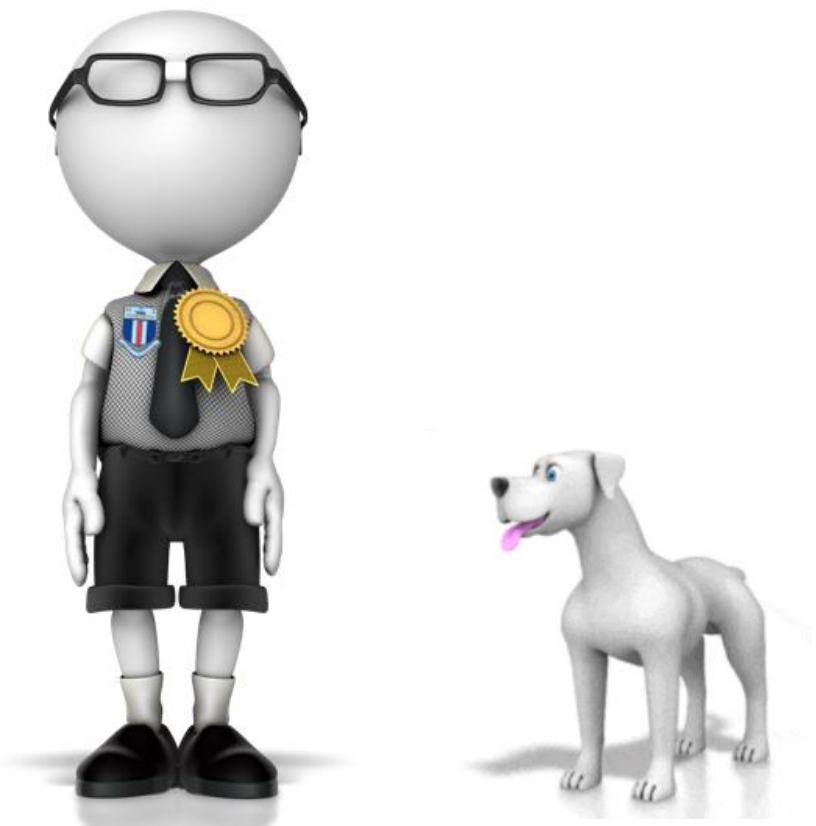




# Student At Home Learning Handbook



# Contents

1. Student login .....	1
2. Logging onto the Student Portal .....	1
3. Google Workspace (Formerly G Suite) .....	2
4. Microsoft Office 365 .....	2
5. Accessing ClickView .....	3
6. CANVAS, our Online Learning System .....	4

## 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:

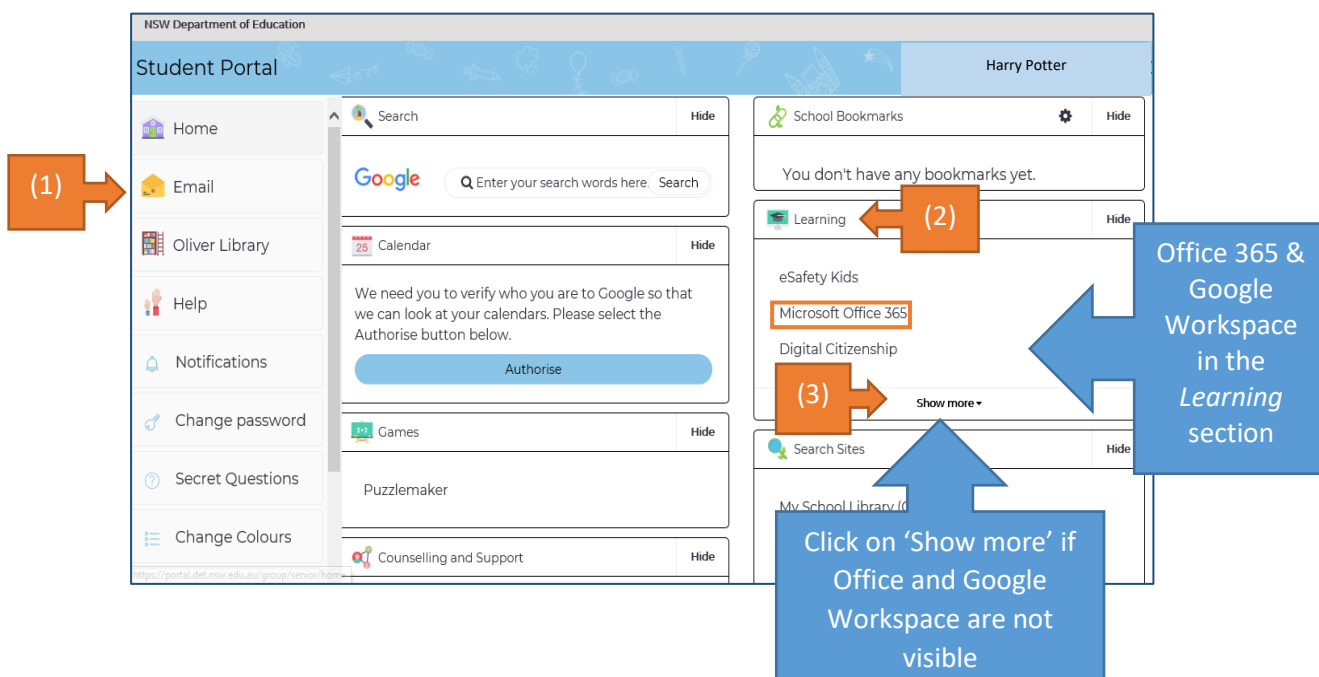
- Access or send an email (1)
- Expand the **Learning** component (2) by 'Show more' (3)
- Access both *Microsoft Office 365* and *Google Workspace*



**Login with your DoE account**

User ID  
  
Example: jane.citizen1

Password  
  
Enter your password



The screenshot shows the Student Portal interface for a user named Harry Potter. The interface includes a navigation menu on the left, a search bar, and several content tiles. Annotations are provided as follows:

- (1) Points to the 'Email' tile in the navigation menu.
- (2) Points to the 'Learning' tile in the main content area.
- (3) Points to the 'Show more' button on the 'Learning' tile.
- A blue callout box points to the 'Microsoft Office 365' link within the 'Learning' tile, stating: "Office 365 & Google Workspace in the Learning section".
- Another blue callout box points to the 'Show more' button, stating: "Click on 'Show more' if Office and Google Workspace are not visible".

### 3. Google Workspace (Formerly G Suite)

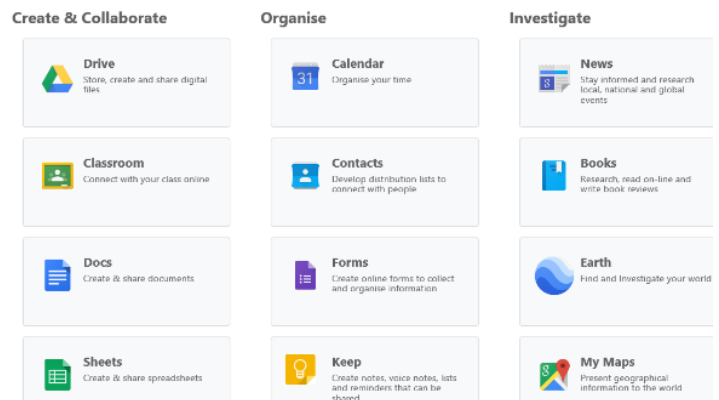
3.1 Access *Google Workspace* (See point 2.3 above).

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 items.

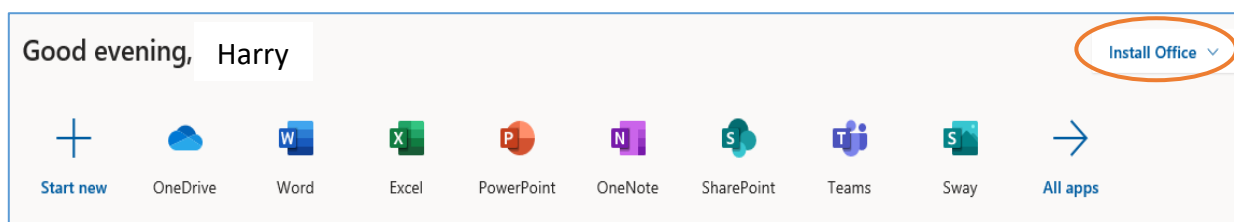
3.4 Google Workspace apps can be put on a mobile device.

**3.5 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 ClickView

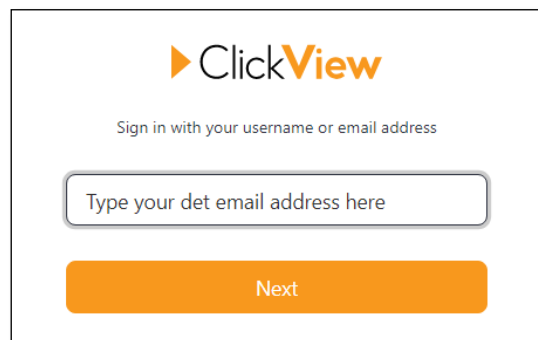
Toronto High School students and staff have access to the multimedia provider **ClickView**.

To access this service, follow the instructions below.

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

5.2 Top right-hand corner - Sign In.

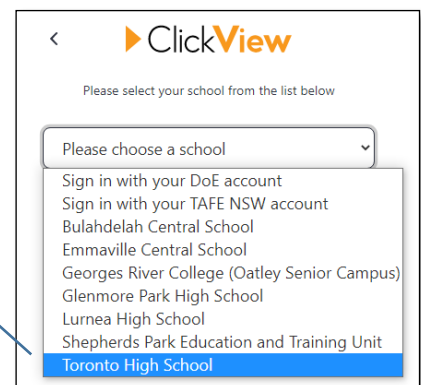
5.3 Type your school email in the space provided. Remember, it ends in **@education.nsw.gov.au**



The image shows the ClickView sign-in interface. At the top is the ClickView logo. Below it is the text "Sign in with your username or email address". There is a text input field with the placeholder text "Type your det email address here". Below the input field is an orange button labeled "Next".

5.4 On the next screen, select **Toronto High School** from the drop-down list

Toronto High School



The image shows the ClickView school selection screen. At the top is the ClickView logo and a back arrow. Below it is the text "Please select your school from the list below". There is a dropdown menu with the text "Please choose a school". Below the dropdown is a list of schools: "Sign in with your DoE account", "Sign in with your TAFE NSW account", "Bulahdelah Central School", "Emmaville Central School", "Georges River College (Oatley Senior Campus)", "Glenmore Park High School", "Lurnea High School", "Shepherds Park Education and Training Unit", and "Toronto High School". The "Toronto High School" option is highlighted in blue. A blue box with the text "Toronto High School" is connected to the highlighted option by a blue arrow.

5.5 From here, if you have already logged in to the Student Portal,

**ClickView** should recognise you through 'Single Sign On'.

If not, 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.

### Note

If a video is embedded on a page within a CANVAS course, follow the prompts on the screen to log in to **ClickView**



### 6.1 Accessing CANVAS

- Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. You can download Chrome [HERE](#).
- Access Toronto High School CANVAS: [torontohs.instructure.com](https://torontohs.instructure.com)  
(This link is also available on the [Home page](#) of the THS website).
- For easy access in the future, consider creating a *shortcut* or *bookmark* to [torontohs.instructure.com](https://torontohs.instructure.com)

For a quick 'Introduction to Canvas' video click [here](#).

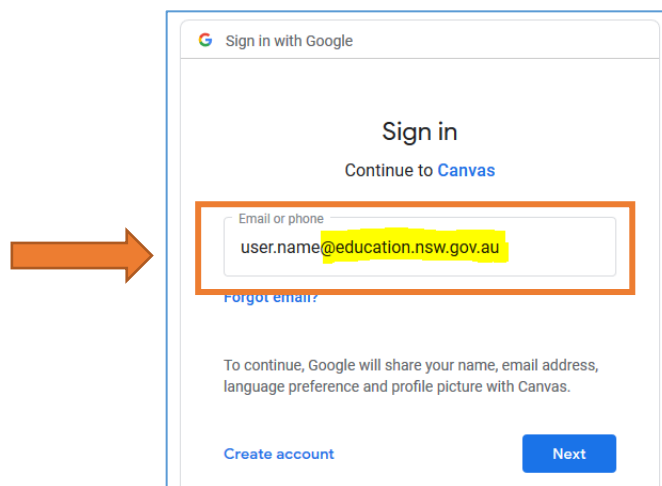
For a quick 'Assignment overview' video click [here](#).

### 6.2 Logging onto CANVAS

- Once you navigate to [torontohs.instructure.com](https://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**

**Login with your DoE account**

User ID

Example: Jane.citizen1

Password

**Log in**



**If you experience problems accessing Canvas:**

Email Mr Matsen from our IT Department: [wayne.matsen@det.nsw.edu.au](mailto:wayne.matsen@det.nsw.edu.au)

### 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:

The screenshot shows the Canvas Dashboard interface. At the top, there is a notification banner: "Notifications. Please tell us how and when you would like to be notified of events in Canvas." Below this is the "Dashboard" header and a left-hand navigation menu with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area displays several course cards: "8CONSS 8CONS S 2020", "8Focus Group Mrs Elliott 8Focus", "HUMANITIES YEAR 8", "Mathematics Year 8", "YEAR 8 PDHPE", and "Science Year 8". On the right side, there is a "To Do" list with items like "Forces and Energy - Practic...", "Welcome to Year 8 Focus G...", "Task 1 BMATS", "Assignment - Cartesian Pla...", "Assignment - Exercise 8A Q...", and "Assignment - Translations...". Below the "To Do" list is a "Recent Feedback" section showing "Nothing for now".

**Update your notification preferences**

**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](#)**

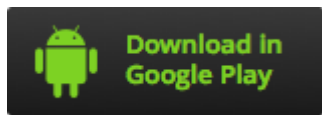
**See any teacher feedback**

<p><b>UPDATE YOUR NOTIFICATION PREFERENCES</b></p>	<p><b>CHECK YOUR CANVAS CALENDAR</b></p>
<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>
<p><b>KNOW WHEN YOUR ASSIGNMENTS ARE DUE AND READ THE TEACHER'S FEEDBACK</b></p>	<p><b>DOWNLOAD THE CANVAS STUDENT APP</b></p>
<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 students 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.

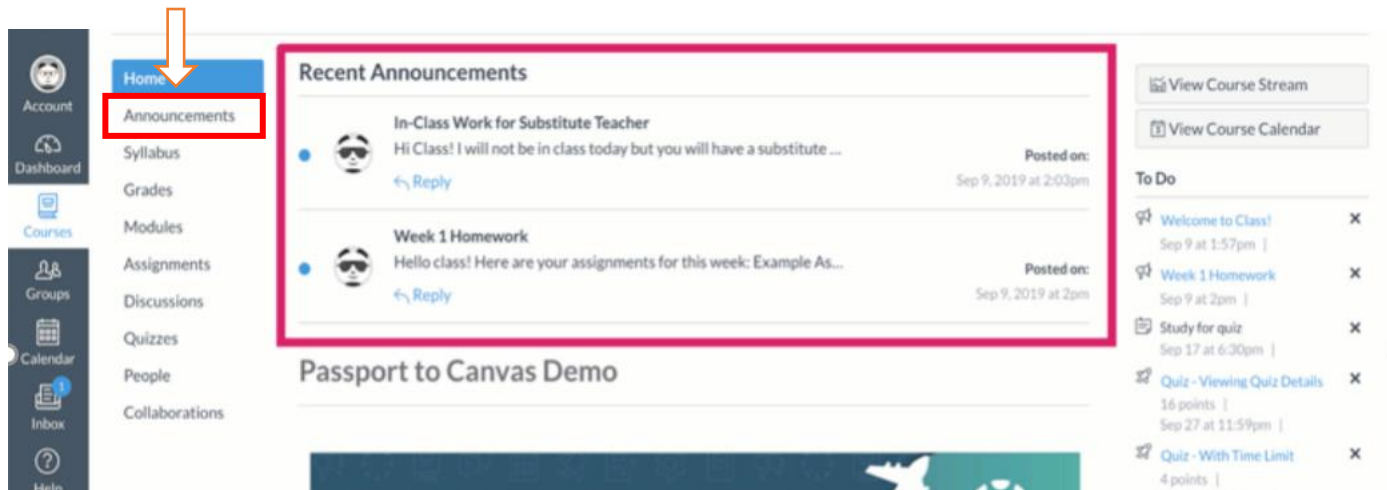
- Note: While you can access *most* features of CANVAS on the app, using CANVAS on a computer is sometimes easier!

- Check out the [CANVAS Student App guides](#) on this online help page.

## 6.5 “What work am I missing?”

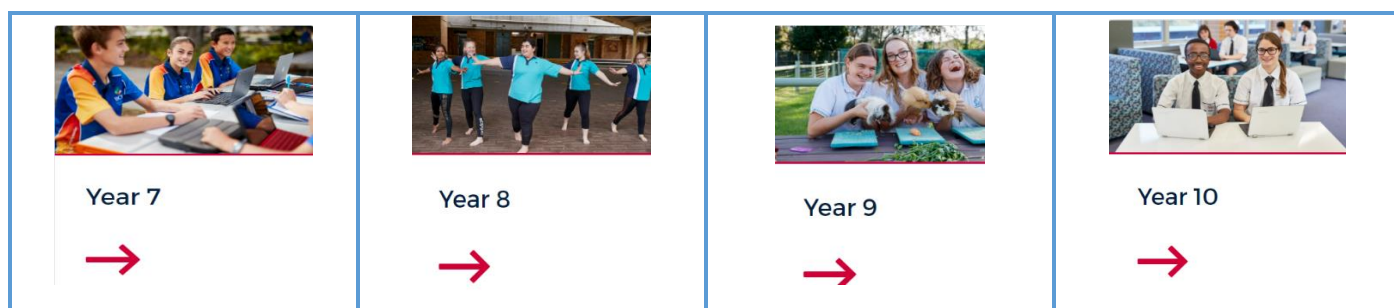
For any student unable to attend school, the resources used in classroom lessons will be uploaded by the teacher to the relevant Canvas Course. The teacher also might make regular announcements within Canvas. On most Canvas Courses, these announcements will appear at the top of the Course Home Page, similar to the screenshot below.

Announcements can also be accessed through the *Announcement* link in the Course Navigation.

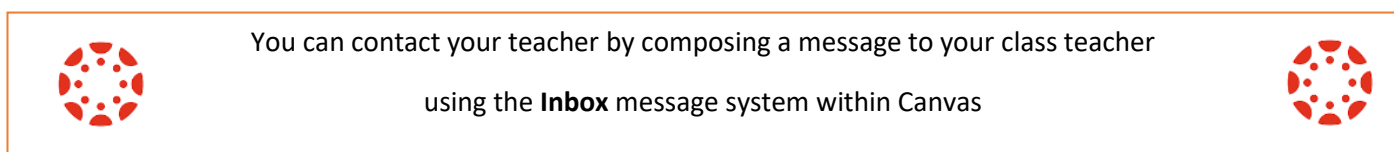


The screenshot shows the Canvas Course Home Page. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, and Help. The 'Announcements' link is highlighted with a red box and an orange arrow pointing to it. The main content area is titled 'Recent Announcements' and contains two announcements: 'In-Class Work for Substitute Teacher' and 'Week 1 Homework'. To the right of the announcements are buttons for 'View Course Stream' and 'View Course Calendar', and a 'To Do' list with items like 'Welcome to Class!', 'Week 1 Homework', 'Study for quiz', and 'Quiz - Viewing Quiz Details'.

In addition, students are also encouraged to access and use the [NSW Department of Education’s digital learning packages](#). Click on the relevant Year level below.



Four buttons are displayed, each with a representative image and a red arrow pointing right. The buttons are labeled 'Year 7', 'Year 8', 'Year 9', and 'Year 10'. The images show students in various learning environments: Year 7 students at a computer, Year 8 students in a physical education class, Year 9 students with a dog, and Year 10 students in a classroom.



You can contact your teacher by composing a message to your class teacher using the **Inbox** message system within Canvas

## 6.6 The CANVAS Help Guides



CANVAS has produced [Getting Started with CANVAS as a Student](#) videos. All of these can be accessed from this one link. If you would prefer written guides, these are available at [Getting Started with CANVAS as a Student](#).

For a THS quick ‘Introduction to Canvas’ video click [here](#).

For a THS quick ‘Assignment overview’ video click [here](#).