

# Student Online Learning Handbook Bass High School 2020 Version 1 | 01.4.20



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### 1. Student login

1. Student login – when accessing any of the websites listed in this guide, students should always use their education school email address.
2. **Your school email is: *firstname.lastname@education.nsw.gov.au*** please phone the school if you are not sure what your email address is or email the school:

[bass-h.school@det.nsw.edu.au](mailto:bass-h.school@det.nsw.edu.au)

### 2. Logging onto the Student Portal

1. Access the Student Portal by clicking visiting <http://portal.det.nsw.edu.au>
2. Enter your **User ID** (firstname.lastname) and **password** in the fields provided, as seen below

**Login with your DoE account**

User ID

Example: jane.citizen1

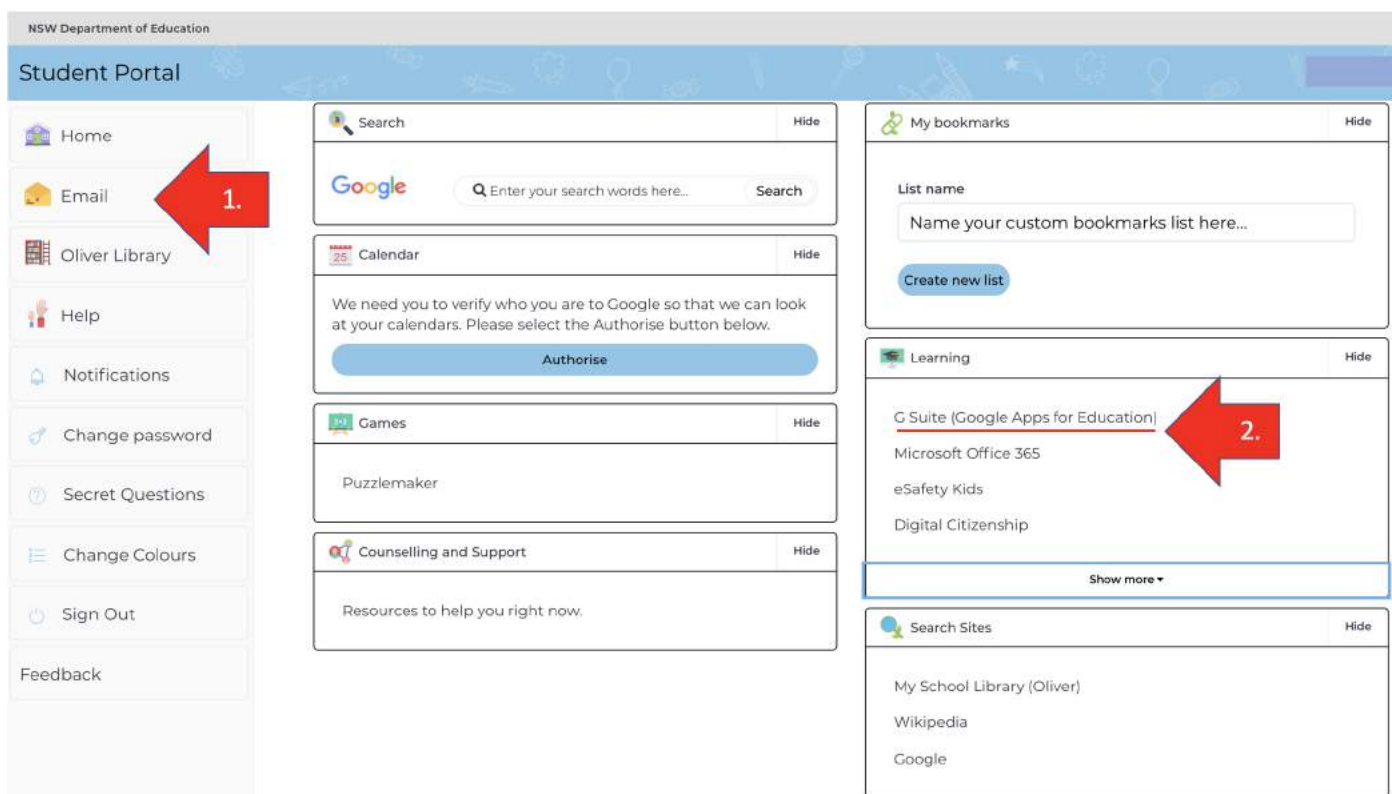
Password

[Log in](#)

[Forgot your password?](#)

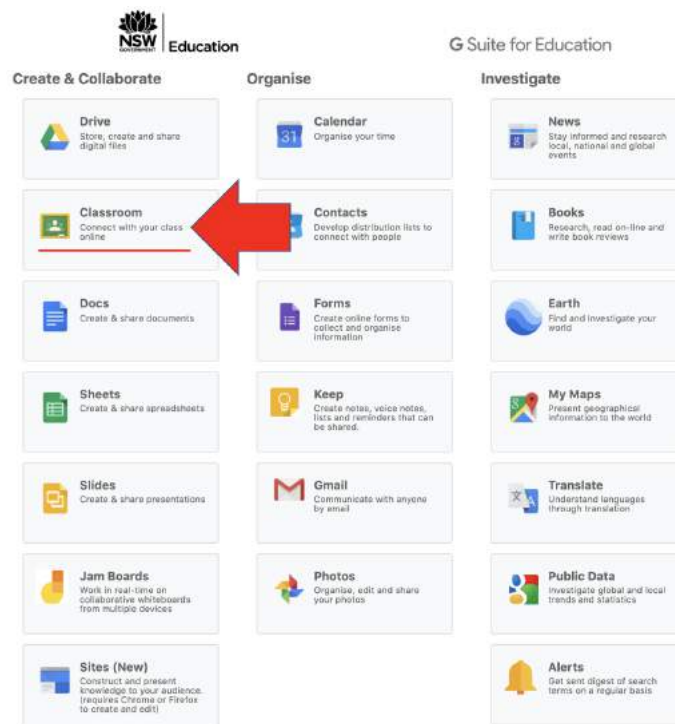
The portal page looks like the image below:

- To access or send an email (follow arrow 1)
- To access *G Suite* (Google Apps for Education) (follow arrow 2)
- If your homepage does not show the G Suite link, click the **Show more** link in the Learning section and the *G Suite* will appear in the Learning section.

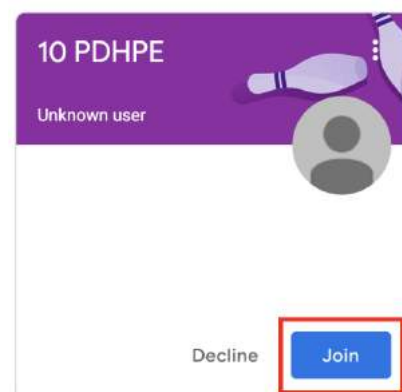


### 3. G Suite for Education - accessing Google Classroom and Google Applications

1. To access *G Suite* click on the G Suite (Google Apps for Education) by clicking Arrow 2 (as seen on the previous page).
2. Here you will find the G Suite for Education homepage (as seen below)
3. Students have access to *Google Docs, Sheets, Slides* and many more via this portal. You are able to store your work in *Google Drive*. In Google Drive you will find copies of any work you have completed through the Google Apps. Students can easily collaborate and share G Suite items.
4. G Suite apps can also be downloaded for free on your mobile device.
5. To access your Classroom clock *Classroom* (red arrow as seen below)



6. On the Classroom application, teachers will be communicating classwork to complete and be providing feedback. please check your classroom during every school day. Teachers will be providing feedback during school times, Monday - Friday 9-3pm.
7. To accept a Classroom Invitation click on *Join* on the Classroom Homepage (as seen right).



Students should not write anything inappropriate as they may be blocked or cut off from access from their teacher. Students will submit activities and assessment task work via Google Classroom and email and will receive timely feedback from their teacher via Google Classroom or email.

## 4. G Suite for Education - accessing on a Xbox One or Playstation 4 console

### Xbox One:

1. To access *Google Classroom* open the “*Apps*” menu on the Xbox on the left hand side of your screen.
2. Select *Microsoft Edge*. You may wish to attach an external keyboard to help with ease of typing if available.
3. With the keyboard visit the *Student portal* by visiting <http://portal.det.nsw.edu.au>
4. Enter your **User ID** and **password** in the fields provided.
5. Click on the G Suite (Google Apps for Education)
6. Here you will find the G Suite for Education homepage
7. To access your Classroom click *Classroom*.

### Playstation 4

1. To access *Google Classroom*, open the “*Internet Browsing*” application in the menu of the Playstation. You may wish to attach an external keyboard to help with ease of typing if available.
2. With the keyboard type in the URL <http://portal.det.nsw.edu.au>
3. Enter your **User ID** and **password** in the fields provided.
4. Click on the G Suite (Google Apps for Education).
5. Here you will find the G Suite for Education homepage.
6. To access your Classroom click *Classroom*.

## 5. Submitting your work for marking - Google Classroom

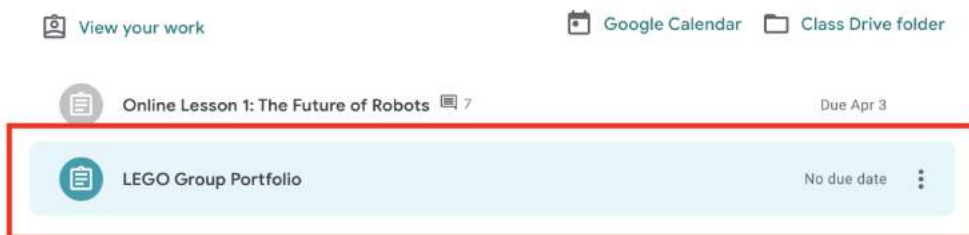
Whilst working online, students may be asked to complete work and submit their work for marking. This is done through the classwork link on each individual Google Classroom page. Students are asked to check the due dates of their work. When working online, students will receive feedback on their learning from their teacher. Students can access their feedback by visiting their online classes individually.

### Steps for submitting work on Google Classroom.

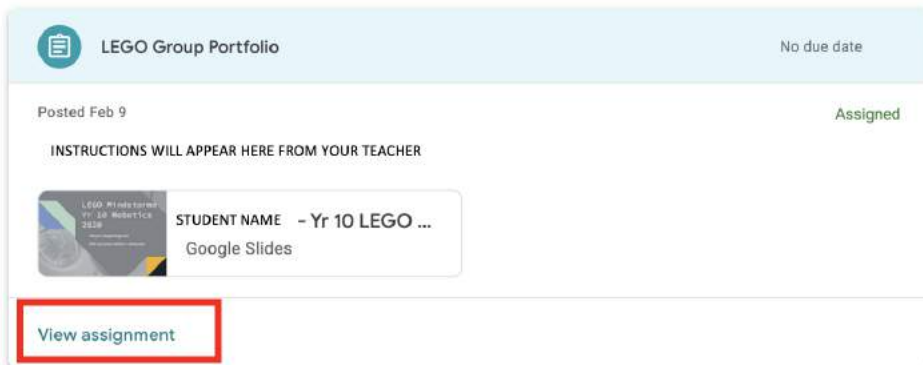
1. Open the Google Classroom page you wish to submit work on.
2. Click the Classwork link on the top of the page (as seen below)



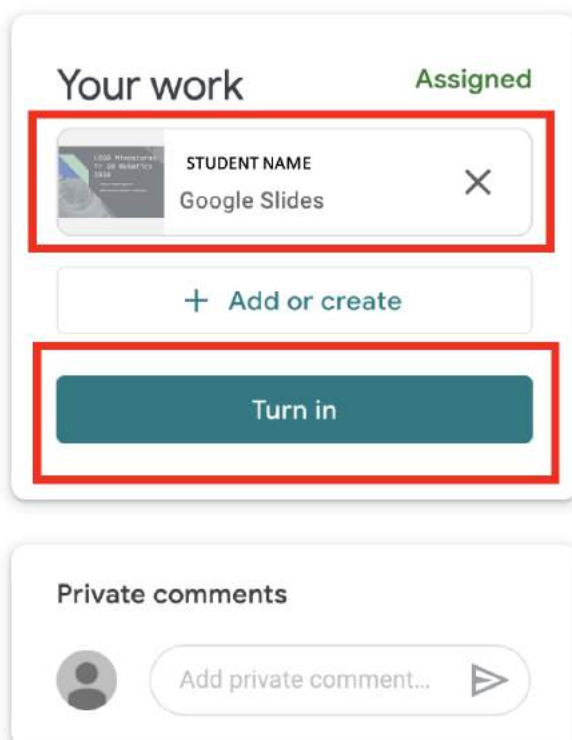
3. Select the classwork you wish to work on (example below)



4. On this page you will see an overview of what is required for this task. Click *View assignment* to open the work (as seen below).



5. Once you have followed the teacher's instructions and completed the work, this may be through completing a Google Document or Google Form, click back into the assignment via the Classwork link. Then open the work and click the **Turn in** button (as seen on the right). This will notify the teacher that you have turned in your work for marking. If you do not submit your work you are at risk of not receiving feedback and marks on your work.



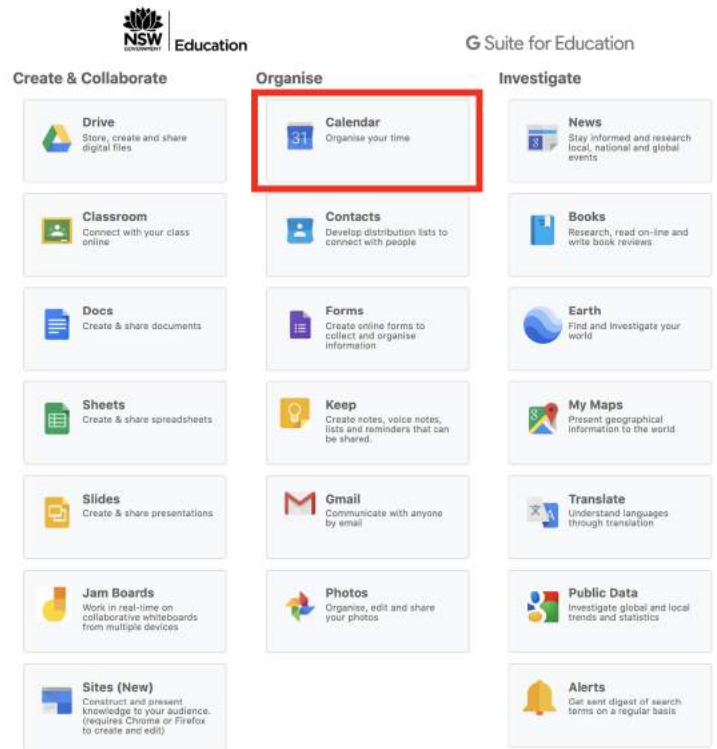


## 6. Using Google Calendar to check when your work is due

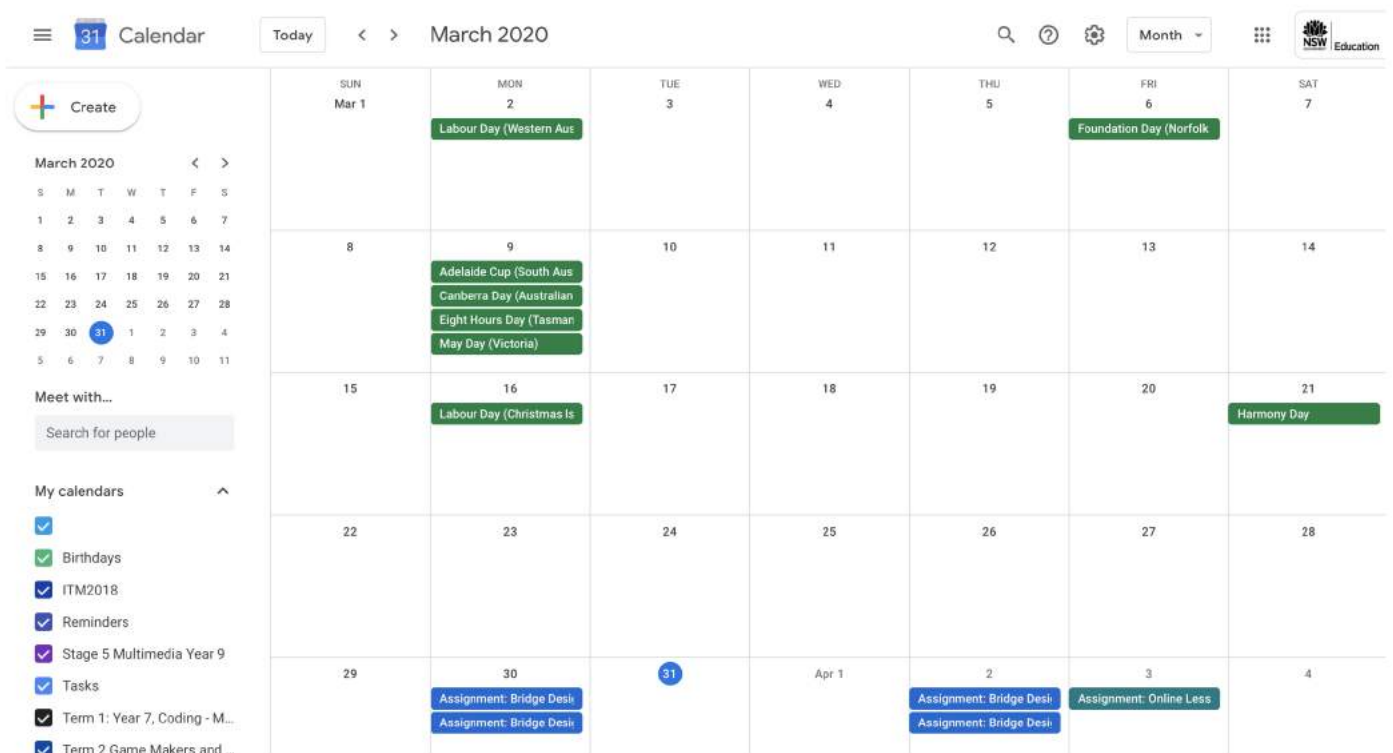
To check your calendar to see when online work, this is accessed via the Google Calendar Application.

### Steps for checking your Google Calendar.

1. Visit the G Suite application homepage and select *Calendar* (as seen on the right).



2. Here you will see an overview of your calendar with entries that indicate when classwork is due.



## 7. Accessing feedback on your work - Google Classroom

When working online, students will receive feedback on their learning from their teacher.

Students can access their feedback by visiting their online classes individually.

### How to access feedback from your teacher/s when you have submitted work.

1. Log onto your Google Classroom (see steps on previous pages). Open the class you wish to check feedback from.
2. Click the Classwork link on the top section of your page (as seen right).  
Here you will see all the work you have submitted.



3. Select the "View your work" link on the left hand side of the page (as seen below).



4. Here you will have a preview of all the work you have submitted during class. Click the work that you wish to check.



STUDENT NAME

| Title   | Due                  |
|---|----------------------|
| Online Lesson 1: The Future of Robots  1 | Apr 3 1/100          |
| LEGO Group Portfolio  1                  | No due date Assigned |

5. Once you have opened the work. You will be given an overview of your result. If the teacher has given you a grade, you will see it on the right hand side of the page (as seen below). You will also see any private comments the teacher has given you in regards to the work you have submitted (as seen below).

The screenshot shows a Google Classroom activity card. At the top, the title is "Online Lesson 1: The Future of Robots" with a speech bubble icon and the number "1". To the right, the due date is "Apr 3". On the far right, a box contains the grade "1/100". Below the title, it says "No work has been attached". A section titled "1 private comment" shows a comment from "TEACHER NAME" dated "Mar 30" with the text "Test feedback activated." At the bottom left, there is a "VIEW DETAILS" link.

### How to ask a question or add a private comment on your work

1. If you would like to ask further questions or contact your teacher as a private comment. Click the Classwork link up the top of the Google Classroom page and open the activity you wish to comment on.
2. Once you have opened the activity you can add a private comment by typing into the "add a private comment" box (as seen below). Here you can also resubmit your work if the teacher has allowed that option. (as seen below).

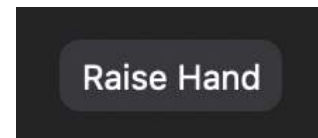
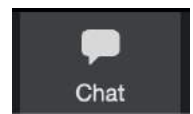
The screenshot shows the "Your work" section of a Google Classroom activity. It is labeled "Graded". There is a button that says "+ Add or create" and a "Resubmit" button. Below this, there is a section for "1 private comment" from "TEACHER NAME" dated "Mar 30" with the text "Test feedback activated." At the bottom, there is a text input field with the placeholder "Add private comment..." and a send button (a right-pointing triangle), which is highlighted with a red box.

## 8. Video Conferencing - Zoom

Teachers will be using the **Zoom** platform to conduct any video conferencing. They will send you either the meeting link or meeting ID to invite you into the online 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. You can however, still use Zoom without an account. To join the Zoom meeting, either **click on the link supplied** by your teacher or use the **Meeting ID** and **password**.

1. Visit website <https://zoom.us/join> (if you do not have access to the application)
2. In this section you will need to add the Meeting ID and password, provided to you by your teacher.
3. A popup will appear on the screen once you have entered your details, asking you to connect your video. Select **“do not join your video”** unless your teacher directs you to. Select Audio only and keep your Audio muted, by selecting the mute button. If the teacher needs to to unmute your audio, they will direct you to do so.
4. You may use the *Chat* function to post a question to the teacher. (see right). All language must be appropriate and respectful to others.
5. To raise your hand within the Zoom meeting, click on *participants* then the Raise hand button on the bottom right hand side of the page (as seen on the right)
6. You can also download the **Zoom Mobile App (Zoom Cloud Meetings)** from the [App Store](#) or [Google Play](#)



### When in a Zoom Conference you must:



- Be polite and respectful to others.
- Not make any inappropriate comments.
- Keep your audio turned off until directed to turn on.
- Sit at a table in an area that you will not be distracted by and with space available for you to take notes.
- Dress appropriately (no pyjamas or inappropriate clothing) and have a suitable clear background in case you need to activate your video as part of the meeting.

## 9. Stile Education



The Stile website is used within some Science classes as an online platform for completing work.

### Steps to access Stile

1. Visit the Stile website <https://stileeducation.com/> and select **Log in**.
2. Select **I have a class code** and enter the code provided by your teacher.

A screenshot of the Stile login page. At the top, the text "Log in" is displayed. Below it are two input fields: "School email" and "Password". A blue button with a key icon and the text "Log in" is positioned below the password field. Underneath the button is a link that says "I don't know my password". Below this is a horizontal line with the word "or" in the center. Underneath the line are two buttons: "Sign in with Microsoft" (with the Microsoft logo) and "I have a class code" (with an envelope icon). The "I have a class code" button is highlighted with a red rectangular border.

3. Add in your education email address, first and last name and set a password for your account.
4. Once you have joined the Stile classroom, follow the lessons outlined by your teacher on the homepage.

## 10. Sentral student and parent portal access

1. To gain access to the Sentral student and staff portal you would have received a letter outline what you need to do along with a special access key.

**If you have not received the letter, please get in contact with the school before you continue to the next steps, without the letter which contains the access key you would not be able to register**

This is a sample of what the letter would look like.

Our school has undertaken a new initiative, the Student and Parent Portal, to provide both parents and students discreet information about each student's progress in our school. Parents and students will be able to access links to online packages using the Portal. Parents will be able to access online learning packages organised by their teachers to ensure continuity of learning for all students while at home.

Students will be able to access their portal using their Department of Education username and password. These details also give students access to their school email. *It is vitally important that students regularly check their school email to receive information from their teachers. If students do not know their username and password, they can call the school to have their password reset.*

**Please log on to the Internet and register for access to our Parent Portal here:  
<https://basshigh.sentral.com.au/portal/register>**

**You must use a valid email address to create your username.**

Once successfully registered you will be prompted to enter your username (email address) and the password you created.

To see information from the school and to link to your enrolled children, enter the access key provided.

**The access key for your parent portal is** 

Please note that the access key is case sensitive so copy it into the box provided on screen, exactly as it appears in this letter.

The URL for continued access to the portal is: <https://basshigh.sentral.com.au/portal>

I am confident that you will see the benefits of your registration immediately and be part of our journey in providing this facility to you.

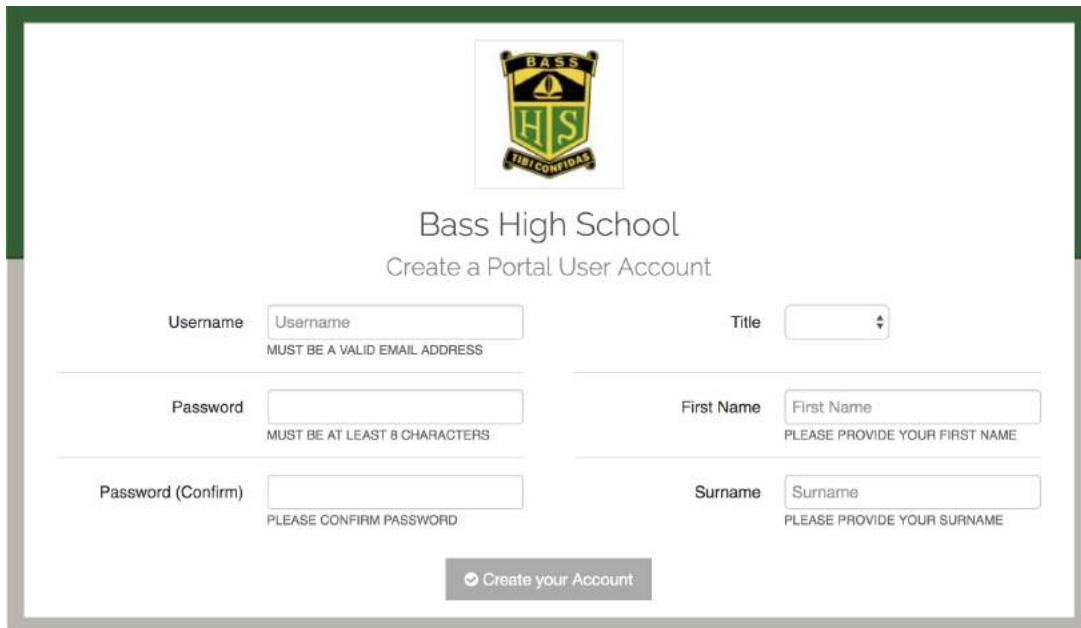
As we progress this initiative, I am confident that the Parent Portal will become more and more significant in your day to day management of your child's enrolment at our school.

Should you experience difficulties please do not hesitate to contact the school for assistance. I also look forward to hearing from you about your experience with our Parent Portal, and any feedback will be gratefully received with a view to adding further functionality and improvement.

Kind regards

**Mr Martin Toaetolu**  
Principal

1. You need to first register an account. Go to:  
<https://basshigh.sentral.com.au/portal/register>
2. Fill in the details.
  - a. You must use a valid email address to create your username



The screenshot shows a registration form for Bass High School. At the top center is the school's crest, which features a shield with 'BASS' at the top, 'H/S' in the center, and 'TIBI CONFIDAS' at the bottom. Below the crest, the text reads 'Bass High School' and 'Create a Portal User Account'. The form contains several input fields: 'Username' (with a note 'MUST BE A VALID EMAIL ADDRESS'), 'Title' (a dropdown menu), 'Password' (with a note 'MUST BE AT LEAST 8 CHARACTERS'), 'First Name' (with a note 'PLEASE PROVIDE YOUR FIRST NAME'), 'Password (Confirm)' (with a note 'PLEASE CONFIRM PASSWORD'), and 'Surname' (with a note 'PLEASE PROVIDE YOUR SURNAME'). At the bottom center of the form is a button labeled 'Create your Account' with a checkmark icon.

3. Add the key that has been provided on the letter

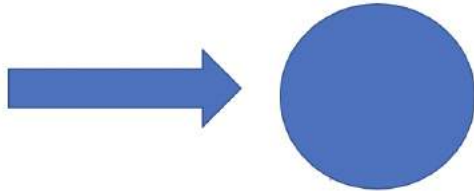
Welcome Bass High School Parent Portal



To get started, you will need to add a new Access Key to your Portal Account. The school should have provided this key to you. If you have not received a key, please contact the school directly.

Simply type the Access Key provided to you in the field below to add your first Access Key:

#### 4. You can view all your child's profile in the one area



Your child's profile picture would be placed here, click into the image to go into there profile

#### 5. Once you are in the students profile you would see;

- a. Teacher messages sent to you
- b. Class comments
- c. Homework at has been set to the class
- d. Students daily timetable