

# Student Online Learning Handbook



### 3. G Suite for Education

3.1 Access *G Suite* (See point 2.3 above)

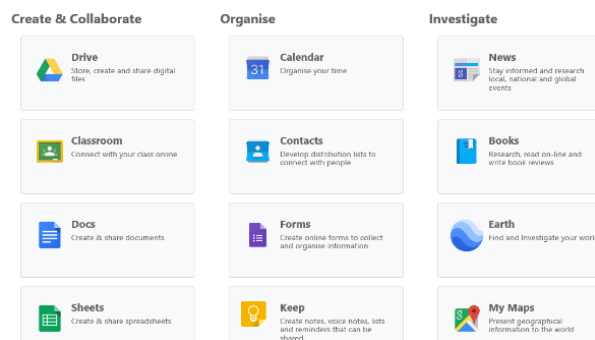
2019

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.

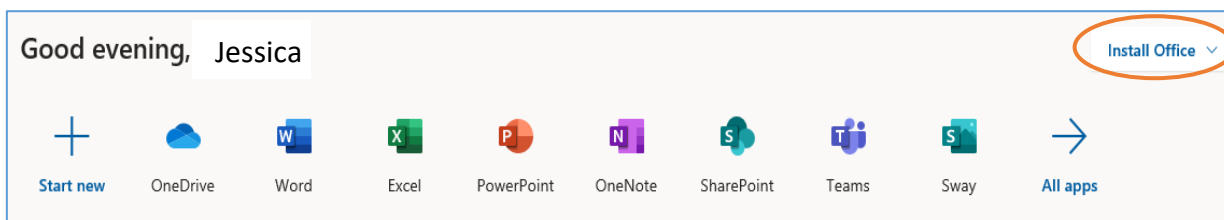
3.4 G Suite apps can be put on a mobile device.

## G Suite for Education



### 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.

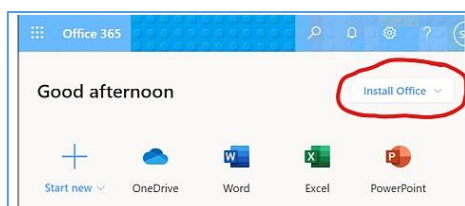
4.3 Tip! Did you know DoE users can install *Microsoft Office* from two different sources?

#### 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

your DoE account 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!](#)