

Student Online Learning Handbook

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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 address is: **user.name@education.nsw.gov.au**

Example: jessica.beale5@education.nsw.gov.au

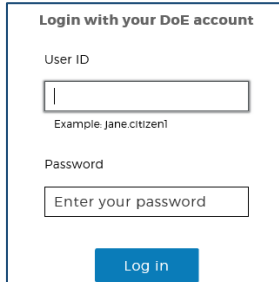
2. Logging onto the Student Portal

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)

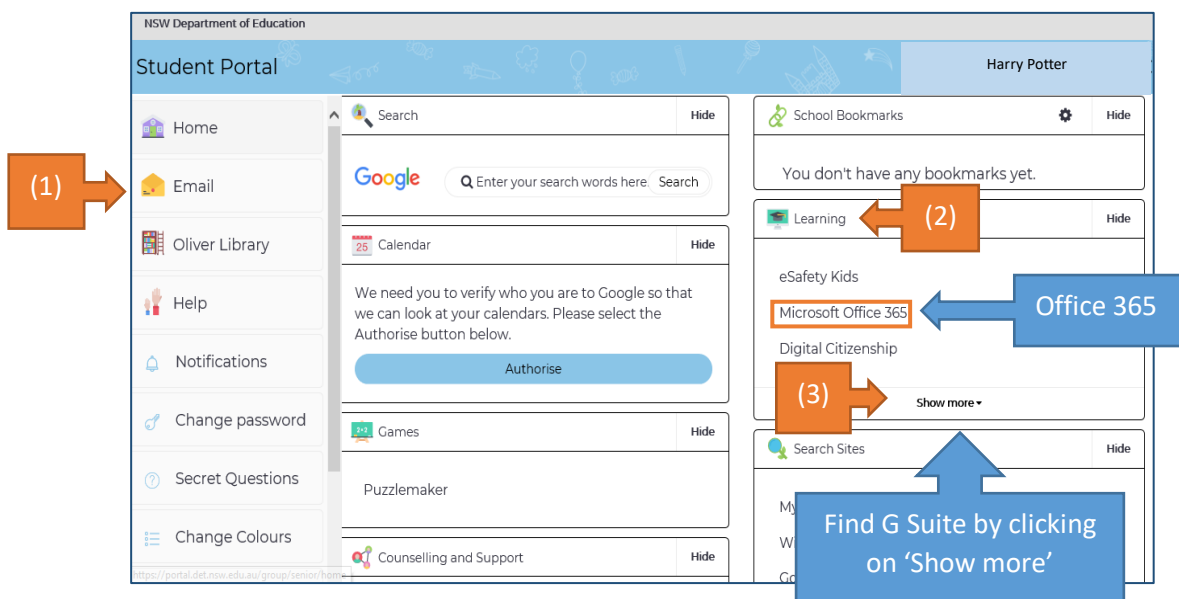


Login with your DoE account

User ID
Example: jane.citizen1

Password
Enter your password

Log In



The screenshot shows the NSW Department of Education Student Portal. On the left is a navigation menu with items: 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, a Google login prompt, games, and a puzzle maker. On the right, there are sections for School Bookmarks, Learning, eSafety Kids, Digital Citizenship, and Search Sites. An orange arrow labeled (2) points to the 'Learning' section, and another orange arrow labeled (3) points to the 'Show more' link below it. A blue arrow points from a text box 'Office 365' to the 'Microsoft Office 365' link within the 'Learning' section. Another blue arrow points from a text box 'Find G Suite by clicking on 'Show more'' to the 'Show more' link.

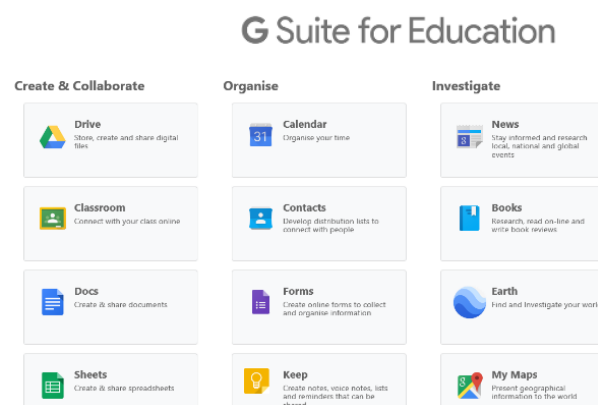
3. G Suite for Education

3.1 Access *G Suite* (See point 2.3 above) using the "Show more" button.

3.2 Students have access to *Docs, Sheets, Slides* etc. and are able to store their work in *Google Drive*.

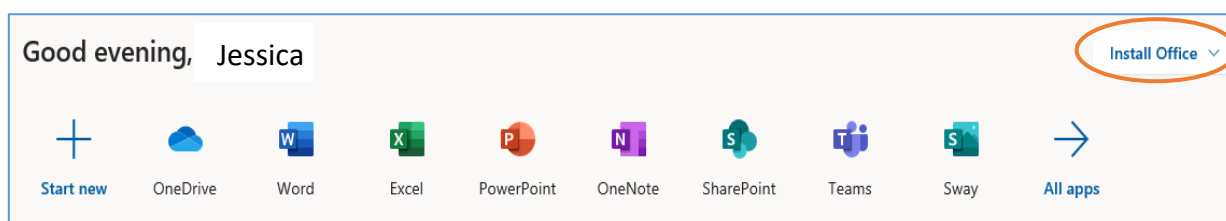
3.3 Students can easily collaborate and share G Suite items.

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



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.

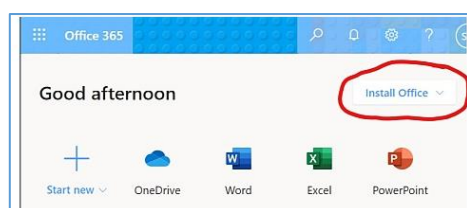
4.3 Tip! Did you know DoE users can install *Microsoft Office* from two different sources?

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](#)!