



# OPHS Student Online Handbook

Updated April 2020

Welcome to Online Learning.



### Year 7 Timetable

Period	Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b> 9am – 10:15am	English	Geography	English	Geography	English
<b>2</b> 10:35- 11:50am	Mathematics	Technology	Mathematics	Technology	Mathematics
<b>3</b> 12:10 – 1:25pm	Science	Visual Arts	Science	Visual Arts	Science
<b>4</b> 1:45 – 3:00pm	PDHPE	Music 2:45pm finish	Geography	Music	PDHPE

### Year 8 Timetable

Period	Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b> 9am – 10:15am	Science	Music	Science	Music	Science
<b>2</b> 10:35- 11:50am	English	History	English	History	English
<b>3</b> 12:10 – 1:25pm	Mathematics	Korean	PDHPE	Korean	PDHPE
<b>4</b> 1:45 – 3:00pm	Visual Arts	Technology 2:45pm Finish	Mathematics	Technology	Mathematics

3 x 20min breaks have been included

# Welcome to Online Learning.



## 1. Responsibility for completing work

- **Workbooks**

- Students completing work in workbooks need to photograph their work each week and email the photos to [Oranpark-h@det.schools.nsw.edu.au](mailto:Oranpark-h@det.schools.nsw.edu.au)

- **Online Work**

- Students need to complete work across all subjects each week.

- **Non Completion of Work**

Students who have not completed work each week will be emailed the following email –

*'Hi (student name). I have noticed your lack of work submission and participation in online learning in (subject name). Your participation is expected and required. If your lack of participation and work submission continues you will be referred the Head Teacher. If you have reasons why you cannot participate or submit work please let me know so I can help resolve these issues.'*

If the student does not respond to this contact or continues to not complete work. The subject Head Teacher will contact families via parent email or phone.

If work continues to not be attempted or completed then the students will be referred to the Deputy Principal.

## 2. Contacting Staff

- Students – All students have been sent an email list and can email their teachers if they have questions
- Parents – Parents can email the school [Oranpark-h@det.schools.nsw.edu.au](mailto:Oranpark-h@det.schools.nsw.edu.au) in the subject line please put who you would like your email addressed to.

## 3. Student/Parent Portal

- You can access the Parent/Student portal by accessing [here](#)
- Students log in using their user name ie Kristie.harris99 and then using their password
- Parents have been sent a code to log in and then set up their own log in details.

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### 4. Student Login

- Student login – When accessing any of the websites listed in this guide, students should always use their school email address.
- Your school email is: [user.name@education.nsw.gov.au](mailto:user.name@education.nsw.gov.au)  
Example: [Kristie.harris99@education.nsw.gov.au](mailto:Kristie.harris99@education.nsw.gov.au)

### 5. Logging onto the Student Portal

- Access the Student portal by clicking [here](#)
- Enter your User ID and password in the fields provided

**Login with your DoE account**

User ID

Example: jane.citizen1

Password

Enter your password

Log in

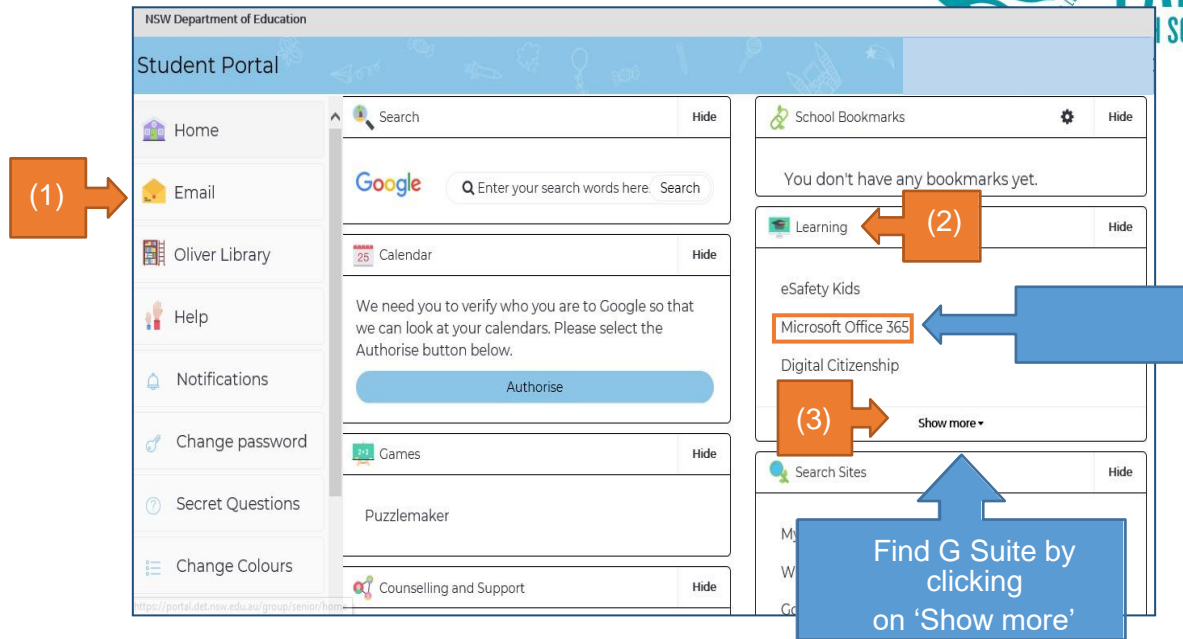
The portal page looks like the image below:

- Access or send an email (1)
- Expand the Learning component (2) by 'Show more' (3)

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- Access both *Microsoft Office 365* and *G Suite*



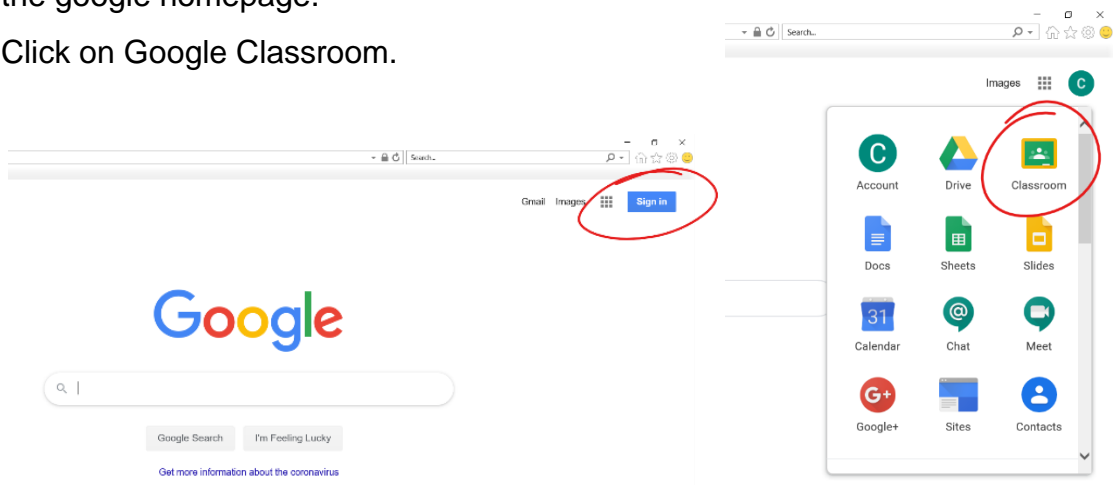
(Google Apps for education)

## 6. G Suite for Education

- Access G Suite (see above)
- Students have access to Docs, Sheets, Slides, classroom.

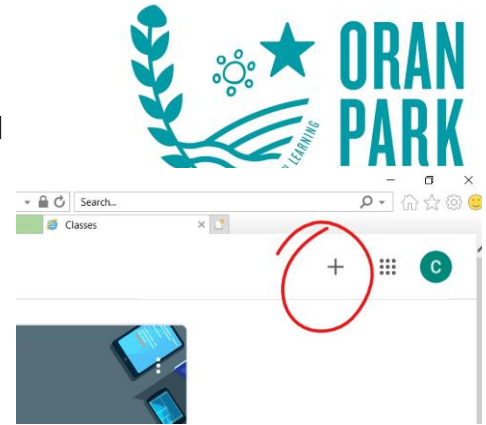
## 7. Using Google Classroom

- Access G Suite using your student portal or pressing the sign in button on the google homepage.
- Click on Google Classroom.

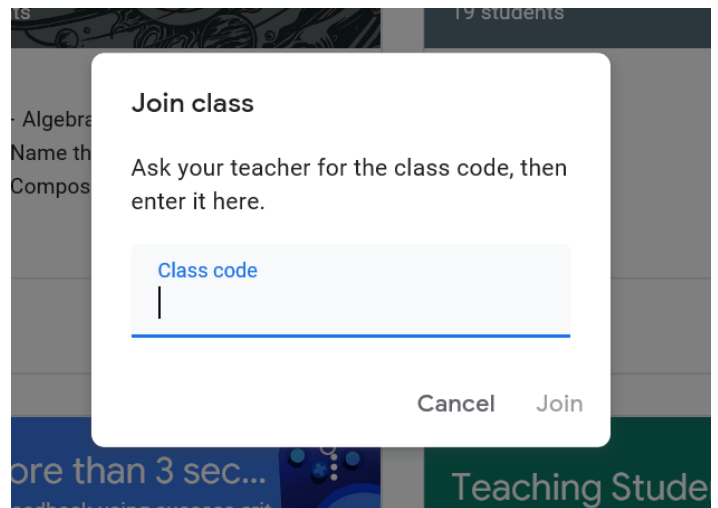


## Welcome to Online Learning.

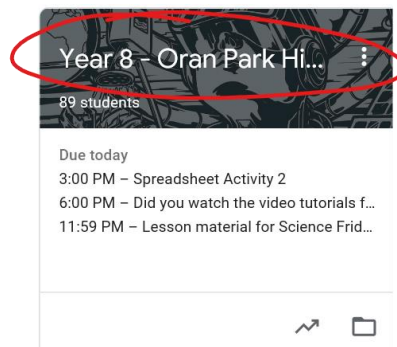
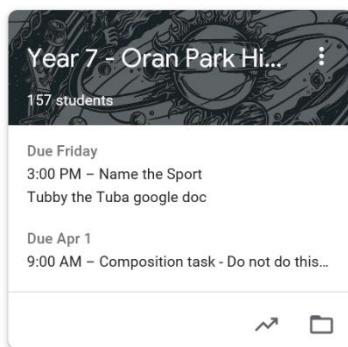
- To join click on the plus sign in the right-hand corner and click join class.



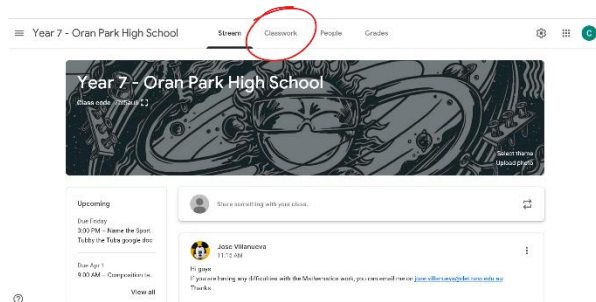
- Enter the class code:  
For year 7 - **7bi5au6**  
For year 8 - **hnid7mr**



- Click on Year 7 – Oran Park OR Year 8 – Oran Park



- At the top there is a tab called Classwork. Click on it



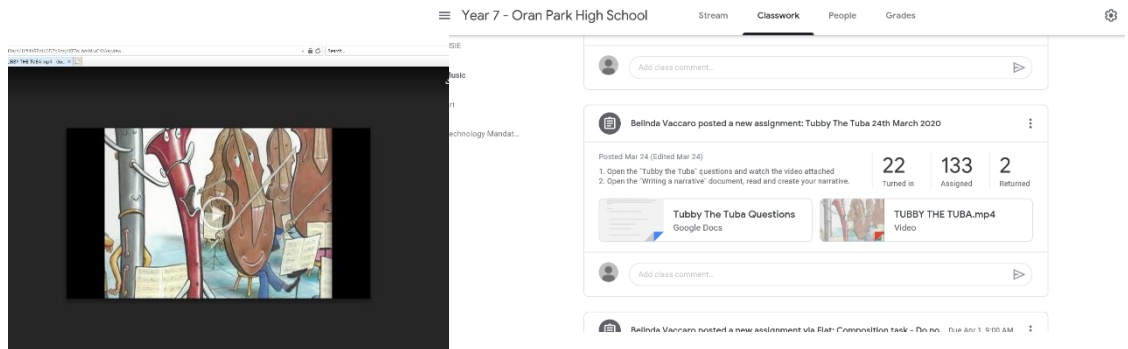
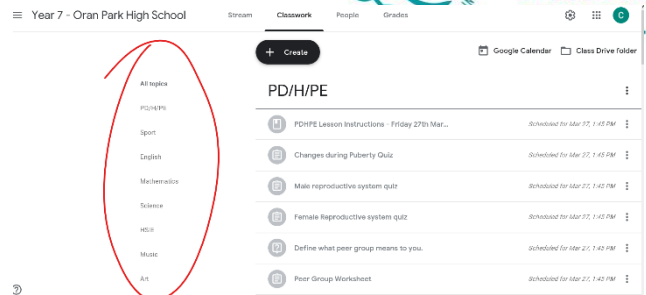


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- On the left hand side there are your list of subjects



- Click on the subject you want
- Scroll down so you can click on and look at files
- Click play or download to complete



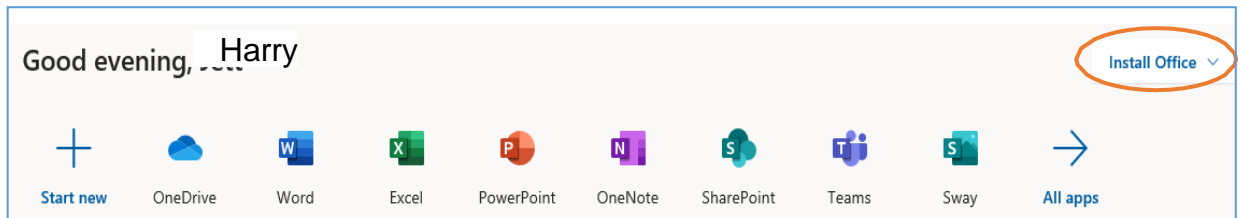
- Make sure you read ALL the instruction in the post. You may be required to open attached files and read some more, watch videos or download tasks.
- Assignments are tasks or learning activities that you need to do not necessarily assessment tasks

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## 8. Microsoft Office 365

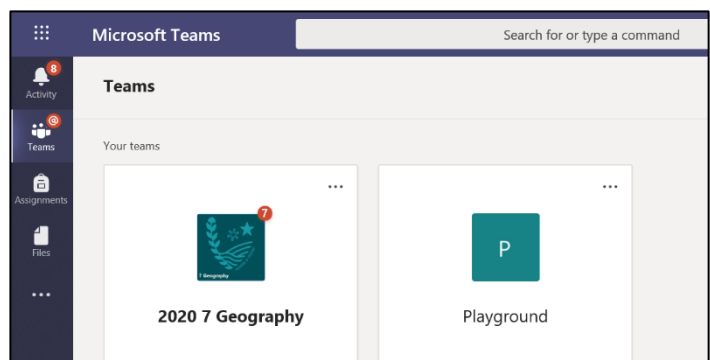
- Once *Microsoft Office 365* has been selected, the student will see:



- Students can use any of these applications and access their work by returning to Office 365 through the student portal. All work created will be saved in the student's OneDrive account (online). Therefore, work is not saved on the device. It is saved 'in the cloud' and accessible from any device with an internet connection.

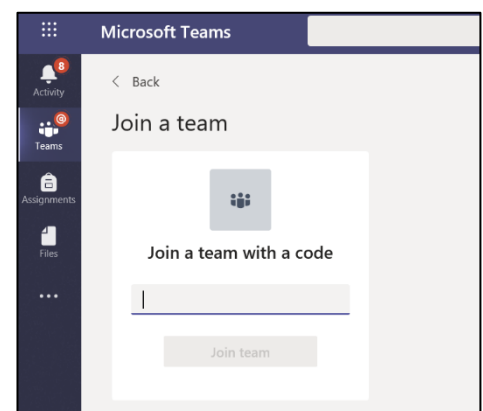
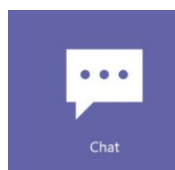
## 9. Using Teams

- Click on Teams in *Microsoft Office 365*
- Once you select 'Teams' then select 'Join or create team'. Enter your team code - this will be sent to you **via email** from your teacher.



## Meeting Protocols

- Turn off your microphone and camera
- Press the chat icon so that you can respond online.
- Ensure that 'chat' is subject specific





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## Microsoft Teams additional information

### Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics

**Start a new chat**  
Launch a private one-on-one or small group conversation.

**Use the command box**  
Search for specific items or people, take quick actions, and launch apps.

**Manage profile settings**  
Change app settings, change your pic, or download the mobile app.

**Navigate Microsoft Teams**  
Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

**View and organize teams**  
Click to see your teams. Drag team tiles around to reorder them.

**Find personal apps**  
Click to find and manage your personal apps.

**Add apps**  
Launch Apps to browse or search apps you can add to Teams.

**Join or create a team**  
Find the team you're looking for, join with a code, or make one of your own.

**Manage your team**  
Add or remove members, create a new channel, or get a link to the team.

**View your team**  
Click to open your class or staff team.

**What is a team?**  
You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students and educators, a group of staff and educators collaborating on a topic, or even a group for a student club or other extracurriculars.

### Class teams

Class teams provide special capabilities tailored for teaching and learning

**Add channels and manage your team**  
You can change team settings, add members to the class team and add channels.

**Open Assignments and Grades**  
Assignments allows educators to create and distribute assignments. Students can complete and turn their assignments in without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too.

**Every team has channels**  
Click one to see the files and conversations about that topic, class unit or week in the course. You can even have private channels for group projects!

Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

**Format your message**  
Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

**Add tabs**  
Explore and pin applications, tools, documents and more to enrich your class. We're constantly adding more education specific tabs. Check back often.

**Share files**  
Let class members view a file or work on it together.

**Start a discussion with the class**  
Type and format your message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

**Add more messaging options**  
Click here to add new messaging capabilities like polls, Praise and more to enrich classroom discussion.

### Participate in a meeting

Share video, voice, or your screen during the online call.

**Turn your video feed on and off.**

**Mute and unmute yourself.**

**Invite people to join...**

**Share your screen and sounds from your computer.**

**Access additional call controls**  
Start a recording of the meeting, change your device settings, and more.

**Send chat messages**  
Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting.

**Leave the meeting**  
The meeting will continue even after you have left.

**Add participants to the meeting.**