Lithgow High School

Promoting Excellence in a Caring Educational Environment

Student Online

Learning Handbook

Contents

Document History and Evaluation

Version	Author	Date
1.0	LHS Exec	07/04/20

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: username@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)
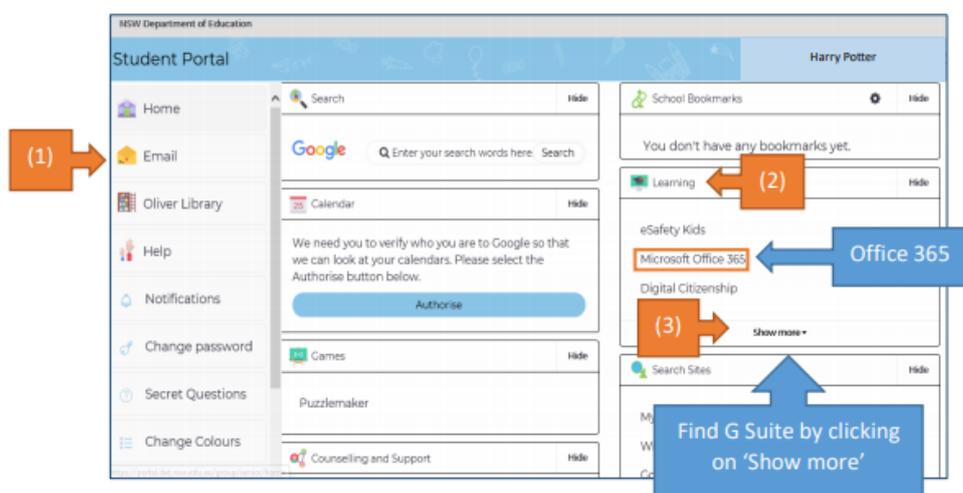
3. G Suite for Education

3.1. Access G Suite (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 G Suite items.

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

3.5. G Suite works really well with MicrosoftTeams other online Learning space.

4. Microsoft Office 365

Once Microsoft Office 365 has been selected, the student will see:
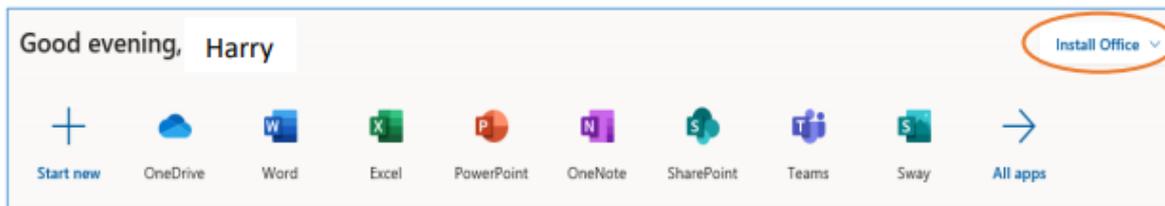
4.1 Office Applications: Students can use any of these applications and access their work by returning to Office through the student portal. All work created will be saved in the student's OneDrive account (online). Therefore, work is not saved on your device, it is saved 'in the cloud' and accessible from any device with an internet connection.

4.2 Tip!

When logged into Microsoft Office through the student portal (as in step 4.1), 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 in 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.

5. Accessing Clickview / E-Library/ Oliver Library Borrowing/ Accelerated Reader / Maths Space

5.1 Clickview: Lithgow HS students have access to our multimedia library in Clickview here.https://online.clickview.com.au/

- Students sign in by typing their Education email address, select Lithgow HS, then they are directed to the portal login page for confirmation.
- Sign in using the school username and password.
- Once signed in students can access content.

5.2 E-Library:

- type the following address into the URL bar: lhs.wheelers.co
- click on the sign in button (top right-hand-side)
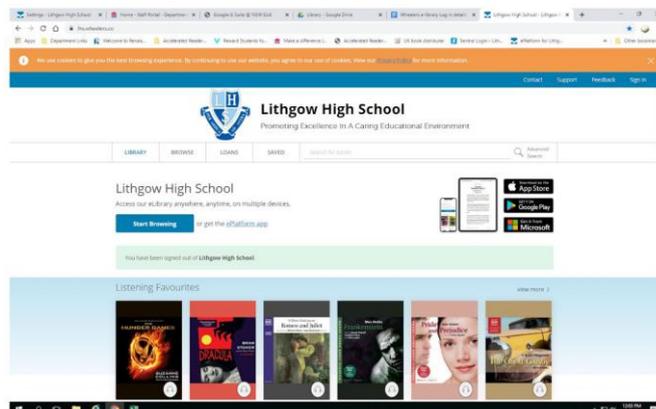
- Click on the blue sign in button on the middle of the screen
- you will be directed to use your school username and password to gain access.
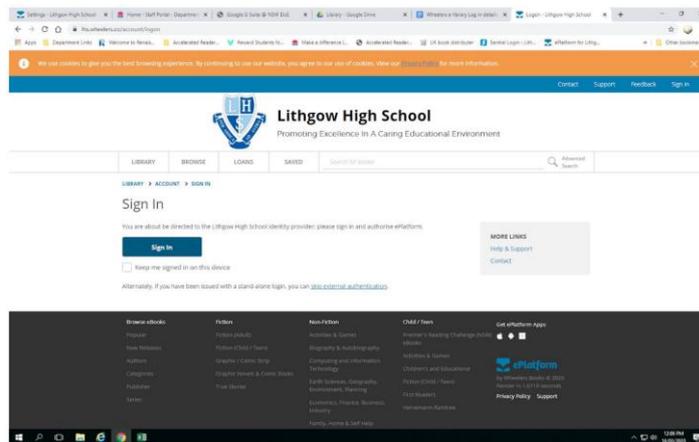
- You can borrow books for a period of 3 weeks.
- If you have an issue with access, please email Mrs Cross to assist you: jody.cross@det.nsw.edu.au

5.3 Oliver Library Borrowing

Students can still borrow books from the school library. The schoo bus will provide delivery of any physical books that are borrowed. To reserve a book, students need to use the school borrowing system 'Oliver'. Students can access Oliver Library through the student portal. Oliver Library is the third choice on the left-hand menu. Select your book and click reserve. Books will be process every couple of days, so please plan ahead with borrowing. If you have an issue with access, please email Mrs Cross to assist you: jody.cross@det.nsw.edu.au
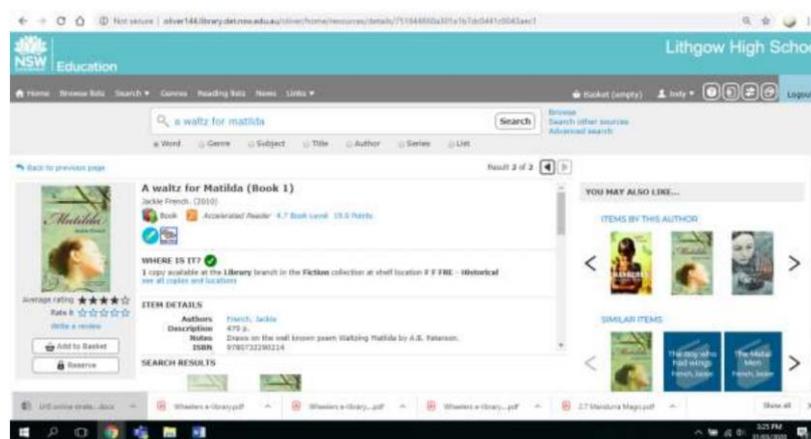
5.4 Accelerated Reader – Year 7 and 8 students only

Student can find the link to access Accelerated Reader in Oliver>newstab>Click on link to Accelerated Reader OR they can follow this link: https://auhosted3.renlearn.com.au/1458989/

- Select: I am a student
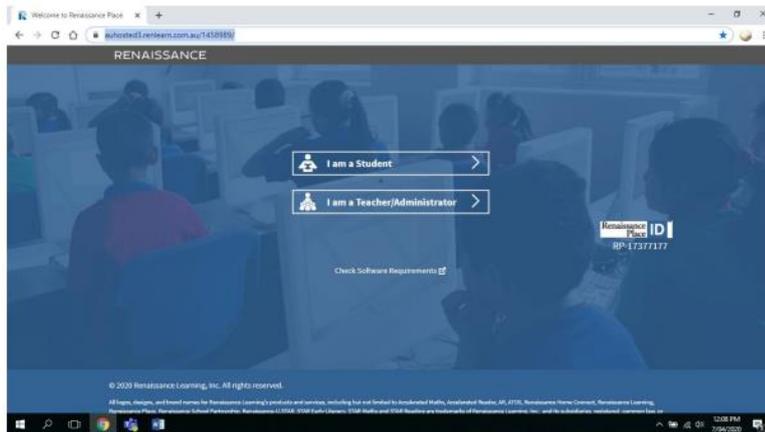
- Type User name: School Portal name and password is ABC (in capitals)
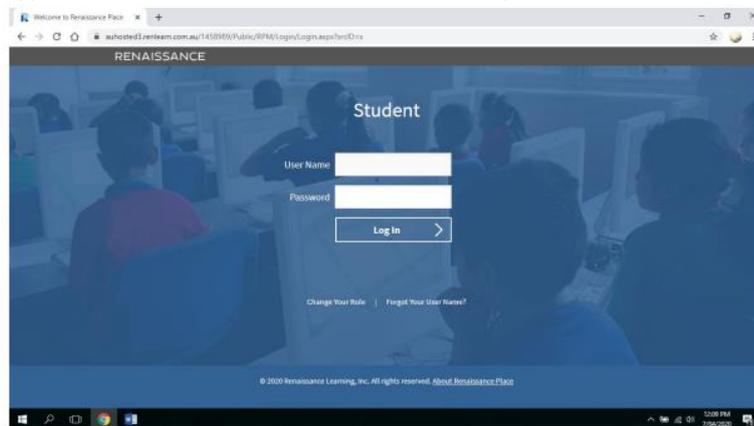
- Select the middle ORANGE square: Accelerated Reader
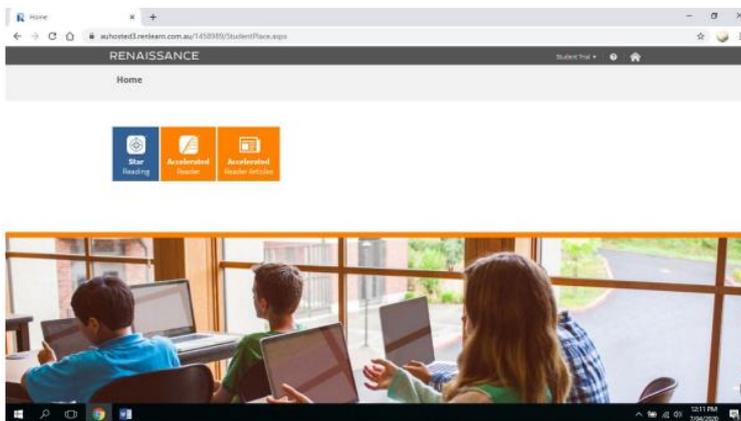
- Enter a book title in the search box to complete a quiz
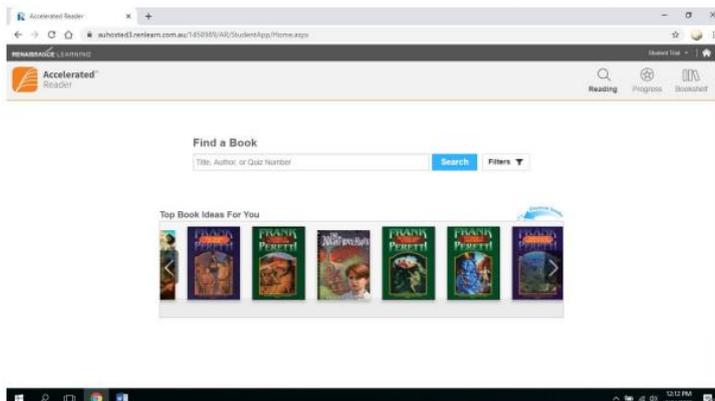
- Click Progress – top right-hand corner to see the reading range and quiz results.
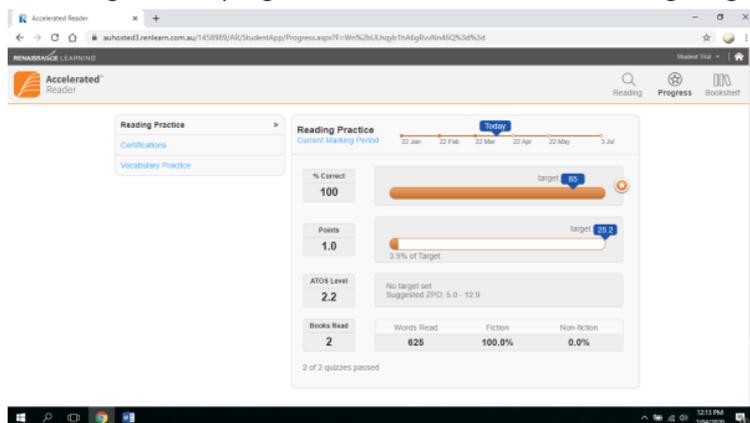
- If you have an issue with access, please email Mrs Cross to assist you: jody.cross@det.nsw.edu.au

5.5 Mathspace: the online Mathematics program

Lithgow HS has purchased and is running with the new online Mathematics program called Mathspace. This has gone away from the games approach to a more suitable learning platform to assist student to achieve understanding. This is done by students working through questions rather than selecting one answer from four given choices.

To start with each student needs to have join the program. A lot of students have done this in class already or did so during our trial period in term 4 2019. If students are joining for the first time they will need to set up their account.

- Firstly, they will have to go to https://mathspace.co/join/
- They then set up their account:
- USERNAME: student's DET email address
- PASSWORD: choice by the student
- They will be asked to enter a class code which is available from their teacher and is in the online information booklet.

Once in the class the students may:

- Complete tasks assigned to them by their class teacher
- Complete tasks chosen by themselves
- Have access to textbooks to assist them with their learning.

6. MicrosoftTeams

Lithgow HS is also using MicrosoftTeams as the preferred space to video conference and connect with students. Student class work may be placed in either MicrosoftTeams OR GoogleClassroom. Student have been sent codes to access their work in either of these platforms.

6.1. Accessing MicrosoftTeams

MicrosoftTeams can be used online via the Microsoft link in the student portal or is available as a downloadable app to use on the computer or device.
https://products.office.com/en-au/microsoft-teams/download-app

6.2. Course Codes

Students will then use the course codes for MicrosoftTeams to gain access to their course classwork. If any student has an issue with accessing their course content, the students can:

    6.2.1. Use the online learning Query form here

        https://docs.google.com/forms/d/e/1FAIpQLScnZD_O8_ktqDCw TCTEzQ8o8uP0bcKw0aNSKVI-cDPuhd0FPA/viewform

    6.2.2. Ring or email the school for assistance

    6.2.3. Email their course teacher for assistance

7. Working online

7.1 MicrosoftTeams course OR GoogleClassroom: students can access the work content as described by their teacher.

7.2 Lesson Material: Teachers will provide lesson material and activities which reflect the number of timetabled lessons. Explicit instruction regarding what the students are doing each lesson will be provided either in writing or verbally.

7.3 Submission of work: For the submission of assignments/class work online, students can upload via the "assignment" feature that exists in both MicrosoftTeams and GoogleClassroom.

7.4 Structure of each lesson: Each timetabled lesson will start with a post from the class teacher requiring a student response to indicate attendance and then an outline of the class work students are to complete that lesson. Each lesson should conclude with an exit ticket, asking for students to respond in order to demonstrate learning achieved that lesson.

    7.4.1 Junior 7-10: The teacher can choose to create a livestreamed lesson and talk directly with students live OR respond to questions to questions from students as they progress through the learning material. There may be variations for faculties.

    7.4.2 Senior lesson 11-12: These are to be livestreamed with the teacher actively working with the students for the duration of the lesson. These lessons may be recorded for students to be able to reflect upon later, especially those who were absent.

7.5 For teachers on duty at school (while this is in operation): They will directly live stream with their senior classes and be on 'supervision' duty in the Library for students attending school. This means the teacher is assisting the students in the Library to access their own online work.

8. Students unable to access work online

There are a portion of students who are unable to access the internet due to a variety of reasons. These identified students will have work given to them via a 'mail out' system. Each Year group has a suite of paper-based work booklets that compliment and are equivalent to the work that is being completed online.

8.1 Students working offline: Students unable to work online are identified either through the school checking in OR self-referral. See Appendix B

8.2 Student work packages: are sent out by the school bus and Mr and Mrs Dean will drive each package to the individual students on a Monday or Thursday

8.3 How work is collected: by Mr and Mrs Dean on a Monday and Thursday as the new set of work booklets are delivered.

8.4 Feedback for the completed work: Completed work is given to each faculty to mark and provide feedback to the students. The marked work will be returned to the students in a timely manner, taking into consideration the lag time between getting the work returned then to the appropriate teacher for marking, then returned to the student as feedback.

Appendix A: Student Class Online Learning Codes

24/3/20 (updated 7/4/20)

Dear Parents/Carers,

Yesterday the NSW State Government announced that as part of the response to COVID-19, all students should, *if at all possible*, stay home from school. To facilitate this, Lithgow High School has put together a number of online learning packages for our students. These can be accessed on Google Classroom, and Microsoft Teams (available through the student portal). While the situation with the virus continues, teachers will regularly update the work available. For now, we will be working to the regular school timetable, and teachers will be available online to answer questions and coordinate learning during normal lesson times. Student Timetables can be accessed on Sentral.

Work booklets are being made available to students who do not have computer/internet access. We have already surveyed students as to their needs, and will be contacting families shortly to arrange for the booklets to be distributed.

The National Education Standards Authority, NESA, are meeting today to determine arrangements for Year 11 and 12 students in regards to assessment and HSC contingencies in this difficult time. Once this advice has been made clear, we will further clarify the way in which we will be accommodating Stage 6 learning. In the mean time, Stage 6 teachers have made arrangements with their classes to support learning through Google Classrooms and Microsoft Teams that have already been set up.

Students are encouraged to actively interact with these online learning spaces, posting questions, comments and completed work. The codes allowing entry to these online learning spaces are as listed here:

Year 7:

Subject	Code	
English – Microsoft Teams English Drama	mjgts66 ve6oq9z	
Maths - Google Classroom and Microsoft Teams	**Teams**	**Classroom**
7MATA 7MATB 7MATG 7MATK 7MATM 7MATP	099kqgd a3vo0j7 r51ujds uq9ygdp 00vlsxl	3bwnxhf 56culii c3ox26
Science - Google Classroom Science	rxwupdq	
HSIE – Google Classroom Geography	bouljzu	

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History	5e2wucp
Japanese	
7A	4awfwlg
7B	cyuoujc
7G	5auu2tu
7K	etwidtd
7M	q4ohnnu
7P	3ehny63
CAPA – Google Classroom	
Visual Arts	ihot6nv
Music	koxq5no
PDHPE – Google Classroom	
PDHPE	u4acpfu
TAS	
Year 7 Tech Mandatory	s4p47ef
Library – Google Classroom	
Accelerated Reader	
	d4tp6ei

Year 8:

Subject	Code	
English – Microsoft Teams		
English	p72g4ou	
Drama	ve6oq9z	
Maths - Google Classroom and Microsoft Teams	**Teams**	**Classroom**
8MAT1	8h8j5be	
8MAT2	ax4jyhm	fnbhuzy
8MAT3	220tgm1	
8MAT4	5ymyyp8	geo3b3p
8MAT5	zqn4s3o	sp6u76i
8MAT6	rgep054	
Science - Google Classroom		
Science		u5ka5bf
Agriculture	4p3z5jt	**i5ojrsj**
HSIE – Google Classroom		
Geography	wjum6yc	
History	pnktv6z	
CAPA – Google Classroom		
Visual Arts	ihot6nv	
Music	4p4dzrc	
Photography	ci46dyb	
PDHPE – Google Classroom		
PDHPE	dsmn4br	

TAS Year 8 Tech Mandatory Year 8 STEM	r5w6nvt zwevtf6
Library – Google Classroom 20 to Win	inyn3iy

Year 9

Subject	Code	
English – Microsoft Teams English Drama 5B 5C	x6foi8n euw3zqg iyt6tn	
Maths - Google Classroom and Microsoft Teams	**Teams**	**Classroom**
9MAT31 9MAT32 9MAT21 9MAT22 9MAT23 9MAT11 Maths Extension	xy5yi0s kvuw230 gkeyajc 5a2ymex oimje2 zjv2rgn	 j2b2m2z aaq427j ahjagyg
Science - Google Classroom Science	o6nufct	
HSIE – Google Classroom Geography (Microsoft Teams) History Japanese Aboriginal Studies Commerce Ancient Mysteries and Conspiracy Theories (Microsoft Teams)	h9go0y8 son74qz bnjx4zb 7at4sha f35sh4e pojvqfc	
CAPA – Google Classroom Visual Arts Music Dance Photography	kno7v2e p2lpxyw xk4dqdh ga5gd65	
PDHPE – Google Classroom PDHPE	adfzfxz	
TAS – Google Classroom Timber Technology Food Technology Industrial Technology IST	rac3a3c n7emth6 iysw5v2 5dakwgi	

Subject	Code
STEM	e5suqdu

Year 10

Subject	Code	
English – Microsoft Teams		
English	j1ozpy2	
Drama		
5B	euw3zqg	
5C	iyt6tn	
Maths - Google Classroom and Microsoft Teams	**Teams**	**Classroom**
10MAT31		mte6ik4
10MAT21	qqn7c51	kbrjlzk
10MAT22	mbma8uv	
10MAT23	647j0fs	5zsjd7f
10MAT11	r4srxo1	f4nd6uo
10MAT32	r4srxo1	ncc6vc6h
Maths Extension	zjv2rgn	
Science - Google Classroom		
Science	z5wbyys	
HSIE – Google Classroom		
Geography (Microsoft Teams)	tdkhd50	
History	son74qz	
Japanese	bnjx4zb	
Aboriginal Studies	7at4sha	
Commerce	f35sh4e	
Ancient Mysteries and Conspiracy Theories (Microsoft Teams)	pojvqfc	
CAPA – Google Classroom		
Visual Arts	kno7v2e	
Music	p2lpxyw	
Dance	xk4dqdh	
Photography	ga5gd65	
PDHPE – Google Classroom		
PDHPE	edyiauo	
TAS – Google Classroom		
Timber Technology	rac3a3c	
Food Technology	n7emth6	
Industrial Technology	iysw5v2	
IST	5dakwgi	
STEM	e5suqdu	
Careers – Google Classroom		
Careers	qkbwhnd	