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)
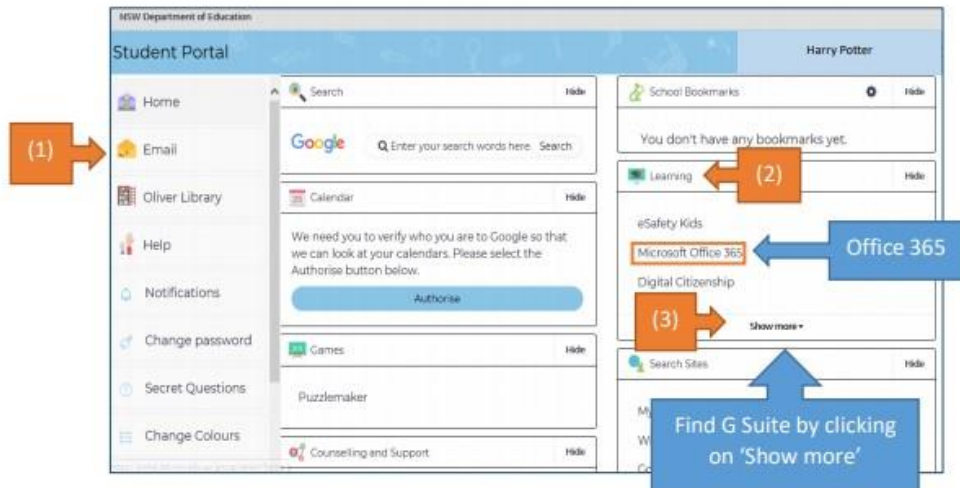
3. G Suite for Education

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 Microsoft Teams other online Learning space.

G Suite for Education

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.
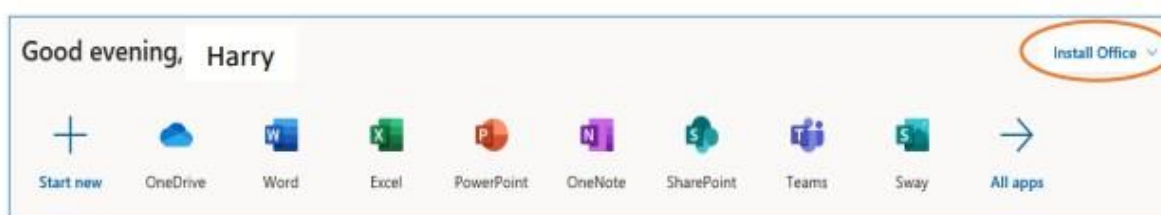
4.2 Tip!

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)
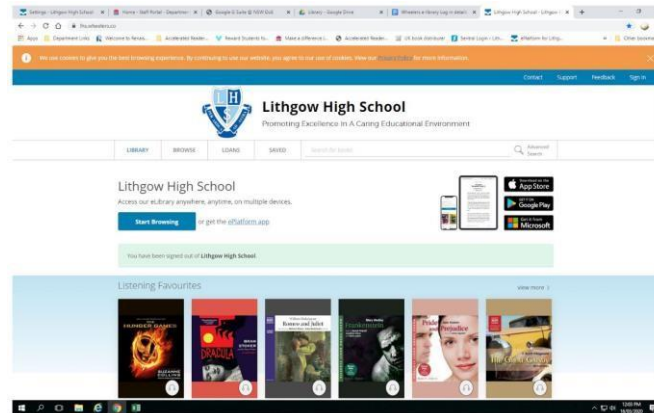
- Click on the blue sign in button on the middle of the screen
- you will be directed to use your school username and password to gain access.
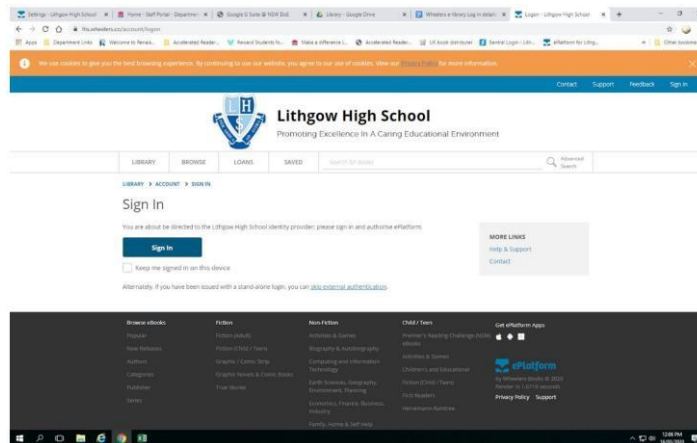
- You can borrow books for a period of 3 weeks.
- If you have an issue with access, please email Mrs Cross to assist you: jody.cross@det.nsw.edu.au

5.3 Oliver Library Borrowing

Students can still borrow books from the school library. The school 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 processed 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
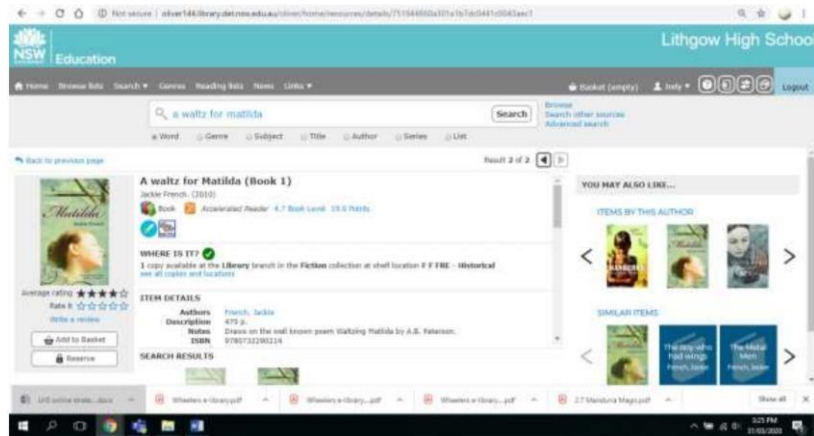
5.4 Accelerated Reader – Year 7 and 8 students only

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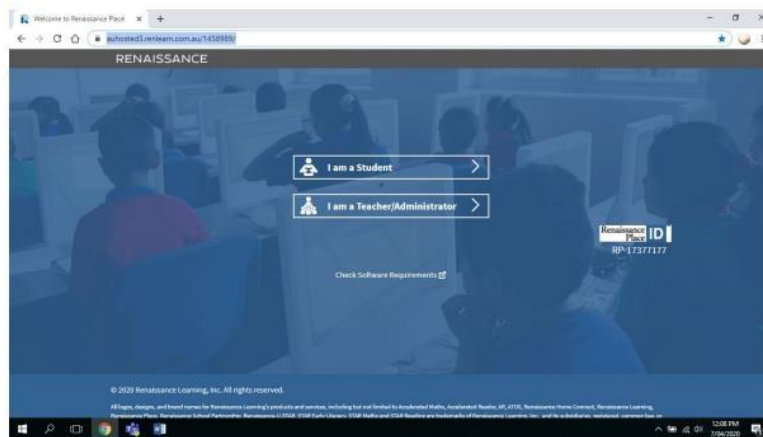
- Type User name: School Portal name and password is ABC (in capitals)
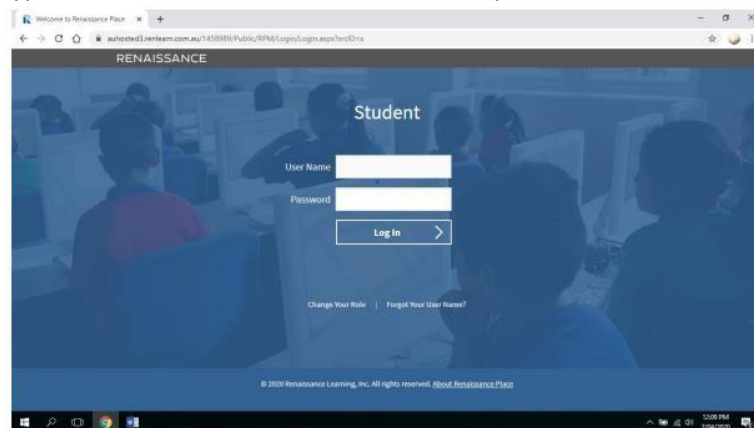
- Select the middle ORANGE square: Accelerated Reader
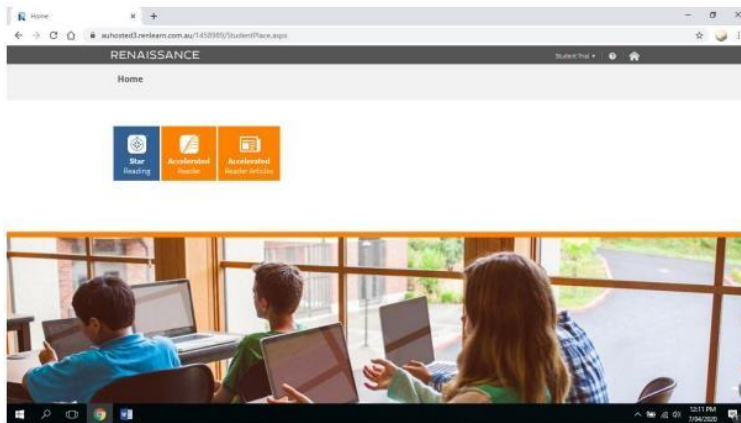
- Enter a book title in the search box to complete a quiz
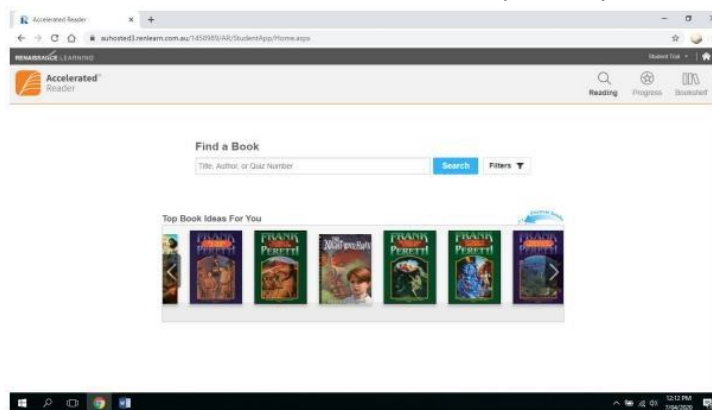
- Click Progress – top right-hand corner to see the reading range and quiz results.
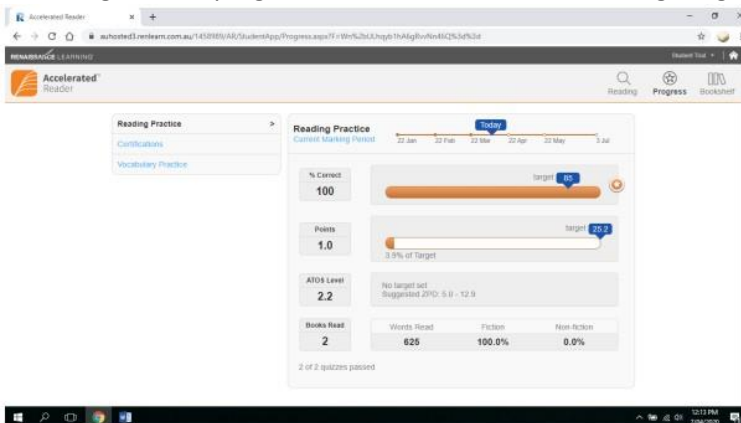
- If you have an issue with access, please email Mrs Cross to assist you:
  jody.cross@det.nsw.edu.au

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. Microsoft Teams

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

6.1. Accessing Microsoft Teams

Microsoft Teams 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 Microsoft Teams 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_ktqDCwTCTEzQ8o8uP0bcKw0aNSKVI-cDPuhd0FPA/viewform?usp=sf_link

6.2.2. Ring or email the school for assistance

6.2.3. Email their course teacher for assistance

7. Working online

7.1 Microsoft Teams course OR Google Classroom: 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 Microsoft Teams and Google Classroom.

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 work booklets that complement and are equivalent to the work that is being completed online. These work packages will be available via USB drive

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 meantime, 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	96e25uh jgsmng1
Maths - Google Classroom and Microsoft Teams	**Classroom**
7MATA	t5xyjza
7MATE	t5xyjza
7MATT	3fszb74
	mvskrah
7MATM Teams code: jt8t80i	

Science - Google Classroom	
7A	so3qhex
7T	Ir5o4hu
7M	cdiy5py
7E	hx7nw4f
ILP (AG)	dnwevkg
7A	I2fjic5
7E	I4wvrqg
7T	kq554ao
7S	
HSIE – Google Classroom Geography	
History	waitkpu
Japanese	c2szwto
7T	
7E	ybymkha
7A	2k7stcg
7C	pbevpk5
7H	rbx6bav
	tf26fqc
CAPA – Google Classroom	
Visual Arts	b7rqes3
Music	4m6znev
PDHPE – Google Classroom	
PDHPE	ali5vqj
TAS – Google Classroom	
Year 7 Tech Mandatory	
7TEC1	n7w2b4t
7TEC2	egu4o7b
7TEC3	ymgj2ch
7TEC4	bxebmac
7TEC5	n7w2b4t
7TEC6	tok3qgo
7TEC7	7wm4gww
Library – Google Classroom Accelerated Reader	**ly35azc**

Year 8:

Subject	Code
English – Microsoft Teams	
English	gtk19f0
Drama	5zkpsrx

Maths - Google Classroom and Microsoft Teams	Teams	Classroom
8MAT1 8MAT2 8MAT3 8MAT4 8MAT5	**qy81qwn** dpqvm4j	vnej7dj o4z3fph 5pj5vdk 4vp2xg4

Science - Google Classroom
Science   8SCI1
    8SCI2
    8SCI3
    8SCI4
    8SCI5
 	
Agriculture
    8AG1
8STE21
		ktvkiff
		
		t5ub4er
		
		wii5daa
		
		7zhdls5
		yrqjjtn

HSIE – Google Classroom Geography History	ew7vban uuwe7k4	
CAPA – Google Classroom Visual Arts Music Photography	dhwcobu 4m6znev ke4g5os	
PDHPE – Google Classroom PDHPE	h44ea6g	
TAS - Google Classroom Year 8 Tech Mandatory 8TEC1 8TEC2 8TEC3 8TEC4 8TEC5 8TEC6 8TEC7 8ITT21	hf2ewdu 2uwseol uihyetr kf6bh5s ytcuvyt kvty55i 2uwseol gdj5n6e	

8STE21	yrqjjtn
Library – Google Classroom 20 to Win	

Year 9

Subject	Code	
English – Microsoft Teams English Drama	kcaao4s hwu40jy	

Maths - Google Classroom and Microsoft Teams	**Teams**	**Classroom**
9MAT31 9MAT32 9MAT21 9MAT22 9MAT23	c15zfqq hcp33xz 4vp2xg4	csgmftc wk023mp ovvme6s

Science - Google Classroom	

Science   9SCI1
          9SCI2
          9SCI3
          9SCI4
          9SCI5
 5HBB1
5AGB1
5AGC1
5HBA1
5STEC1
	bmvsz7p
	3wmvweq
	5bklruf
	6ti6ls3
	anefggk
	aga5iog
	J7cgyps
	hompyyh

HSIE – Google Classroom	
Geography History Japanese Aboriginal Studies Work Education Commerce	gc632xc dzfuxay ia6wptd o567w7 korhybt qazb4ac

CAPA – Google Classroom	
Visual Arts	u5s7hms
Music	ijyfnou
Dance	kzpjrb2
Photography	if7rbua

PDHPE – Google Classroom PDHPE	
	vknxzsd

TAS – Google Classroom	
5ITMA1	lv4xmhd
5ITMC1	fkfcf56
5ENGB1	wyckz2u
5TEXA	e7uy32v
5FTC (Ms Chaudry)	zlvxkim
5ITCB1	itdktep
5ITCC1	itdktep
5FTC (Mr Reynolds)	ejjclvi
Metal	3oydbzo
Auto	kys7w35
5ITTA1/5ITTC1	exyfksf

Year 10

Subject	Code	
English – Microsoft Teams		
English	wp0x993	
Drama	hwu40jy	

Maths - Google Classroom and Microsoft Teams	Teams	Classroom
10MAT31		3vgjjwy
10MAT32		ybvmaxv
10MAT21	6mfl1rx	
10MAT22		abncva7
10MAT23	19xc3q0	7dn3zqs

Science - Google Classroom		
Science 10SCI1	hzvdgb5	
10SCI2	2rlqui6	
10SCI3		

10SCI4 10SCI5 **5HBB1** **5AGB1** **5AGC1** **5HBA1** **5STEC1**	7mg2ofz 3mtoks2 6ti6ls3 anefggk Aga5iog J7cgyps hompyyh
HSIE – Google Classroom Geography History Japanese Aboriginal Studies Work Education	ex2qbhn xkfqbpp 2o52svn o567w7j korhybt
CAPA – Google Classroom Visual Arts Music Dance Photography	u5s7hms ijyfnou kzpjrb2 if7rbua
PDHPE – Google Classroom PDHPE Child Studies PASS	szntyey g2oya2g k63zru6
TAS – Google Classroom **5ITMA1** **5ITMC1** **5ENGB1** **5TEXA** **5FTC (Ms Chaudry)** **5ITCB1** **5ITCC1** **5FTC (Mr Reynolds)**	lv4xmhd fkfcf56 wyckz2u e7uy32v zlvxkim itdktep itdktep ejjclvi
Careers – Google Classroom Careers	

Year 11

Subject	Code

English – Microsoft Teams		
English Studies	hft0irr	
English Advanced	nk7pxxj	
Drama	ry9vtxs	
Maths - Google Classroom and Microsoft Teams	**Teams**	**Classroom**
11MAA21	hujl3wo	
11MAX71	hujl3wo	
11MAS21	dlmr9jt	ggrtbrt
11MAS22		zk6kxbi
11MAS23	7gu3pmn	
Science - Google Classroom		
Agriculture	h3xd2pb	
Earth and Environmental	k25cn6w	
Biology	scfwgqg	
Physics	n4vu47z	
HSIE – Google Classroom		
Business Studies	3ukq7vx	
Legal Studies	fkltbhi	
Aboriginal Studies	kl5ptw6	
Ancient History	ofsu3sm	
Work Studies	y3tqbnc	
Society and Culture	yewmg6x	
CAPA – Google Classroom		
Visual Arts	xupwd56	
Music	06vb6e3	
Dance	43c6dk7	
Photography	cogrman	
PDHPE – Google Classroom		
SLR	hsh7hoe	
TAS – Google Classroom		
ITT	72enn43	
11VCO11	ihgrp4k	
11VID41	6pyutjk	
Food TEch	qv6rkup	
VET (Mr Palmer)	yi3el3h	
Careers – Google Classroom Careers		

Year 12

Subject	Code	
English – Microsoft Teams		
Advanced	gj6qjxz	
Standard	802zu8v	
Studies	vy2qown	
Drama	ptzr3er	
Maths - Google Classroom and Microsoft Teams	**Teams**	**Classroom**
12MAA51	d5e33yz	
12MAA71	d5e33yz	
12MAA52		hc3g886
12MAS251		lmg6oej
12MAS252	7dhp1tf	
12MAS151	50ca52r	
Science - Google Classroom		
Biology	7hj7alt	
Agriculture	f6l43d7	
Earth and Environmental	ejw7qhh	
Physics	l53dxnk	
Chemistry	qmkxx4r	
HSIE – Google Classroom		
Legal Studies	fot4i3z	
Business Studies	uqwkkqz	
Ancient History	pon6qqk	
Modern History	tb362t2	
Work Studies	y3tqbnc	
Society and Culture	ytzrmub	
CAPA – Google Classroom		
Visual Arts	r74ucj4	
Music	06vb6e3	
Dance	kuep6e5	
Photography	cogrman	

PDHPE – Google Classroom PDHPE	
TAS – Google Classroom	
ITT	klqmieh
Engineering studies	dpaazd7
Food Technology	gjscppg
VET (Mr Palmer)	qrclmta
Careers – Google Classroom Careers	

Appendix B: Sample letter to include in Work Package

Lithgow High School
Promoting Excellence *In* A Caring Educational Environment

1A Pau Street
PO Box 296
Lithgow NSW 2790

P: (02) 6352 1422
F: (02) 6353 1081
E: lithgow-h.school@det.nsw.edu.au

Dear Students, Parents and Carers,

Please find enclosed a Student Work Package from Lithgow High School. This student work package is being provided so that you can continue your education. The student work packages are similar to the online learning being accessed by your peers so you are not at a disadvantage.

You will receive a student work package on a regular basis/ fortnightly. Packages will contain two weeks work. It is important that you complete and submit your learning tasks. This is how your teachers will be assessing your learning. You may have some, limited access to the internet please use the online environment to supplement the work packages if you can.

Students working in part time jobs or undertaking essential / important roles in families and the community

Students will not be penalised if they are unable to do their school work during the day. We know that some of our students have jobs or support others. My very strong message is take the work……take all the work that you can get! It is important. Students might take a 4 hour shift and then start on their learning task at another time. We just require the learning tasks be completed and submitted within a reasonable timeframe.

Included in your pack is a LHS Student Online Learning Handbook. Even though you might not be able to access technology at the moment, there may be times when you can. This handbook will assist you in those times.

There is also an Envelope this is to send completed learning tasks back to the school. They will be collected when the next fortnights work is delivered. On the envelope, please fill out your name and year level and leave it on the front porch. Once your work is received back at school we will pass it on to your relevant teacher for feedback. Once your teacher has reviewed your learning tasks they will either:

- Call to provide feedback
- Provide written feedback on your learning tasks by email or in the next pack

Students without any internet will receive calls from school staff

Yours sincerely,

Anthony Johnston
PRINCIPAL