

# Student Learning From Home Handbook



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# Learning from Home: Expectations for online and hard copy work

## 1. Structuring your day

- Whether learning on or off line, the primary concern is to take care of yourself and take regular breaks.
- This includes creating a structure for your day that suits you and your family needs. Using a timetable that suits you is of paramount importance.
- There is a template (page 20) that may help you to organise your own daily schedule. It also reminds you of the importance of taking breaks, drinking water and looking after your wellbeing.  
On and Off line learners could use this idea to build a schedule that helps them and their family.
- Keeping a diary that allows you to write down the day's goals is also very helpful.
- Your week should look similar to this:



Year 7-8 weekly plan	Year 9-10 weekly plan	Year 11-12 weekly plan
<ul style="list-style-type: none"> <li>● <b>3 hours each subject:</b> English, Maths, Science</li> <li>● <b>2 hours each subject:</b> History/Geography, PDHPE, Technology, Italian, Art/Music</li> </ul>	<ul style="list-style-type: none"> <li>● <b>3.5 hours each subject:</b> English, Maths, Science</li> <li>● <b>2.5 hours each subject:</b> History/Geography, Each electives</li> <li>● <b>2 hours:</b> PDHPE</li> </ul>	<ul style="list-style-type: none"> <li>● <b>4 hours each 2 unit course</b></li> <li>● In addition, students may access past HSC examination papers, online multiple choice questions and consolidate course notes and study.</li> </ul>

## 2. Engaging in your learning

Your teacher will be asked to make an on-balance judgement of your engagement in your learning. This means that they will look for evidence that you have done so. If they don't have this, student's absence will be marked as unexplained. Please see the learning expectations on the following pages to understand what this engagement may look like.

## 3. All learners can expect

- The same unit of work for each student whether they are on or offline
- A clear set of instructions from their teacher on how to complete the learning assigned
- Feedback from their teacher
- Due dates for submissions of assigned tasks

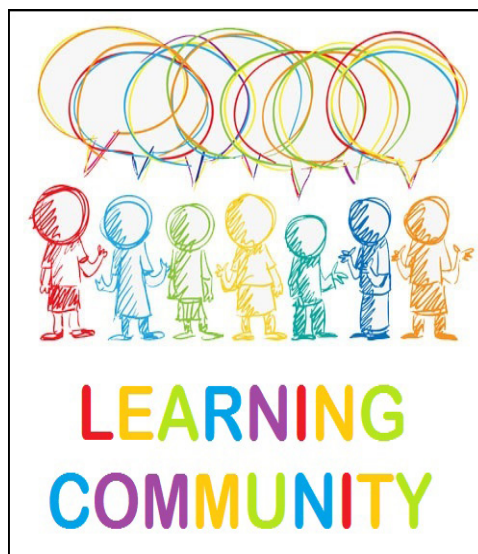
## 4. Are assessments still due?

### Year 7, 8, 9 & 10 Students

- Assessments are currently on hold at this point in time. Students are still able to submit their tasks online or email to school or include progress to date in their returned hard copy packages requesting teacher feedback. New dates will be advised when school returns to more normal operation.

### Year 11 & 12 Students

- Assessment tasks are currently on hold, at least until the end of week 3 term 2, but it is important that students continue to work on the tasks and request ongoing teacher feedback. New dates will be arranged when the school returns to more normal operation – at that time, tasks may be due with one week’s notification; so make use of the time now to prepare the best responses that you can. When the school returns to more normal operation a revised assessment schedule will be devised and published. This may include new tasks designed to replace or moderate current existing tasks.
- Year 12 half yearly examinations are not assessable, nor part of the Year 12 assessment schedule. They are designed to allow students to practice under exam conditions and for teachers to provide strong feedback to students. In light of the current events, we will still be offering students the opportunity to complete these exams, but this will not be in week one of term two as currently scheduled. **The Year 12 half-yearly examination period set for the start of term two has been postponed.** There will be further communication as to how and when these examinations will be offered.



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## Online Learners

There is no expectation that you will be sitting in front of your computer each day. You are in control of structuring your day.

However, you need to check in with your classes and know that during your school timetabled scheduled period, your teacher will be available to answer your questions.

There is NO EXPECTATION to print your work out.

- Get in to the habit of reading the latest posts from your teacher before continuing with class work. This will help you to stay up to date with advice.
- Use your device to read the material
- Save any templates to your PC or Google drive so that you can type into them OR write in your book and then type up your good copy if you need to submit work

Your teacher will ask you to show that you have engaged in the weeks work in a variety of ways.

This will occur using the online platform that your class is working from and the measures of engagement may include things like

- An online quiz or survey
- A piece of work submitted
- A photo
- A roll sheet to indicate that you have been online and seen the learning set
- Feedback on your submitted work – in a forum chat, a digital comment or suggested improvement to help you
- Email between you and your teacher-check your emails regularly

Online activities should be “turned in”/submitted in each of their online platforms each week.

Remember: There are also videos and other resources available to help you on our school Website - see Online learning Resources <https://mhsinverell.com.au/web/>

Please note: some student and teacher internet speeds may mean there is a delay in receiving online contact during peak times; so the teacher response may be during the next period if this occurs.

*online learning responsibilities*

**When learning online I will:**

+ + + PROTECT MY PRIVACY + + +

Be respectful of others' **opinions & their diversity**

**Contribute and help others** 🗨️ 🙌 ✅

----- Ask for assistance -----

Remember that I am legally responsible for **everything I 'say' from the age of 10.**

*Check my sources thoroughly + + + + +*

**CONSIDER** that whatever I 'say' will be there **permanently**

📖🧠 Take regular **'brain breaks'** -----

**Use my technology mindfully**  
(I'm the boss of it, it's not the boss of me)

+ Produce original work (no plagiarising) +

Apply an appropriate writing style 🖋️ 🖋️ 🖋️  
**and pay attention to my grammar and spelling.**

about.stymie.com.au

## How your digital behaviour affects you and others.

- Think before you click
- Keep it nice
- Protect personal information
- Make your online presence a positive one
- Be a good role model

Information on the Department of Education's guidelines are available below:

<https://www.digitalcitizenship.nsw.edu.au/>



### Respectful

Understand online behaviour and its effects.

Empathy and resilience

Online communication



### Responsible

Think critically and be digitally aware.

Digital identity

Managing information



### Safe

Protect your security, privacy and wellbeing.

Screen time and games

Security and privacy

## Offline Hard Copy Learning Packages

You are in control of structuring your day. However, you need to check in with your classes and know that during school hours, your teachers will be available to answer your questions.

Your teacher will need to know that you have engaged in the work you have been sent. They may do this by:

- Asking you to complete a quiz or survey
- Asking you to submit a piece of work, worksheet or writing
- Asking you to give feedback on work you have been doing
- Calling you and asking you about your progress

Hard copy packages are available for collection each Monday Week A and will contain two weeks (one timetable cycle) of work from the commencement of Term 2, Week 2 (Monday 4 May). We ask you to:

- Complete hard copy packages to the best of your ability
- Write the student's name clearly on the work for each subject
- Return completed work to school each Monday if possible

# Student Wellbeing

This is a challenging time for our school community with learning and social isolation. Mrs Burgess has sent you an email inviting you to email her if you need support. Mrs Burgess will ensure the email is sent to the correct person, such as, Head Teacher Welfare, Year Advisor, Girls Advisor, the School Counsellor, School Chaplain or our Aboriginal Education Officer (AEO). You can also request a support person to contact you from your email to Mrs Burgess e.g. Jane our AEO. You can also contact the student office on 67221555 to arrange for a support person to contact you back.

Mrs Burgess' email is [michele.atkins2@det.nsw.edu.au](mailto:michele.atkins2@det.nsw.edu.au)


\* The above email address will only be monitored during school hours

Your Year Advisor will check in with you fortnightly through a year group email. Please read this email when you get time.

You have been sent a list of online services and wellbeing resources which can be used during this difficult time. These are great agencies and apps to support wellbeing.

**Stymie** is still available as a way of contacting the school if you have concerns. Please type in your name or the name of the person you are concerned about and a brief explanation of the issue. Please see below on how you can access [stymie.com.au](http://stymie.com.au)

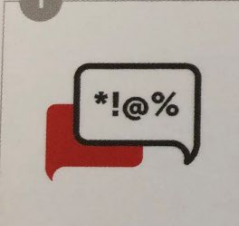
Please note: Stymie will not be available during the holiday period.

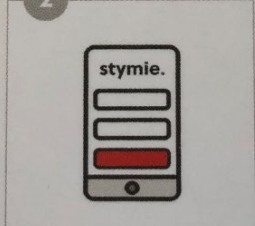



**One in four Australian students are bullied.  
Stymie gives kids the power to say something.**

Stymie allows students at your school to send anonymous notifications about someone who they believe is being bullied or harmed. Allowing them as bystanders to remain anonymous, gives them the courage to overcome the fears and social pressures that prevent them from speaking up. It also relieves feelings of helplessness for students who want to help their peers but don't quite know how.

**Ultimately, Stymie helps your school community foster caring and respectful relationships.**

- 




*An incident occurs that involves bullying, harassment, assault or illegal activity.*
- 

*Bystanders use an internet-enabled device to make an anonymous notification via Stymie.*
- 

*Your school receives the notification & responds to the incident according to its wellbeing framework.*

Learn more at [stymie.com.au](http://stymie.com.au)

## If you need to talk to somebody

Name	About	Phone	Online
<b>Kids Help Line</b> 	<p>For anyone 25 or under - Kids Helpline is a free, private and confidential 24/7 phone and online counselling service for young people aged 5 to 25.</p>	<p>1800 55 1800 24/7</p>	<p>Webchat 24/7  <a href="https://kidshelpline.com.au/get-help/webchat-counselling">https://kidshelpline.com.au/get-help/webchat-counselling</a></p>
<b>Youth Beyond Blue</b> 	<p>Beyond Blue provides information and support to help everyone in Australia achieve their best possible mental health, whatever their age and wherever they live.</p>	<p>1300 22 4636 24/7</p>	<p>Chat Online            3:00PM - Midnight  <a href="https://www.youthbeyondblue.com/">https://www.youthbeyondblue.com/</a></p>
<b>Black Dog Institute</b> 	<p>Primary areas of mental health research and treatment include: depression, bipolar disorder, post-traumatic stress disorder (PTSD), anxiety, workplace mental health, adolescents and young people, suicide prevention, e-mental health, and positive psychology and wellbeing.</p>		<p><a href="https://www.blackdoginstitute.org.au/">https://www.blackdoginstitute.org.au/</a></p>



# Accessing Technology for Learning

## 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: *user.name @education.nsw.gov.au*

Example: [jessica.munro5@education.nsw.gov.au](mailto:jessica.munro5@education.nsw.gov.au)

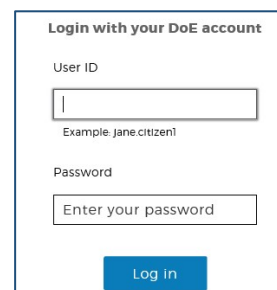
## 2. Logging onto the Student Portal

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:

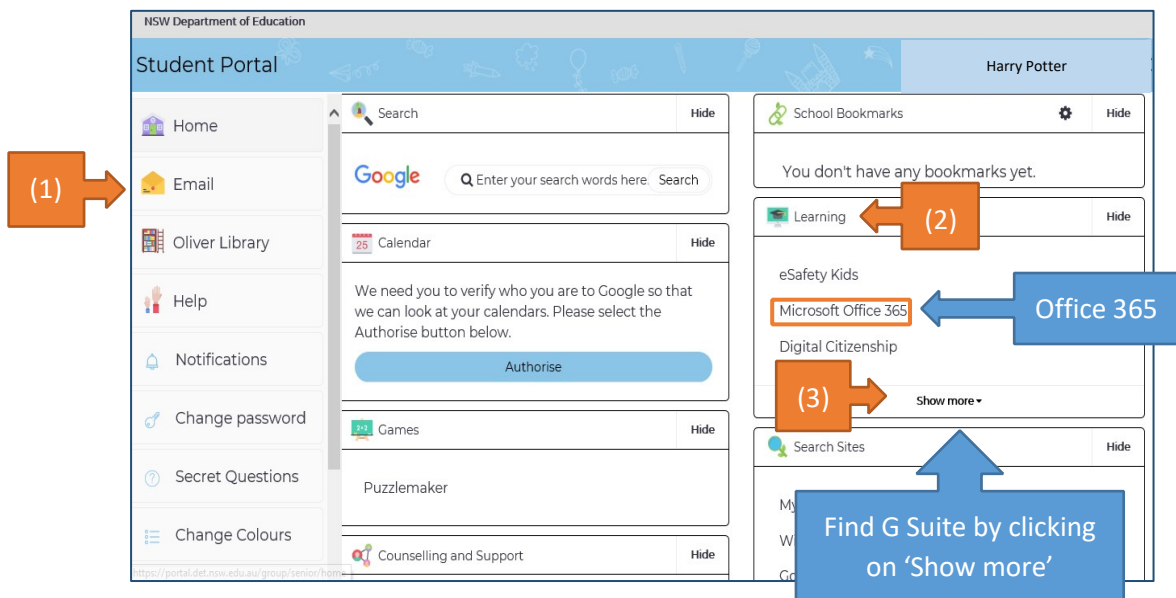
- Access or send an email (1)
- Expand the **Learning** component (2) by 'Show more' (3)
- Access both *Microsoft Office 365* and *G Suite* (Google Apps for Education)



Login with your DoE account

User ID  
  
Example: jane.citizen1

Password  
  
Enter your password

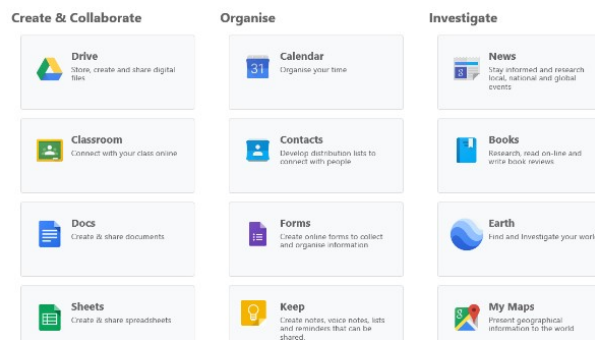


The screenshot shows the Student Portal interface for a user named Harry Potter. The left sidebar contains navigation options: Home, Email, Oliver Library, Help, Notifications, Change password, Secret Questions, and Change Colours. An orange arrow labeled (1) points to the 'Email' option. The main content area includes a search bar, a Google search box, a calendar, a puzzle maker, and a counselling and support section. 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' button below it. A blue callout box labeled 'Office 365' points to the 'Microsoft Office 365' link in the eSafety Kids section. Another blue callout box labeled 'Find G Suite by clicking on 'Show more'' points to the 'Show more' button.

### 3. G Suite for Education

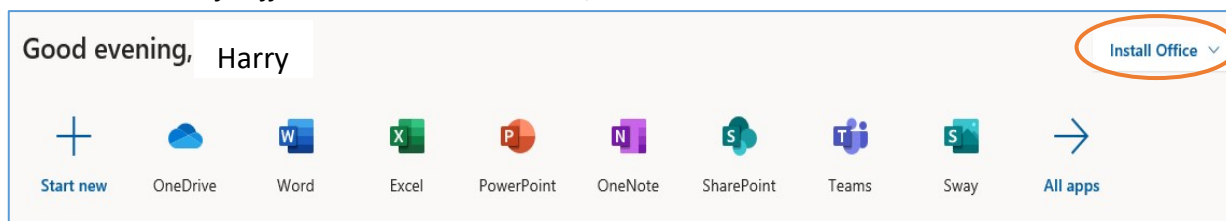
- 3.1 Access *G Suite* (See point 2.3 above).
- 3.2 Students have access to *Docs, Sheets, Slides* etc. and are able to store their work in *Google Drive*.
- 3.3 Students can easily collaborate and share G Suite items.
- 3.4 G Suite apps can be put on a mobile device.
- 3.5 G Suite works really well with *Google Classroom*

### 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

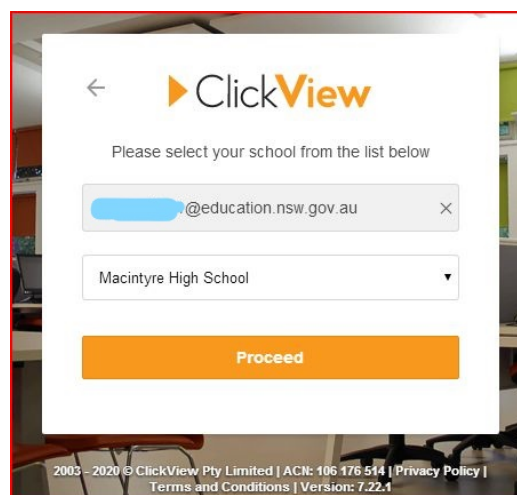
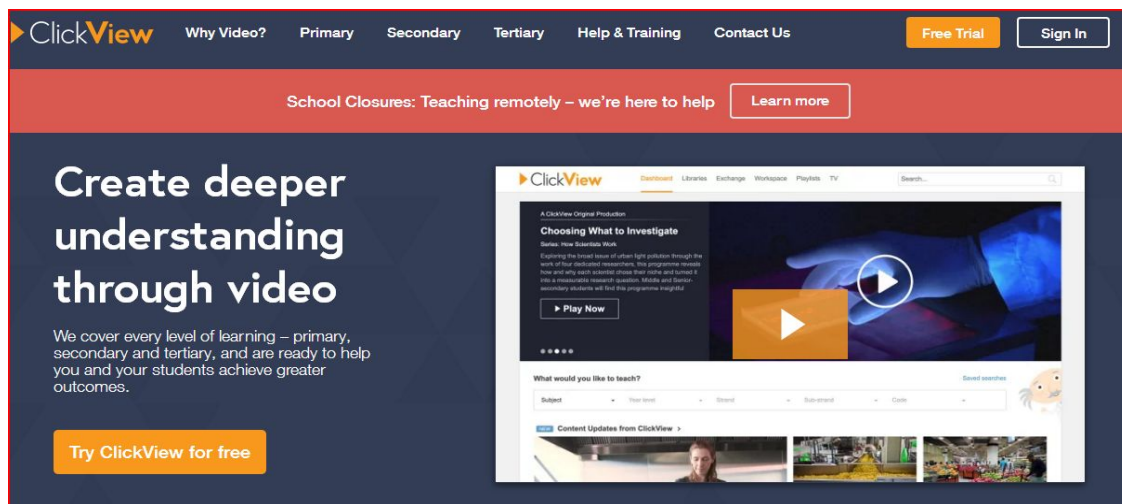
signed into to stay licenced. Therefore, when you leave school and lose your DoE account, it will stop working and you will lose access to all your documents in OneDrive. You can install this on up to 5 Windows and/or Mac devices and this version of Office will update to the latest available automatically. Need some help on how to use Office 365? Click [here!](#)

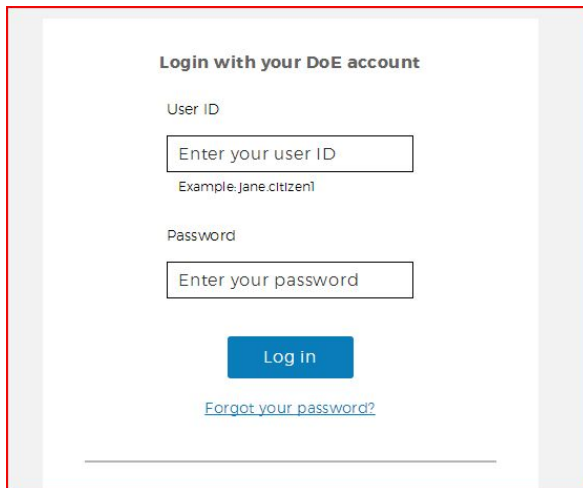
## 5. Accessing ClickView

Clickview provides students with access to movies, documentaries and activities about a wide range of topics and subjects. Students can view these online, on their PC.

5.1 Macintyre High School students have access to our *ClickView* library available here [www.clickview.com.au](http://www.clickview.com.au)

5.2 Click **Sign in** at the top right-handcorner (as shown in the image below) with your @education.nsw.gov.au address. Choose Macintyre High School from the drop down bar



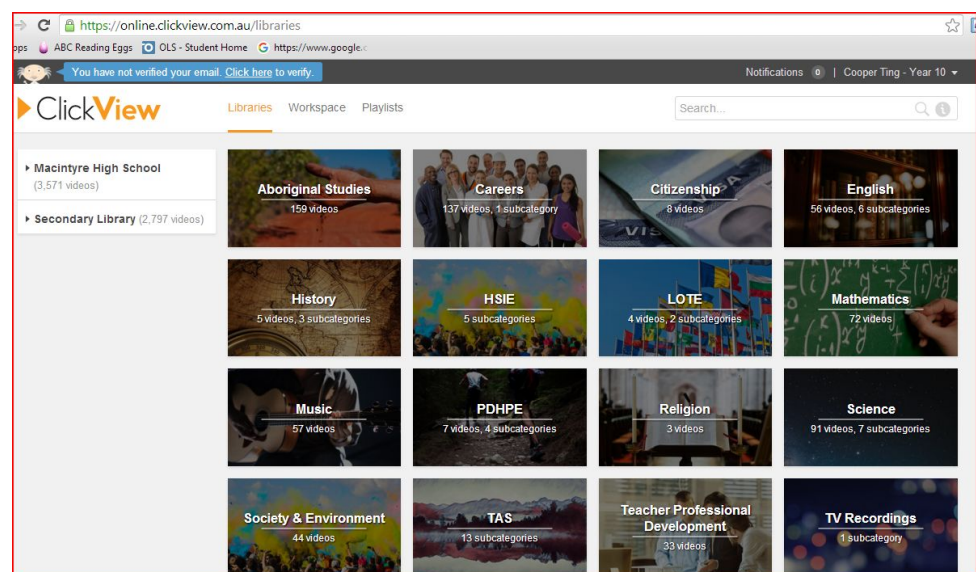


5.3 Students will be directed to the portal login page.

5.4 Sign in using your school username and password.



5.5 Once signed in you can access content. If you are not signed in, you can't!



## 6. Moodle - our online Learning System used by TAS

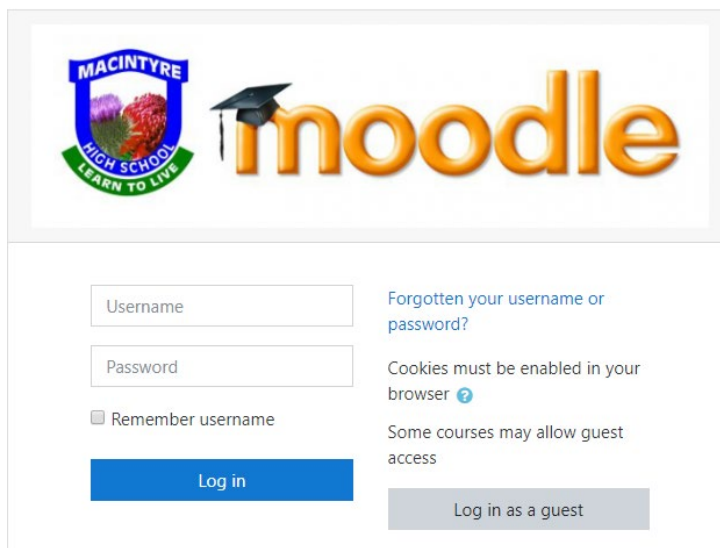
### Using Moodle at Macintyre High School

Moodle is an acronym for "Modular Object-Oriented Dynamic Learning Environment." It is an online educational platform that provides custom learning environments for students. Educators can use Moodle to create lessons, manage courses, and interact with teachers and students.

#### 6.1 Accessing Moodle

Our Web address is <http://web1.macintyre-h.schools.nsw.edu.au/moodle>

Log in using your school username and password, this will create an account for you within Moodle.



Username

Password

Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ?

Some courses may allow guest access

Log in as a guest

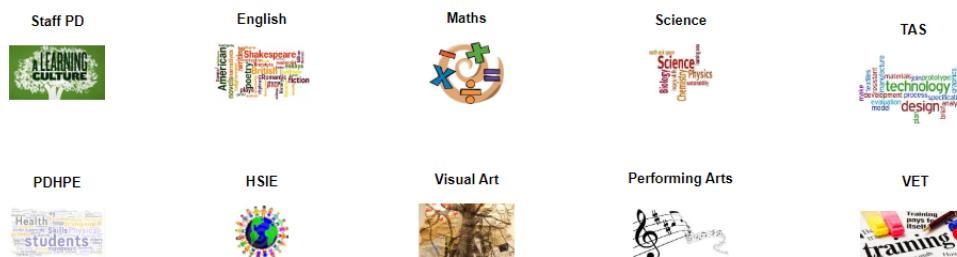
#### 6.3 The Moodle Dashboard

Students click the Faculty related to their subject and then their year group. You must be enrolled into a course by your classroom teacher for course access.



### Moodle @ Macintyre High School

Welcome to the Macintyre High School Learning Management System. Click the links below and start your e-learning experience.



Subjects will appear for students that they are enrolled in from that faculty. Students click the subject that they are studying. Below is an example for the Year 10 TAS faculty.

Course categories:



When students enter their course, they will have access to:

- Lesson content – including subject documentation, website links, quizzes, collaboration tools, YouTube, Clickview videos, surveys.
- Teachers can message students and vice versa
- Teachers can track student course progress and lesson activities
- Students can upload class tasks and assessment tasks for marking and feedback
- Students can have a personalised dashboard.
- Calendar
- Convenient file management.
- Simple and intuitive text editor. ...
- Notifications.

## 7. **Edmodo**-The online platform for Maths

\* Please note that not all Maths teachers will use this, some will still be using Google Classroom.

# edmodo

I'm using **Edmodo** in my class to keep everyone updated! I'll use it to share important notes, assignments and more. It's free and it takes under a minute to sign up! Learn how to get started below.

### Instructions for Students

1. Visit [edmodo.com](https://edmodo.com) using your smartphone or computer.
2. Click or tap "Get Started as a Student."
3. Follow the instructions on your screen. Use your class code: **97qjnh**.

### Instructions for Parents

1. Visit [edmodo.com](https://edmodo.com) using your smartphone or computer.
2. Click or tap "Get Started as a Parent."
3. Follow the instructions to create an account.
4. When prompted, enter your child's class code: **97qjnh**.

### Download the Edmodo app





## Learn Better Together

Manage your classroom. Engage your students.  
Safe. Simple. Free.

Get started as a...

Teacher

Student

Parent



Harley Benton  
View Profile

Type your note here...

Welcome to a new  
Edmodo!



## Student Sign Up

*This page details how to sign up for a brand new student account if you've been giving a class/group code. If you have a join URL, follow the steps in this article.*

If you have never created an Edmodo account, you can create a new student account by following the steps below:

1. Obtain a class/group code from your teacher.
2. Go to the [Edmodo homepage](#) and click **Student**.
3. Fill out the registration form with the class/group code, a unique username, and password. *An email address is not required to sign up for a student account.*
4. Select the **Sign up for FREE** button to complete the sign up process.

If your class/group code is unlocked, you will then see the class/group your teacher created in the left panel of your account. If your class/group code is locked, then you will be placed into an approval queue and you will be added to the class/group when your teacher approves your group join request.

**Note:** *You only need one student account to join all your classes/groups!*

You-Tube video link: [Edmodo for Students – Tutorial for first time users - YouTube](#)

[https://www.google.com/search?q=edmodo+instructions+for+students&rlz=1C1CHBF\\_en-gbAU800AU800&oq=instructions+for+edmodo&aqs=chrome.1.69i57j0l3.10238j1j8&sourceid=chrome&ie=UTF-8#kpvallbx=fRqDXvP0laWymgfUjbbgDg24](https://www.google.com/search?q=edmodo+instructions+for+students&rlz=1C1CHBF_en-gbAU800AU800&oq=instructions+for+edmodo&aqs=chrome.1.69i57j0l3.10238j1j8&sourceid=chrome&ie=UTF-8#kpvallbx=fRqDXvP0laWymgfUjbbgDg24)

There is an opportunity for parents to sign up. Please contact Miss Fleming or your classroom teacher for more information if you are interested.



## 8. ZOOM


Zoom is a video conferencing app, your teacher MAY choose to use ZOOM to conduct a video conference with your class. If this is to occur your teacher will notify you in advance so that you have time to organise participation in the event.

- Zoom is now a learning tool available in your STUDENT PORTAL.
- The guide below shows you how to find it.
- You may wish to make yourself familiar with this tool in case you need to use it.


NSW Department of Education

### How students can access Zoom meetings in NSW public schools


#### Sign into Zoom with a desktop browser



1. Use a **modern browser** in Windows, MacOS or Linux.
2. Browse to the NSW DoE Zoom console at: <https://nsweducation.zoom.us>



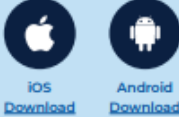
3. Select **Sign in** at the bottom.
4. Login with your **department credentials**.



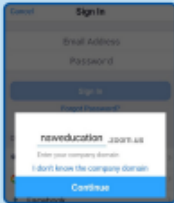
5. For first time users, **download and install** the Zoom desktop client when prompted.
6. Once signed in, **Zoom** will be ready for use!

#### Accessing Zoom using mobile apps


1. Download the **Zoom** app for your specific mobile device.



2. Once installed, open **Zoom**, tap **Sign In** then tap **SSO**.
3. Type **nsweducation** and tap **Continue**.




4. The **DoE log on screen** will appear. Sign in with your normal department credentials.



5. Once signed in, **Zoom** will be ready for use!

**More information**

- [How to join a Zoom meeting](#)
- [Participating in a meeting](#)



## 9. MHS Library Remote Borrowing Guide

Students can borrow library books through the online Oliver loan system, place them on Reserve and then collect and return their books from the school every Monday week A. Students will need to use the brown paper bag supplied when returning books.

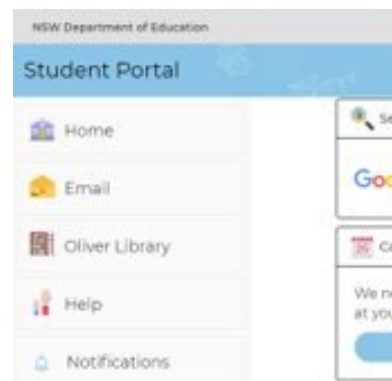
If you do not have the internet and would like to borrow a book, please call the library and discuss what you are looking for. There are many nonfiction books that may be helpful when doing research tasks.

***Books must be reserved by 12pm Thursday week B for collection on the following Monday.***

Use the guide below to help search for books and place on Reserve.

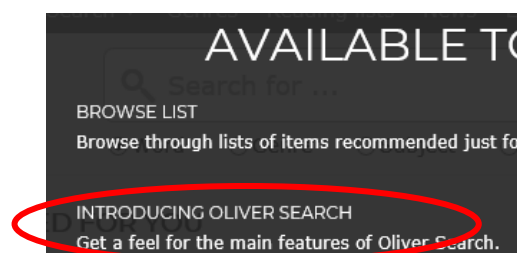
### Accessing Oliver Library

1. Oliver Library is accessed through the student portal



### Take a Library Tour

2. If you have not used Oliver before, you will be asked to take a tour which shows the basic features of searching.
3. If you do not get a tour option, but would like to take a tour, choose the option for Guided Tour.



4. Select the option for 'Introducing Oliver Search'

## Reserving a Book

1. Use the search field and search options to find a book.
2. You will not be able to loan items that are audio visual (AV)
3. Check the status of the book:

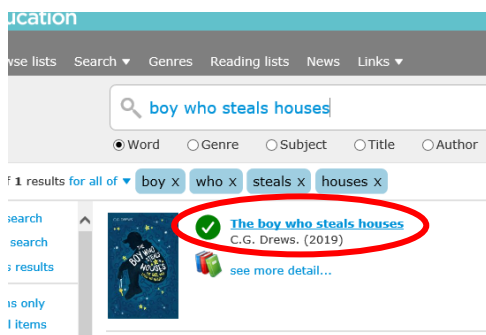


the book is available



the book is on loan and not available (still can be reserved)

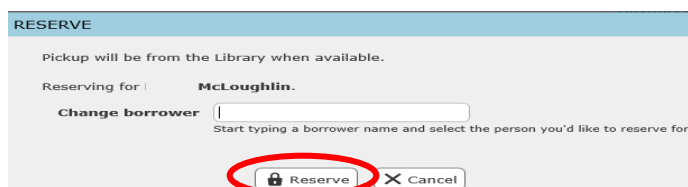
4. Click on the title of the book.



5. Click on the Reserve option on the left-hand side of the screen



6. Check your name is listed then click Reserve



7. Your book will be ready for collection each Monday Week A.



# LEARNING FROM HOME PLANNER

Goal Wake-up Time:

1      2      3      4      5      6      7

**Time:**

**Things to do:**                      **New Homework:**

**Daily Checklist**

Have I ...

- Chatted with a friend 
- Been physically active
- Read anything for fun
- Had a snack

**Time:**

**Things to do:**                      **New Homework:**

**Screen Break #1**

**Start:**                      **Stop:**

**During this break I will ...**

**Time:**

**Things to do:**                      **New Homework:**

**Times My Teacher Is Available Online**

**Time:**

**Things to do:**                      **New Homework:**

**Screen Break #2**


**Start:**                      **Stop:**

**During this break I will ...**

**Time:**

**Things to do:**                      **New Homework:**

**Daily Gratitude**

Today I am thankful for ... 

Goal End Time:

**Water intake:** 