

Mount Annan High School Student Online Learning Handbook



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1. Daily Timetable

A new timetable will be issued for Term 2, and the time allocated for each lesson has been modified.

Year 12: Timetable will remain the same

Year 11: Timetable similar with some small adjustments

Years 7-10: New timetable issued. Timetabled classes will run from Period 1-4. Each period is **50 minutes** in length with a break between each lesson. Period 5 is a time for physical activity or completing a wellbeing activity. Later in this booklet there is a comprehensive list of suggested activities for students to complete in Period 5.

Period	Time	Class
Period 1	9.00 – 9.50	As per timetable
10 min break	9.50 – 10.00	
Period 2	10.00 – 10.50	As per timetable
Morning Break	10.50 – 11.20	
Period 3	11.20 – 12.10	As per timetable
10 min break	12.10 – 12.20	
Period 4	12.20 – 1.10	As per timetable
Lunch Break	1.10-1.40	
Period 5	1.40 – 2.30	Year 11 and 12: As per timetable Year 7-10: Physical Activity/Wellbeing Activity

2. Assessment Tasks

Years 11 & 12

The number, their nature and weighting for year 11 and 12 students are still being decided as we eagerly await NESAs to give some direction other than it is up to each school Principal. We are hopeful of a decision on HSC exams at the end of the year

We hope to have a new look assessment procedures document produced for years 11 and 12 in the coming weeks, until then any assessment tasks that have been extended will be due on the new date, any in-class assessment tasks will be redesigned and distributed per the new guidelines. Essentially, until NESAs establish how the HSC will look in 2020 and 2021 we are unable to commit to a plan. Further information will be forwarded here as soon as possible. We have established a different form of N-Award warning for students who are choosing not to engage in learning and there will be consequences for their choice and inaction if there are no justifiable reasons to not engage in learning during the next term or longer.

Years 7 – 10

Assessment tasks for years 7 – 10 will be twice per term and may vary in their nature according to the subject, the topic and what style suits the content being studied. These tasks have been scheduled below by each of the faculties. Actual assessment notifications will be, or have been, supplied via google classrooms and in packages by subject year group coordinators.

Faculties' Assessment Schedules

Term 2

Assessment Tasks Due

Subject	Weeks 3 and 8	Weeks 4 and 9	Weeks 5 and 10
English	English Year7		English Year 7, 8, 9, 10
Maths		Maths Year7, 8, 9, 10	
HSIE	HSIE Year 7,8, 9, 10		
Science	Science Year 8	Science Year 9 and 10	Science Year 7
PDHPE		PDHPE Year7, 8, 9, 10	
CAPA			CAPA Year 7, 8, 9, 10
TAS			TAS Year 7, 8, 9, 10

Note: Support unit students have a revised schedule and will be advised by their teachers.

3. 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: *firstname.lastname@education.nsw.gov.au*

Example: jessica.munro5@education.nsw.gov.au

4. 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)

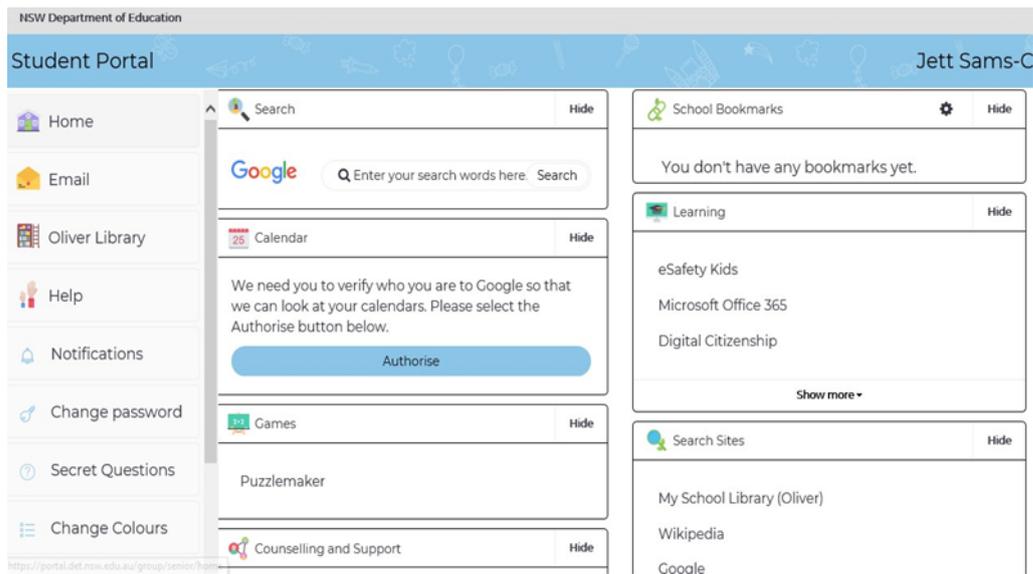


Login with your DoE account

User ID
|
Example: jane.citizen1

Password
Enter your password

Log in



NSW Department of Education

Student Portal Jett Sams-C

Home

Email

Oliver Library

Help

Notifications

Change password

Secret Questions

Change Colours

Search

Google

Calendar

We need you to verify who you are to Google so that we can look at your calendars. Please select the Authorise button below.

Authorise

Games

Puzzlemaker

Counselling and Support

School Bookmarks

You don't have any bookmarks yet.

Learning

eSafety Kids

Microsoft Office 365

Digital Citizenship

Show more

Search Sites

My School Library (Oliver)

Wikipedia

Goole

5. G Suite for Education

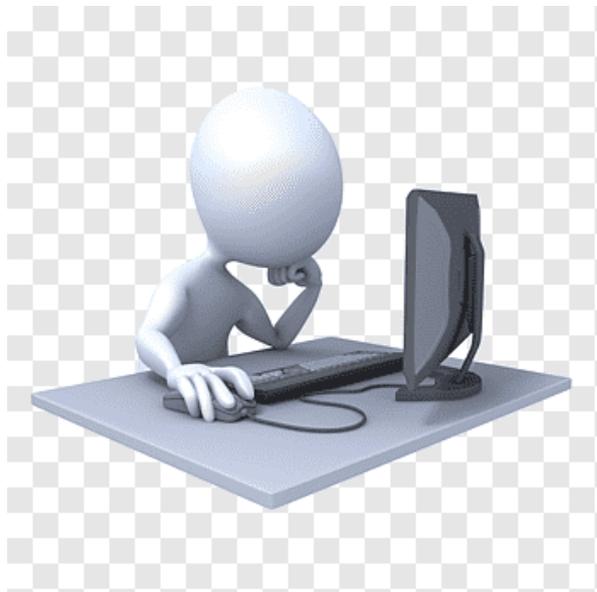
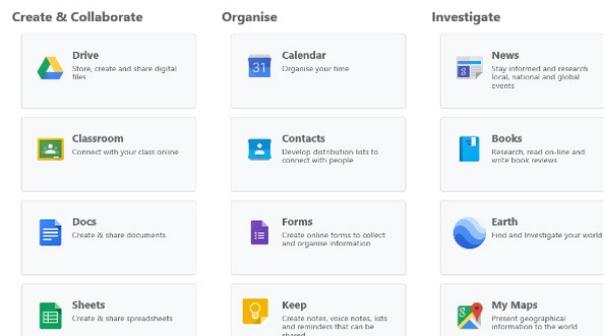
3.1 Access *G Suite* (See point 2.3 above).

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.

G Suite for Education

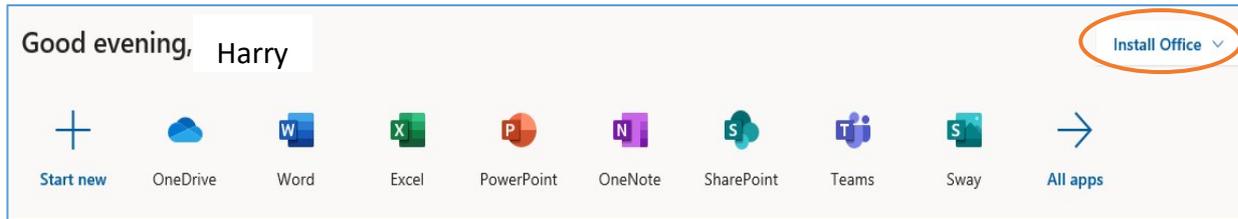


When in a Google Classroom:

- Always show respect to your teacher and class
- Remember that anything you type in the Stream all students in the class can see
- Do your best to complete the work set by your teacher
- Ask questions if you are not sure how to complete the work
- Submit work following the instructions of your class teacher

6. 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!](#)

7. Video Conferencing with Zoom (Year 11 and 12)



Teachers will be using the **Zoom** platform to conduct any video conferencing.

- Download the **Zoom Mobile App (Zoom Cloud Meetings)** from the [App Store](#) or [Google Play](#)



- If you are **using your own computer**, follow the prompts when you join the first Zoom meeting.
- Sign up for an account using your school email address and your name. That way your teacher can easily see who is in attendance. You can however, still use Zoom without an account.
- To join the Zoom meeting, either **click on the link supplied** by your teacher or use the **Meeting ID** and **password**.
- Sit **at a table** (not on your bed!) and be ready to take notes!
- Turn video and audio on
- **Mute audio** when not speaking to reduce feedback noise.



When in a **Zoom** Conference:

- Be polite and respectful
- Do not make any inappropriate comments
- Keep the topic of discussion on schoolwork
- Turn off your audio until requested to turn it on
- Dress appropriately! No pyjamas!

8. Period 5 Physical and Wellbeing Activities

All students in Years 7-10 have included on their timetables a scheduled time after lunch for you to engage in a physical activity or do something that you enjoy.

The only rule about Period 5 is that whatever you do **cannot** involve being on a screen of any sort! Below is a list of suggested activities:

- Take your dog for a walk
- Play an instrument
- Read a book
- Go for a run
- Create a training circuit in your backyard
- Play a board game/card game
- Be artistically creative – draw or paint
- Be creative in the kitchen – bake a cake or cookies, or make dinner for your family
- Be creative with textiles – sew or knit yourself a scarf for winter
- Write a story, poem, play
- Do a jigsaw puzzle
- Complete a crossword
- Challenge yourself with sudoku
- Mow the lawn
- Do some gardening
- Start a vegie patch
- Ride your bike, scooter or skateboard
- Dance

