STUDENT IT GUIDE BOOKLET

Contents

Quick Links:

- Woodcrest State College Website: https://woodcrestsc.eq.edu.au/
- Student Homepage: https://qedu.sharepoint.com/sites/0456/WSCStudent/
- Webmail: https://outlook.office365.com/mail/
- Office365 including Word, Excel, and OneNote Online: www.office.com
- Password Change: https://fed.education.qld.gov.au/passwordchange/
- Adobe Account: https://creativecloud.adobe.com/apps/all/desktop
- Learning Place: https://learningplace.education.qld.gov.au/

Contacts:

student_IT@woodcrestsc.eq.edu.au

Please be informed that we are not able to help you troubleshooting hardware, operating system, third-party software and internet problems at home.

Any questions or problems regarding student's assignments, assessments, class OneNote contents, Class OneNote access and learning materials need to be send to the student's teachers.

Accessing OneNote

Class OneNote files may not work correctly in Windows 10 OneNote App. For this reason it is recommended to use OneNote Online (www.office.com) or alternatively "OneNote 2016" instead. Instructions on installing Office 365 and OneNote 2016 outlined below.
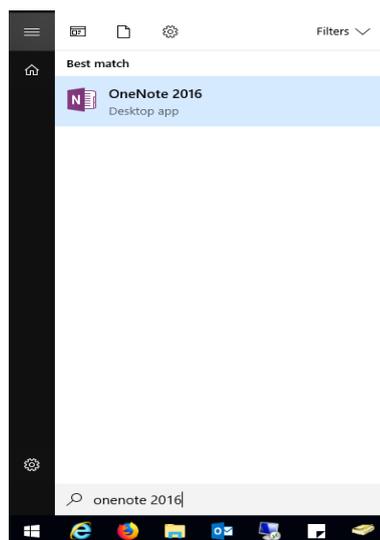
Download, update to and install Office 365

Important Information: This is not available to download from the School or Corporate networks, it must be done from home.

1. Open internet browser and navigate to http://www.office.com/
2. In the top right corner click on "Sign in"
3. In the Username field, type in your DoE email address (e.g. name@eq.edu.au) and click "next".
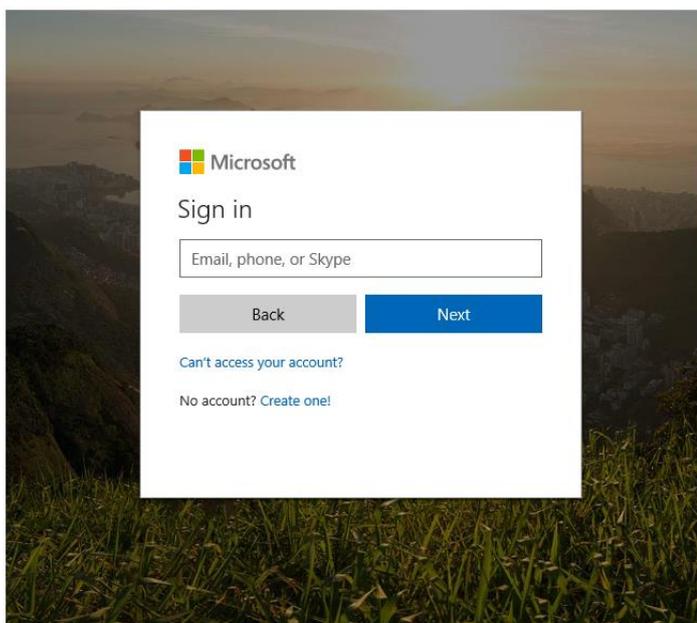
4. You will be prompted for your username and password on the online authentication page. Type your username and password.

Adobe Web/Design CC installation

Named User licensing is a License for each and every User that is going to access the Adobe Suite of Products. Depends on the subject you study at school you might be eligible for an Adobe Student Licence. If you are eligible, your teacher will request a licence for you and you will receive an activation email from Adobe.

To activate your license:

1. Check your school email inbox. If you are eligible you will receive an Email from Adobe Creative Cloud with the subject line of "Access is granted. Enjoy All Apps for K-12 now"
2. Open the email.

3. Click "Get Started" link in the Adobe CC email.
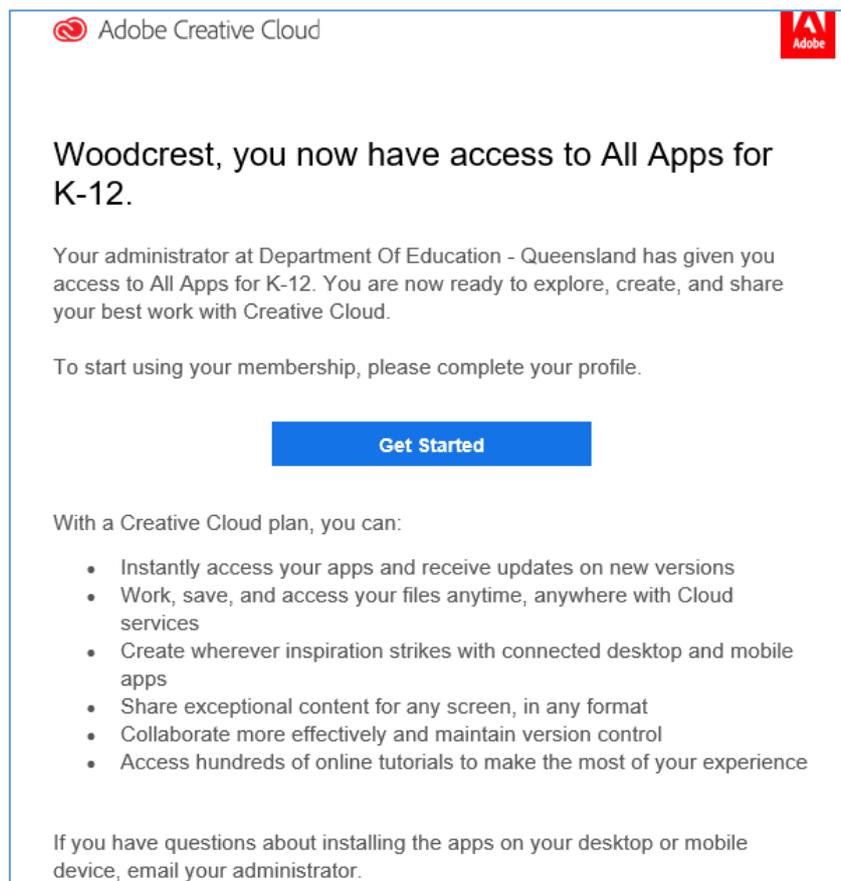
4. In the browser window that appears, enter a password of your choice. Try to keep this password different than your school password for more security. Email will be pre-filled. If not, entre your school email address (*username*@eq.edu.au)
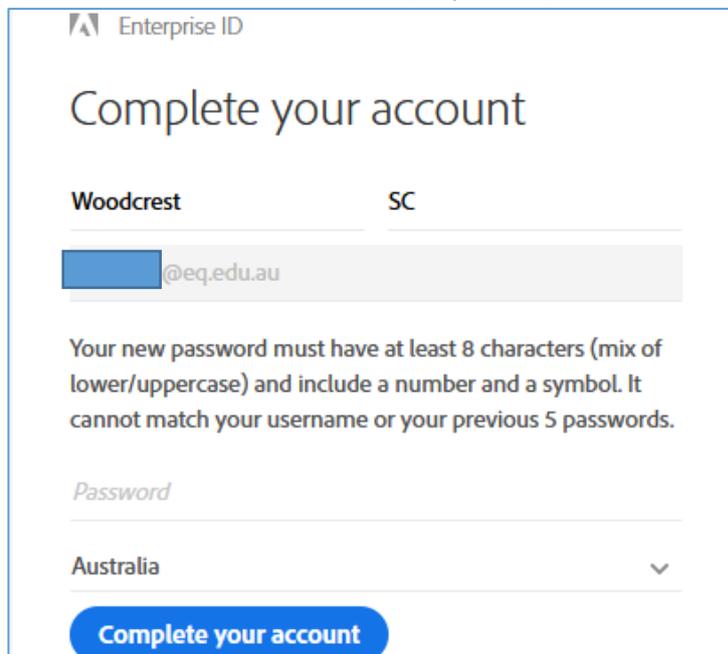
5. Click "Continue to Australia" option in pop-up following completion of account details.

Are you visiting Adobe.com from outside the U.S.? Visit your regional site for more relevant pricing, promotions and events.

Continue to Australia

United States
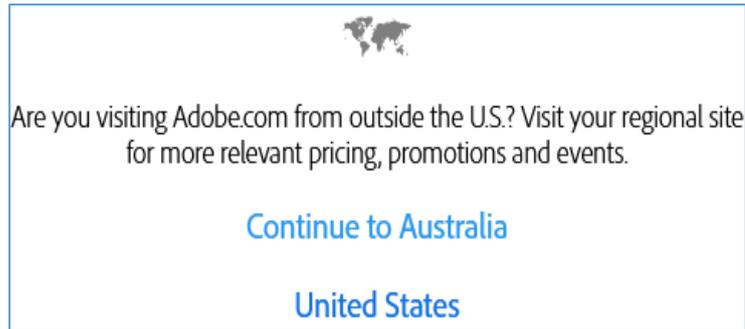
Note: At this point you have successfully finished creation of your Adobe account. If your preferred Adobe products are already installed on your machine, open them and sign in with the same credentials.
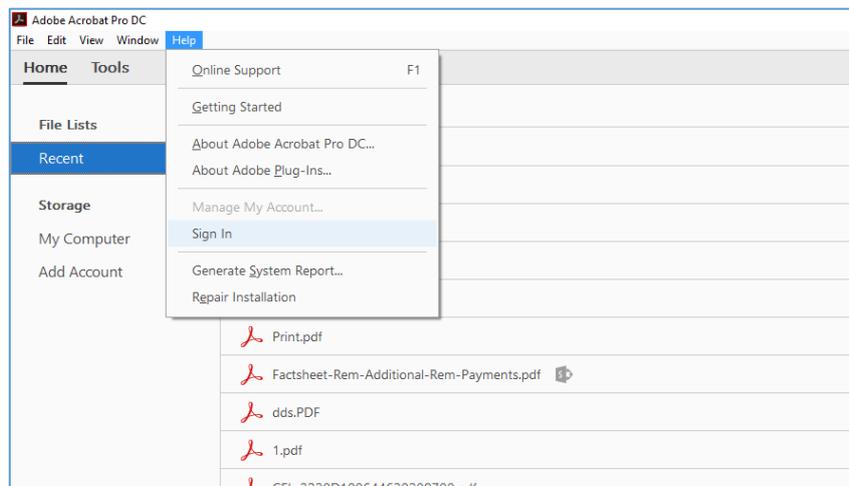

You are also free to select any of the options for download below after signing into the Adobe website:

https://creativecloud.adobe.com/apps/all/desktop

Please remember to choose "Company or School Account - Enterprise" at the time of siging in to Adobe Creative Cloude.

Working with OneNote and accessing emails

Option 1: Go to school email (https://outlook.office365.com/mail/). Enter your School email address (username@eq.edu.au). Then on the next page enter your school username and password:
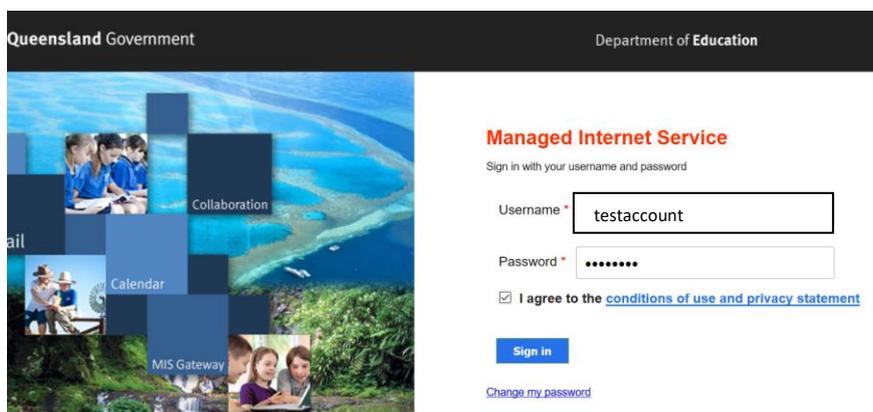
Check OneNote email in your inbox that gives you the link that teachers have shared when they added the students to the OneNote. If you don't have the link in your email inbox, contact your teacher and ask to send you the link.
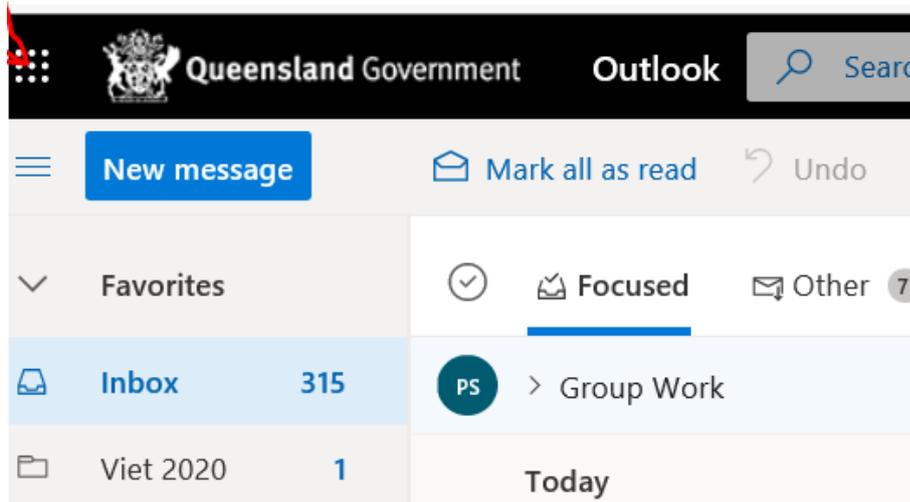
Option 2: Login to your office365 account (www.office.com) using the same method as above. Click One Note from the list.
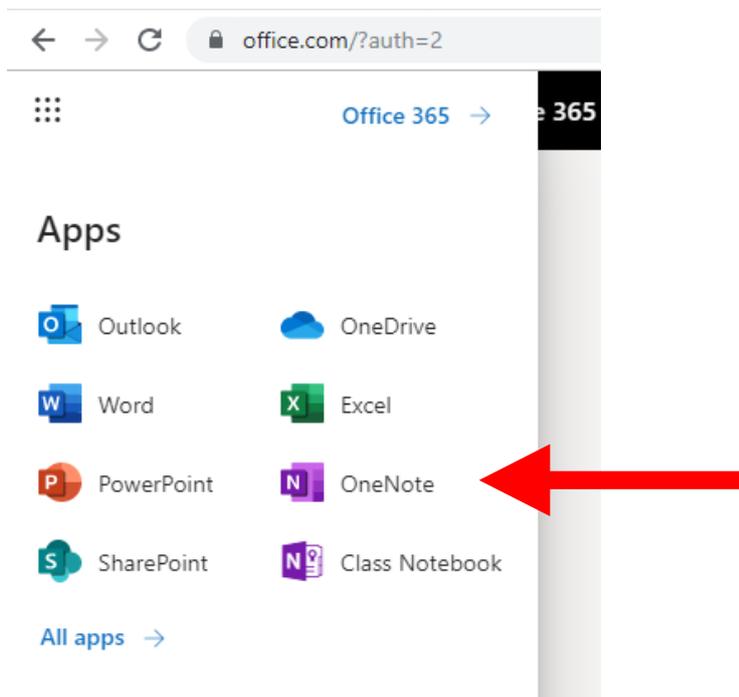
Go to tab "Shared with me" in OneNote
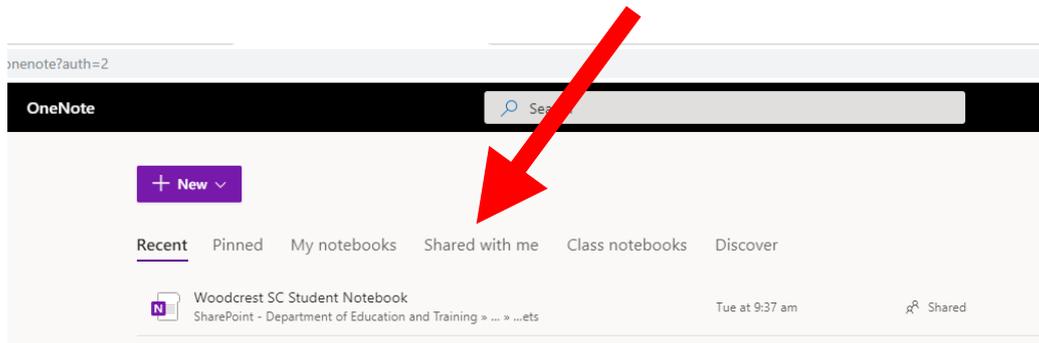
You can access all the OneNote that has been shared with you. There are resources in content library. Copy that resources into your Class Note tab
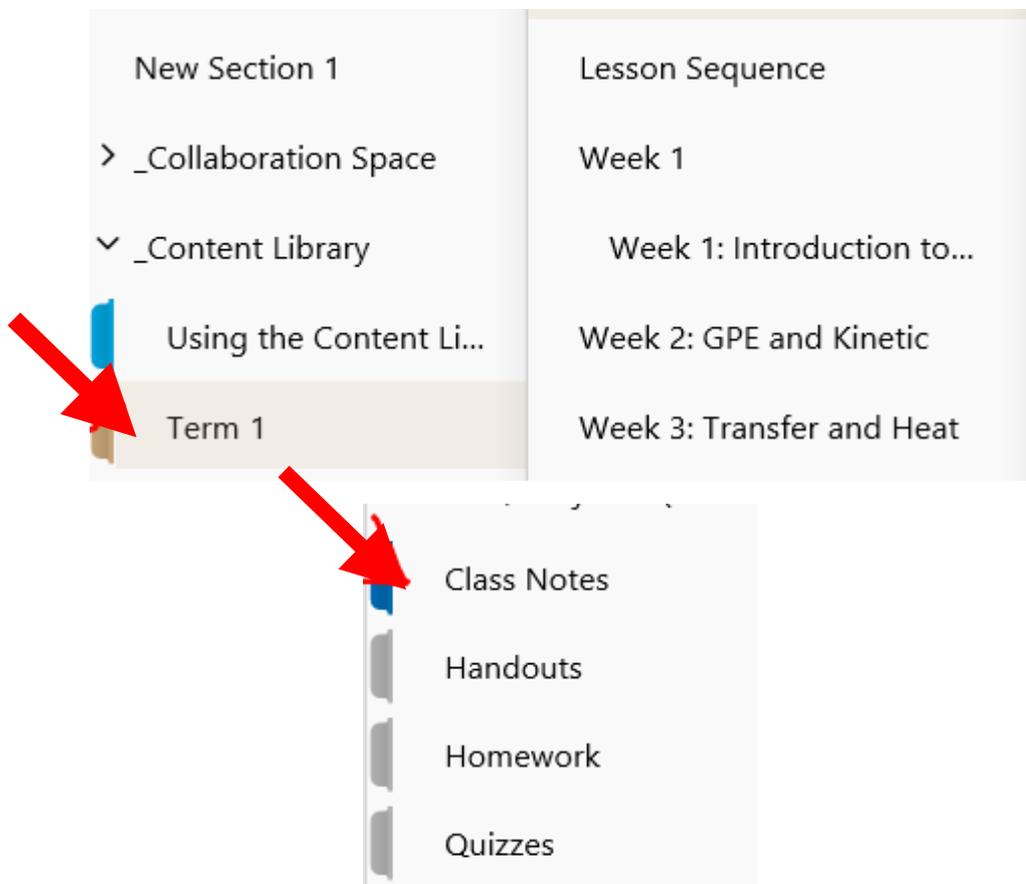
You can copy relevant section from the content library to the relevant section under your name and work on it.

To access OneNote from the desktop application click on "Open in app" tab on the top of the menu bar. This will sync you with the desktop OneNote. When prompted open with OneNote 2016/2019
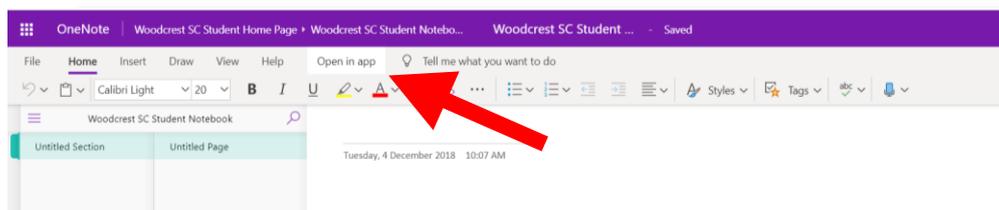
Change password - Forgotten password

If you have forgotten your school password and you are at school, please see your teacher to have it reset. If you are at home, contact your teacher or send an email to: student_IT@woodcrestsc.eq.edu.au

IMPORTANT: We can only reset student's passwords when we are at school. We can't reset student's passwords over the school holidays, public holidays or mandatory schools closure. Try your best to remember your password and if your password is expired, change your password using the link below.

If you remember your old password and you want to change it you can click the link below to reset your password:

https://fed.education.qld.gov.au/passwordchange/

How complex does the password need to be? What are the complexity requirements?

- New passwords cannot have been used during the previous 13 password changes.
- The length of the password must be at least eight characters.
- Not contain all or part of the user's account name.
- The password must contain characters from three of the following four categories: ◦English uppercase characters (A through Z)
    - English lowercase characters (a through z)
    - Base 10 digits (0 through 9)
    - Non-alphabetic characters (for example, !, $, #, %)

BYOD - Internet access troubleshooting (only at school)

1. Restart computer.
2. Ensure Wi-Fi is not disabled, select the Wi-Fi icon on the taskbar.

3. If Wi-Fi is disabled, click the Wi-Fi tile to enable it (A highlighted tile means Wi-Fi is enabled).
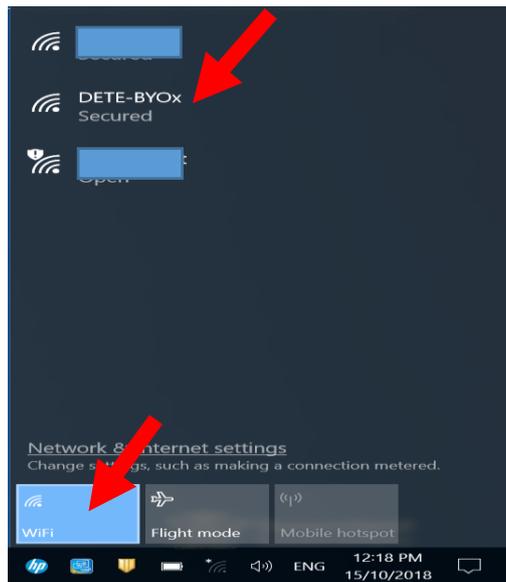
4. Connect to DETE-BYOx.
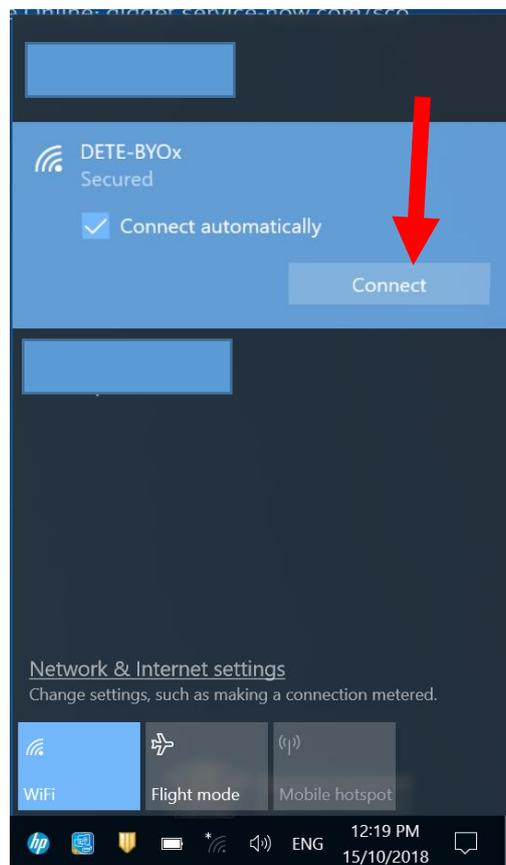
5. Recurring credentials prompt.
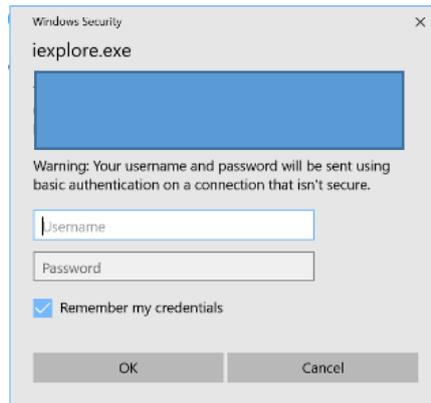

6. If you keep receiving this prompt in your browser (3+ times) followed by the "access denied authentication failed" error, your username or password is incorrect. See your teacher to have your password reset.

Queensland Government

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Access Denied
authentication_failed

Your credentials could not be authenticated: "Credentials are missing.". You will not be permitted access until your credentials can be verified.

This is typically caused by an incorrect username and/or password, but could also be caused by network problems.

For assistance, contact your MIS administrator or the DET Service Centre.

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7. You may also receive a similar error message when you exceed your allocated internet quota for the month. Instead of "authentication_failed" you will see "access_suspended". Upon seeing this notification internet access will be suspended till the beginning of the following month, when the quota is reset.

Queensland Government

Department of Education and Training

Access Denied
access_suspended

Download Quota Exceeded

You have been blocked from accessing the Internet because you have exceeded your monthly download limit. Your usage will be automatically reset at the start of the next calendar month.

Please contact your MIS Administrator if you require access before then.

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BYOD- How to connect G:/H: drive and printer (only at school)

Note: Both G:\ and H:\ drive are only accessible within the school network!

1. Check Internet/wireless connectivity (Refer to Internet Failure).
2. Check the BYOx application is running on your machine.
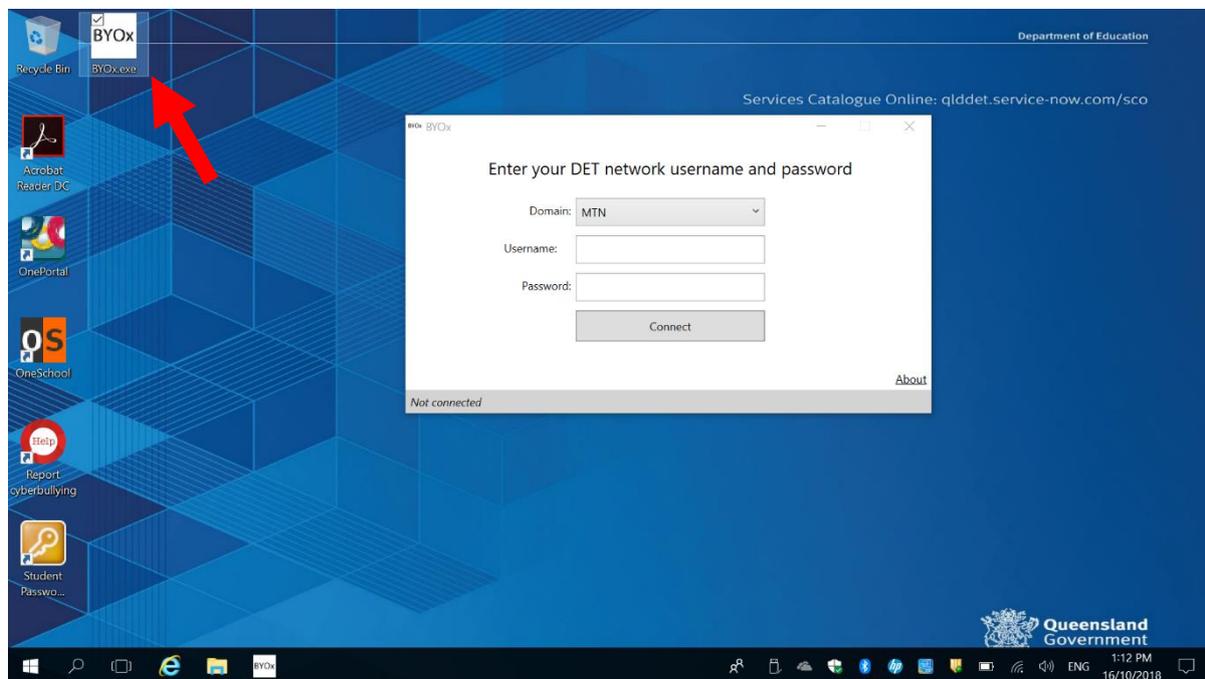
3. Enter your school username/password, then select connect.
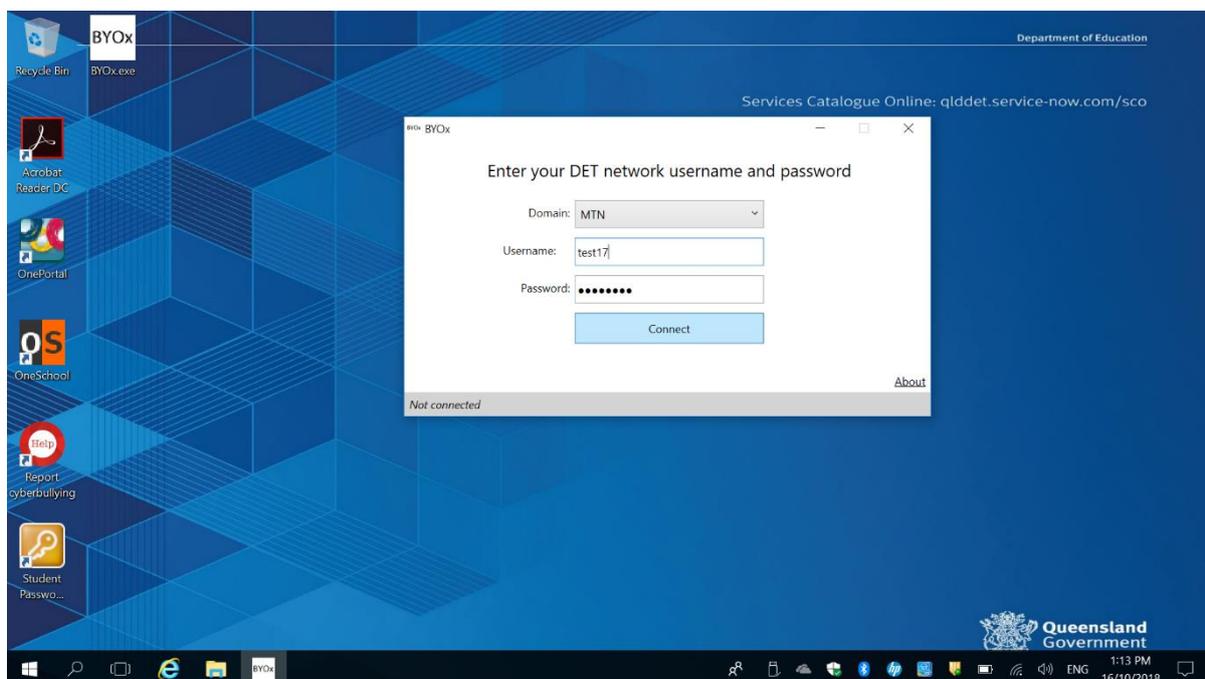
4. A printer dialogue box will appear within a minute of connecting, click install driver.
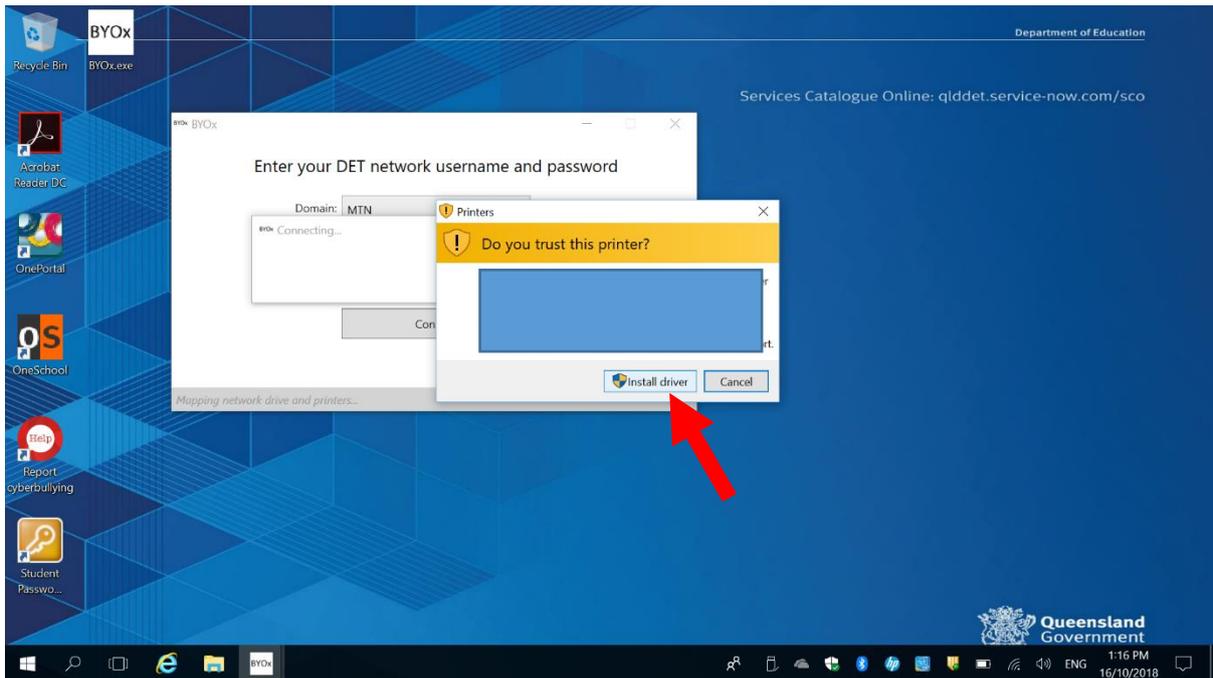
5. Once complete network/printer connectivity can be checked via the "view" link.
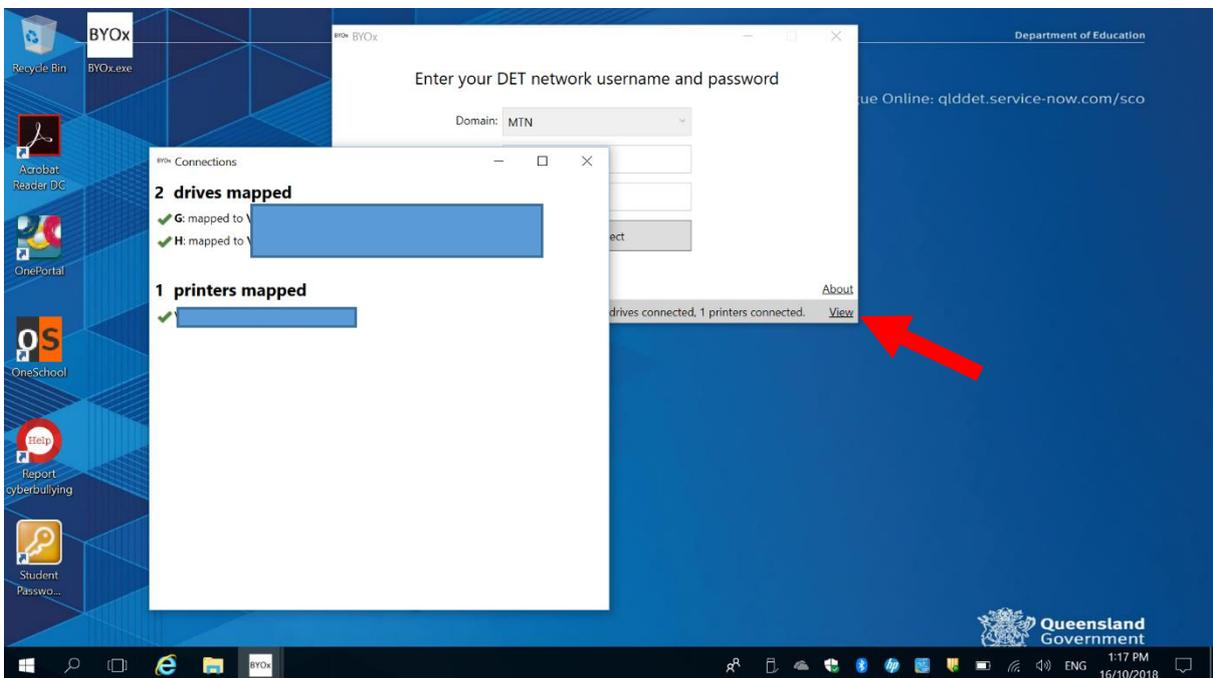
How to access 'Go Formative' on your COMPUTER

Step 1: You will receive an email from your child's teacher with a CODE – **select the link**

Student Directions to Join
4C - Miss Davies

①

Students sign up/log in at:
https://goformative.com

②

Enter this class code:

ONVAXA

Step 2: Select 'I'm a Student'

Step 3: Enter the CODE

Student Sign Up

Step 4: Select 'Join Class'

Miss Davies's class - 4C -
Miss Davies

Step 5: Select 'Create Account'

Student Sign Up

Select
(only the first time – next time just sign in)

Step 6: Fill in details

Student Sign Up

Use your SCHOOL email address ...@eq...

Step 7: Fill in details

EXAMPLE:
First Name: KatrinaD
Last Name: Woodcrest

FIRST NAME:
Write your first name with the first letter of your last name.
LAST NAME:
Woodcrest

Step 8: Open and Complete

OPEN and Complete each question – you can go in and out (it saves automatically)

How to access 'Go Formative' via your phone

Step 1: Search 'Go Formative'

Select

Step 2: Select 'menu'

Select 'menu' 'Sign up

Step 3: Select 'I'm a Student'

Select

Step 4: Enter CODE

Your teacher will email you the CODE

Step 5: Select 'Create Account'

Select (only the first time – next time just sign in)

Step 6: Fill in details
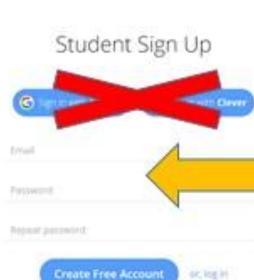
Use your SCHOOL email address …@eq…

Step 7: Fill in details

FIRST NAME: Write your first name with the first letter of your last name.

EXAMPLE:
First Name: KatrinaD
Last Name: Woodcrest

LAST NAME: Woodcrest

Step 8: Open and Complete

OPEN and Complete each question – you can go in and out (it saves automatically)
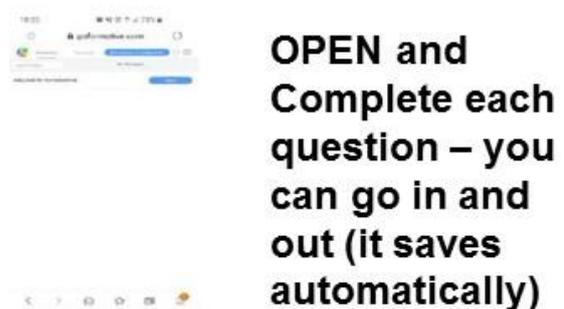
Student Online Etiquette

We have created some simple guidelines to help students understand how to behave appropriately in an online environment.

Please note: The Etiquette Guide adheres to the Woodcrest State College Code of Conduct.

Etiquette for Email

1. I understand that all emails from my school account MUST be related to school work and that these emails are closely monitored by the schools Administration staff.
2. I have used a polite tone and have explained the reason for my e-mail.
3. I have included a greeting and name of the recipient e.g. Dear John, Hello Mr Smith.
4. If I have included an attachment I have clearly labelled it and explained the purpose for including the attachment.
5. I have included a salutation and my name at the end of the email. E.g. Kind Regards, Sam Smith or Thank you, Sarah Smith

Etiquette for Online Lessons

1. I will be courteous and respectful to my teacher and peers.
2. I will be in school uniform and with appropriate background if taking part in a video lesson.
3. I will provide a greeting to my teacher and class members at the beginning of the session.
4. I will be in the online lesson on time. If I am late I will give my teacher a reason via email.
5. I will make sure I have a working and charged computer and it is ready for each of my lessons.
6. I will listen to the teachers and student contributions respectfully and follow instructions while in the collaborative environment.
7. I am aware that there are other students and teachers in the environment who will see my response and I will be considerate, take turns and give positive feedback when appropriate.
8. I will interact with the Class One Note in an appropriate manner.
9. I will not type in ALL CAPITALS – it is the equivalent of shouting and is considered rude.
10. I will ensure my language is appropriate at all times and I will be considerate of differing opinions.
11. I will not draw/ write/ add an image unless instructed to do so.
12. I understand the difference between social chat and an educational chat.
13. I will never use personal information that will fully identify my address or phone number or those of classmates.
14. I will make a positive contribution to the discussions and collaborative space.
15. If I have technical or connection issues and cannot get into the session or back into the session after access, I will contact my teacher via email or phone call as soon as possible.