

Computers skills – Stage 1


What can you do to practise at home?

Access Student Portal & Google G-Suite without help

Many computer lessons at school require students to logon to their student portal, which then gives them access to Google G-Suite (used frequently) and other things such as email and links to software downloads, etc.

Access is different at home than at school. Although many students can access these resources on their own, many have had help from parents (either partially or completely), and should become as independent as possible.

The first steps are the same...

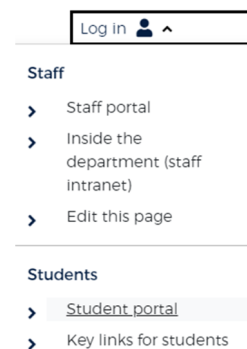
- Press the 'Windows' key  on your keyboard, or click it on your screen
- Type 'go' on your keyboard and 'Google Chrome' should be at or near the top – click on it

Home access

- Chrome will open to your default home page
- Click in the address bar up the top and type 'student portal' and press ENTER.
- The first search result *should* be [DET Portal - NSW Department of Education](#) – click this. If it's not first it should be near the top. The web address is portal.det.nsw.edu.au

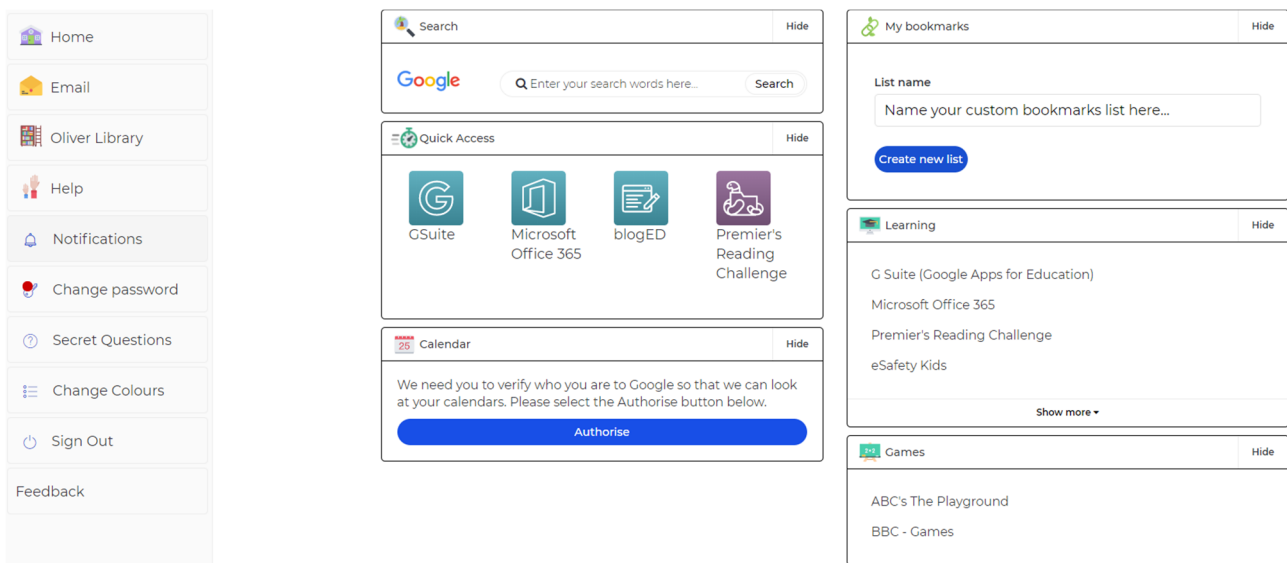
School access

- Chrome will open with the official Department homepage <https://education.nsw.gov.au/> (use this link to practise at home). Up near the top right is the Log In icon. Click this and select "Student Portal"



These next steps are the same at school and home

- Students now need to enter their username and password (same as their computer login). Get into the habit of using the TAB key (in front of Q on the keyboard) to jump into the password box after typing your username, and press ENTER after typing your password.
- When you arrive at your student portal, there are lots of different areas. We mainly use the “Learning” section on the right, and later on, the Email icon on the far left. The ‘Quick Access’ makes it easy to get to commonly used tasks.



Please ensure students can get to their portal quickly and independently. Also, take note that the ‘Oliver Library’ on the left has access to every book in our school library so students can pre-plan what they might like to borrow, and browse from the luxury of home. The Premier’s Reading Challenge (PRC) can also be accessed here for adding qualifying books to their personal reading log.

Microsoft Office 365 has similar features to G-Suite, with online versions of Word, Excel, PowerPoint and other apps. There is a link allowing all students and staff to install the full desktop version of Office 365 (for free) on up to 5 computers. There are other useful links in the Learning section, so please have a browse.