<u>Instructions for how to login to your Laptop</u>

1. To login to your laptop, you will first need to use the school login that you normally use at school. This should be your first name with a full stop and then your last name (some of you might have a number after your last name). This is then followed by "@education.nsw.gov.au". For example: Barry.Smith@education.nsw.gov.au You should see a screen like the image below in order to login.

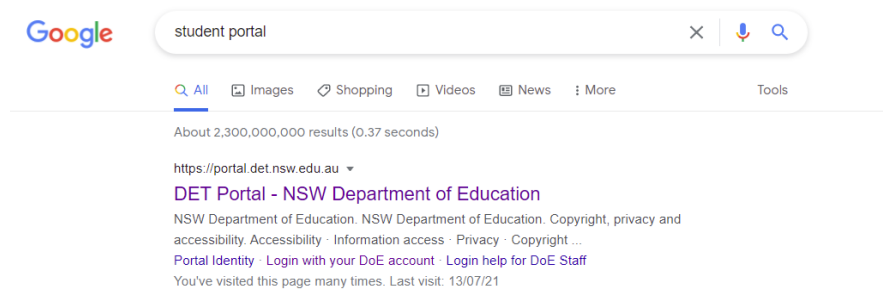2. The following passwords are for each grade, in case you have forgotten.
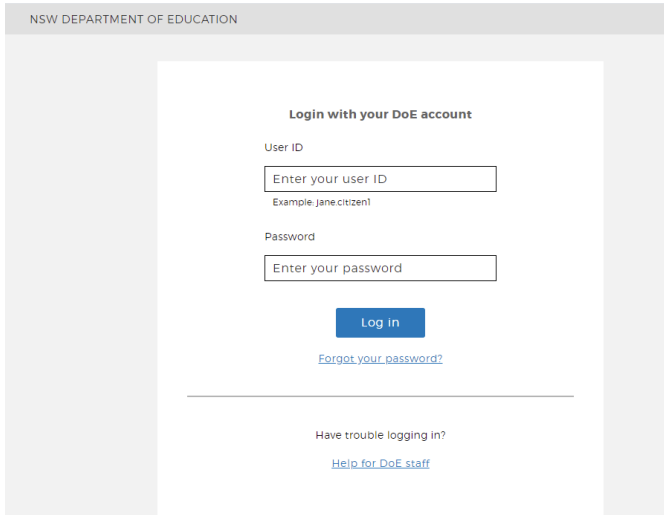
Year 3: bat

Year 4: bug

Year 5: cat

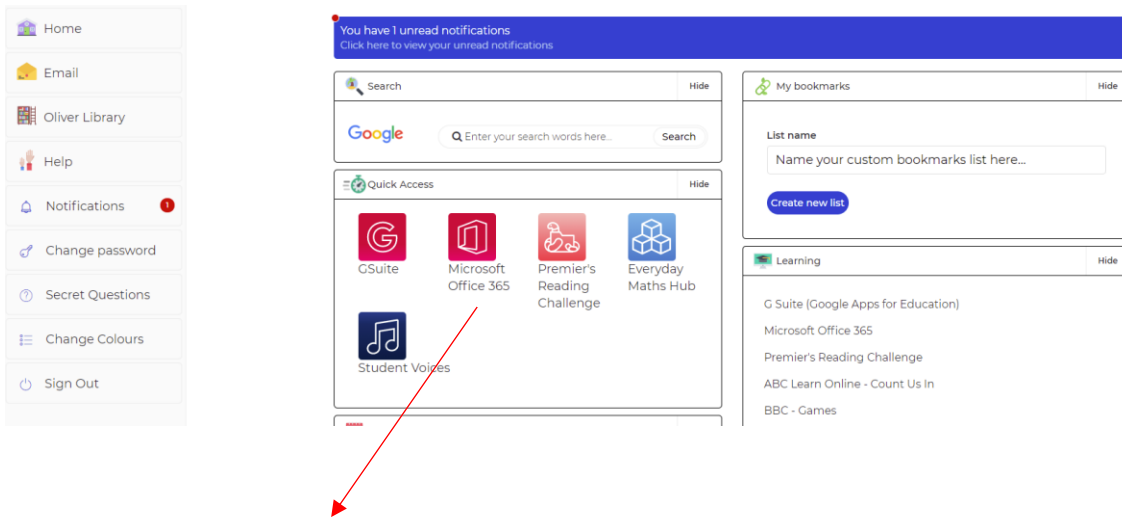Year 6 cow

Accessing Microsoft Teams:

To access Teams, you will first need to open a new internet browser webpage (Google Chrome) and type in student portal into google.

- You should see a screen like the one above.

- Please click on this and login using your student login details as stated above.

- You should then see an icon called "Microsoft 365". Please click this. Once this has been clicked, there should be an option to click on a blue tab on the left-hand side of you screen saying "Microsoft Teams" such as the one below. Please click this and follow the prompts to install it onto your device.

From here you will now need to go back to your student portal and go to your emails. In there, you should have an invitation to accept access to your class's Microsoft Teams group. Please open this email follow the prompts and you should be able to access your own class's Microsoft Teams group that has been created by your class teacher.

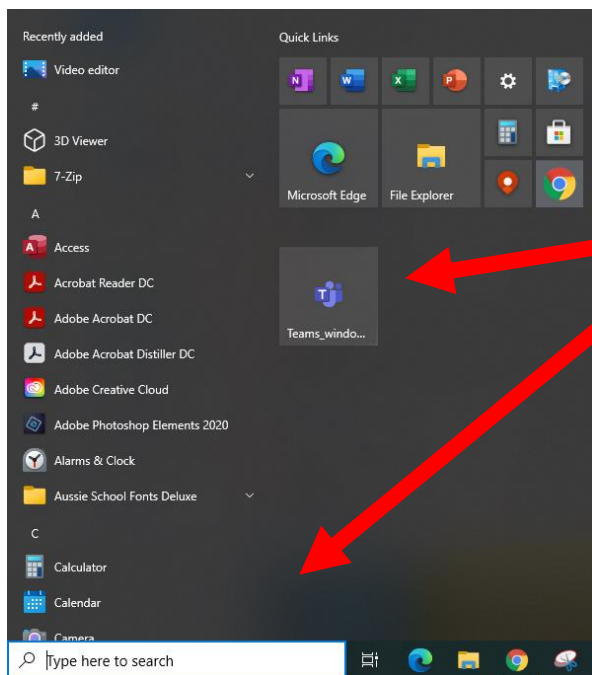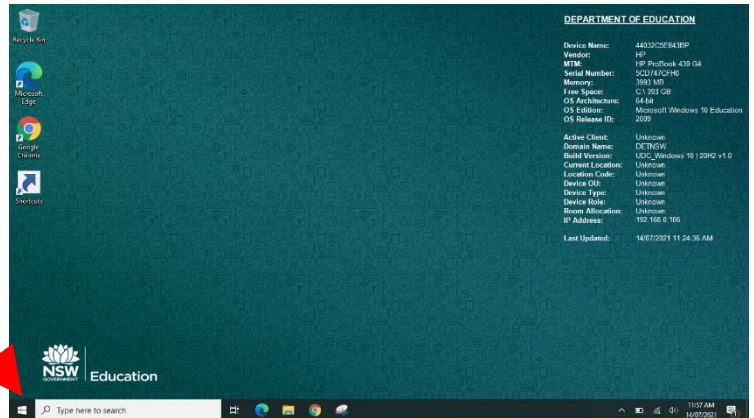| ☐ ☆ Microsoft Teams	**You have been added to a class team in Microsoft Teams** - Microsoft Teams Christopher added you to the 4 Green class! 4 Green 2 members 4 Green Open Microsoft Teams Your class as…

Your class teacher will be using Microsoft Teams to communicate with you throughout the learning-at-home period.

- For students in Years 4-6, you will be using Class Notebook **in Microsoft Teams** to complete your classwork. Please see the separate instructions for how to access your Class Notebook and complete your classwork.
- For students in Year 3, you will be using **Seesaw** to complete your classwork. Please refer to the instructions and QR code for how to access Seesaw at home.
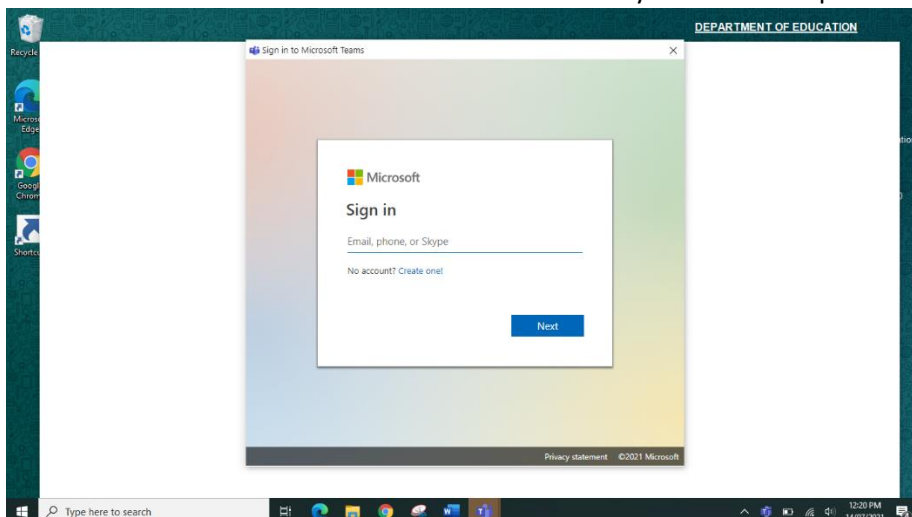
Microsoft Teams set up and use

1. Finding Microsoft Teams:
   - Navigate your way to the Windows Start menu.

   - Then you can either search for Teams in the search bar or find it in your Start menu.
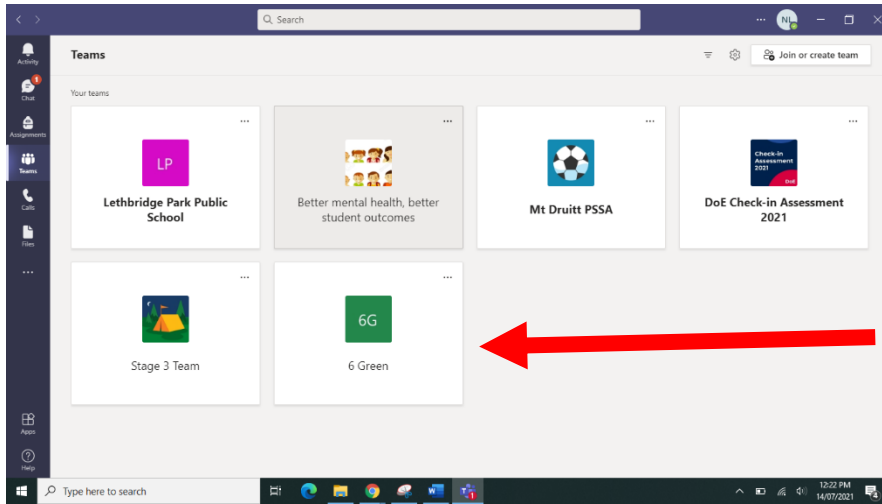
   - From there you will be prompted with this screen.
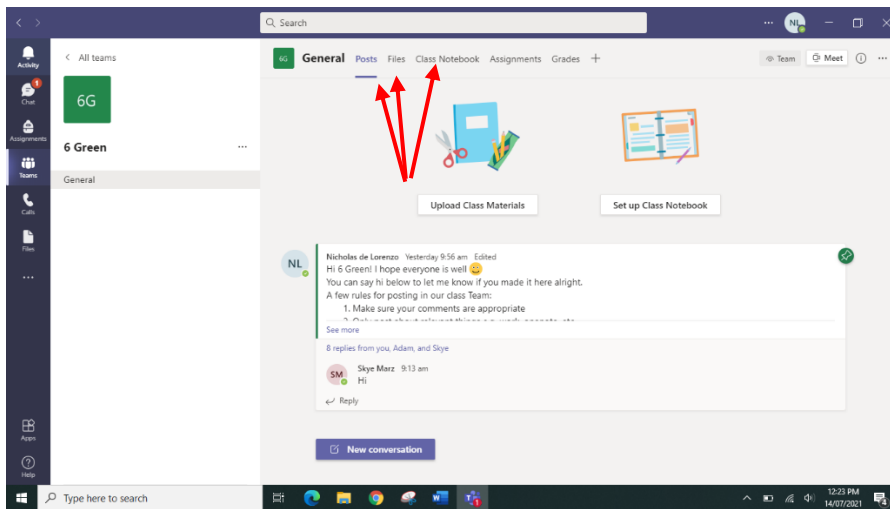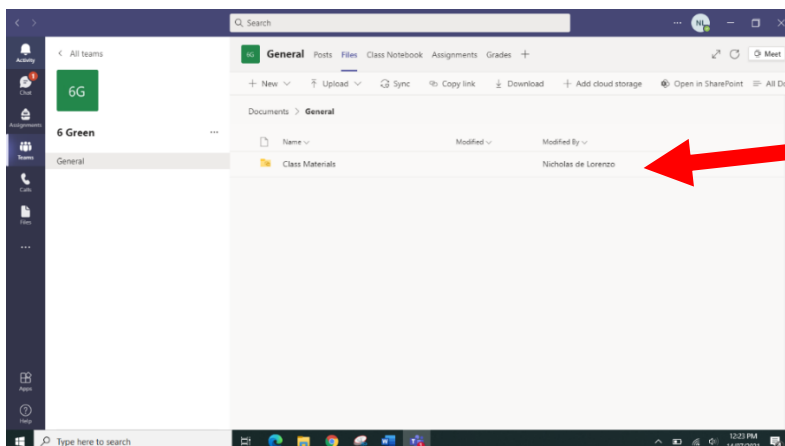   - Use your email and password to log in

2. Using Teams:

- Now that you are in Teams, you will be greeted with this page.
- From here you will be able to access your Teams, files from your classroom and your class OneNote.
- Click on your class's Teams group.

- Once you have clicked on your class's Teams group, your page will look like this (below). Here you will see posts made by your teacher. Here, you can ask questions and reply your teacher's questions and comment. You will see 5 tabs at the top of your page. We will be using "Posts", "Files" and "Class Notebook". **(please note: Year 3s will NOT use Class Notebook, Year 3s will complete their classwork in Seesaw** *Seesaw* **).**
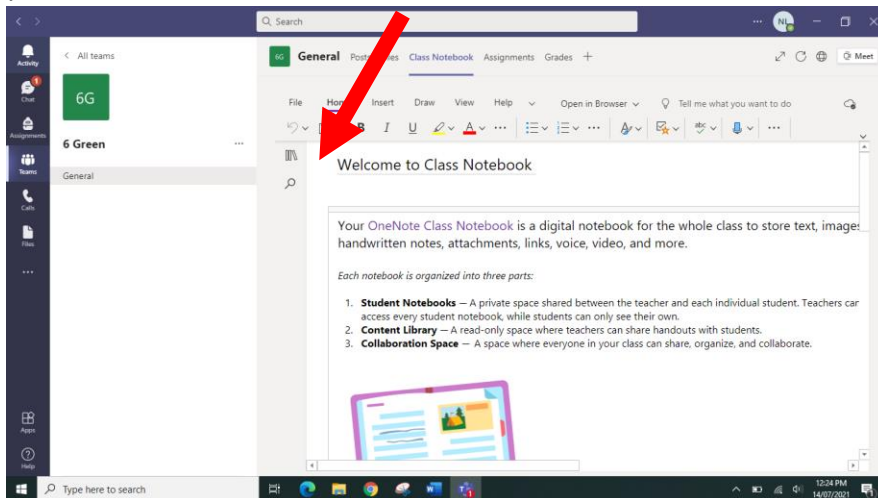

- In the "Files" tab, you will find any files you might need during your learning-at-home.
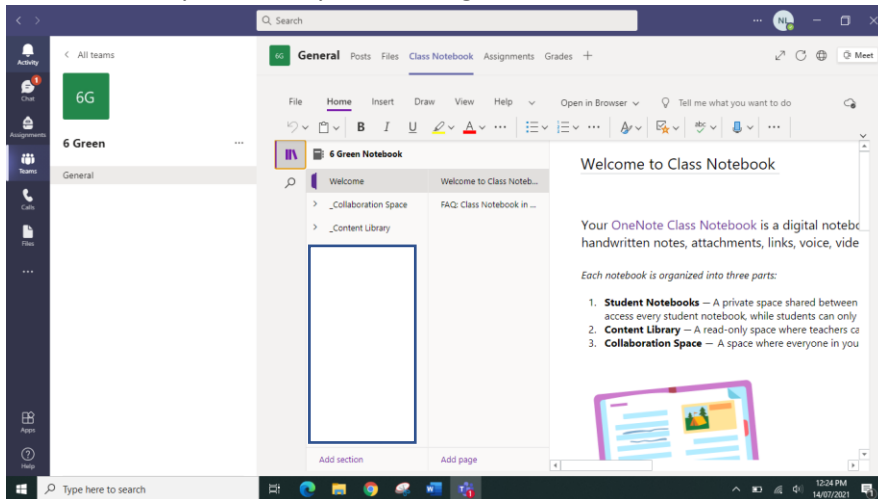
- **Years 4-6 students only:** "Class Notebook" is where you will participate in all your work. Below you can see the welcome page to your Class Notebook. Open the side bar to find the 3 main sections of your Notebook.

- You will see 3 tabs: "collaboration space", "content library" and **your name** (this will be where the box is on the image below.
  - The "collaboration space" is where you can interact and ask questions with anyone in your class.
  - The "content library" provides content and resources being taught in the classroom, but cannot be edited by students.
  - **"Your name"** is where you will find and complete your classwork. This is the main space in which you will do your learning-at-home activities.

YEAR 3 STUDENTS ONLY:

 You will be completing your work using Seesaw, however you will still be communicating with your class teacher in Microsoft Teams. Please see the separate instructions and QR code for how to login to your Seesaw account at home, but please ensure that you are able to login to Microsoft Teams as well in order for your teacher to be able to contact you.