



**Parent Guide –  
How Students Can  
Access YSHS Work  
Online**

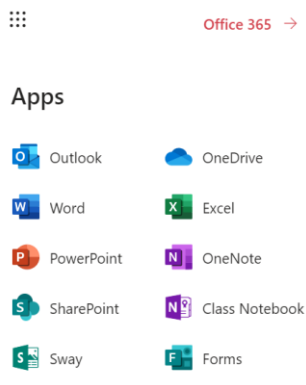


This document describes common methods Yeronga State High teachers use to share class activities with their students. Having access to these websites will allow you and your student to understand how to access teacher instructions and resources.

There are many strategies employed by different teachers and subjects and students should have been informed about how their specific subject activities will be conveyed, both in class and/or through email. It is recommended that the first place to check for teacher directions is through students' school email accounts.

### How students can access school emails from any device

1. Go to [mis.eq.edu.au](https://mis.eq.edu.au)
2. Click on the nine dots in the top left corner



3. Click on "Outlook"

Students can also use the Outlook app on their laptop computer or download the app from their app store of choice and follow the prompts to log in after choosing an "office 365 account". This is the same for the OneNote and OneDrive apps.

### Accessing teacher activities online

There are a number of different ways teachers will direct students to activities. This list includes the most common ways and website but students should consult their teachers' emails as well. The three main sources of class activities are:

1. [Student SharePoint](#)
2. [Class Notebooks through OneNote](#)
3. [The Learning Place](#)

### A note on using a Modern Internet Browser

All students should use Google Chrome<sup>1</sup> to access the internet on their laptop. They should **not** use Internet Explorer because Internet Explorer has not been updated since 2013 and therefore lacks functionality to run modern websites including the ones listed above. Chrome is installed on all student laptops and can be accessed through the start menu.

<sup>1</sup> Or other modern browsers such as Mozilla Firefox, Opera, Safari (Mac) etc

## Student SharePoint

[bit.ly/yshstudentsp](http://bit.ly/yshstudentsp) OR [gedu.sharepoint.com/sites/2054/YerongaSHS\\_Students](http://gedu.sharepoint.com/sites/2054/YerongaSHS_Students)

Student SharePoint provides a place for teachers to share read-only documents such as Word, PowerPoints, worksheets and videos for students *only* to access.

The SharePoint homepage (Figure 2) is organised into subject areas, and then there are ‘document libraries’ for each subject within that subject page (Figure 1).

To find work for a specific page, students should click on the subject area of interest then scroll on the page to the desired subject’s document library. For example, to open a file in Year 9 Science, students would click on the “Science” page from the homepage, and then scroll down the left-hand column until they see the document library heading, “Science Year 9” and then open the current Unit (ie. Unit 1), or Teacher Space, as per teacher directions.

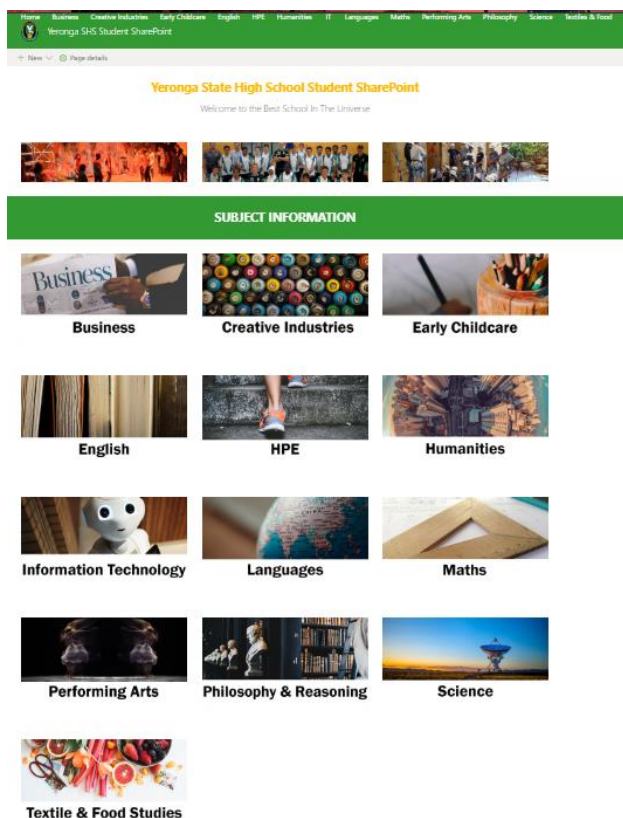


Figure 2 Student SharePoint homepage

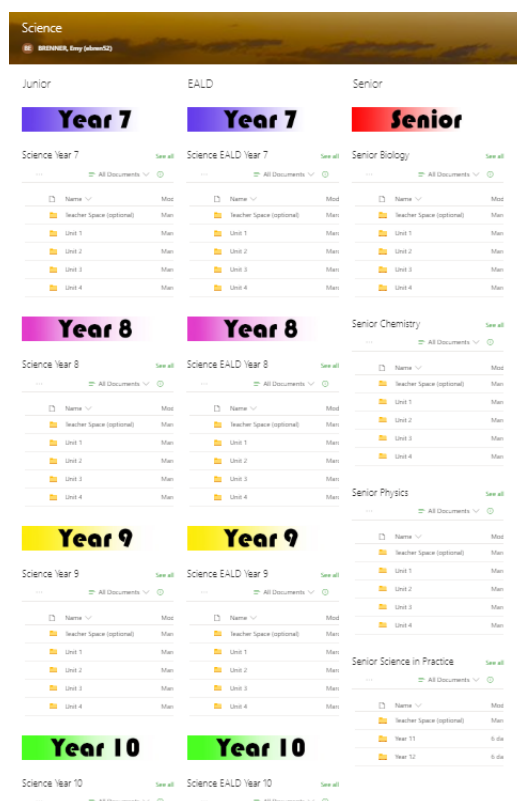


Figure 1 Example Subject page with subject-specific document libraries



## OneNote Class Notebooks

A Class Notebook in OneNote is created by a specific teacher for their specific class and is a way to share and importantly monitor student work in one place. The notebook opens in OneNote, either through the desktop program if the students have set it up, or online.

1. To open a Class Notebook online, students need to go to [mis.eq.edu.au](https://mis.eq.edu.au), click on the nine dots in the top left and choose “OneNote” (Figure 3)

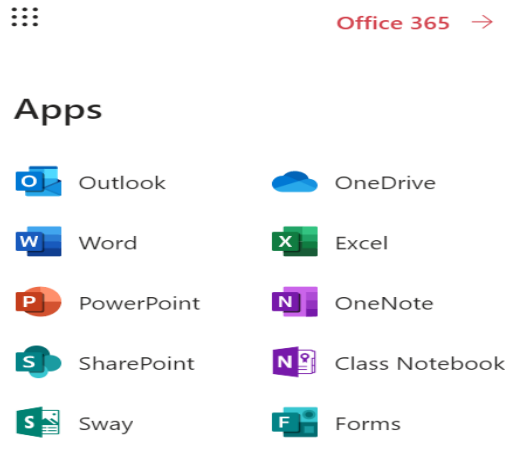


Figure 3 [mis.eq.edu.au](https://mis.eq.edu.au) "nine dots" menu

2. A page will then open with all their *recent* Notebooks listed. Students should then click on the **name of the OneNote** they want to open.

If the student doesn't see a OneNote list there, it is because they have not opened a/the OneNote recently. As such, then they should click on the other menus at the top, eg. “Class Notebooks” or “Shared with Me”. Once they have opened a OneNote, it will appear in the recent list.

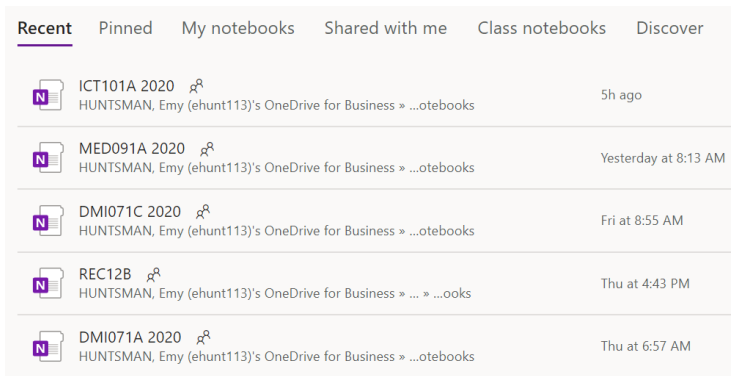


Figure 4 Recent OneNote list. Note the other menus listed at the top – “shared with me” and “Class notebooks”

3. Once they are in the OneNote, they can access their work. They will see three sections (Figure 5):
  - a. Collaboration Space – a space where all students in the ‘class’ can read *and* write, allowing them to collaborate
  - b. Content Library – the place where teachers share class activities, but *students cannot edit*. If a student tries to type in the Content Library, it will not let them. They can only edit pages under ‘their name’
  - c. Their Name – the place where students can edit and complete their work. Teachers can see anything students have added; text, files or recordings. Teachers provide feedback here as well

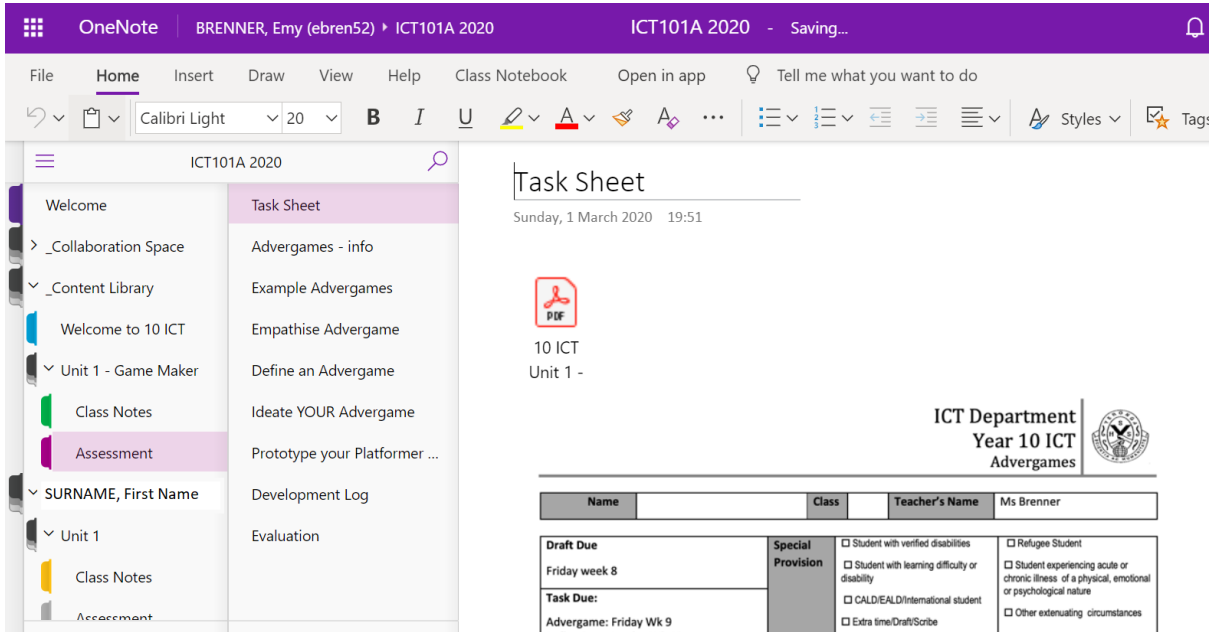


Figure 5 Screenshot of a Class Notebook in OneNote online

4. Students should “favourite” this page by clicking on the star in the right of the address bar. To turn on their Bookmarks Bar in Chrome, press CTRL + SHIFT + B.

## Learning Place

Learning Place is an online content management system that teachers can set up for individual classes. To access it, students go to [elearn.eq.edu.au](http://elearn.eq.edu.au). It is their automatic homepage in Google Chrome.

1. Once students access this website they will need to click on a class from their list under ‘My Courses’ on the right-hand side (Figure 6).

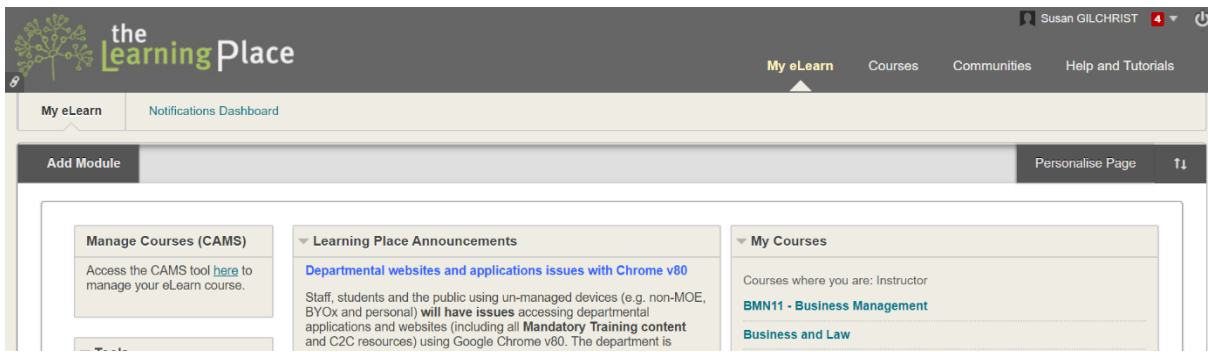


Figure 6 Screenshot of My Courses (right) in The Learning Place

2. Each teacher will have a different structure and information for their course. Students should look through the menus on the left-hand side of the page to find the files that are required (Figure 7).

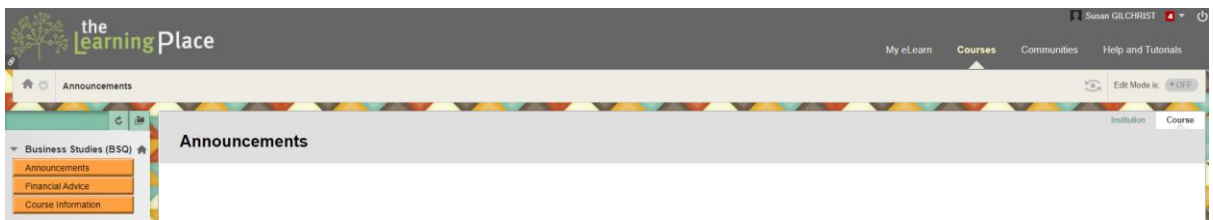


Figure 7 Screenshot of a specific class eLearn in The Learning Place

## Blackboard collaborate – online web conferencing

The Learning Place has a built-in web conferencing program that can be used for teaching lessons online at a pre-determined time.

1. When a teacher creates a session for a web conference an email will be sent to all students in the course with a link for access to the session.
2. Students should click on this link. It will take them to the ‘Room’ (shown in Figure 8 below). Students should click on the blue ‘Join Room’ button.

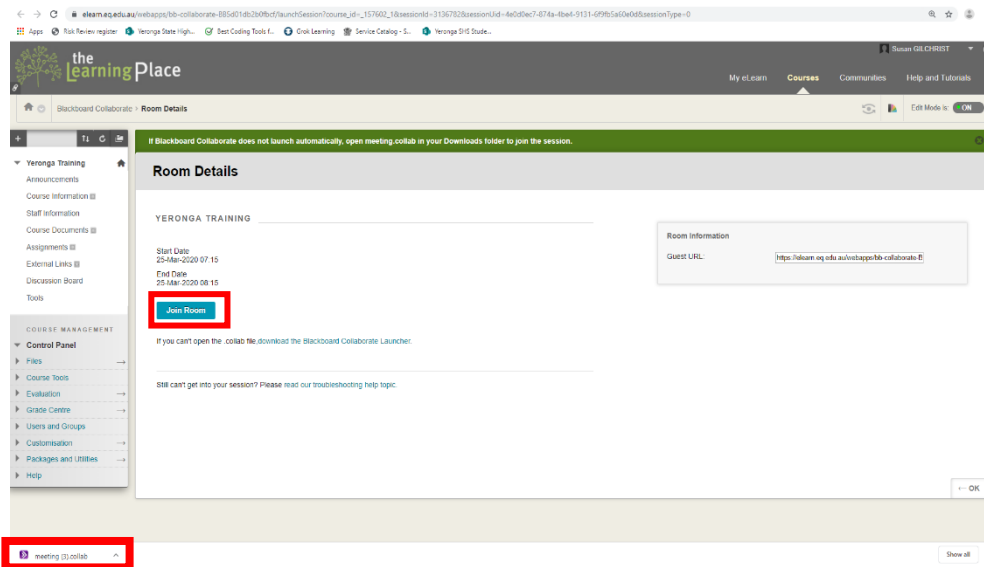


Figure 8 Screenshot of Join Room and Collaborate meeting launcher in The Learning Place

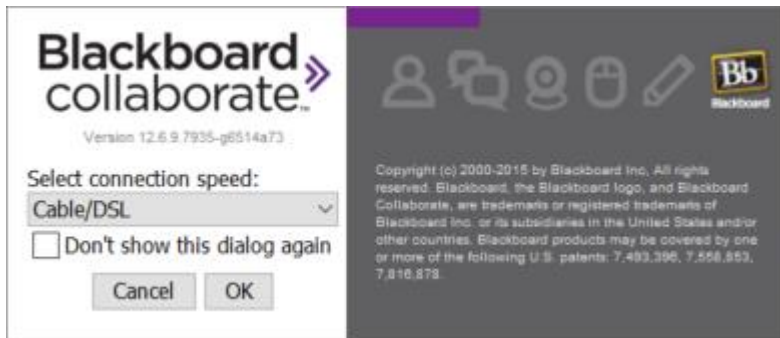
3. This should start the download of an installer which will appear on the bottom left hand side of the browser as shown in Figure 8 (above). Students should click on this to start the application.
4. The application will then begin to launch with a series of windows. The first window is shown in below (Figure 9). You will need to click on ‘Run’.



Figure 9 Run application pop-up window



- The next window is shown in Figure 10. It sets up your connection speed. Click on the dropdown arrow and choose the most appropriate for your connection. In most cases, you should be able to just click on 'Ok' here.



*Figure 10 Screenshot of Connection speed setup pop-up window*

- The room for the online lesson will then open. If the application asks for an ID and password, students should just use their usual school computer login details.