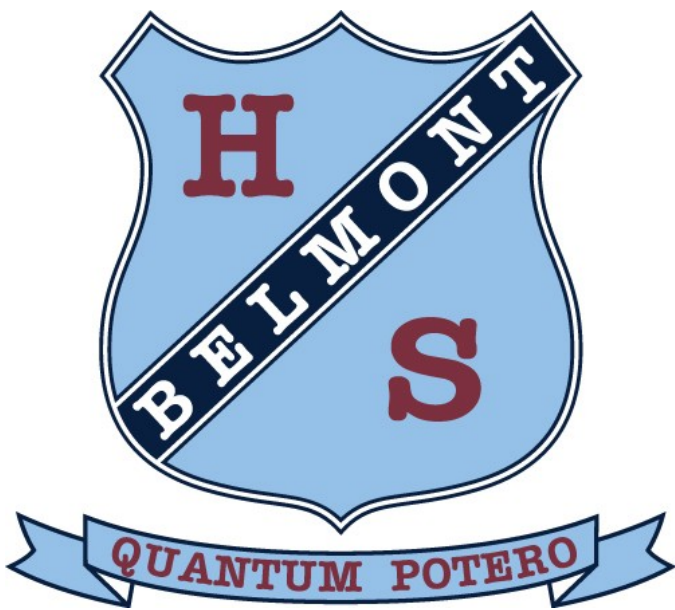


# Belmont High School

## ONLINE

## LEARNING

## STUDENT GUIDE



### Abstract

Belmont High School uses a learning management system called “Canvas” to host its online learning. This guide outlines the minimum specifications required and details how students can participate in online learning both in the classroom and at home.

The school uses “Sentral” as its school information system. This system manages information on the student and their wellbeing. Information on how to access and use Sentral is provided at the end of this document.

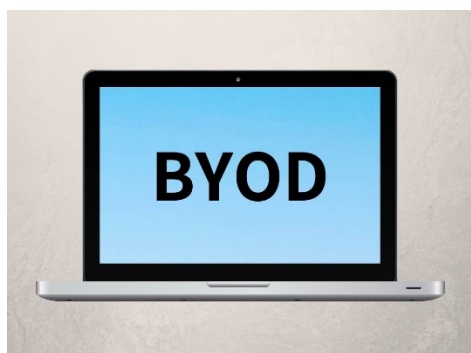
# Belmont High School -Online Learning Student Guide

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# BYOD @ BELMONT HIGH SCHOOL



## What is BYOD?

BYOD (Bring Your Own Device) refers to students bringing a personally-owned device to school for the purpose of learning. Belmont High School recognises the need to prepare students for a rapidly-changing world where technology plays an increasing role in students' everyday lives and strongly encourages all students to bring their own device to school.

## What devices can students bring to school?



BYOD allows for students to work on a device that they feel comfortable using. Windows and Mac devices are recommended for school; however, students may find ways to incorporate mobile and tablet devices into their learning at home. Ultrabook and MacBook Air devices strike a good balance between performance and battery life

## Device specifications



### Wireless Connectivity

Devices must support **802.11ac and/or 802.11n wireless** and must be able to connect on all channels in the 5GHz range.



### Battery life

Devices must last at least **6 hours** without charge. There are no facilities to charge laptops in classrooms.



### CPU, Storage and RAM

**CPU:** Intel i3 equivalent or higher  
**Storage:** 32GB minimum  
**RAM:** 4GB minimum



### Supported Operating systems

Windows 10  
Chrome OS 75.x or newer  
OSX 10.13 or newer



### Hardware features

12" or larger screen and full-sized keyboard recommended

## Software and apps

Devices must have software or apps that allow for:

- internet browsing
- notetaking
- word processing
- creating spreadsheets
- creating presentations

Students can download free Microsoft Office software from their student portal & Adobe software from [bit.ly/byodsoftware](http://bit.ly/byodsoftware).

**Active antivirus software must be installed on devices.**

## Student responsibility

Students must:

- sign the BYOD student agreement with their parent/carer before bringing their own devices to school
- ensure their devices are safe and secure at all times
- keep their devices safe using carry cases, screen guards, etc
- use devices according to school and NSWDoE policies

It is **strongly** recommended that all devices are insured before being brought to school to cover accidental breakage. More info at [bit.ly/1z9aRHb](http://bit.ly/1z9aRHb)

## CANVAS OVERVIEW

Belmont High School uses a program called “Canvas” to host all its online learning. Canvas is a way to simplify teaching and learning by connecting all the digital tools teachers and students use in one easy place. It is an essential tool as part of the BYOD program operating at BHS.

It is recommended that a computer with a reasonable size screen and keyboard is used by students to complete their work online. Canvas is accessible on all devices and has a mobile app for both IOS and Android to be used for quick access and checking notifications.

Via canvas students will be able to:

- Access their work in the format of files, audio and video
- Submit work online and the ability to have it marked and returned within the same day
- Participate in online quizzes
- Participate in real time discussions
- Message their teachers
- Receive notifications via email or SMS
- Keep track of completed work and assessments.

## COMPUTER AND BROWSER REQUIREMENTS

### BASIC COMPUTER SPECIFICATIONS

This is a list of basic computer system requirements to use Canvas. It is always recommended to use the most up-to-date versions and better connections. Canvas will still run with the minimum specifications, but you may experience slower loading times.

- Computer Speed and Processor
  - Use a computer that is less than 5 years old when possible
  - 4GB of RAM
- Internet Speed
  - Minimum of 1Mbps download speed- A speed test can be run to check this. <https://www.speedtest.net/>
  - You will find that certain functions like web conferencing and watching videos will be affected by low internet speeds. Upload speeds will also affect the time taken for large files types like video and audio files to be uploaded.
- Other features
  - Microphone either built in or using a headset
  - Webcam
  - All new laptop computers will have both a microphone and webcam built in.

### SUPPORTED BROWSERS

Canvas supports the current versions and all Canvas features (including conferencing and the recording of video) using the following browsers:

- Chrome

*Canvas does NOT support Internet Explorer – you will not be able to login to Canvas through IE.*

You should always use the most current version of your preferred browser. For the latest list of supported browsers go to <https://community.canvaslms.com/docs/DOC-10720-67952720329>

Canvas also supports the following browsers; however, the recording of video and conferencing is **not** fully supported for:

- Edge
- Safari

**NOTE:** Students using Safari and Edge will not be able to participate in web conferences with their teachers. Chrome is a free product and can be downloaded and installed from its website.

- <https://www.google.com/chrome/>

## WINDOWS S MODE

Some new computers come with Windows 10 in S mode installed. This is a version of Windows 10 that only allows apps from the Microsoft Store, and requires Microsoft Edge for browsing. It can be removed which then allows users to install Chrome as a browser. For information on Windows S mode visit the Microsoft site- <https://support.microsoft.com/en-au/help/4020089/windows-10-in-s-mode-faq>

## BROWSER MAINTENANCE: CLEARING THE CACHE

A browser cache stores copies of web pages you visit which allows the pages to load faster. Clearing the cache helps keep pages updated with the correct information.

Issues with images not loading correctly or students seeing incorrect content are often resolved by clearing the cache and it is recommended that students do this regularly.

Current instructions of how to clear the cache on a PC or Mac are found in the Canvas Community:

- How do I clear my browser cache on a PC?\_ <https://community.canvaslms.com/docs/DOC-10707-67952720331>
- How do I clear my browser cache on a Mac?\_ <https://community.canvaslms.com/docs/DOC-10708-67952720330>

## MOBILE AND TABLET DEVICES

Canvas supports the latest two versions of the most popular desktop browsers. Many users also rely on mobile devices. Canvas apps on IOS and Android support a limited set of features on mobile, but the apps don't cover all Canvas functionality.

You can also access Canvas from any browser on your Android/iOS device instead of using the purpose built app. However, mobile browsers are not supported, and features may not function as expected compared to viewing Canvas in a fully supported desktop browser.

## CANVAS STUDENT APP

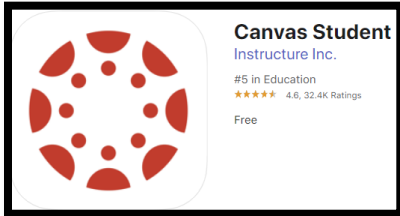
The Canvas Student app allows students to access their courses and groups using a mobile device. Students can submit assignments, participate in discussions, view grades and course materials. The app also provides access to course calendars, To Do items, notifications, and Conversations messages.

While the app is useful and allows students to access their online learning and check results etc, **it is recommended that students use a desktop computer, laptop or Chromebook to access Canvas.** This is due to not all features being supported on mobile browsers or apps.

The app is available on the App Store and Google Play;

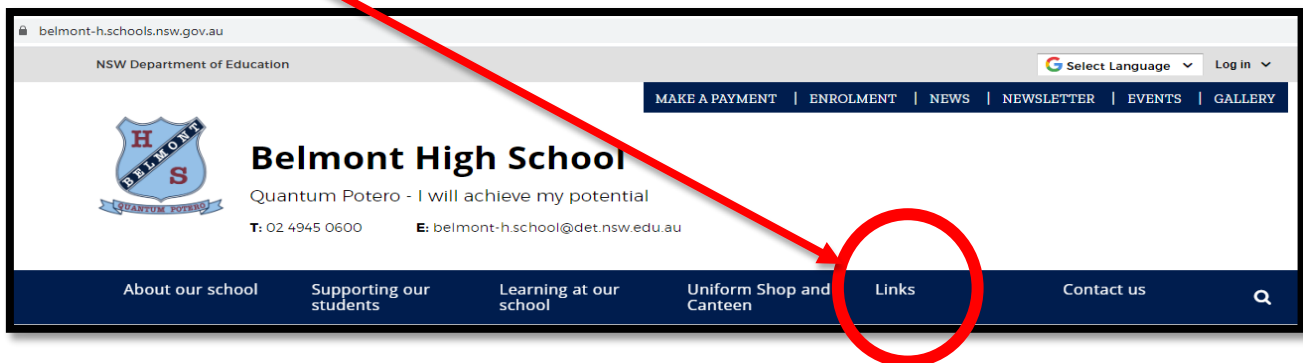
- <https://itunes.apple.com/au/app/canvas-student/id480883488?mt=8>
- [https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en\\_AU](https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en_AU)

It is recommended that the latest version is always used and that the most recent version of IOS or Android is on the mobile devices.

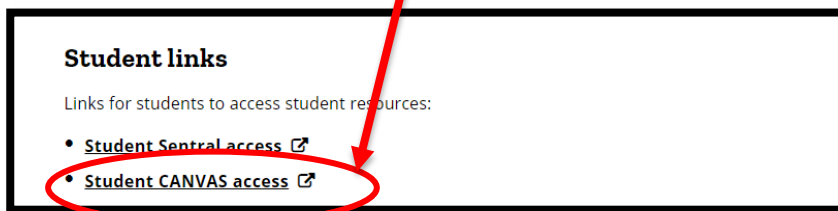


## HOW DO STUDENTS ACCESS CANVAS?

Links to Canvas are found on the Belmont High School website: <https://belmont-h.schools.nsw.gov.au> and select 'Links'.



In Student links select Student CANVAS access



Alternatively, the direct link to Belmont High School Canvas instance is;

<https://belmont-hs.instructure.com/>

## WHAT DETAILS DO STUDENTS NEED TO LOGIN?

Students access Canvas using their NSW Department of Education allocated email and password. This is the same login details students use when logging into the school computers. For Year 7 students, their login details are the same as they had in primary school.

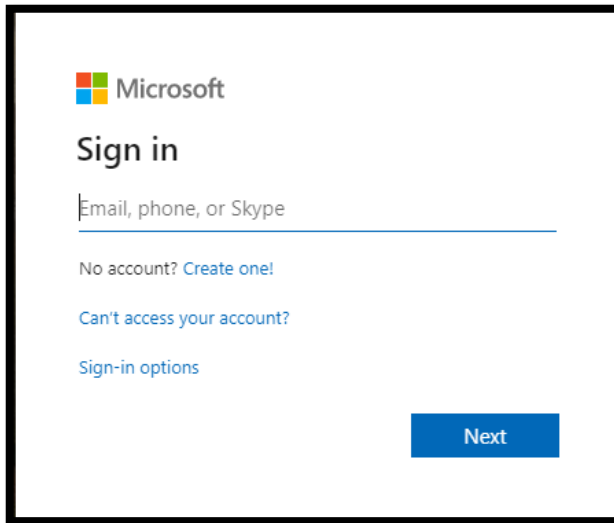
Student emails are of the form;

**john.smith@education.nsw.gov.au**

This student's User ID would be;

## john.smith

When students select the 'Student CANVAS access' they will be directed to the following Microsoft sign in screen:



Students must enter their Department of Education email address:

Firstname.lastname@education.nsw.edu.au

This will look like:

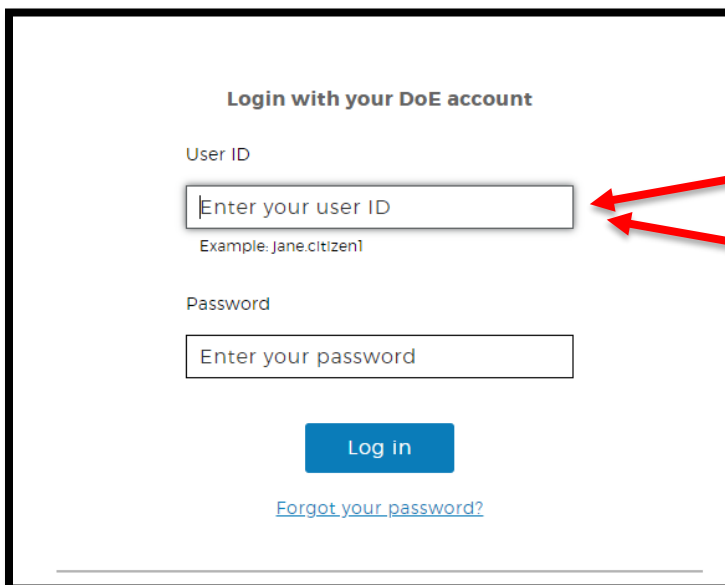
**john.smith@education.nsw.gov.au**

If the student has a number after their name it will look like

**john.smith24@education.nsw.gov.au**

**Note:** Students must log in using their DoE email address to access Belmont High School's Canvas courses (other email addresses such as outlook, hotmail, gmail etc will not allow access)

Students will then be directed to their DoE account to Log in



Students must enter their Department of Education User ID:

**firstname.lastname**

For example:

**john.smith**

If the student has a number after their name it will look like:

**john.smith24**

**Password is their DoE password they use to log into school computers, email and Sentral**

## CANVAS LOGIN ISSUES

If a student has issues accessing Canvas or has forgotten their password or email, they can see Mrs Davis (Librarian) or Mr Gorton (TSO) in the library. Alternatively, they can call the school on 49450600 or email the school: [belmont-h.school@det.nsw.edu.au](mailto:belmont-h.school@det.nsw.edu.au).

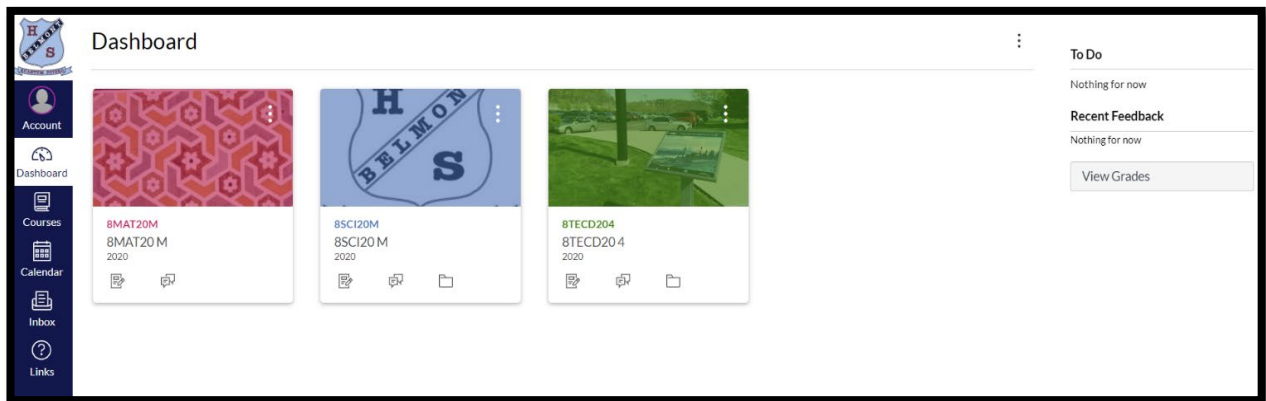
Common login issues arise from:

- Student has never accessed their NSW Department of Education Student Portal and accepted the terms and conditions. <https://portal.det.nsw.edu.au/>

- Students incorrectly typing in their email that ends in @education.nsw.gov.au
- Students using their email address instead of their User ID. The User ID is the same as their email address without the @education. See example on previous page
- A forgotten password
- Googling “Canvas login” and not going to the school’s canvas address- <https://belmont-hs.instructure.com/>
- Not using a modern browser like Chrome and not using the latest version of these browsers.
- Using an out of date browser like Internet Explorer.
- Previous computer user has not signed out of their student portal or personal Gmail.

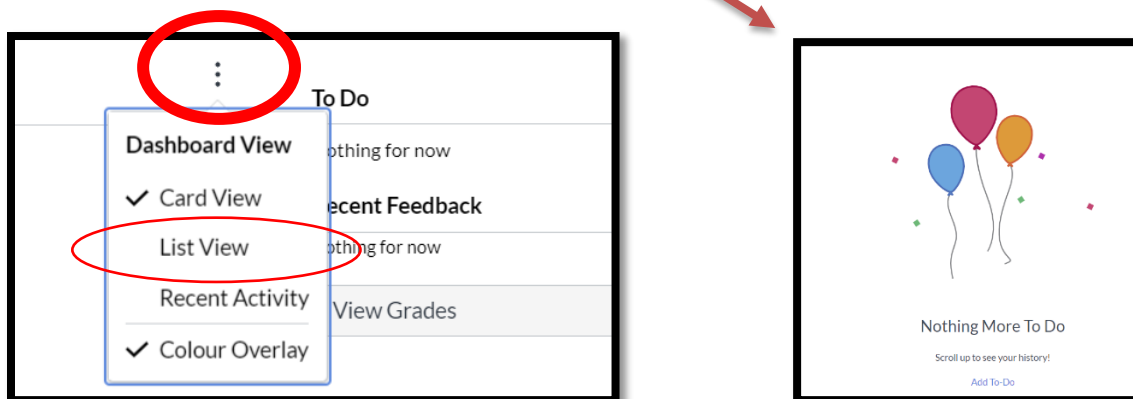
## CANVAS STUDENT DASHBOARD

Once logged into Canvas, students will be directed to their Dashboard. A student’s dashboard shows them the courses they are enrolled in (i.e. their classes) and that have been published by their teacher. (see example below)



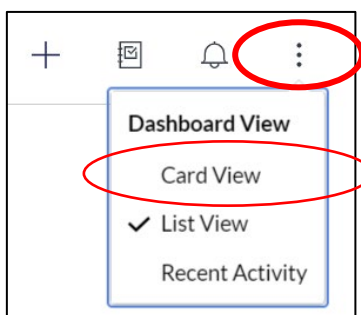
If a teacher has not published their course, it will not appear on the student’s dashboard. To enter a course, click on the relevant ‘card’

You can change the way your Dashboard looks, from ‘Card View’ to ‘List View’. To do this, click on the 3 dots on the left of the ‘To Do’ menu. This will show any work that you have left to do. If you have completed all your tasks you will receive an image like the following:





To switch back to Card View, click on the 3 dots in the right-hand side of the screen and select Card View.



*It is recommended that student's keep their Dashboard in 'Card View' so they can easily see all their courses. Work that is due will appear in the 'To Do' list on the right-hand side of their dashboard.*

On the left side of the dashboard is the menu. Clicking on each icon will bring up a different option.



- ← **Account** – select 'settings' > on right side of screen select '+ contact method.' You can set this up to receive SMS messages on your phone whenever new work is posted by your teacher or when an assignment has been marked.
- ← **Dashboard** – shows you the courses that have been published by teachers. Click on each card to enter the course
- ← **Courses** – Lists all your current courses. If you want to access courses, you did last year you can select 'All Courses'. Select the course you want to see.
- ← **Calendar** – Displays when assignments, quizzes, work is due. You can also enter your own information on your calendar.
- ← **Inbox** – Send or receive messages to teachers and/or students
- ← **Links** – Links to course guides and how to find answers to common problems

## CONTACTS AND ONLINE LEARNING SUPPORT

If students have any issues or problems accessing Canvas, they can contact their class teacher, or email the school: [belmont-h.school@det.nsw.edu.au](mailto:belmont-h.school@det.nsw.edu.au). In the subject please type: 'CANVAS help'

If the issue is directly related to materials in one of their courses, students are to contact their teacher, who will then redirect to the relevant support staff if required.

## OTHER REQUIRED SOFTWARE

All documents used in Canvas are either in Word (.docx), PDF (.pdf), PowerPoint (.pptx) format. If a

student needs access to an alternative file format they are to contact their class teacher.

## MICROSOFT WORD

- All documents created and used by students are to be done using Microsoft Word.
- Microsoft Office 365 can be downloaded by students for **free** via their student portal. Instructions for downloading software from the student portal are below.
- For students using a **Chromebook** they can either install:
  - Word app from the Google Play Store- <https://play.google.com/store/apps/details?id=com.microsoft.office.word>
  - Office Online from the Chrome Web Store- <https://chrome.google.com/webstore/detail/office-online/ndjpnladcallmjemlbaebfadecfhkepb>
  - On a Chromebook word files will download and open in Google Drive. Students can then upload assignments from their Google Drive in Canvas.

## ADOBE READER

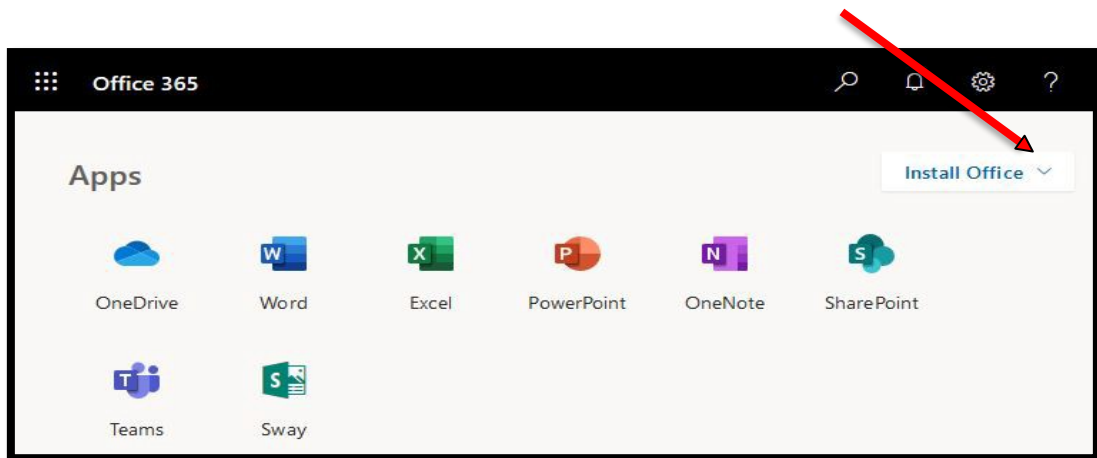
- Adobe Reader can be downloaded for free from <https://get.adobe.com/reader/>
- Adobe DoE software download is also **free** for student to access via the student portal <http://portal.det.nsw.edu.au>. This gives students access to Adobe Creative Cloud, Photoshop and Premiere Elements.
- Students using an Apple Macintosh computer will have pdf files opened by default in a program called Preview. This is fine to use for reading a pdf file but is not to be used to fill in a pdf form. This is due to student responses not being able to then be read by teachers on Windows computers.
- For Adobe DoE software students will be redirected to the Academic Software Download Centre. Students will need to use their @education.nsw.gov.au student email address to register on their first visit. To register, click on the "Sign In" link at the top of the page and then click on the REGISTER button. A verification email will be sent to your NSW DoE email address.

## STUDENT SOFTWARE DOWNLOADS

All NSW Department of Education students are eligible to download and licence Adobe and Microsoft software for the duration of their enrolment. The software is only available to download onto personally owned devices.

- Students access via their student portal- <http://portal.det.nsw.edu.au>
- Select 'more' in the learning tab
- Select Microsoft Office 365

- For Microsoft Office 365 make sure you are on the computer in which you want to install the software and select the arrow next to the button “Install Office”. (Usually you choose option 2 for 64-bit download, unless your computer is very old and you want the 32-bit version). Then follow the instructions to install.



- **N.B.** For Adobe DoE software students will be redirected to the Academic Software Download Centre. Students will need to use their @education.nsw.gov.au student email address to register on their first visit. To register, click on the “Sign In” link at the top of the page and then click on the REGISTER button. A verification email will be sent to your NSW DoE email address.

## HOW TO SUBMIT WORK ONLINE

Canvas features that allow students to complete activities online include:

- Quizzes: Ability to have marked automatically
- Discussion: real time discussions with their teachers and/or peers
- Assignments: for file uploads
- Conferences: Web conferencing

Assignments allow students to upload the following;

- Document files- Word (.docx) and Pdf (.pdf) only
- Images
- Video
- Office 365 file
- Google Drive file

## SCAN OR PHOTOGRAPH WRITTEN WORK

Students as part of their course work might be required to submit written work or drawings. This is relevant in subjects like Mathematics and Japanese where typing symbols is difficult. For subjects like Visual Art students might need to photograph drawings or artworks.

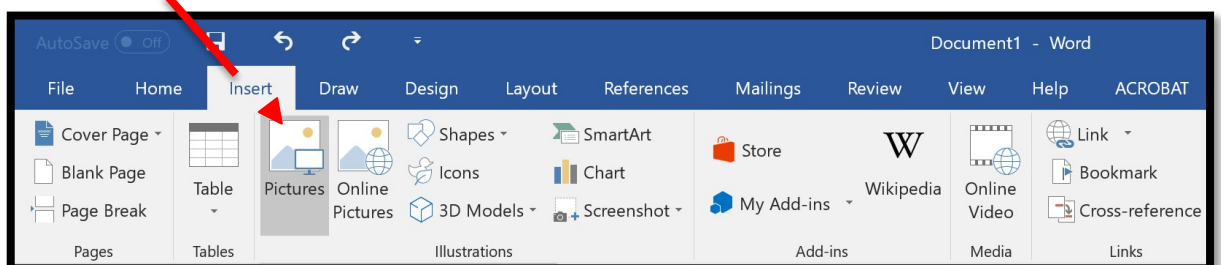
Where copies of written work need to be submitted online students have three main options.

1. Photograph work. Photographs can be taken using a webcam, camera or phone then uploaded. Multiple photos of work can be submitted but it is recommended to limit photograph uploads to 2-3
2. Photograph work and add to a Word document. This method is recommended when the written work involves 3 or more photographs. Instructions are given below.
3. Use a scan to pdf app. There are numerous apps in the Google Play or App Store that you can use. Ones that the online learning team recommend are:
  - Office Lens
  - Cam Scanner
  - Adobe Scan

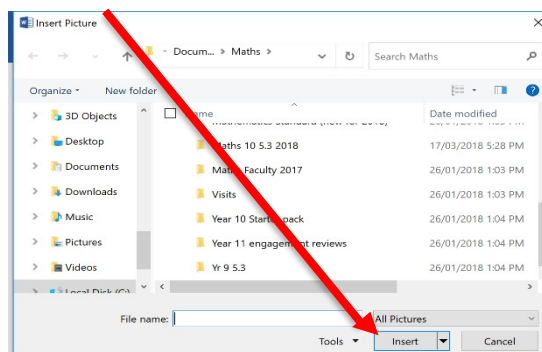
## HOW TO SUBMIT IMAGES IN A WORD FILE

These instructions will show how to submit your written work as a word or pdf file using Microsoft Word 2016.

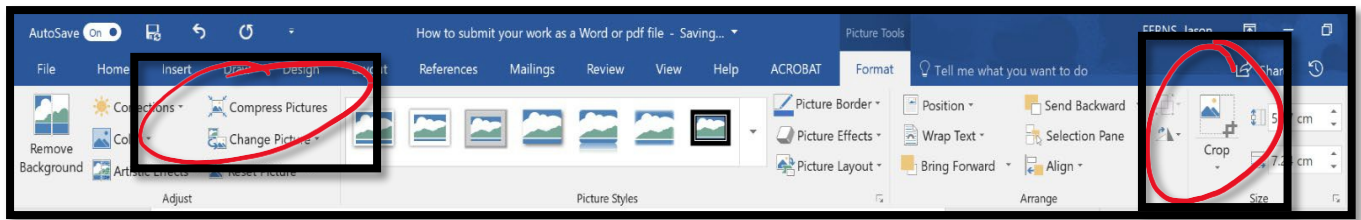
1. Photograph your written work and save to a location on your computer. You can photograph using your phone, a camera or your webcam.
2. Open Word 2016 and open a blank document.
3. Select the insert tab and then select picture;



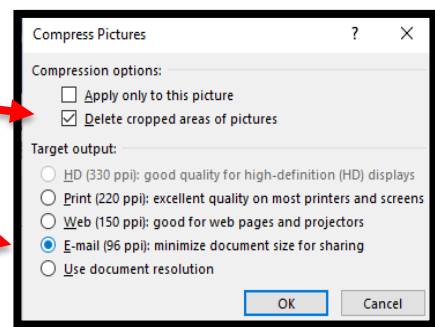
4. Select the photograph of your work from the file location you selected at step 1 above, then select insert;



5. Once you insert your picture, select the picture tools. If you cannot see the picture tool click on the picture.



6. You can experiment with some of the tools, but most will not be needed if you take a good photograph. The main tools you will use are;
  - Crop- remove parts of the picture not required.
  - Compress pictures- to reduce your file size to make it easy to upload
7. After you have inserted all the images of your work, you will need to compress the images to make the file size smaller and easy to upload.
  - To compress images, click on any image then select the picture tools tab.
  - Untick first box and then tick the second box
  - Select e-mail
  - Click OK



8. Save your file as either a word or pdf file,
  - Word: Select file then save. Make sure you add your name to the file, so your teacher knows it is your file!
  - PDF: Select file then Save as Adobe PDF.
9. Upload to Canvas.
10. If you have problems uploading files to Canvas please contact your class teacher

## CANVAS STUDENT GUIDES

The Canvas guides are a repository of instructions about all the features of Canvas. They are an excellent resource to use if you are having difficulties completing tasks or wish to find out the most efficient way to navigate all the online tools available for students.

There is a list of written student guides with useful screenshots found in the Canvas Community- as well as video guides.

- Written Guides <https://community.canvaslms.com/docs/DOC-10701>
- Video Guides [https://community.canvaslms.com/community/answers/guides/video-guide#jive\\_content\\_id\\_Students](https://community.canvaslms.com/community/answers/guides/video-guide#jive_content_id_Students)

Students can also Google “Canvas student guides” as they are easily searchable.

## SENTRAL

Sentral is the student management system used by Belmont High School. Sentral enables students and parents to easily access everyday items such as: timetable, class and whole school attendance, absences, school reports and wellbeing overview such as merit awards.

Sentral can be accessed directly through the Belmont High School website:

<https://belmont-h.schools.nsw.gov.au/>

Select 'links' > 'Student Links' > Student Sentral access

NSW Department of Education

Log in

MAKE A PAYMENT | ENROLMENT | NEWS | NEWSLETTER | EVENTS | GALLERY

**Belmont High School**  
Quantum Potential - I will achieve my potential  
T: 02 4945 0600 | E: belmont-h.school@det.nsw.edu.au

About our school | Supporting our students | Learning at our school | Uniform Shop and Canteen | **Links** | Contact us

Home / Links

### Links

← Home

About our school	+
Supporting our students	+
Learning at our school	+
Gallery	+

Our school has a number of links that can be accessed by students, staff, parents and members of the community.

#### Student links

Links for students to access student resources:

- [Student Sentral access](#)
- [Student CANVAS access](#)

This will bring up the login page for the Student and Parent Portal. Students use their Department of Education username and password to login to Sentral

The username is the student's  
firstname.lastname  
**e.g. john.smith**  
**OR**  
**john.smith24**  
if they have a number  
after their name

The password is  
the same as their  
school email and  
computer login at  
school.

**Belmont High School**  
Student and Parent Portal

Please enter your username and password below

Username

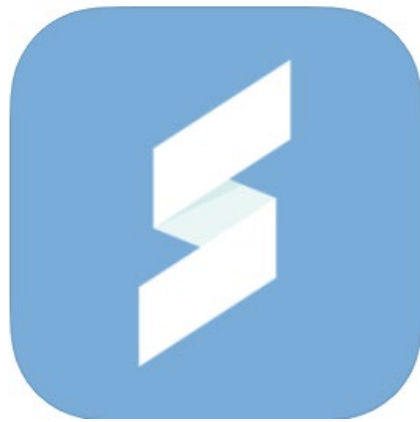
Password

Sign In

Forgot Password?

SENTRAL EDUCATION

Parents and students can download the Sentral app on their mobile phone. The app can be downloaded free to:  
android phones: <https://play.google.com/store/apps/details?id=com.sentral.mobile>  
iPhone and iPad: <https://apps.apple.com/ro/app/sentral-for-parents/id1238744022?mt=8>



Parents will be emailed instructions from the school with relevant login details. If you have difficulty logging in to Sentral please contact the school on 4945 0600 or email the school: [belmont-h.school@det.nsw.edu.au](mailto:belmont-h.school@det.nsw.edu.au) requesting assistance with Sentral login.