

FLORAVILLE PUBLIC SCHOOL

78 Floraville Road, Floraville NSW 2280

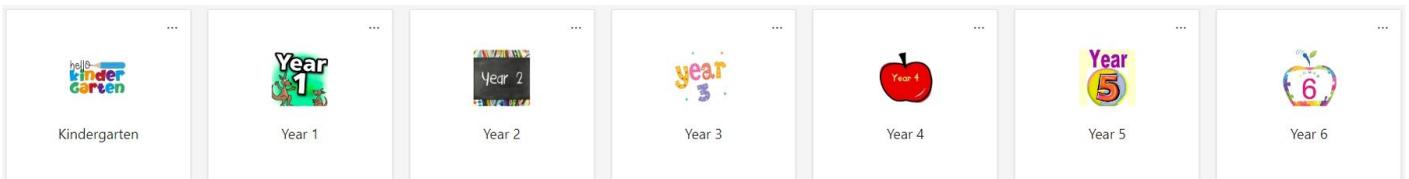
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7 February 2022

Dear Parents and Carers,

As part of supporting our students who may experience periods of time where they are required to learn from home, Floraville Public School is utilising a consistent online platform across the school for children to access online learning. The platform is Microsoft Teams ® and each year level has their own 'Team'.



How to access your child's Team

1. Visit <https://portal.det.nsw.edu.au> OR 'Google' NSW DoE student portal.



2. Your child will need to enter their user ID followed by their password. A child's username is their first name, followed by a full stop and then their surname. Sometimes children may have a number after their last name. The user ID children use at school is the same user ID they will need to use at home. For example: `firstname.lastnameXX`

Login with your DoE account

User ID

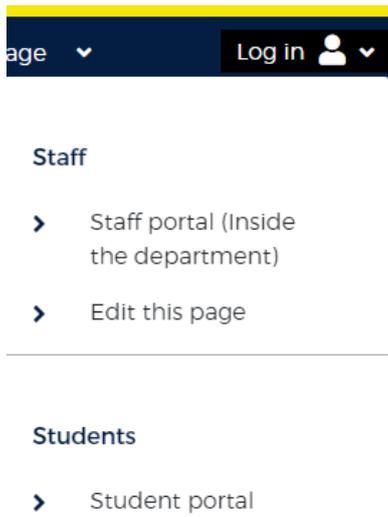
Example: `jane.citizen1`

Password

Log in



3. You may have the following appear. Hover over Log in, and choose 'Student portal'



4. Once inside the student portal, you will need to access the launchpad.



5. Under the launchpad, you will see Microsoft Teams.



6. You may be prompted to sign in again.

Login with your DoE account

User ID

Example: Jane.citizen1

Password



7. You will likely be asked to sign into Microsoft. To sign in here when prompted, students will need to use their portal ID followed by **@education.nsw.gov.au**



Sign in

@education.nsw.gov.au

No account? [Create one!](#)

[Can't access your account?](#)

Back

Next

8. You will be asked if you want to stay signed in. Choose Yes or No.

A screenshot of a Microsoft sign-in prompt. At the top left is the NSW Education logo. Below it is the text "@education.nsw.gov.au". The main heading is "Stay signed in?". Below this is the text "Do this to reduce the number of times you are asked to sign in." There is a checkbox labeled "Don't show this again" which is currently unchecked. At the bottom are two buttons: "No" (grey) and "Yes" (blue). At the very bottom of the screen, it says "NSW Department of Education".

9. Once inside Office 365, click on the Teams icon on the left-hand side of the screen.





10. Once inside Teams, choose the Teams icon on the left-hand side of the screen again.



11. Your child should then automatically be directed to the Team that matches their year level at school.

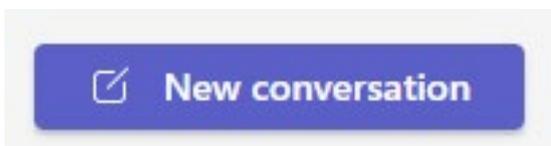
Inside Teams

There are three 'channels' that your children can access to obtain various learning materials. The purpose of and expectations for using each of these 'channels' is outlined below.

Channels	
General	General Channel – this channel will not be utilised at this time. We will advise families if this channel is required in future.
Classroom Chat	Classroom Chat – this channel can be used for any questions that you or your child may have during learning from home.
Learning at Home	Learning at home – this channel is where you will find links to the Digital Learning Packs.

Classroom Chat

This channel is designated for children and families to ask questions (at any point in the day) via typing. In this channel children may communicate with each other and discuss learning activities. **Families and children are asked to ensure that this channel is only used to discuss learning content or questions about learning content.** If you or your child has a learning related question or comment, simply click on 'New conversation' and type your question.



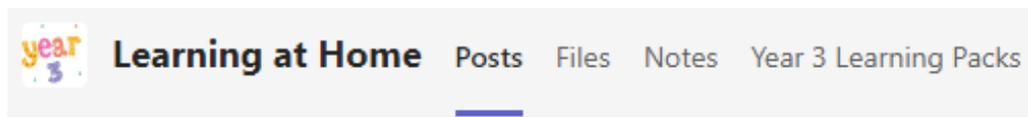
Teachers will get a notification, however you can 'tag' your teacher or other students and they will receive a notification. Simply type '@' followed by the person's name in the conversation tab. If you do not wish to tag a teacher or other student, simply just begin typing the conversation and hit send.





Learning at Home

This channel is designated for children and families to access the Digital Learning Packs. When you click on this channel, you will see a tab at the top of the page the page that says 'Year X Learning Packs', depending on what year your child is in. For example, children in Year 3 will see:



When you click on 'Year X Learning Packs', the following will appear:



As required, additional support and/or resources will be added to the Learning at Home channel.

Having trouble accessing the channels?

If you cannot see the channels when you go into Teams and you see the image below, select '2 hidden channels', and then you will be able to choose 'show' next to the channels so that you can access them.



Students are being shown their Teams at school and working with teachers to learn more about this platform. Please do not hesitate to contact the school if further assistance is required.

We sincerely thank you for your support during our preparation and commencement of online learning options via Microsoft Teams. We will provide further updates and support as required.


Kirstie Yeo
Principal