Northern Adelaide Senior College



Information Technology



**Webpage: http://www.northernadelaidesc.sa.edu.au**

# CONTENTS

# WELCOME TO
# NORTHERN ADELAIDE SENIOR COLLEGE

The following information is to assist you with access to the school's computing and information systems. All computers have the latest Windows operating system installed with Microsoft Office 2016. All Apple Macintosh computers have a dual boot system to support Windows. Your teachers will assist you with Windows if you are not familiar with using it.

All students have external access through the school's website to the following: -

- Emails and Office 365
- DayMap – the school's learning management system
- Moodle – a secure personalised learning environment.

**School Website:  http://northernadelaidesc.sa.edu.au**

Sample of Student IT Letter provided to each student. At the bottom of the letter (as shown below), you will find your IT account information to log onto computers.

**Northern Adelaide**
Senior College

Dear    Student

Welcome to Northern Adelaide Senior College (NASC). The following information is to assist you with access to the school's computing and information systems.

Computers

All Windows computers have the latest Windows 10 operating system installed with Microsoft Office 2016.

All Apple Macintosh computers have a dual boot system to support Windows.

Your teachers will assist you with Windows 10 if you are not familiar with using it.

You can access your email and the NASC learner management system 'DayMap' from the NASC website.

http://northernadelaidesc.sa.edu.au

Your login must have NASC\S before your NASC ID number when you login from outside the school.

Username: NASC\S*******

Password: ********

Passwords can contain upper and lower case letters and a number/numbers.

Printers, Photocopiers & Scanners

There are Fuji Xerox Printers/Photocopiers and Scanners in every area of the school that students can use.

You will need to provide your username/password or your 5-digit pin to access print jobs sent from computers. You can find your current pin code or choose your own 5-digit pin by using the following link.

http://printers:9191/user (Choose Details & enter your Username & Password then go to the "Change Details" Tab)

*This shortcut is on the desktop of all school computers.*

All students have a printing quota. If you run out of printing quota, you will need to ask your teacher to provide you with more. Your teacher can also log a helpdesk request on your behalf.

Your NASC account information is below.

Please make sure you retain your information in a safe place and keep it confidential.

**Display Name:** YOUR NAME

**ID & Username:** S********

**Password:** ********

## LOGON TO A COMPUTER

Your NASC IT account information can be found on your Student IT Letter. Please do NOT change your assigned password. Some systems will require you to log on using your email address. Please make sure to enter logon details exactly as provided to you in your IT Student letter.

Logon Username:-    S* * * * * * * *

Password:-              is the one provided on your Student IT letter (sample shown below).

Display Name: YOUR NAME

ID & Username: S* * * * * * * *

Password: * * * * * * * *

## DAYMAP

## Access to DayMap

- **When at NASC**

  Click on the icon on your desktop of the computer called "DayMap"

  If the **DayMap** icon is missing from the desktop, type the following address into your web browser. http://sharepoint.nasc.education/daymap

- **When not at NASC**

  Google search "nasc", then open the web site

  Your NASC **DayMap** portal can be accessed from any computer or mobile device that is connected to the internet. Look at the top right of your screen then click on DAYMAP (see picture opposite).

Once the NASC **DayMap** portal has successfully loaded you can then select between different views including Timetable, Feedview and Diary.
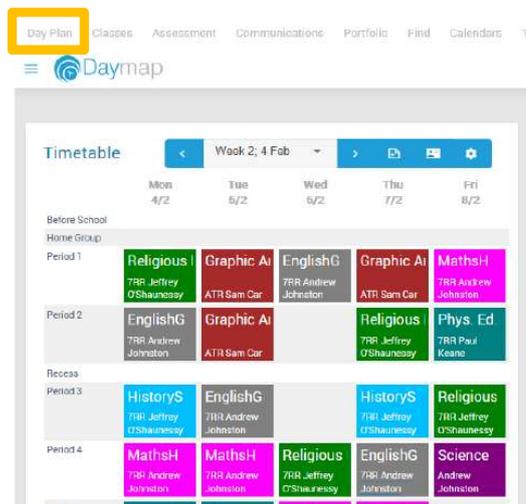
## Diary
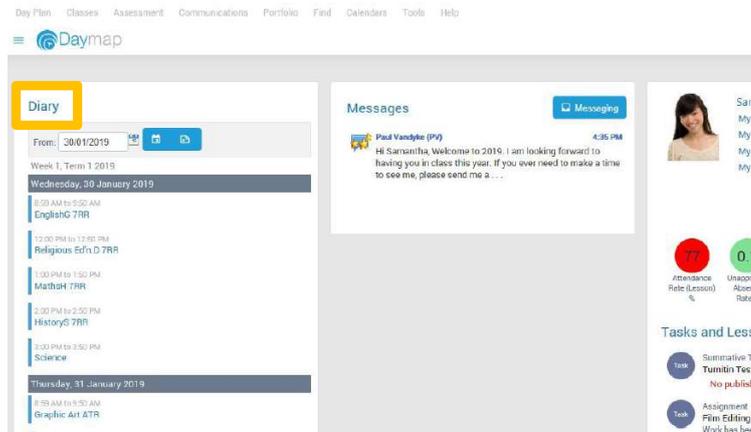


The **Diary** shows information specific to you: -

- All of your lessons on each day
- Lesson times
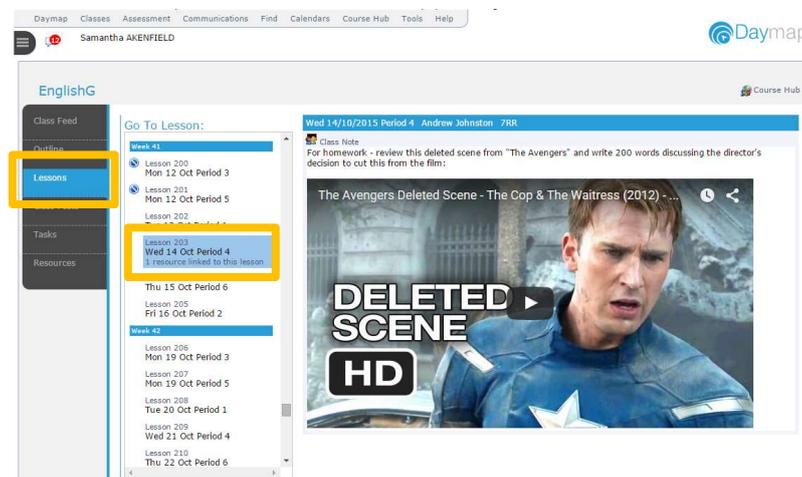- Classrooms
- Your photo
- Messages
- Alerts

## Timetable



Rest your mouse in the top left of screen on Day Plan, then click on Timetable

The **Timetable** shows: -

- Your weekly timetable
- Indicators for attendance and tasks submitted on time
- Homework
- Current tasks
- Messages
- Bulletins and Newsletters.

## Lessons



There are several ways to access a Lesson Page within **DayMap**. The quickest way is through **Day Plan** view. The **Day Plan** view will display your scheduled lessons for the current day – simply click on the name of your subject in the **Day Plan**. Once open the Lesson Page will display any available content that your teacher has set that may include the following: -

- Class notes
- Files as attachments
- Images, videos, web links

# ASSESSMENT ACCESS IN DAYMAP

This page displays all current homework and all Assessment Tasks due in the near future. You will be able to see detailed information about the task and access any attachments.

Task information can be found in multiple places.

- Tasks on the left side of the class page
- From your Timetable
- The assessment tab from your portfolio
- The task list (accessed via the Attendance Menu).

Menu: Assessment > Task Finder > Current / Complete / All
The "Task Finder" page provides a listing of a student's assessment tasks.

| | TaskID | Class | Type | Task | Set | Due | Teacher | Assessment | Status |
|---|---|---|---|---|---|---|---|---|---|
| | Tasks: {0} | | | | | | | | |
| | 9088 | English 7R | Reports | Term 3 Report | 2/10/15 | 2/10/15 | Andrew Johnston | Australian Curriculum English | Results have been published |
| | Tasks: {0} | | | | | | | | |
| | 9104 | Maths 7R | Reports | Term 3 Report | 9/10/15 | 9/10/15 | Andrew Johnston | Australian Curriculum English | Results have been published |

Tasks are grouped by class by default, however the groupings can be reordered by clicking the column headers to the top of the summary. Use the arrow buttons to expanded or collapse the groupings.
Clicking on the "Task ID" will open the Information page for the task to view Task Attachments and to electronically submit work.

Once a task has been graded and "results have been **submitted by the teachers**"

**Assessment Task**

Back | My Work

Task: Public Speaking Task
Class: EnglishG          Type: Assignment
                          Set: 5/08/2015
Teacher: Andrew Johnston  Due: 17/12/2015
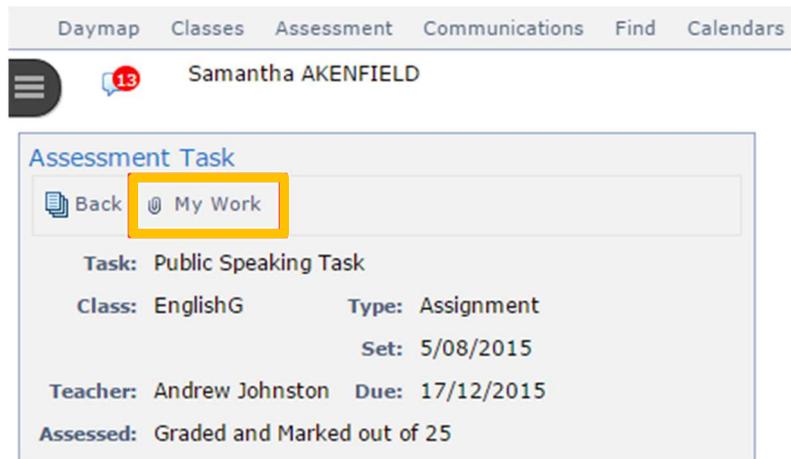Assessed: Graded and Marked out of 25

## ELECTRONICALLY SUBMIT MY WORK

Assessment Task can be viewed and work submitted through Daymap from the following points:
- Class Page, Tasks tab
- Student Homework and Assignments
- Assessment Task Finder
- Student Portfolio, Current Assessment Tasks tab.
- Day Plan, Assessment Tasks section at the bottom left of the page.

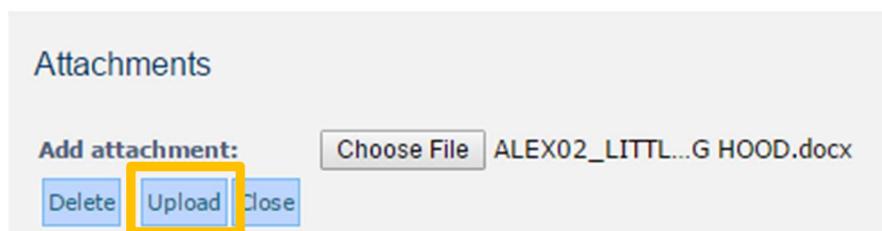From one of the points in Daymap listed above, click on the Task ID or Name to open up the task information.

Click the button "**My Work**" to open a new window to select the assessment file to be uploaded, as seen below.
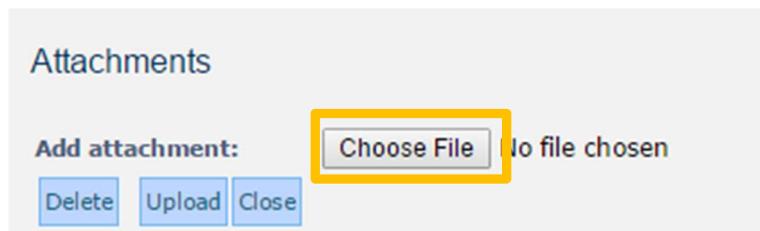
Click "**Choose File**" and select a file from your computer. Then click "**Upload**".

Click on the "Upload" button.

Once the file has been uploaded, it the window will appear as below. The upload date and time is recorded for future reference.

If the wrong file was uploaded, tick the check box next to the document and click "**Delete**".

# Checking your Results

To view your results and feedback for your assignments: -



- Go to your Portfolio
- Select Assessment
- Click on Results
- Use the drop-down list to select the required subject.

<div style="background-color: yellow;">

## ATTENDANCE

</div>

# Attendance Map



This is a year view of your attendance at NASC for the current year. Different colours represent attendance; absences and holidays.

Move the mouse over each day and a tooltip will show your attendance for that day.

# Attendance Rates

### Attendance Rate

| Class | Code | Teacher | Lessons | Approved | Unapproved | % Attendance | % Unapproved |
|---|---|---|---|---|---|---|---|
| ART INDIVIDUAL EXPRESSION SEM 2 - 1VAA10 | 1ARX21 | | 22 | 1 | 6 | 68% | 27% |
| DIGITAL PHOTOGRAPHY FULL YEAR - 2CCB20 | 2DPHY11 | | 63 | 6 | 15 | 67% | 24% |
| MODERN HISTORY FULL YEAR - 2MOH20 | 2MDHY12 | | 74 | 3 | 1 | 95% | 1% |
| MODERN HISTORY ST 2 SEMESTER 2 | 2MDHY22 | | 1 | 0 | 0 | 100% | 0% |
| STAGE 2 RAINBOW VOX STAGE 2 (10CR): SEM 1 | 2VOXS11 | | 9 | 1 | 2 | 67% | 22% |

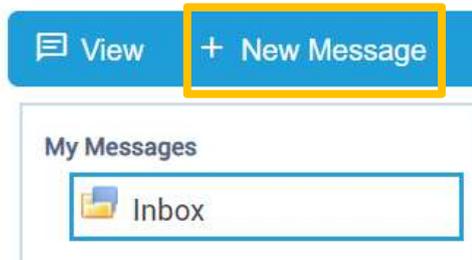This tab displays the attendance rates for each of your classes and an overall average attendance rate.
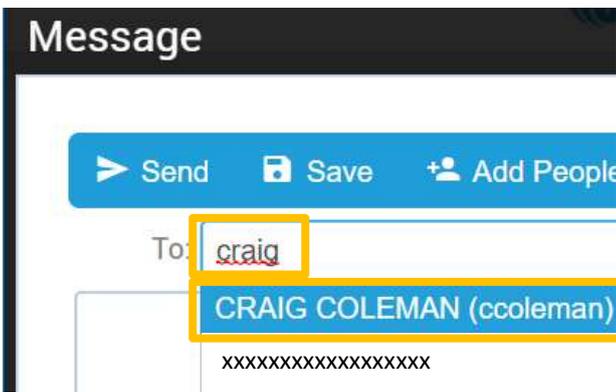
# DAYMAP MESSAGING
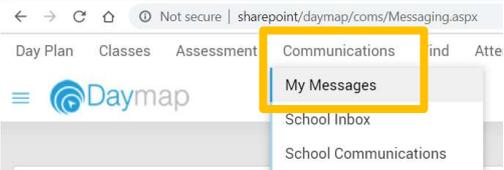


**Step 1**

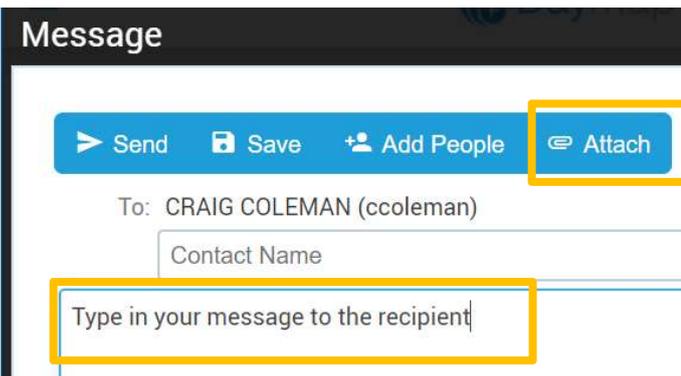To send a message to your teacher, click on "Communications", then "My Messages"



**Step 2**

Click on "New Message"



**Step 3**

Type the first name, then click on the person's name
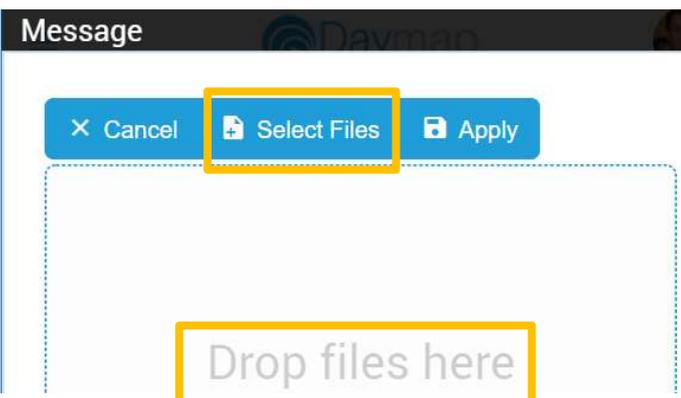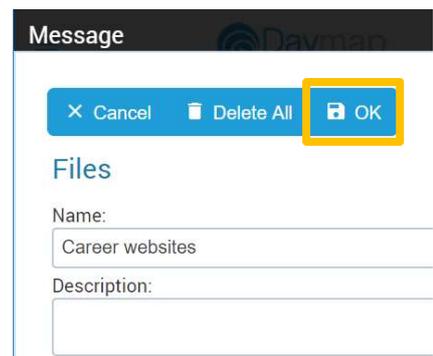


**Step 4**

Type the message to your teacher

**Step 5**

If you want to add your work for the teacher to provide feedback, click on "Attach"



**Step 6**

Click on "Select Files" or drag your files

**Step 7**

Click on "Ok"

## MOODLE ACCESS

Moodle is a secure personalised learning environment used by some NASC teaching staff to deliver their subjects in an 'Online' environment.

Your NASC **Moodle** can be accessed using the Moodle icon on the desktop of any computer that is connected to the network or from the NASC Website home page.

Enter your username and password as shown on your IT letter to access the **Moodle** site. Your subject teacher will provide instructions that will assist you to use this learning environment.

## CAREERS - NASC

The aim of NASC Careers is to provide you with all the latest information that will help you make decisions about your future career and your life beyond school. You can use this site to locate University, TAFE and other type of courses across Australia, get information about the SACE, search for job vacancies and much more.
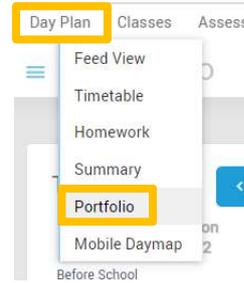
Students have their own secure account to login into and complete activities like:

- Investigate careers
- Career planning
- Interest and Skills/Abilities quizzes
- Resume and cover letters
- Workplace safety

## Accessing your email address, Office 365 username and password

- This can be found on DayMap under My Portfolio, then Office 365 Email

- The password was reset in week one and listed on DayMap. If you have changed from this password it can be updated by using the reset password option or seeing Gill Bennett in HG08
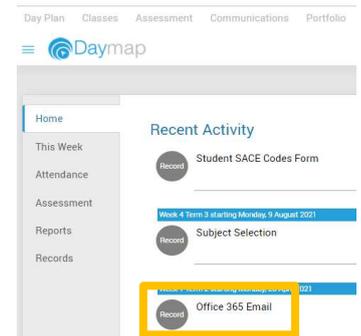
- Take note of your email address
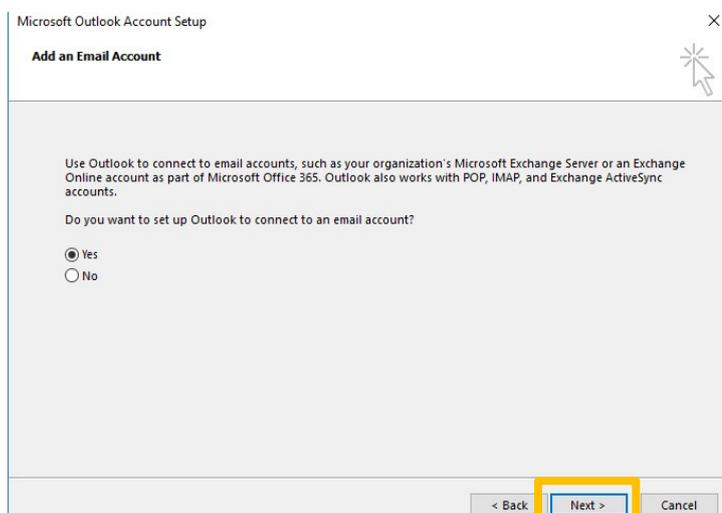- Take note of your temporary password
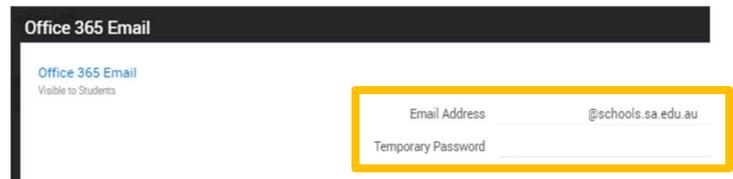
## EMAIL ACCESS – AT NASC

### Step 1

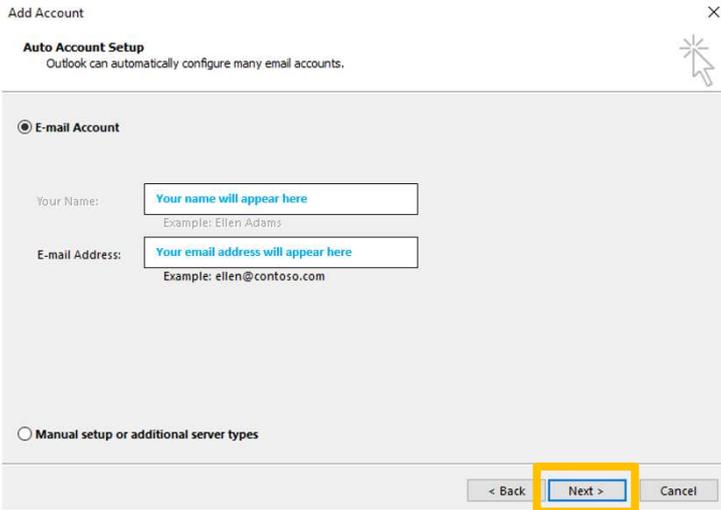Click on the Microsoft Outlook icon – the Welcome to Outlook screen will open
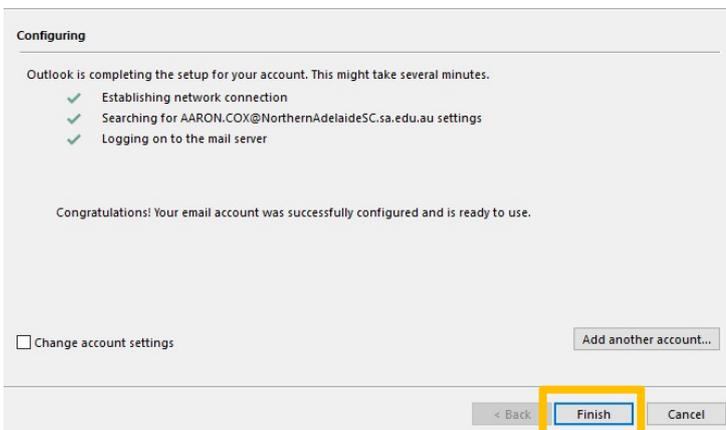
**Click on Next**

### Step 2

To add an Email Account

**Click on Next**

Auto Account Setup should automatically show your name and email address

**Step 3**

**Click on Next**



Congratulations,
your email account is complete and ready to use.

**Step 4**

**Click on Finish**

Outlook automatically opens to your school email box

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**From home**
**Office 365 access (Word, Excel, PowerPoint, Email, One Drive)**

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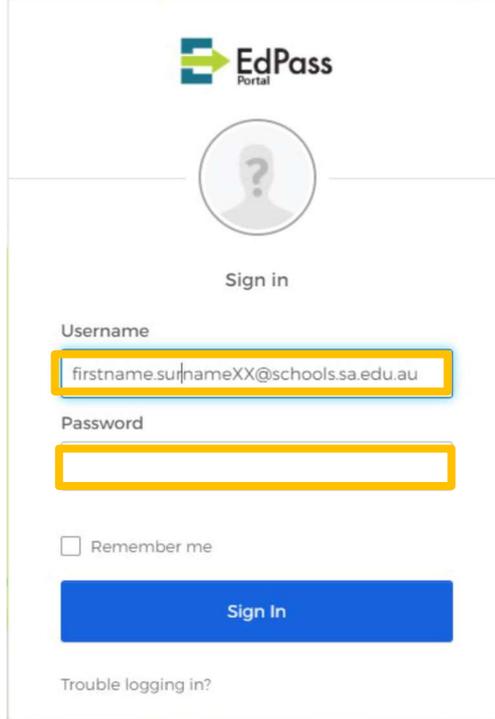**Signing into EdPass from home to gain access**

To access your school applications, you need to sign into EdPass using your existing school email username and password. EdPass has replaced LearnLink.

To sign in to EdPass:
1. Go to the website: https://portal.edpass.sa.edu.au/
2. Click on **EdPass Portal (@schools.sa.edu.au login)**.
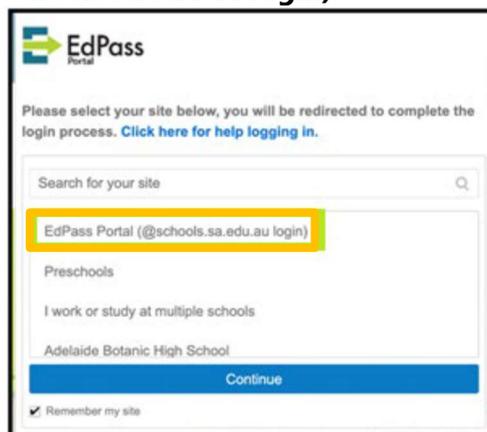
3. Click **Remember my site**, then click **Continue**.
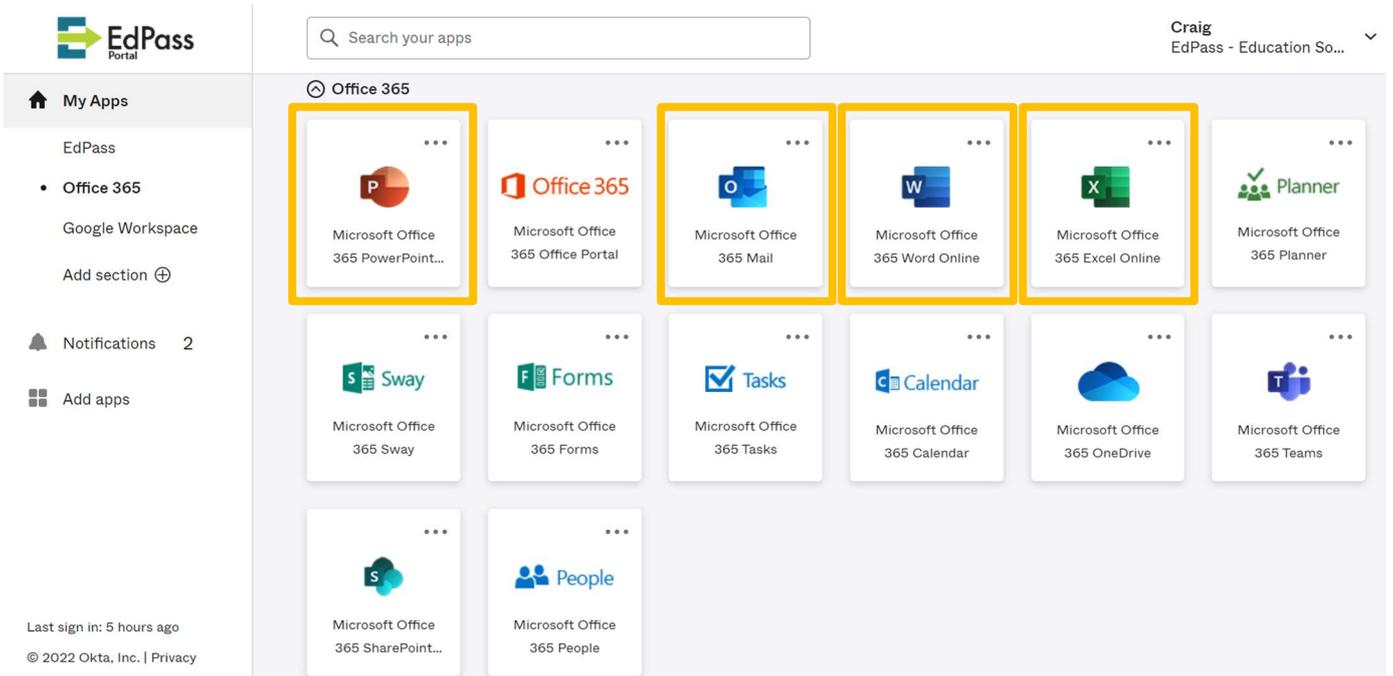4. In the **Username** field, type in your @schools.sa.edu.au email address, for example joe.bloggs123@schools.sa.edu.au, and in the **Password** field, type in your @schools password.
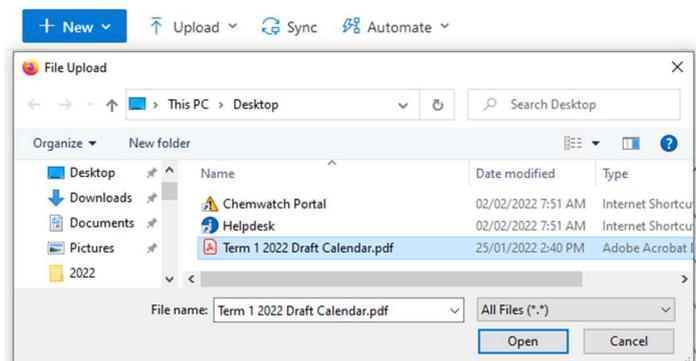


5.
6. Click **Sign In** to get access to your schools learning applications.



7. OneDrive gives you 1TB of storage that you can upload files to for backup, or save to from Office365.

## Student Home Drive (H)

This is where you save any work to your personal drive on the network. You can recognise your Student Home Drive by your Student ID number above the drive (see picture opposite). No students or staff have access to your Student Home Drive.

**Important Note:** Please **do not save** your work to the desktop of laptops or desktop computers (Windows (C) drive).

Windows (C:)
173 GB free of 234 GB
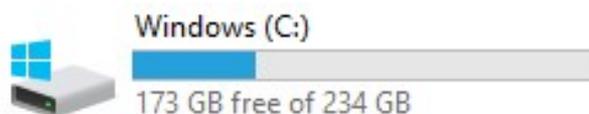
## How to Save your Work to Student Your H Drive

This PC
Info
New
Open
Save
Save As
Print
Share

This PC
> Desktop
> Documents
> Downloads
> Music
> Pictures
> Videos
> Windows (C:)
> My Passport (D:)
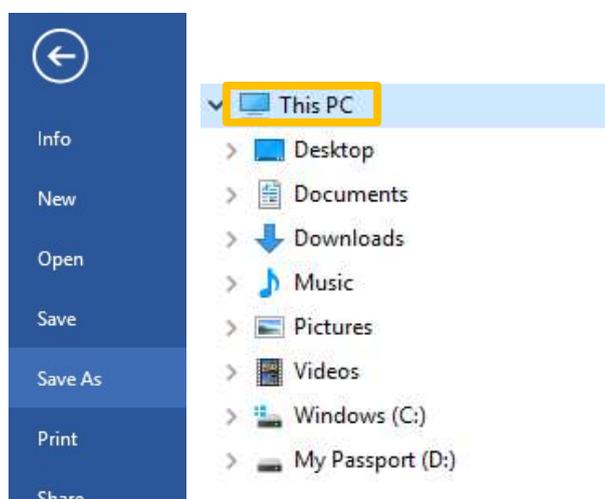
**Step 1:** Click on File and select Save As

**Step 2:** Select Browse and click on This PC.

File    Computer    View
← → ↑ This PC
Quick access
Desktop
Downloads
Documents
Pictures
Music
Videos
This PC
Network

Folders (6)
Desktop                    Documents
Music                      Pictures

Devices and drives (2)
Windows (C:)               DVD RW Drive (E:)
149 GB free of 230 GB

Network locations (4)
S******  I\StudentHome$)...    StudentCurriculum (O:)
                               667 GB free of 902 GB
StaffStudentShare (T:)
667 GB free of 902 GB
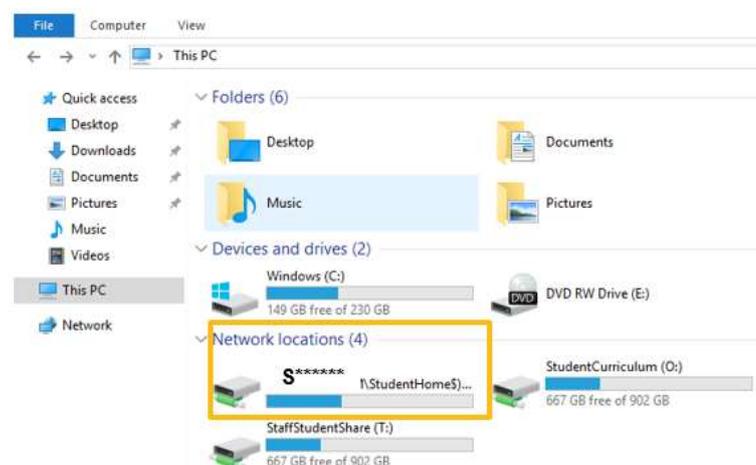
**Step 3:** When the screen opens showing the drives, double click on Student Home Drive, the Home drive will open.
**Note: Remember student work must be saved to the H: Drive.**

File name: NameYourDocument
Save as type: Word Document
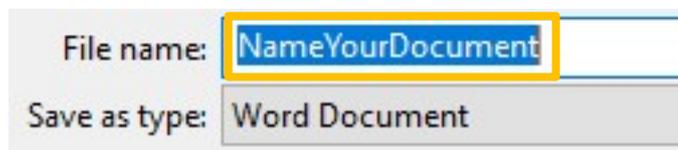
**Step 4:** Provide a File Name for the document then select Save.

**Government of South Australia**
Department for Education

## Student Curriculum (O) Drive

The information stored on this drive is files and folders that teachers have put on for curricular use. Students have access to all these files but you cannot edit, delete or save files onto this drive. Only teachers have access to make changes on the O drive. You can copy and place these files on your Student Home drive (H).



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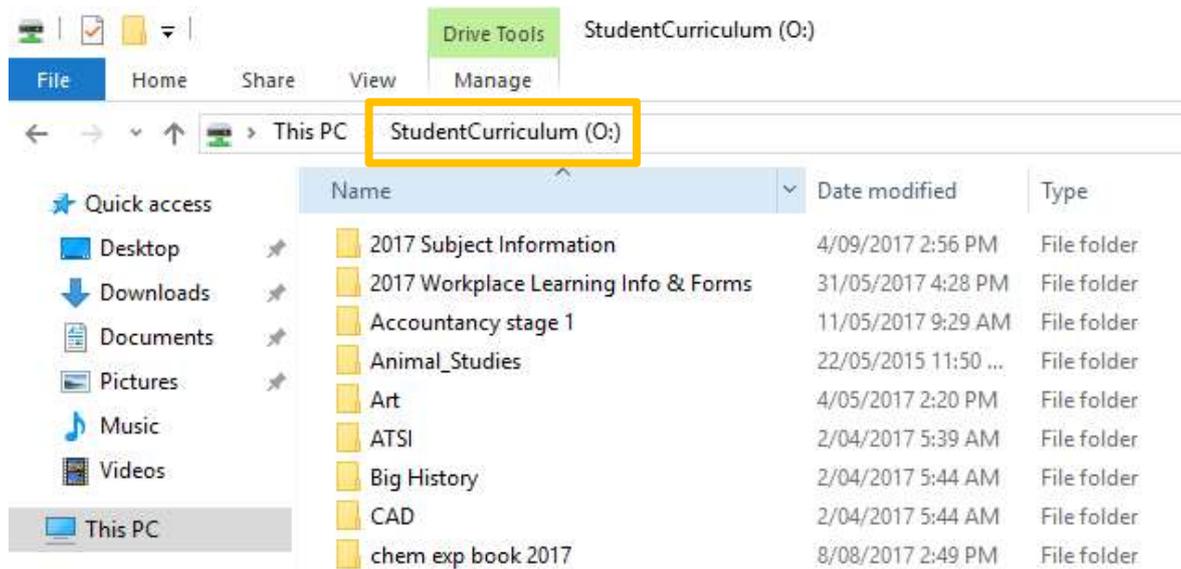
## PRINTING
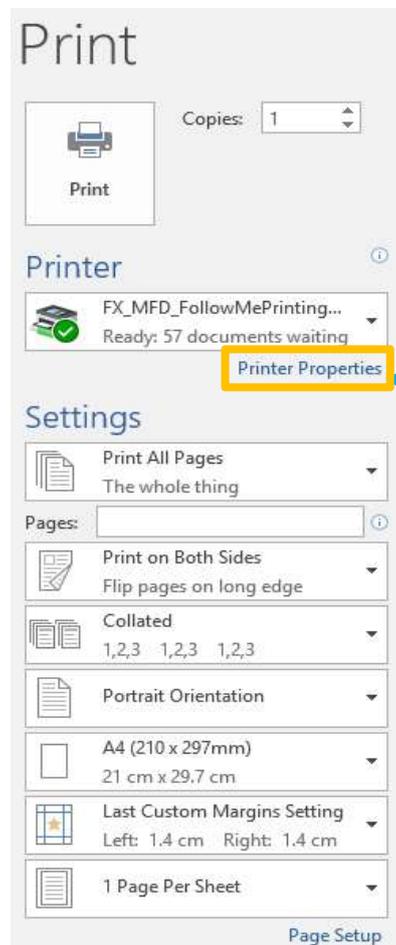


### Printers, Photocopiers and Scanners

There are several Printers/Photocopiers and Scanners around the school for student use. To print documents, the default printer is set to FX_MFD_FollowMePrinting automatically. The default set-up for printing is double sided in black and white.

To change default printer settings:

- Select Printer Properties

Selecting Printer Properties allows changes to the default printer set-up before sending your document to the printer.

To make changes to the default settings the next page highlights the changes frequently used.

# How to change Printer Properties?
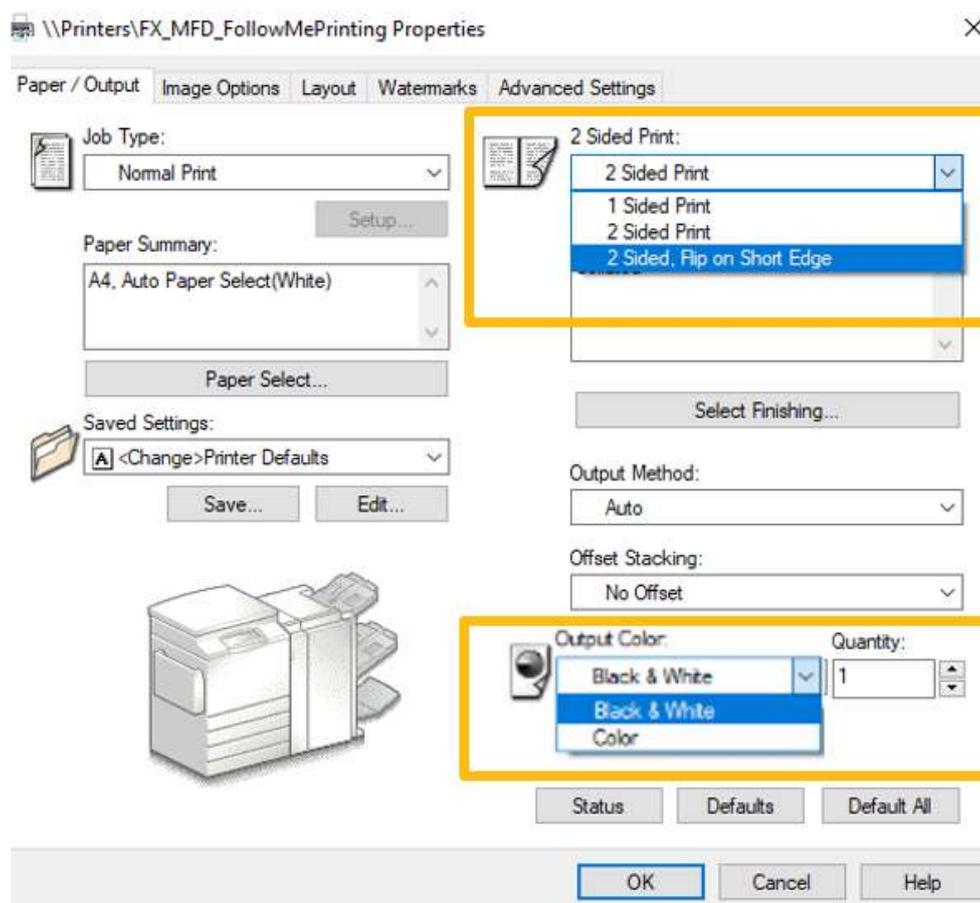
Select Printer Properties as shown on page 13

**2 Sided Print**
Select the drop down arrow to change the default from two Sided Print

**Colour printing**
Select the drop down arrow to change the default from Black & White to Colour

**How many copies**
Select the Quantity of copies needed.

# Print Release and FollowMePrinting

There are two options for students to log onto the copiers.
1. Enter your Username and Password
2. Use your 5-digit pin
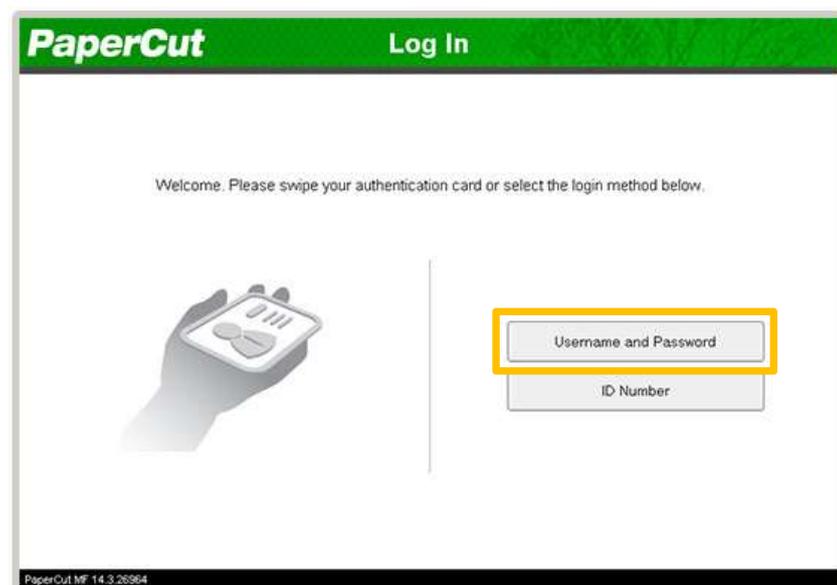
**Step 1**
Use the touch screen to select Username and Password.
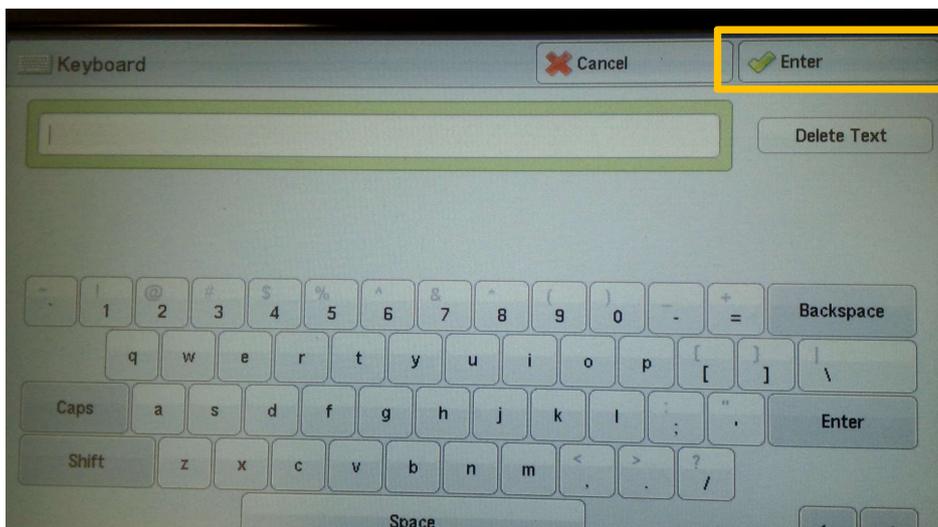
**Step 2**

Use the touch screen to enter your logon details.

Then Select ✔ Enter shown on the keyboard screen.
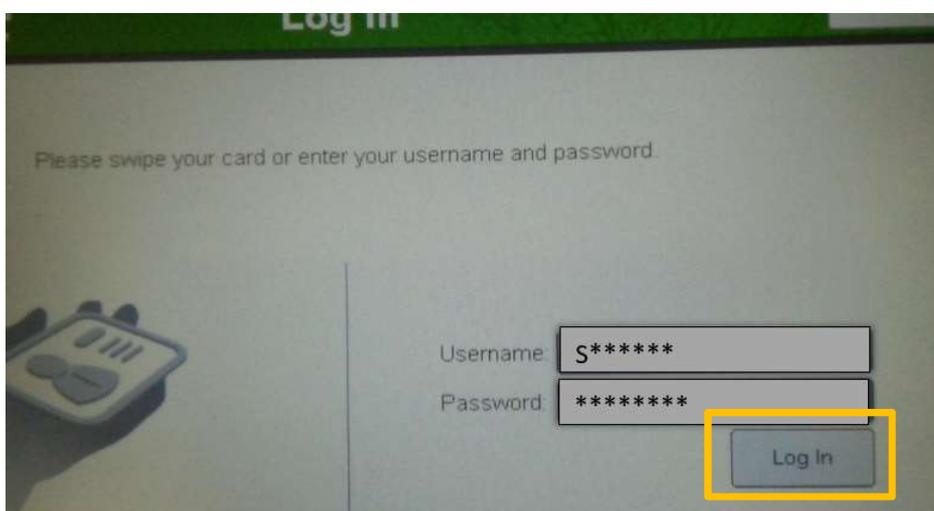


**Step 3**

Username: S******
Select Enter

Password: ********
Then select Enter

**Step 4**

Select Log in

Documents are queued in a Print Job Queue as shown opposite for you to print when ready.
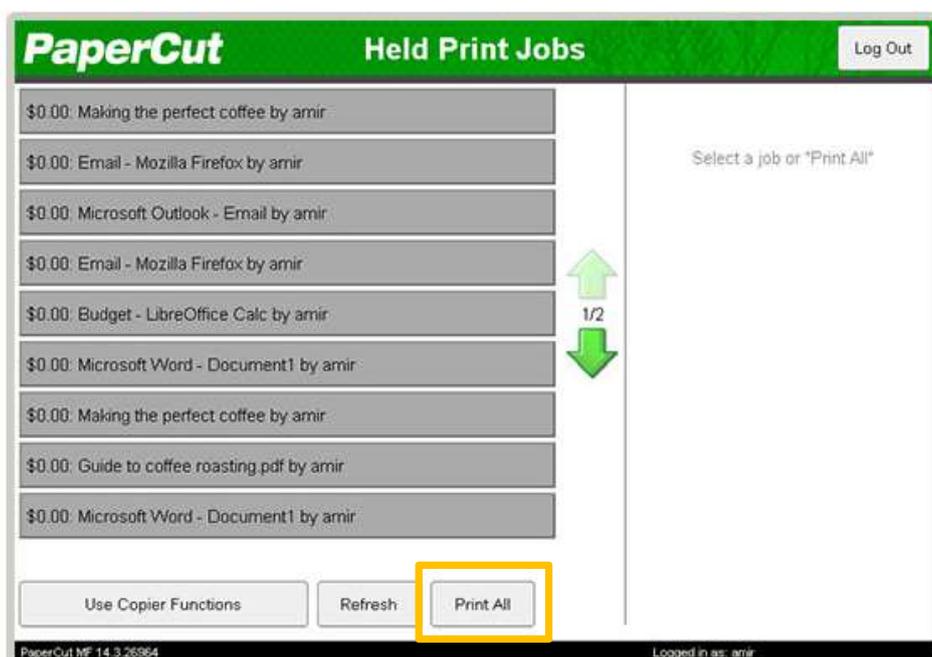


**Secure Printing**
Jobs only print when you arrive at the printer and confirm your identity. This ensures the user is present to collect their job and other users cannot "accidentally" collect your documents.

To copy documents or pages from a book use the touch screen to select Use Copier Functions as shown opposite.

**Step 5** Press the "Print All" button to print all jobs, or press on one of the jobs then press "Print".

## Photocopy Documents

To photocopy documents, place the document in the document feeder. To photocopy a book, place the page/s required on the glass and select the Copy icon on the touch screen opposite.

Selecting the Copy Icon opens the screen shown opposite.
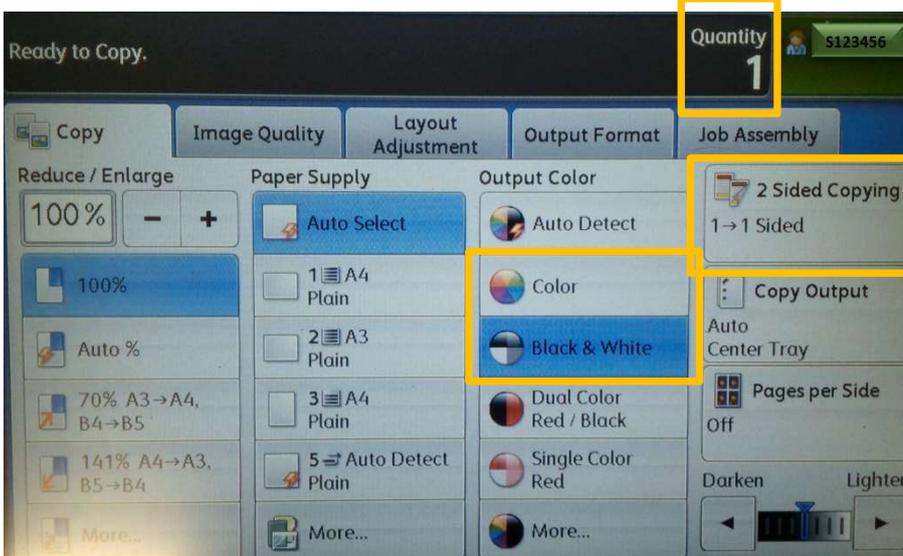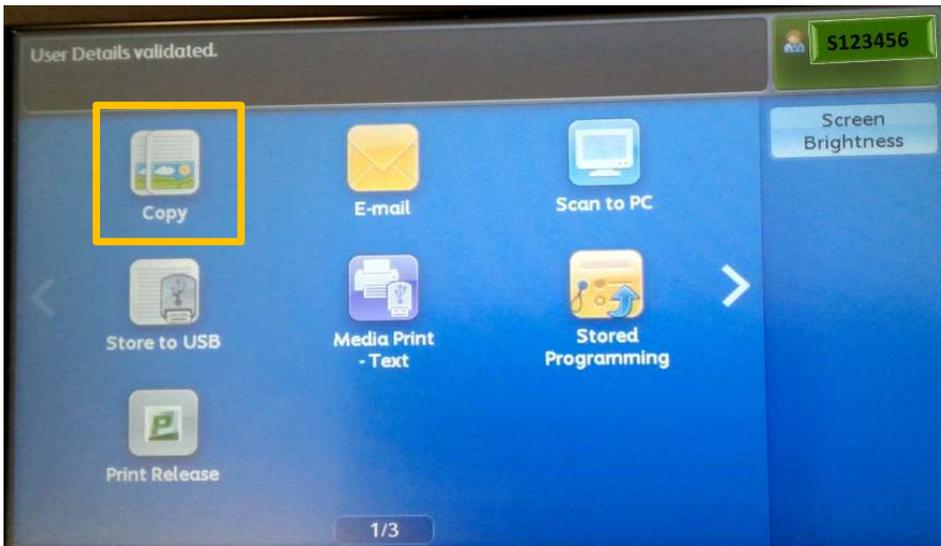


This screen provides the user with several selections for copying the original document. For example

- How many copies needed
- Stapled
- Single or double sided
- Black/white or colour

Then press the big green button on the photocopier to print

If help is needed with any of these tasks, please ask for assistance, the Library is a great place to go to for help.

The following instructions show how to access your 5-digit pin number.



The shortcut for PaperCut is on the desktop of all school computers.
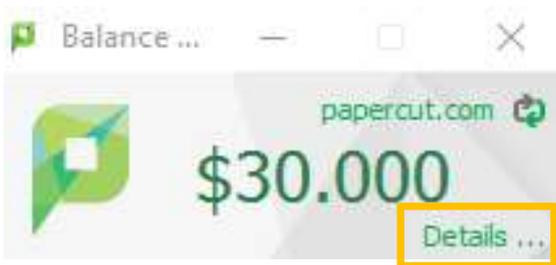


To find your current pin code and/or choose your own 5-digit pin click on the word **Details …** as shown opposite.

Alternatively access the following URL

**http://printers:9191/user**
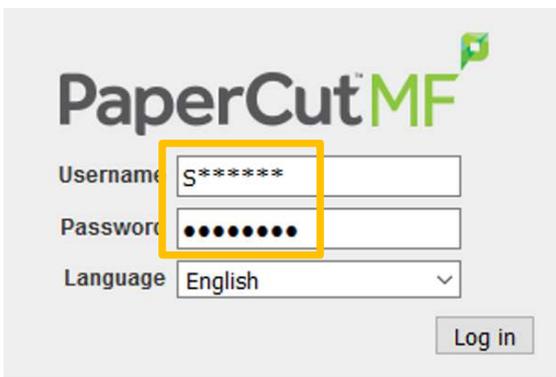


Clicking on the word Details will take you to the Log in screen where you will need to enter the following to logon:

- Your Username
- Your Password

(These are the same as your network logon.)
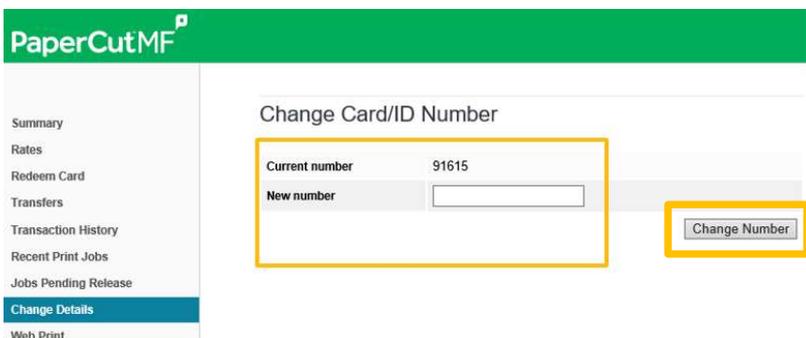


Once logged onto PaperCut select Change Details. The number shown is the 5-digit pin allocated to you.

Remember the number shown or change it to your preferred number of 5-digits.

If you change the number click on Change Number to add your preferred number. Select Log Out when you have finished.

All students have a printing quota. If you run out of printing quota, you will need to ask your teacher to provide you with more. Your teacher can also log a helpdesk request on your behalf.

Cybersafety in schools – https://www.education.gov.au/cybersafety-schools

The Australian Government recognises student wellbeing and safety are essential for academic and social development. All students should be able to learn and develop in safe, supportive and respectful environments. Australian schools, families and communities all have a responsibility to provide safe online environments and teach children how to use technology in positive and productive ways.

The Department of Education works closely with the Department of Communications, which has primary responsibility for Cybersafety matters along with the Australian Communications and Media Authority to ensure evidence-based Cybersafety education is available to all Australian schools for all members of the school community.

The following **resources** provide information for students, teachers, parents and the broader community about creating safe online and offline environments.

## The Student Wellbeing Hub

The Student Wellbeing Hub is a one-stop shop for information and resources underpinned by the National Safe Schools Framework. The Hub assists school communities to nurture student responsibility and resilience, build a positive school culture, foster respectful relationships and support students who are impacted by anti-social behaviour. It offers current advice, curriculum-aligned and age-appropriate resources for educators, parents and teachers to build understanding of issues related to the safety of students as they navigate the digital world including:

- safe and respectful online interactions
- digital citizenship
- cyberbullying
- eSafety and health
- managing online activities

## Bullying No Way!

Bullying No Way! is an educational website for Australian school communities and the general public. As well as providing information for individuals, the website provides online curriculum and other resources to support the bullying prevention work of schools. Cybersafety resources and information aimed at children, parents and teachers are provided on the website.

## The Office of the Children's eSafety Commissioner

The Office of the Children's eSafety Commissioner is a one stop shop for online safety. The Office provides Australians with a range of up-to-date information and resources, coupled with a comprehensive complaints scheme to assist children and young people who experience serious cyberbullying.

- As a general rule, a person can make a complaint to the Commissioner where they believe a person under the age of 18 is (or was) the target of cyberbullying material and: the material is provided on a social media service
- a reasonable person would think the material was intended to have a negative effect on the young person
- the material was intended to have a seriously threatening, seriously intimidating, seriously harassing or seriously humiliating effect on an Australian person under the age of 18. The Commissioner only needs to be satisfied that the material is likely to have one or more of these effects.

Complaints can be made using the online cyberbullying complaint form on the Office's website.

## FAQ

- What is my email address: firstname.lastnamenumber@schools.sa.edu.au
  eg sam.jones357@schools.sa.edu.au

- What is the school's web address: http://www.northernadelaidesc.sa.edu.au

- How do I get to my emails at home: https://outlook.office.com/mail/

- How do I access Daymap at home: https://daymap.northernadelaidesc.sa.edu.au/daymap

- Where do I save my own personal work: On your Home Drive (H), to OneDrive online or on a flash drive

## ACCESSING IT SUPPORT

## Access or Report any IT Issue

The following list staff below are the go to people if you wish to report any, IT related issues:-

- Speak to your classroom teacher
- See Gill in HG08 or Lisa in the Library
- Go to the IT Office – H309

## THE IT TEAM

| David Folland | Gill Bennett | Lisa Southon | Amandeep Mamotra | Anne Gauci |
|---|---|---|---|---|
| Coordinator ICT | IT Technology Support Officer | Library Manager | IT Systems Manager | Data Manager |
| H312 | HG08 | HG10 | H309 | H106 |