



KILLARNEY HEIGHTS HIGH SCHOOL

2020



Student Guide

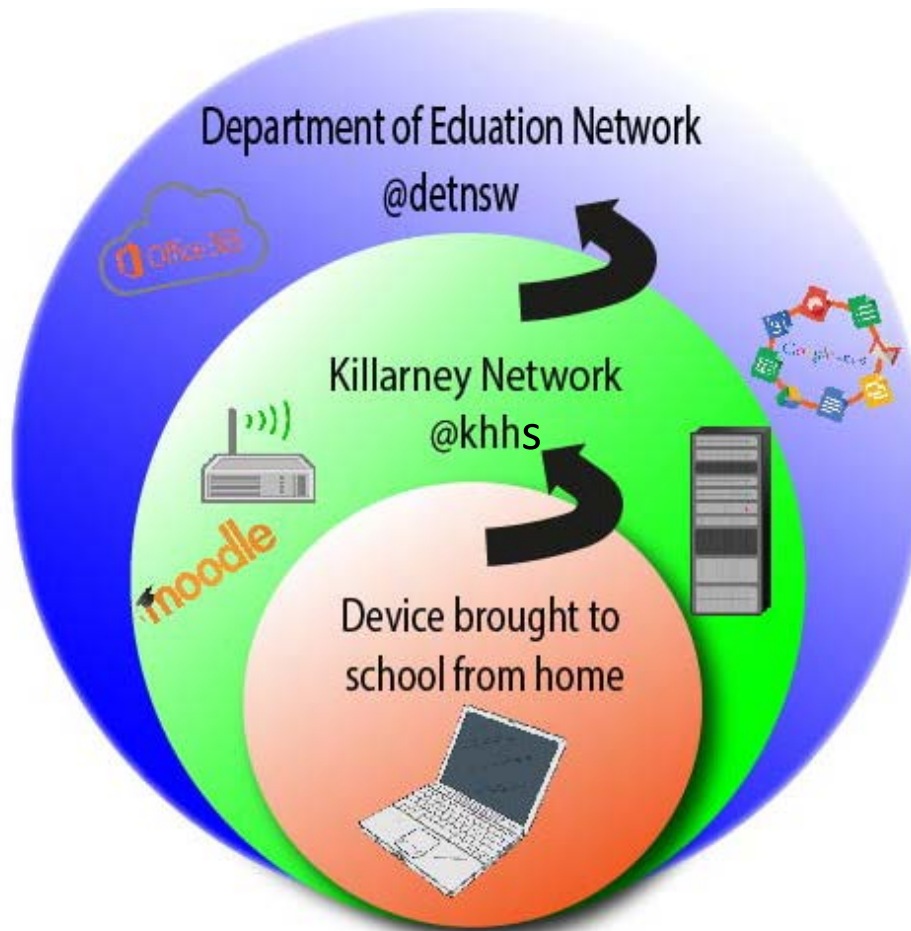
BYOD

Table of Contents

How BYOD works at Killarney	3
Logging on to the school desktops for the first time.....	4
Connecting a device to the wifi for the first time.....	6
Windows 10	6
OSX.....	8
Using Online Resources	10
Student Sentral	11
Department Student Portal	12
Email Address.....	12
Registering for Department Adobe Software	13
Accessing Department Adobe Software	15
Accessing the Department Microsoft Software	17
Installing the Software	17
Using Office 365 Cloud services.....	17
How to active Pre-installed MS Office in Windows	18
Printing.....	22
Costs of printing.....	22
Printing.....	22

How BYOD works at Killarney

When using a device that has been brought to school from home it will need to connect to the school's wifi network to access both school hosted resources and the Internet. The school's wifi network requires a valid Killarney Height High School username and password to join your device successfully. This means all users must log into a school desktop BEFORE they can use wifi.



Whilst multiple wifi networks are likely visible to your device, the student wifi network is called **KhhByod** and your username must be in the format of `username@khhs`

(Eg [John.Smith@khhs](#)).

Once you are successfully connected to the wireless network you will be able to access school hosted resources and have the ability to access the Internet. The Internet is however provided by the Department of Education and not the school which requires you to use your DoE username and password for access, DoE usernames are in the format of `username@detnsw`

(Eg [John.Smith@detnsw](#)).

Generally, your usernames for both the school and DoE will match and we strongly advise you keep your passwords the same for ease of access.

- School hosted services include Moodle, Sentral, Data Storage, Printing, Wifi (Username @khhs)
- DoE service include Internet access, email (Username @detnsw)

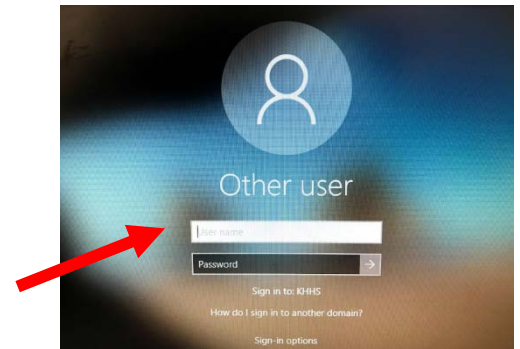
Logging on to the school desktops for the first time

1. Your user name is the same as you use to access the Department of Education network. This is usually

firstname.lastname

This may be followed by a number and is NOT case sensitive.

The first time you log in leave the password box empty. The computer will force you to set a new password immediately.



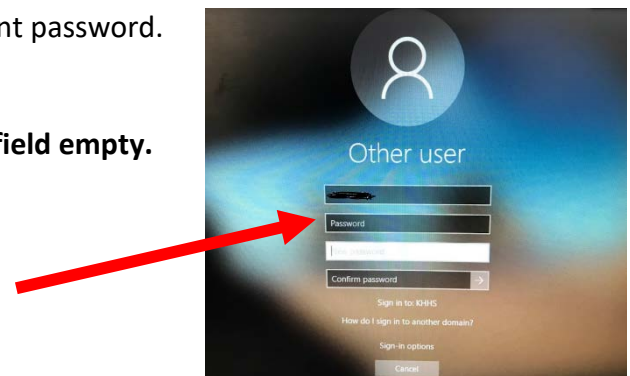
2. You will then see a screen with text states that the password must be changed.

Click OK.



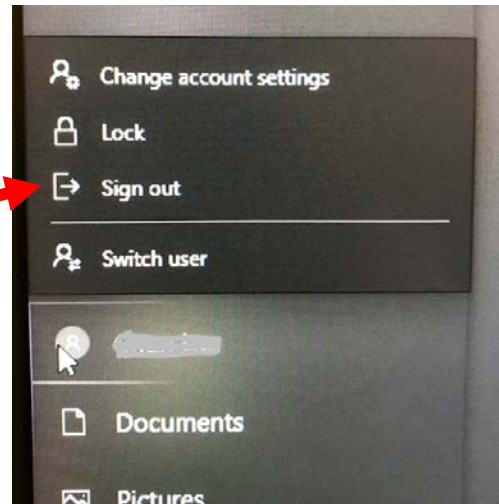
3. The password must be the same as your Department password.

REMEMBER the old password is blank. Leave this field empty.



4. If this does not work for you, please ask your classroom teacher to reset using the password reset function on the launcher on the teacher's computer.
5. If your name is not in the teachers list of names to reset you will need to see IT help in the library.
6. The password can be changed at any time.
 - Press + Control + Alt Delete on the keyboard
 - Click on Change Password
 - Follow the Prompts

7. After the “Classroom Patrol Application Launcher” appears, proceed to logoff from Windows by clicking user button and select “Sign out”.



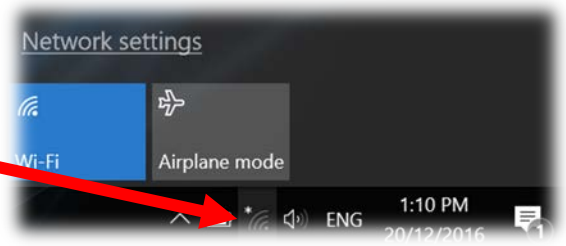
8. Now and in the future, you have to login to Windows with your user id with @detnsw at the end in order to access internet in school computers.

Connecting a device to the wifi for the first time

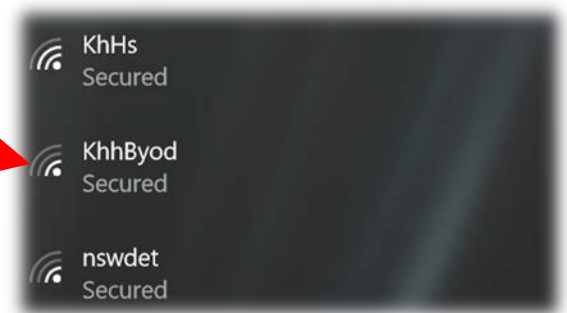
Joining a device to the school wifi and authenticating it to the DoE network should only need to be completed when it is first brought to school or if a password is changed.

Windows 10

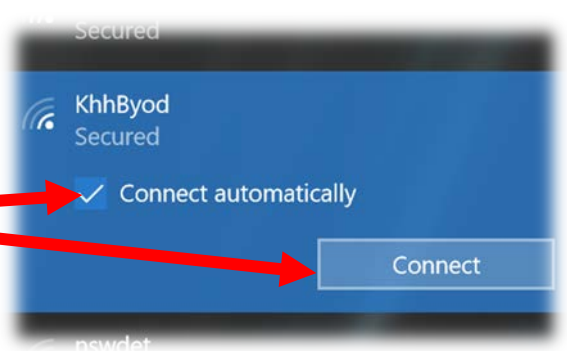
1. Click on the wireless image on the task bar at the bottom right of the device.



2. Select KhhByod.
 - If you do not see any wifi options check you have wifi turned on.
 - If you see other wifi options but not the options in the image seek technical support in the library.



3. Check on connect automatically and select Connect.



4. Type in your username and **Khhs password** – some devices may need the @khhs added.

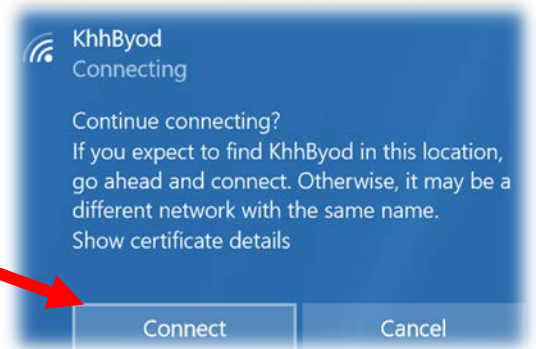


5. Select OK.

6. This dialogue box will appear if authentication occurs

Select Connect.

The device will be on the Khhs network.

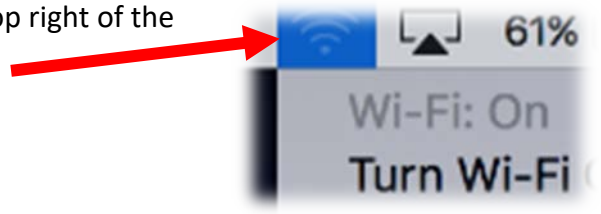


7. The wifi should show khhByod as Connected and secured.

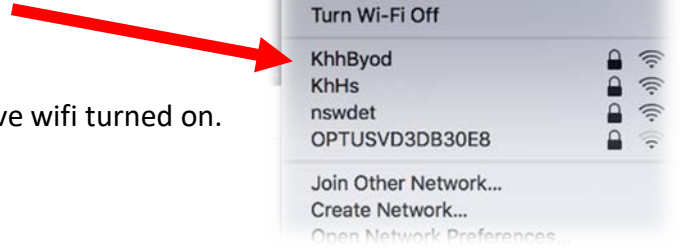


Mac

1. Click on the wireless image on the task bar at the top right of the device.

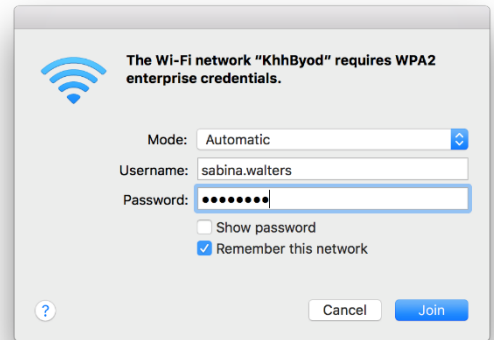


2. Select KhhsByod.



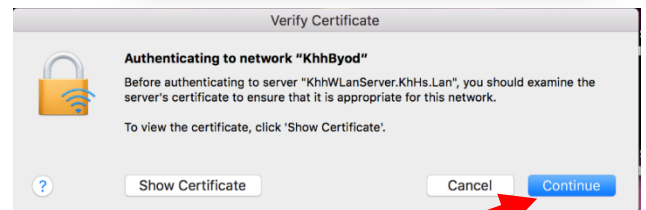
• If you do not see any wifi options check you have wifi turned on.

3. Type in your username and **Khhs password** – some devices may need the @khhs added.



4. Select Join.

5. This dialogue box will appear

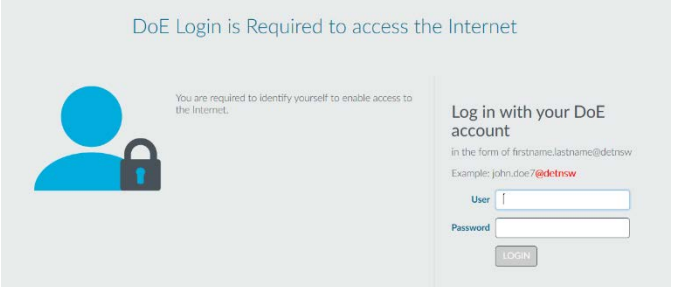


Click "Continue"

The device will be on the Khhs network

Accessing Internet in BYOD devices

1. Make sure the wifi is connected to “khhsbyod”.
2. Open a browser to visit “<http://detnsw.net>”.
3. Login with your user id with @detnsw at the end.



The screenshot shows a login interface with the following elements:

- Header: "DoE Login is Required to access the Internet"
- Message: "You are required to identify yourself to enable access to the Internet." accompanied by a blue person icon and a padlock icon.
- Section: "Log in with your DoE account"
- Instruction: "in the form of firstname.lastname@detnsw"
- Example: "Example: john.doe7@detnsw"
- Fields: "User" and "Password" input boxes.
- Button: "LOGIN"

4. You can now access internet. Remember to click “logoff” at the end of the day.

Using Online Resources

All students are required to access and use the following online tools:

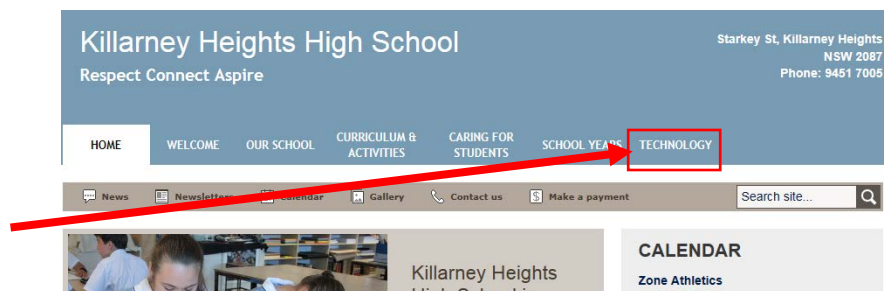
1. Department Student Portal – This is where the email used for all school-based communication is accessed, as is the free software and cloud based technologies.
2. Moodle – This is our online learning tools where school activities may be accessed and work submitted
3. Student Sentral – This is where students can access their timetable, daily notices, Calendar and Killa award count.
4. Clickview – This is where videos used in class can be accessed
5. OnGuard Safety – This is used by some Technology classes

The easiest way to access the online resources on a regular basis is via the Killarney Heights High School official website.

1. This can be accessed using the address:

<http://www.killarney-h.schools.nsw.edu.au/home> or by typing the name of the school into your favourite search engine. Save this address as a bookmark.

2. From the home page select the Technology link



3. This page provides staff, students and parents with links to technology they need to access.

Technology

Killarney Heights High School uses technology as a teaching and learning tool as well as a system to communicate with parents.

Students are encouraged to bring their own laptops (BYOD). Assistance is provided on how to connect the device to the school internet and how to access the software that is provided for students free of charge. This assistance is available in the library. For more information about this visit the [BYOD](#) page

Some helpful links:

For Students

[Moodle](#) Use the same username and password as used to access the school desktops

[Student Sentral](#) Use the same username and password as Moodle

[Clickview Online](#) Use the same username and password as Moodle

[BYOD Printing](#) Use the same username and password as Moodle. (Inside school access only)

[Department Portal](#) Use the same username and password as used to access the Internet

[OnGuard Safety](#) Use the username and password provided by your teacher

4. Select the required option

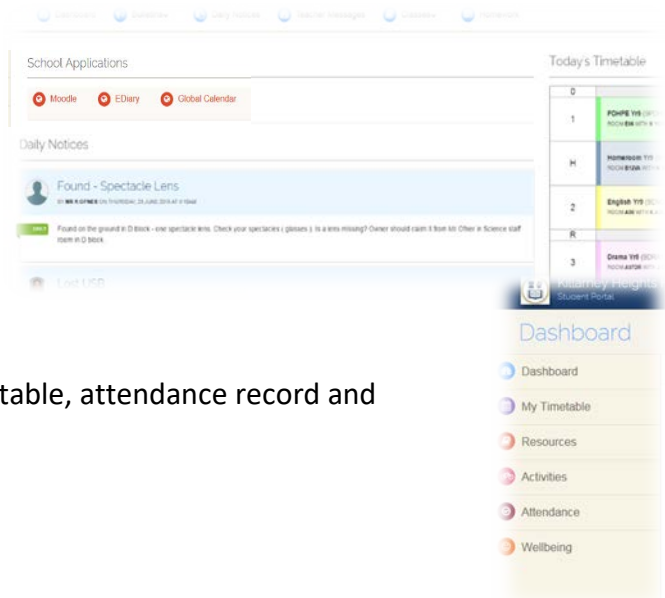


Student Sentral

1. At this login page enter the khhs username and password

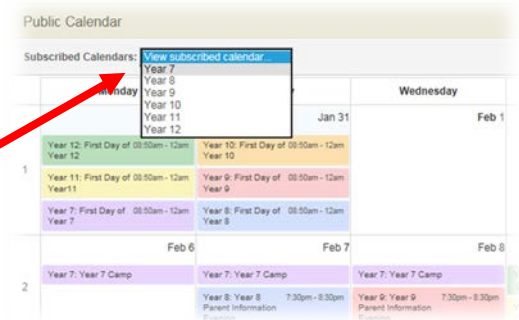


2. Once logged in the home page will display the daily notices and the current days' timetable. There is also an additional link to Moodle in the same location.



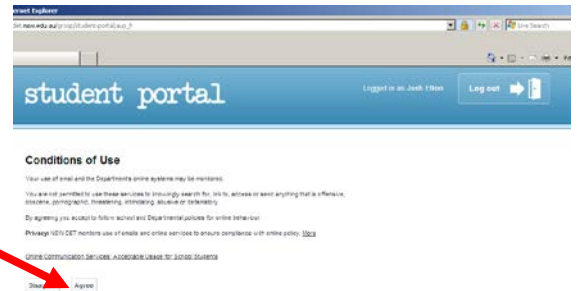
3. The Dashboard is used to display the full timetable, attendance record and current Killa count.

4. The school calendar defaults to all years, but individual years can be selected. All excursion and assessment task dates can be accessed here.

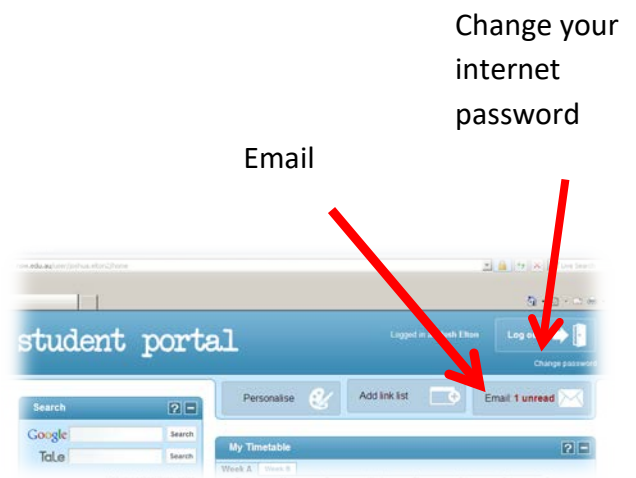


Department Student Portal

1. This can also be reached by using the address <https://student.det.nsw.edu.au>
2. This will link to the student portal page. Select the “agree” option”.



3. From here you can access:

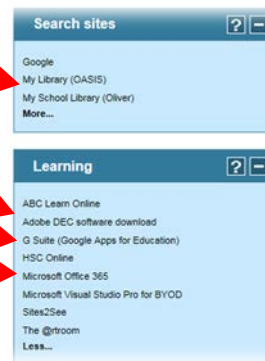


School Library Catalogue

Free software

Google Docs

Office 365



Email Address

The link to email is the top right icon:

1. Your email address is firstname.lastname+number@education.nsw.gov.au
2. It is displayed on the top right hand corner of this page.
3. Notice that as a teacher the email address is firstname.lastname@det.nsw.edu.au
Remember this for sending emails to staff

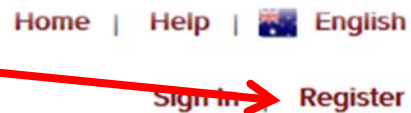
Registering for Department Adobe Software

1. Log into Department Portal.

2. Select Adobe DEC software download.



3. Select Register – top right hand corner.



4. Select the first option – with an organisation issued email address.

Verification

To order products on this WebStore, you must be affiliated with an organization that is authorized to use this WebStore.

How would you like to register?

- With an organization-issued email address (e.g. a *.edu* address)
- By activating an account that has already been created for you

Continue

5. Click on continue.

6. Type in a valid DoE email address - must end in @education.nsw.gov.au

Account Verification > Verify Email Address

Organization-Issued Email Address*

firstname.lastname@education.nsw.gov.au

A confirmation email will be sent to the address you provide. Please ensure that your email is configured to allow messages from the domain "@onthehub.com". Check your Spam folder if the email does not arrive within a few minutes.

7. Click Continue.

Back

Continue

8. Complete the form.

9. Click Save.

Your Profile

Help us get to know you better!

By filling out the questions below, we can deliver the best experience possible. This information will be kept strictly confidential.

What month do you expect to graduate?*
December

What year do you expect to graduate?*
2022

What is your field of study?*
Technology

Which operating system do you use more often?*

Windows

Where did you hear about us?*

A classmate, friend, or professor

Save

10. The displayed dialogue box will be open.

Orders & Downloads Account Information **Eligibility** Change Password

Thank you for registering.
Your account is currently pending verification. Some orders may be placed on hold until this verification is complete. See details below.

Eligibility

You are a member of (or have requested membership in) the following groups:

Organization:	NSW Department of Education SO and Adobe
User Groups:	Students
Verification Method:	Organization-issued email address
Status:	Unverified (Expires: 2018-01-31)

11. Return to your DoE email account and locate the confirmation email received NSW Students Web Store.

NSW Students WebStore Email address confirmation - ** This is an automated

12. Open the email and click on the link to confirm address.

This email is to confirm the email address that you supplied. Please click the link below to complete the verification of your email address:

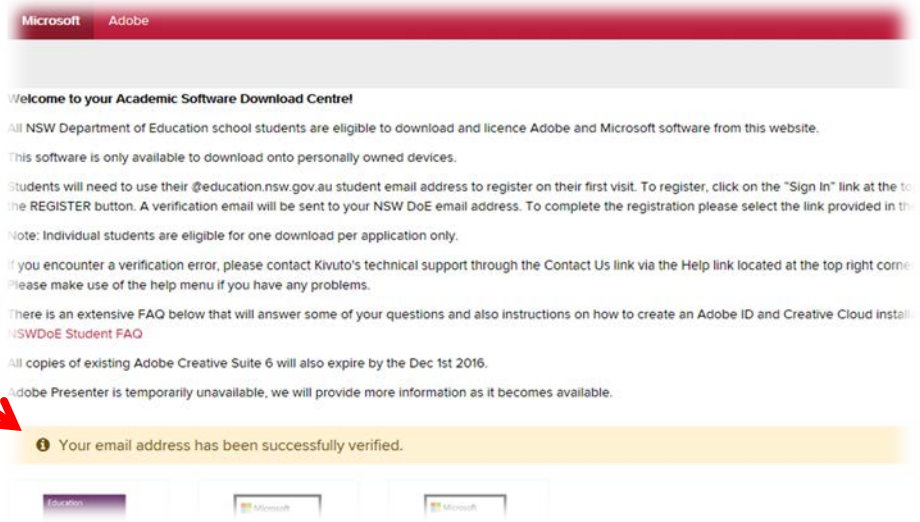
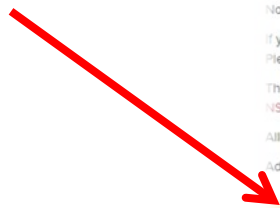
<http://nsw-students.onthehub.com/d.ashx?s=rt3bk1r17f>

If you are redirected to your organization's internal sign-in page, you will need to sign in using the credentials provided by your organization.

If you have any questions, please see the [Help page](#) of the WebStore.

Thank you,
NSW Students WebStore

- The link will return you to the Web store displaying a message that the email address has been verified.



Accessing Department Adobe Software

- Log into Department Portal.
- Select Adobe DEC software download.



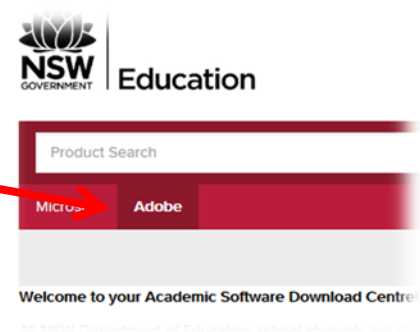
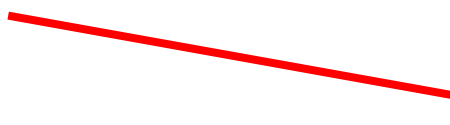
- Select Sign In using your DoE email address as the username and the password previously created– top right hand corner.

Home | Help | English

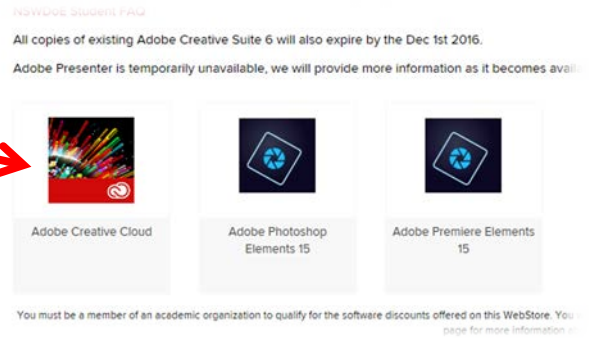
Sign In | Register



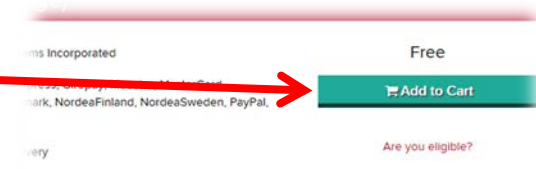
- Select Adobe.



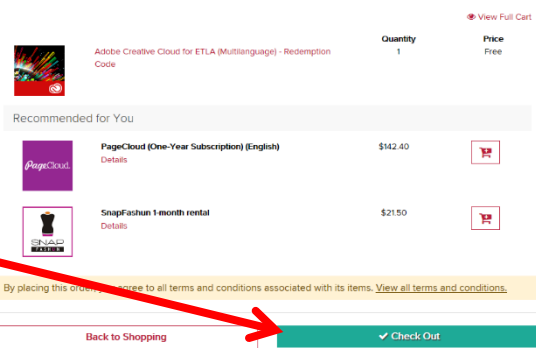
5. Select Adobe Creative Cloud.



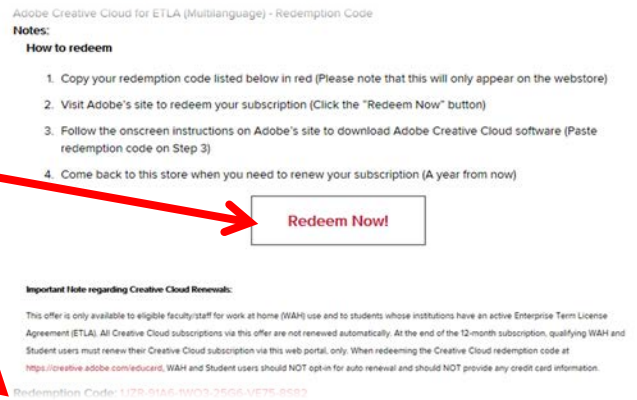
6. Select Add to Cart.



7. Select Check out



8. Copy the redemption code – In red at the bottom of the page and click on the redeem Now button.



9. This will take you to the Adobe website. Follow the instructions provided by Adobe.

10. Use the FAQ link below to assist with the Adobe website:

<http://software.onthehub.com/documentation/NSWDoE%20Student%20FAQ.pdf>

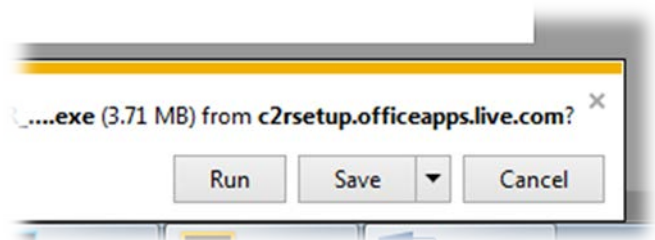
Accessing the Department Microsoft Software

1. Log into Department Portal.
2. Select Microsoft Office 365.



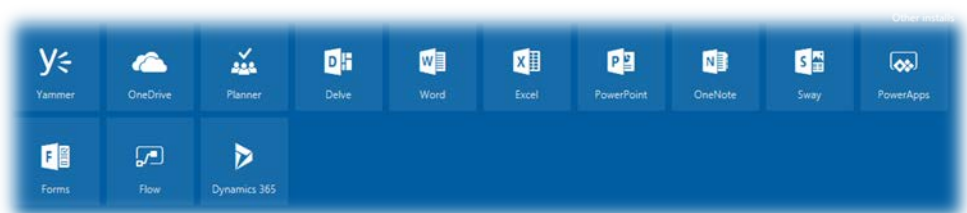
Installing the Software

1. Click on the Install Office 2016 option
2. Click on Run, followed by Yes to allow the software to install

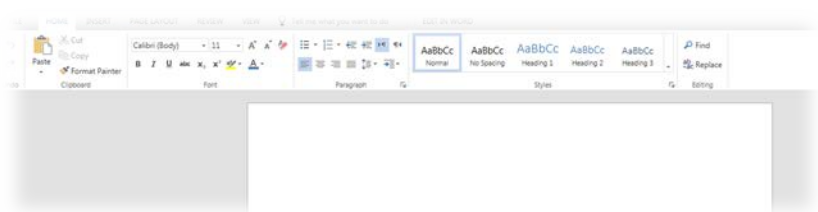


Using Office 365 Cloud services

1. Click on any of the options to use the software.

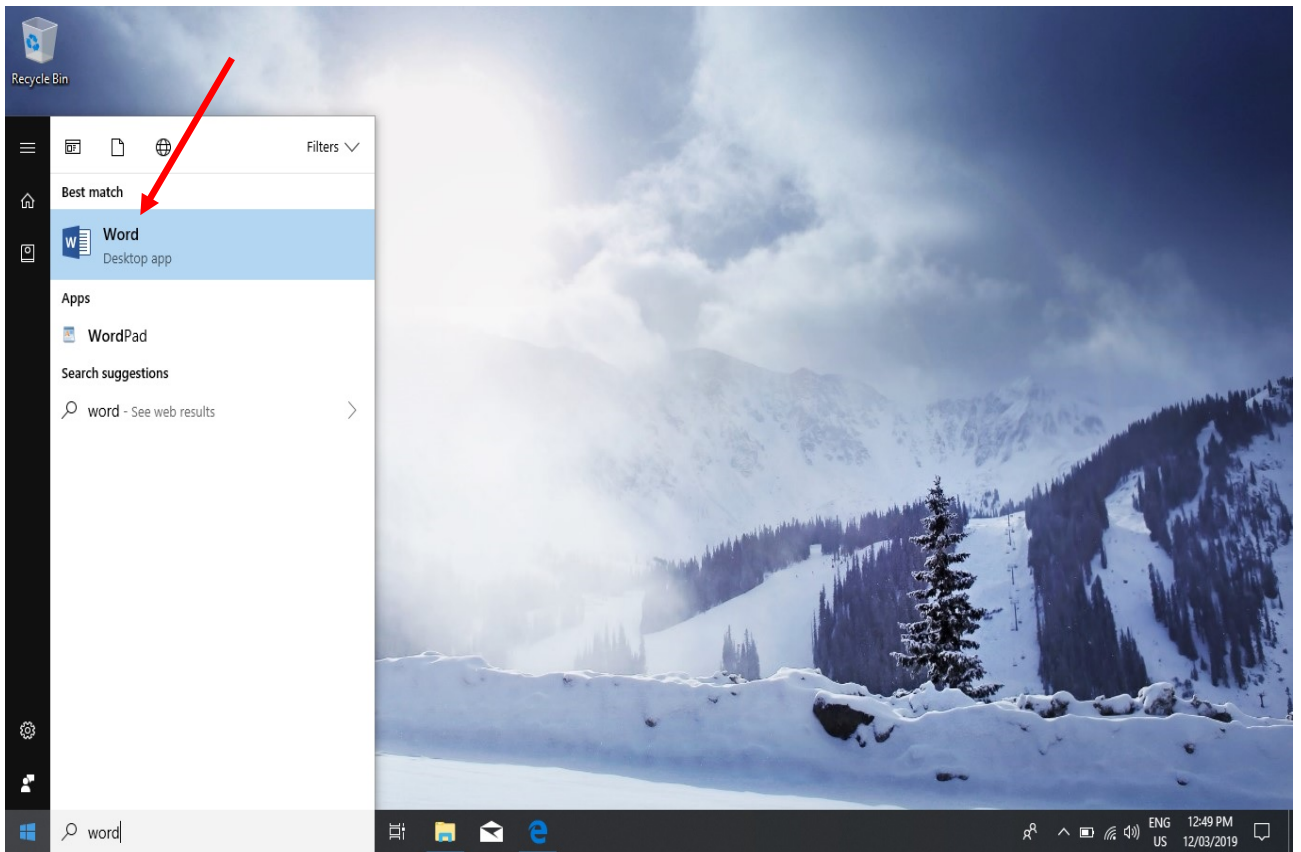


2. This does not install the software on the computer. The applications are usually basic versions of the software and do not contain all features.

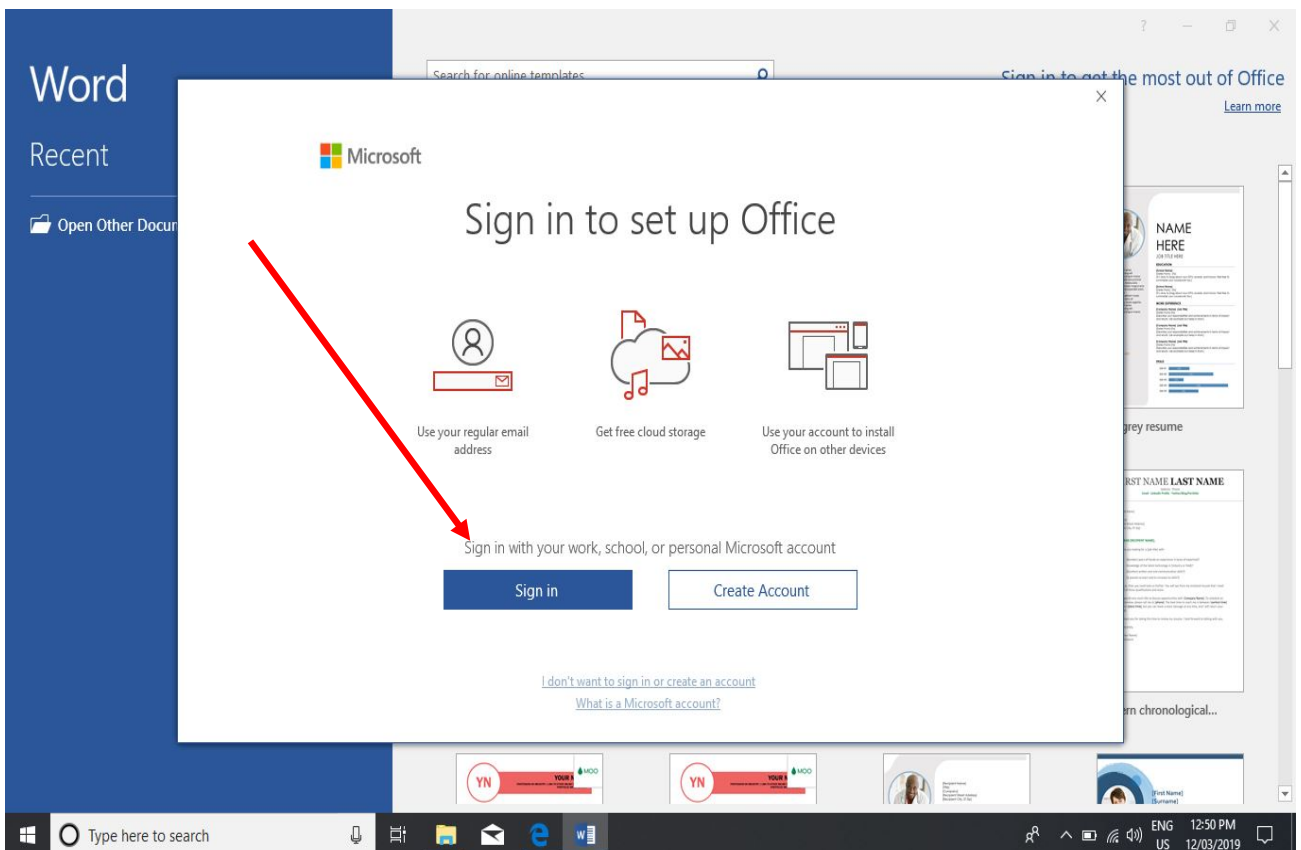


How to active Pre-installed MS Office in Windows

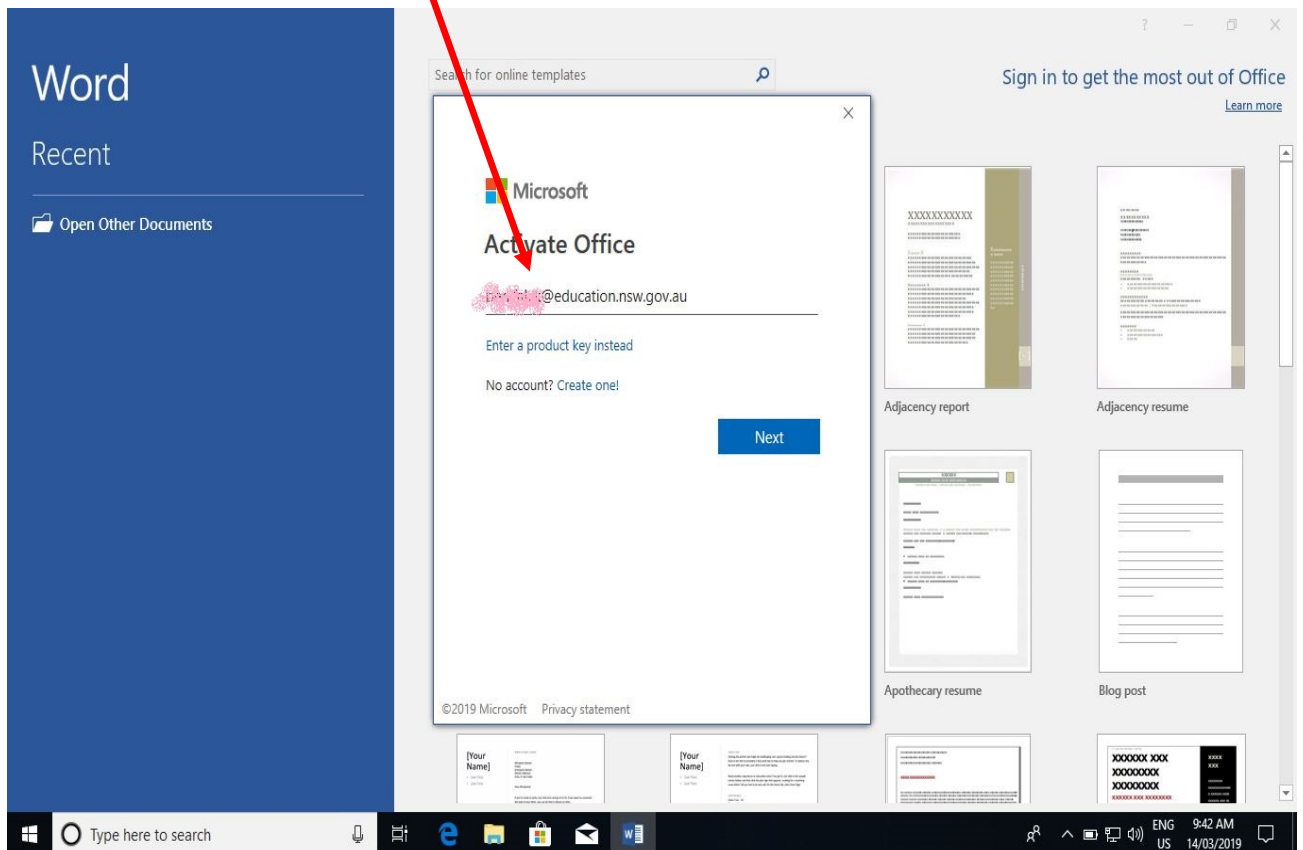
- 1) Run **Word** from Start Menu



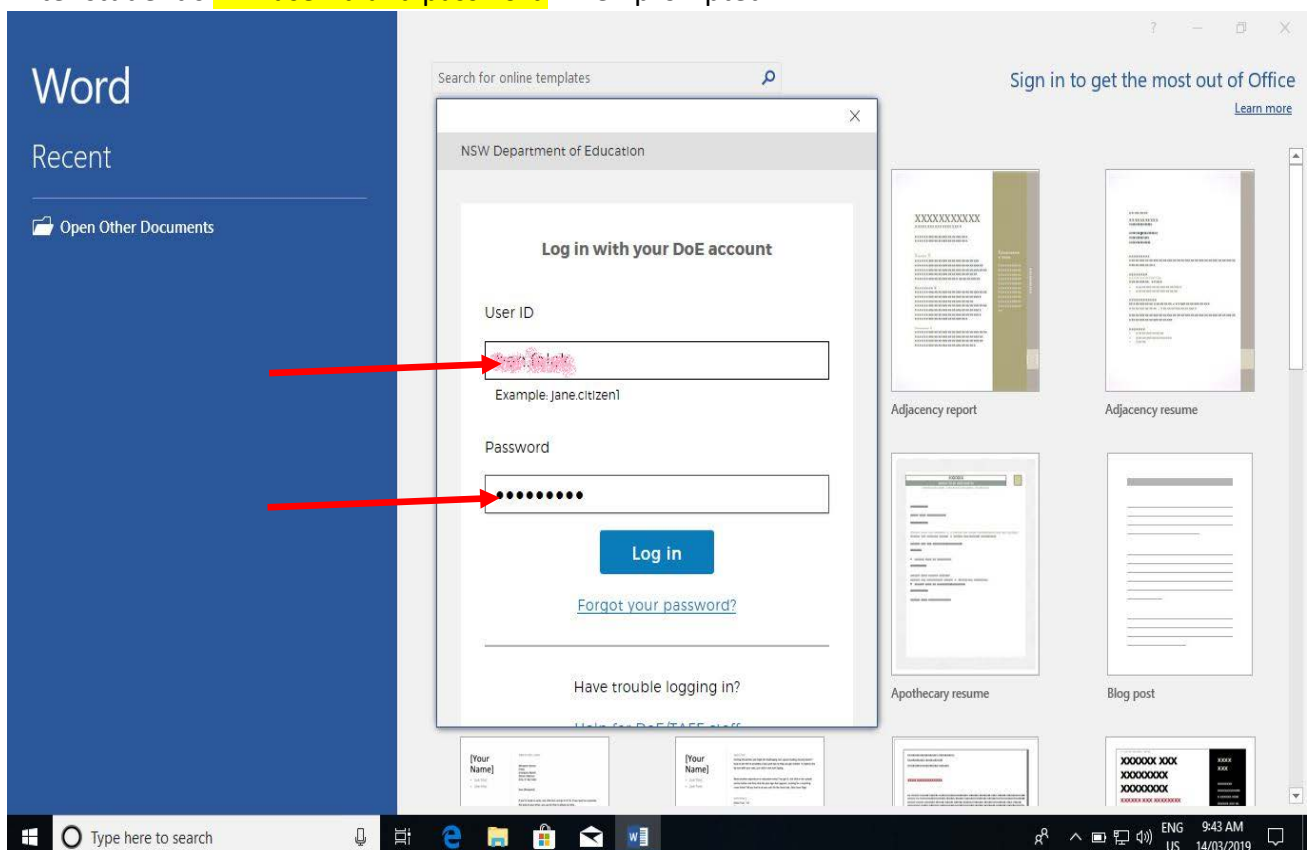
- 2) Click on **Sign in**



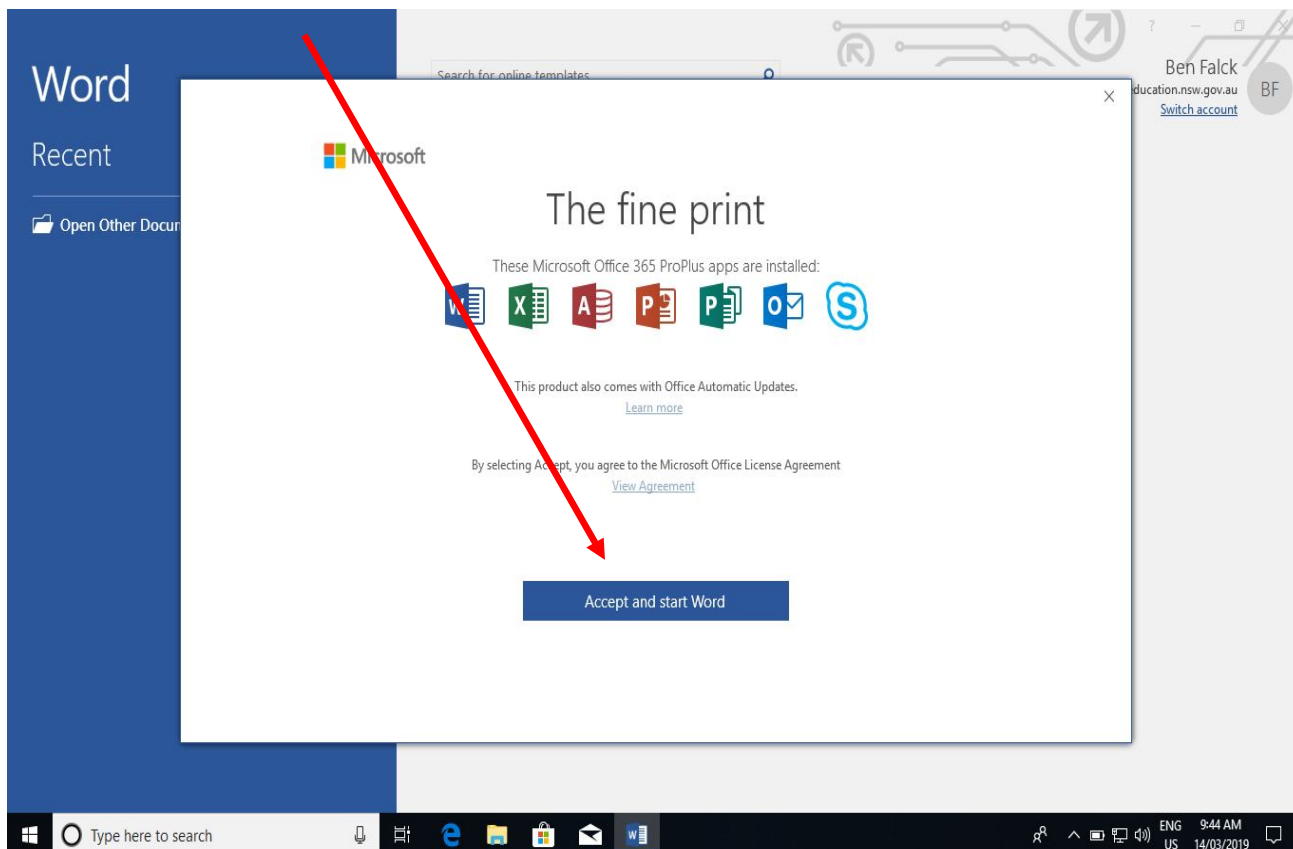
3) Enter student's **DET email address** for activation.



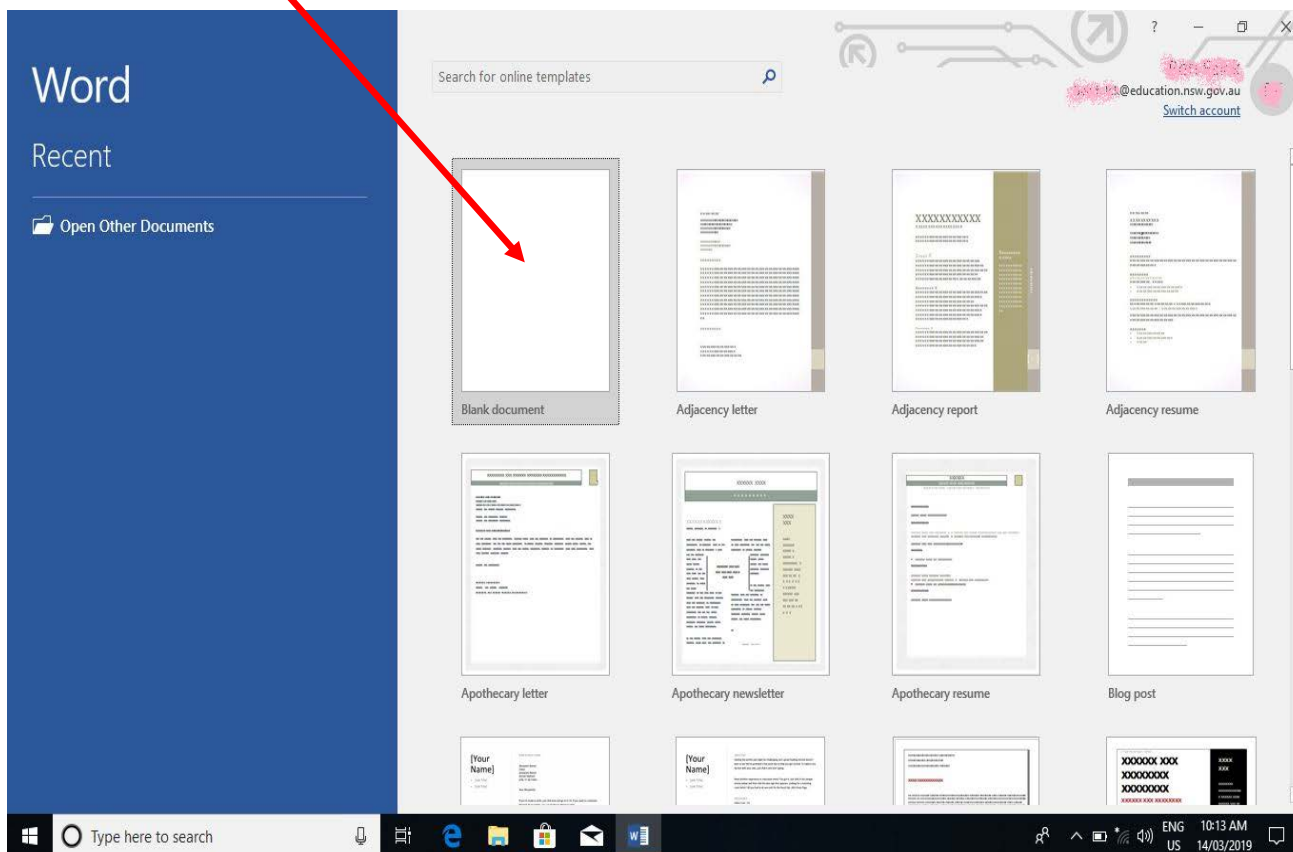
4) Enter student's **DET user id and password** when prompted.



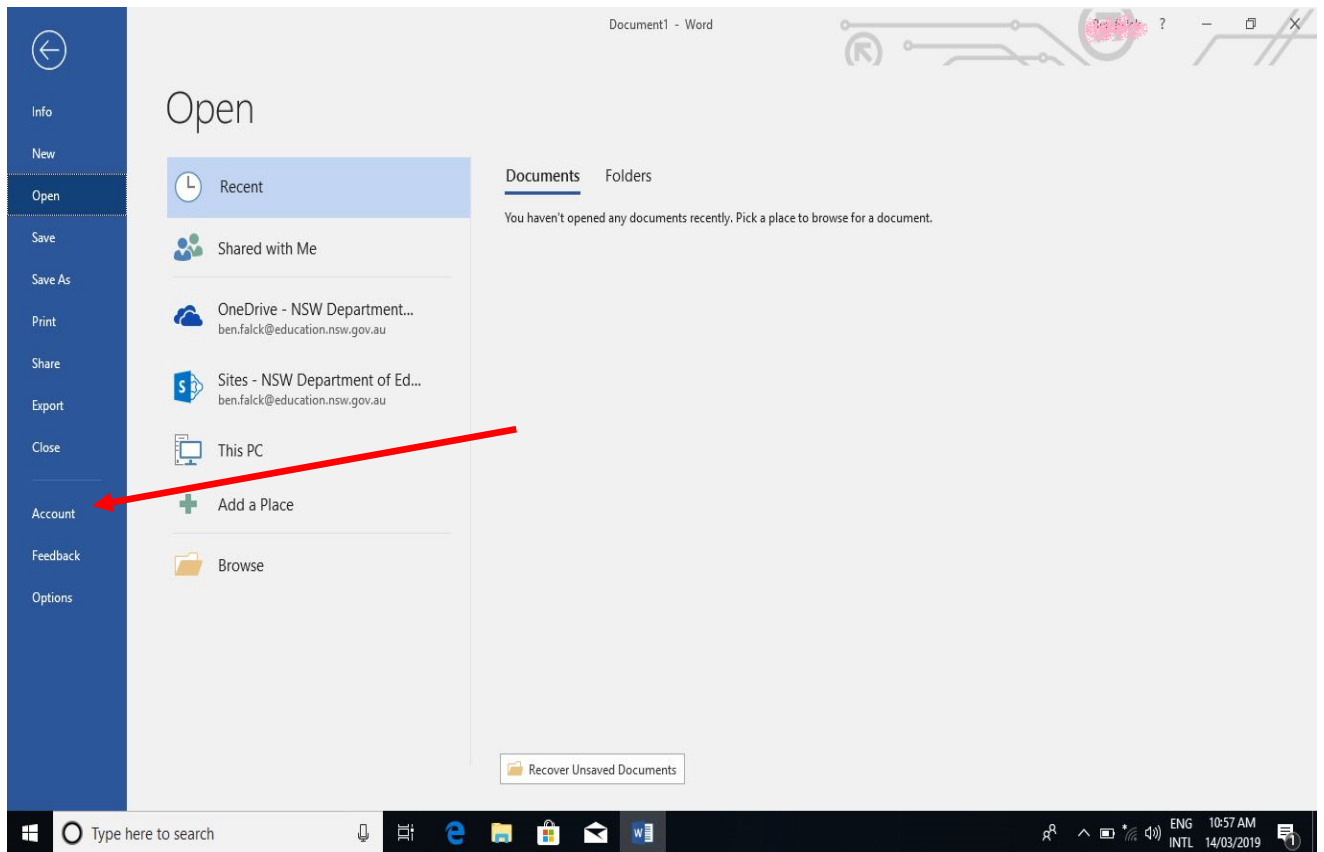
5) Click "Accept and Start Word"



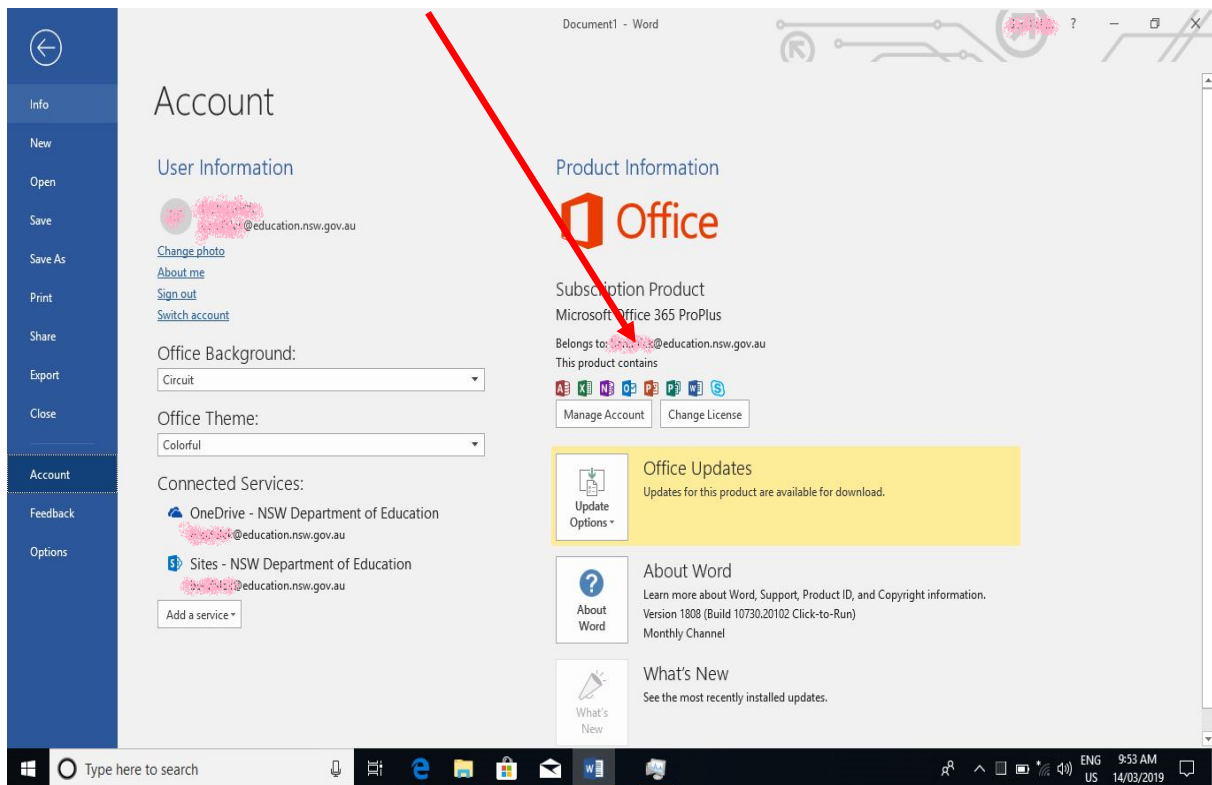
6) Open a Blank Document



7) Click on "File" on top left and then "Account"



8) Check to see the software is now linked to the student DET account.



Printing

All students receive \$10 worth of free printing a year. You can check the balance of your account via the school website printing link. If printing does not work as expected – check this balance before asking for help.

The link/icon can be located in the “Classroom Patrol Application Launcher”. The username and password used to check the printing balance is the one connecting to the khhs network.



If you run out of credit, more can be purchased at the front office.

Costs of printing

A4 black and white page – 5 cents

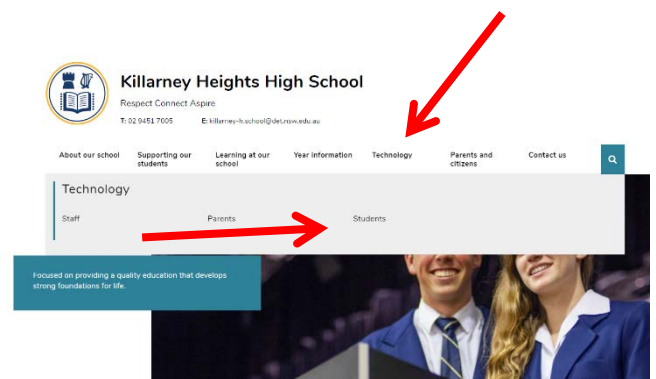
A3 black and white page – 10 cents

A4 colour page – 50 cents

A3 colour page – \$1

Printing

1. Access the school website technology page



2. Select BYOD Printing



For Students

[Moodle](#) Use the same username and password as used to access the school desktops

[Student Central](#) Use the same username and password as Moodle

[Clickview Online](#) Use the same username and password as Moodle

[BYOD Printing](#) Use the same username and password as Moodle. (Inside school access only)

[Department Portal](#) Use the same username and password as used to access the Internet

[OnGuard Safety](#) Use the username and password provided by your teacher

3. Follow the instruction for your type of device. Remember to put @khhs at the end of your user id when prompted.

Windows

Set up printing on a Windows device



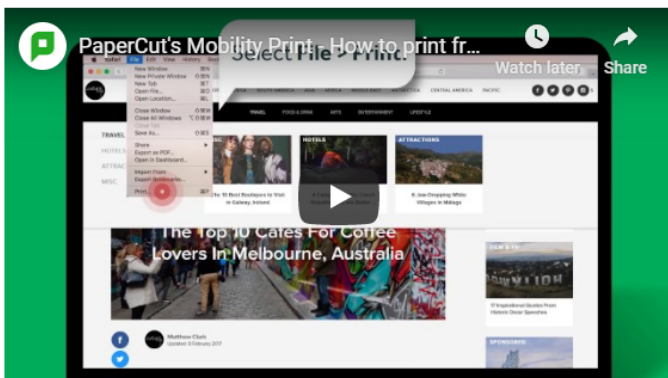
Click [this link](#) to download and run the Mobility Print installer.


You'll be prompted to select the printers you want to use, and to enter your PaperCut username and password.

When it's time to print, just print like you normally do. Be sure to use a printer you selected when you installed Mobility Print.

Mac

Set up printing on a Mac



- 1 Navigate to **System Preferences > Printers and Scanners**.
- 2 Click the  icon under the Printers List.
The **Add** dialog is displayed. It displays a list of all of the discovered printers on the network.
- 3 Select a printer. The **Name**, **Location**, and **Use** is displayed.
- 4 Check that **Use** is set to **Secure AirPrint**.
- 5 If **Secure AirPrint** isn't displayed:
 - a Close the **Add** dialog.
 - b Disconnect from the network, then reconnect to it again.
 - c Check if you can see Secure AirPrint now. If you can't, contact your System Administrator.
- 6 Click **Add**.
- 7 Print your document. When prompted, enter your PaperCut username and password.