



KILLARNEY HEIGHTS HIGH SCHOOL

2019



Student Guide

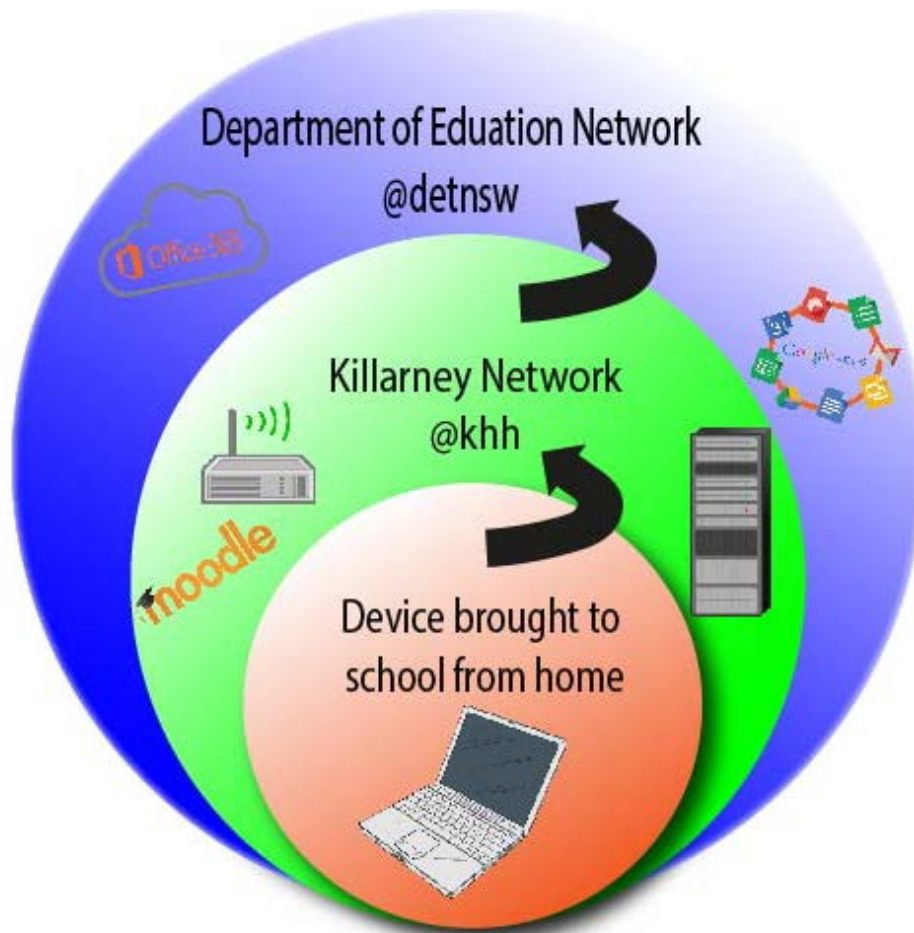
BYOD

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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

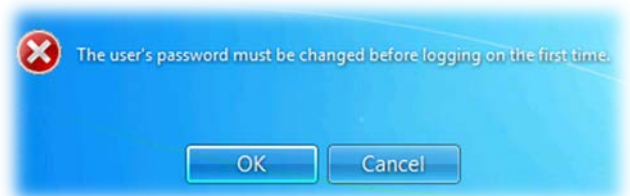
This may be followed by a number and is NOT case sensitive.

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 a white cross inside a red box. The text states that the password must be changed.

Click OK.



3. The password can be whatever you like, though it may be useful to have it the same as your Department password.

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



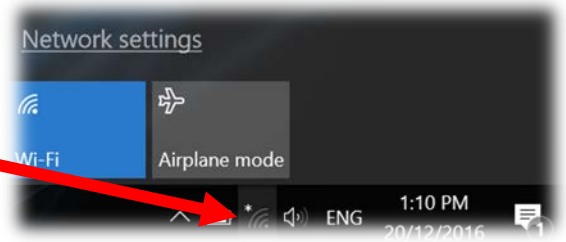
4. If this does not work for you, please ask your classroom teacher to reset using the password reset function on the launcher on the teacher's computer.
5. If your name is not in the teachers list of names to reset you will need to see IT help in the library.
6. The password can be changed at any time.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

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 needs to be completed when it is first brought to school or if a password is changed.

Windows 10

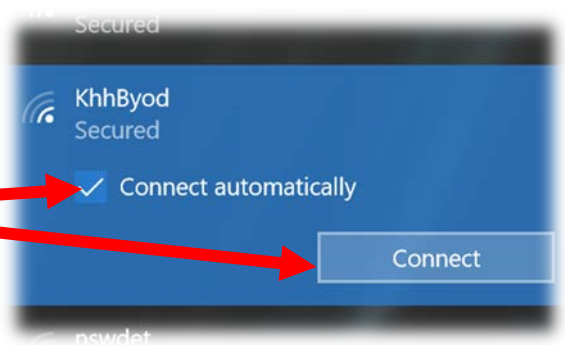
1. Click on the wireless image on the task bar at the bottom right of the device.



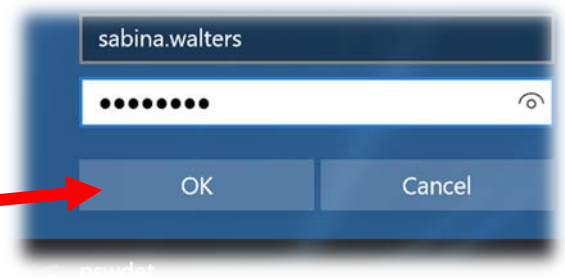
2. Select KhhsByod.
 - If you do not see any wifi options check you have wifi turned on.
 - If you see other wifi options but not the options in the image seek technical support in the library.



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

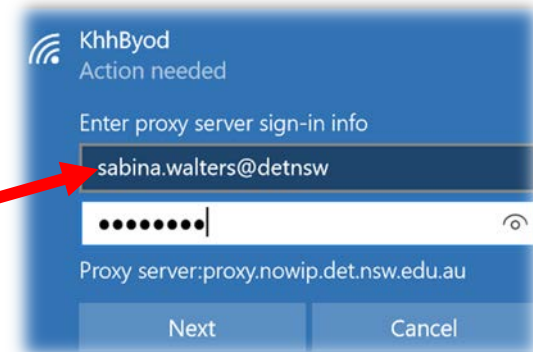
Select Connect.

The device will be on the Khhs network.



7. To access the DoE network add the DoE username and password.

The username **MUST** be followed by @detnsw



8. Select Next.

9. The wifi should show khhsByod as Connected and secured.



10. Open browser to check Internet is available.

OSX

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



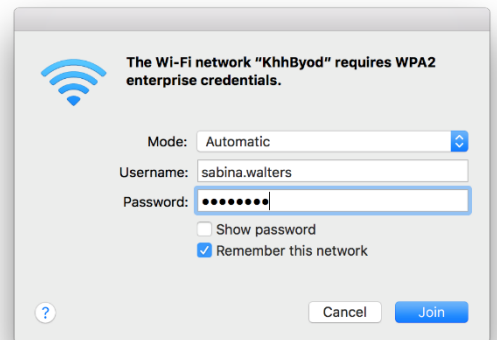
2. Select KhhsByod.

- 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.

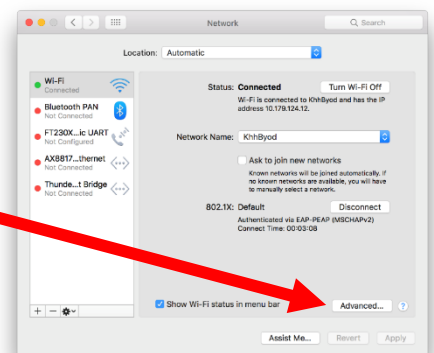


5. Click on the wfi icon to ensure KhhByod is ticked.

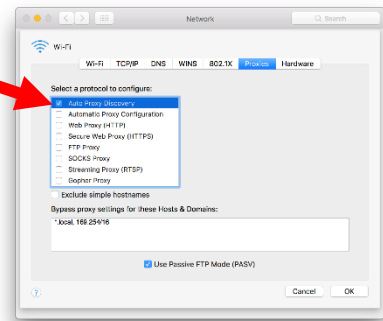
6. Click on Open Network Preferences



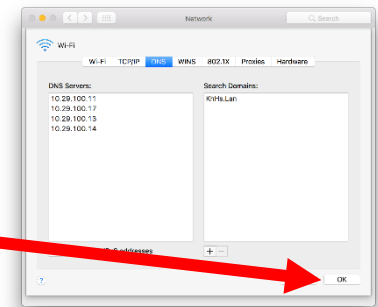
7. Ensure the location is set to automatic and select Advanced.



8. Select Proxies and ensure Auto Proxy Discovery is checked



9. Select DNS and ensure only DNS servers starting with the number 10 are visible. Delete any other options

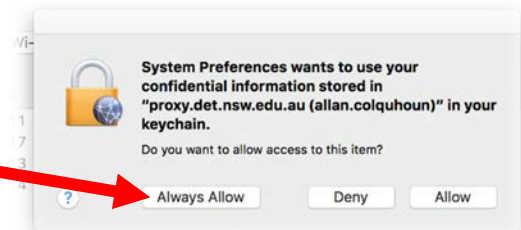


Select OK

10. This dialogue box will appear if authentication occurs

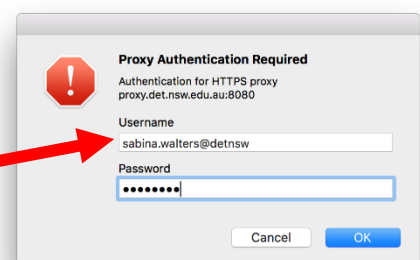
Select Always Allow

The device will be on the Khhs network



11. To access the DoE network add the DoE username and password.

The username **MUST** be followed by **@detnsw**



12. Select OK.

13. Open browser to check Internet is available. Chrome is recommended as some of the other browsers on older machines may encounter issues.

Using Online Resources

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

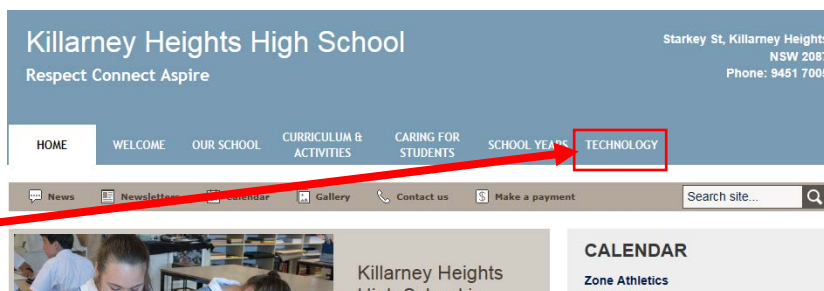
1. Department Student Portal – This is where the email used for all school-based communication is accessed, as is the free software and cloud based technologies.
2. Moodle – This is our online learning tools where school activities may be accessed and work submitted
3. Student Sentral – This is where students can access their timetable, daily notices, Ediary, 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

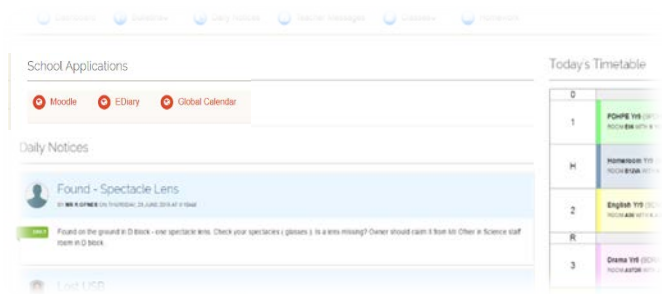


Student Sentral

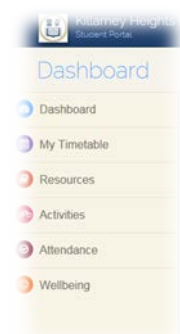
1. At this login page enter the khh username and password



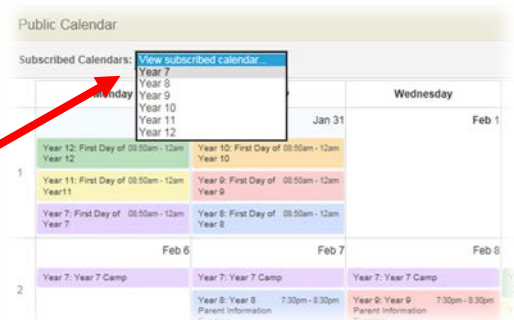
2. Once logged in the home page will display the daily notices and the current days' timetable. This is also where My eDiary and the calendar can be accessed. There is also an additional link to Moodle in the same location.



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.



5. My eDiary can be downloaded onto mobile devices, but a web link is provided as well. The invitation to access this can be found in your school email inbox.

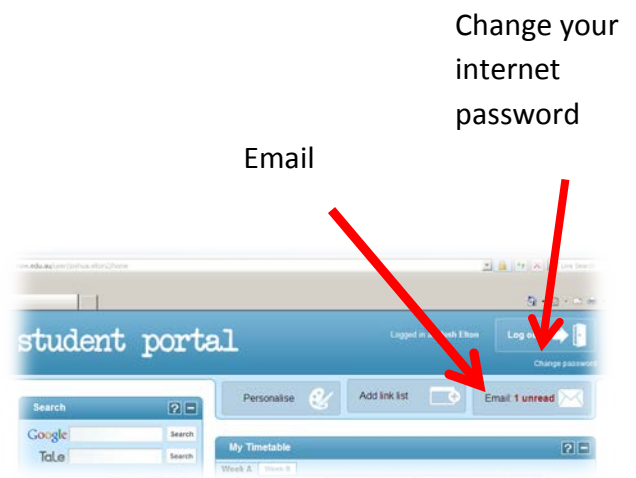


Department Student Portal

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:

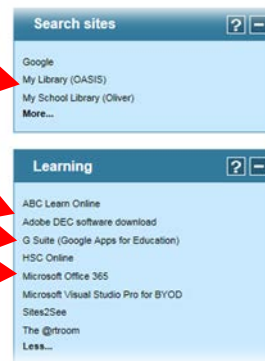


School Library Catalogue

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

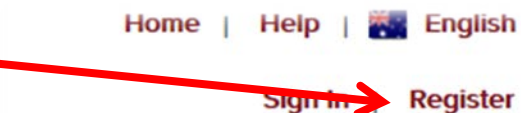
1. Log into Department Portal.

2. Select Adobe DEC software download.

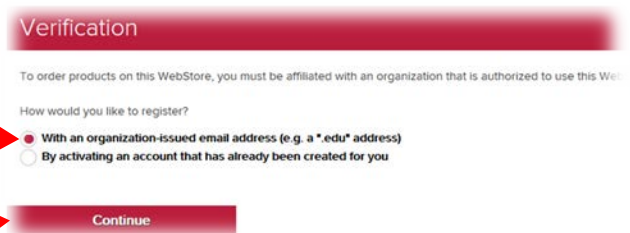


3.

4. Select Register – top right hand corner.



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



6. Click on continue.

7. 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.

8. Click Continue.



9. Complete the form.

10. 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

11. 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)

12. 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

13. 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:

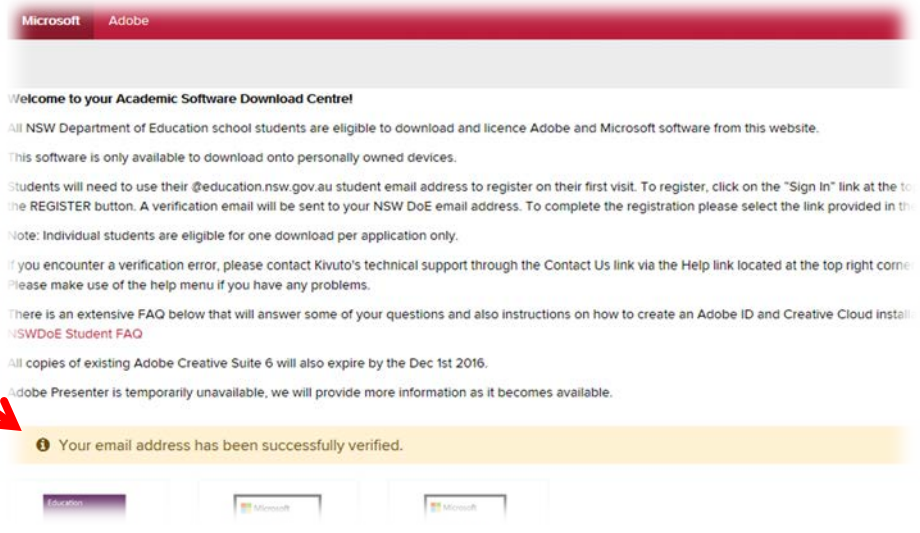
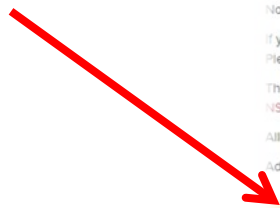
<http://nsw-students.onthehub.com/d.ashx?s=rt3bk1r17f>

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.



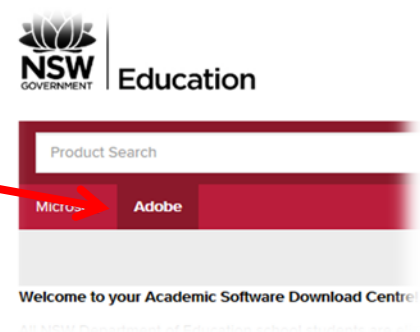
- Select Sign In using your DoE email address as the username and the password previously created– top right hand corner.

Home | Help | English

Sign In | Register



- Select Adobe.



5. Select Adobe Creative Cloud.

NSWDOE Student FAQ

All copies of existing Adobe Creative Suite 6 will also expire by the Dec 1st 2016.

Adobe Presenter is temporarily unavailable, we will provide more information as it becomes available.

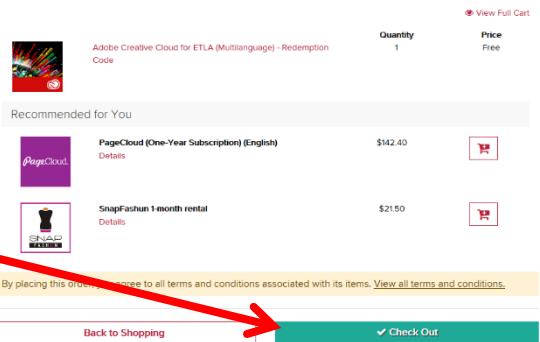


You must be a member of an academic organization to qualify for the software discounts offered on this WebStore. You can view more information on our [eligibility page](#) for more information.

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.



Adobe Creative Cloud for ETLA (Multilanguage) - Redemption Code

Notes:

How to redeem

1. Copy your redemption code listed below in red (Please note that this will only appear on the webstore)
2. Visit Adobe's site to redeem your subscription (Click the "Redeem Now" button)
3. Follow the onscreen instructions on Adobe's site to download Adobe Creative Cloud software (Paste redemption code on Step 3)
4. Come back to this store when you need to renew your subscription (A year from now)

Redeem Now!

Important Note regarding Creative Cloud Renewals:

This offer is only available to eligible faculty/staff for work at home (WAH) use and to students whose institutions have an active Enterprise Term License Agreement (ETLA). All Creative Cloud subscriptions via this offer are not renewed automatically. At the end of the 12-month subscription, qualifying WAH and Student users must renew their Creative Cloud subscription via this web portal, only. When redeeming the Creative Cloud redemption code at <https://creative.adobe.com/educand>, WAH and Student users should NOT opt-in for auto-renewal and should NOT provide any credit card information.

Redemption Code: 1179-9166-8W03-2566-VE75-8582

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>

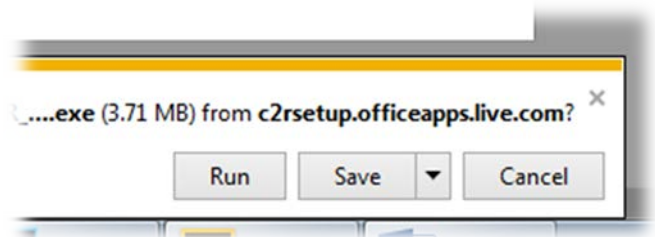
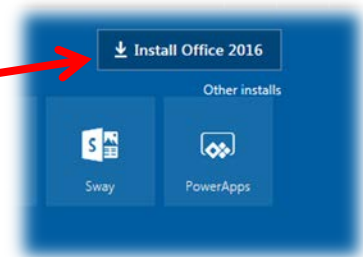
Accessing the Department Microsoft Software

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



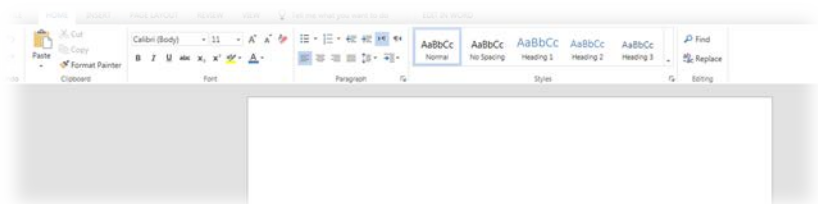
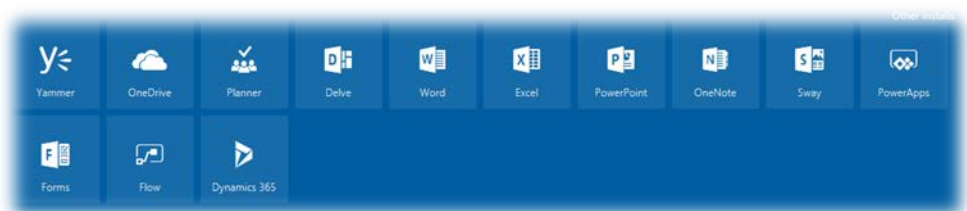
Installing the Software

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



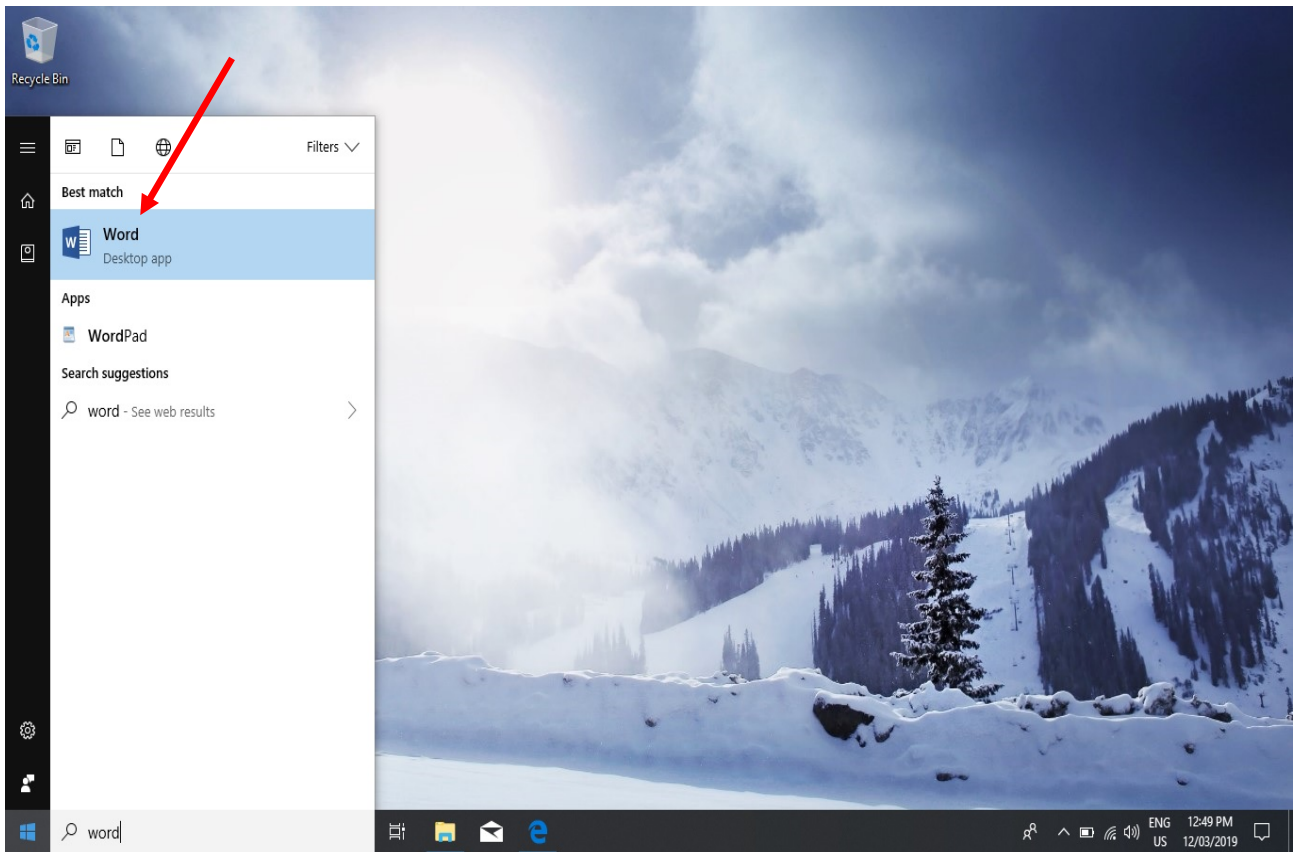
Using Office 365 Cloud services

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.

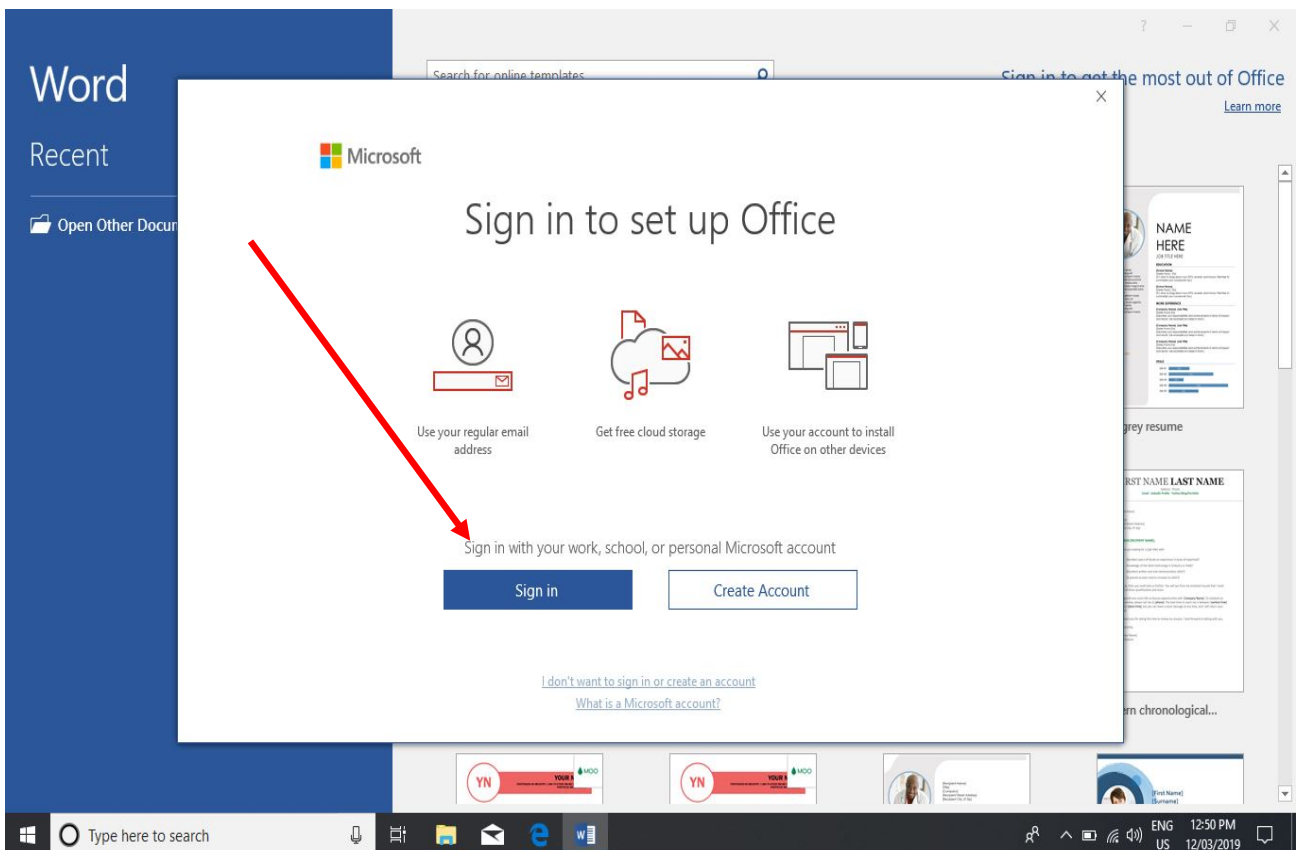


How to active Pre-installed MS Office in Windows

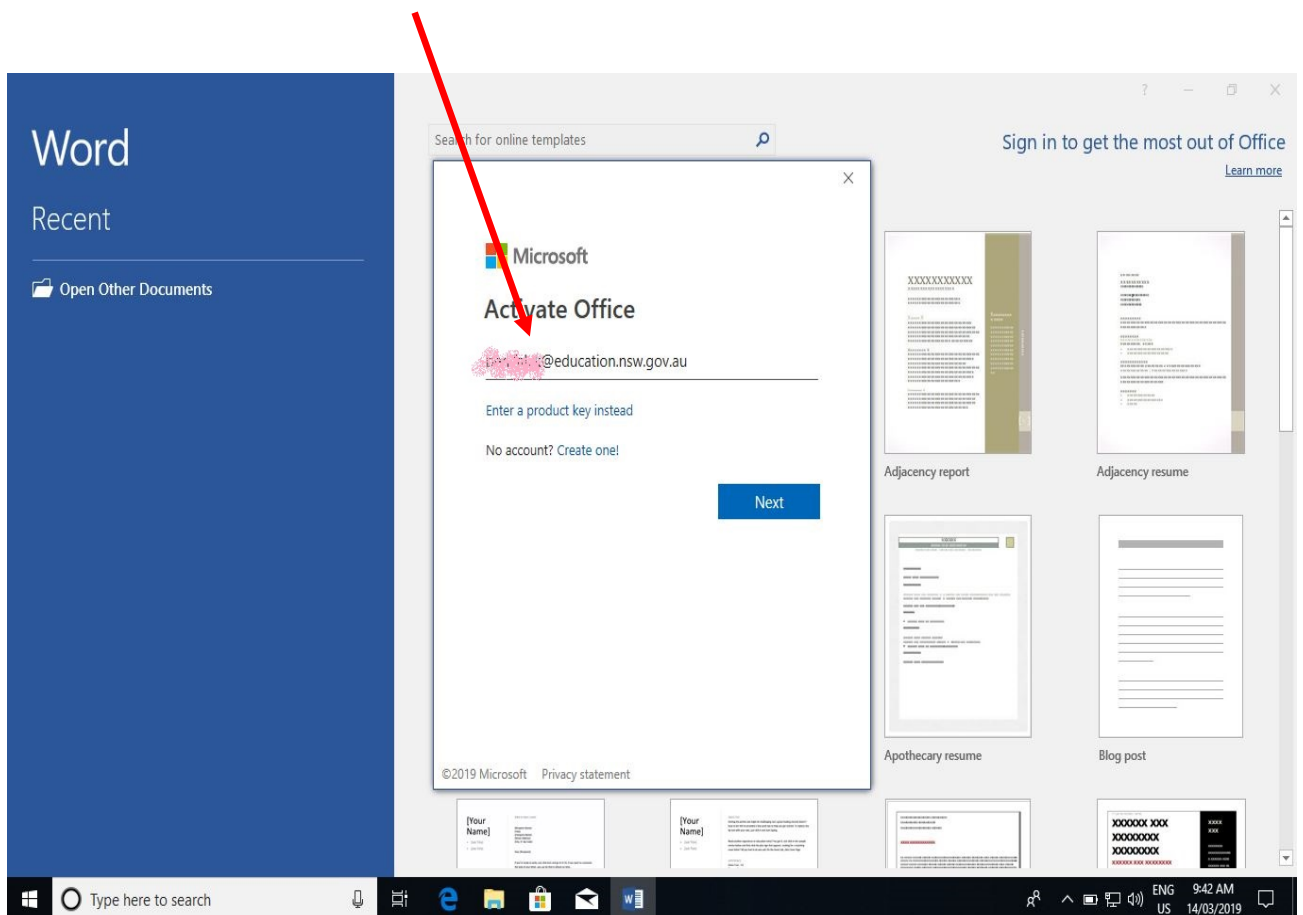
- 1) Run **Word** from Start Menu



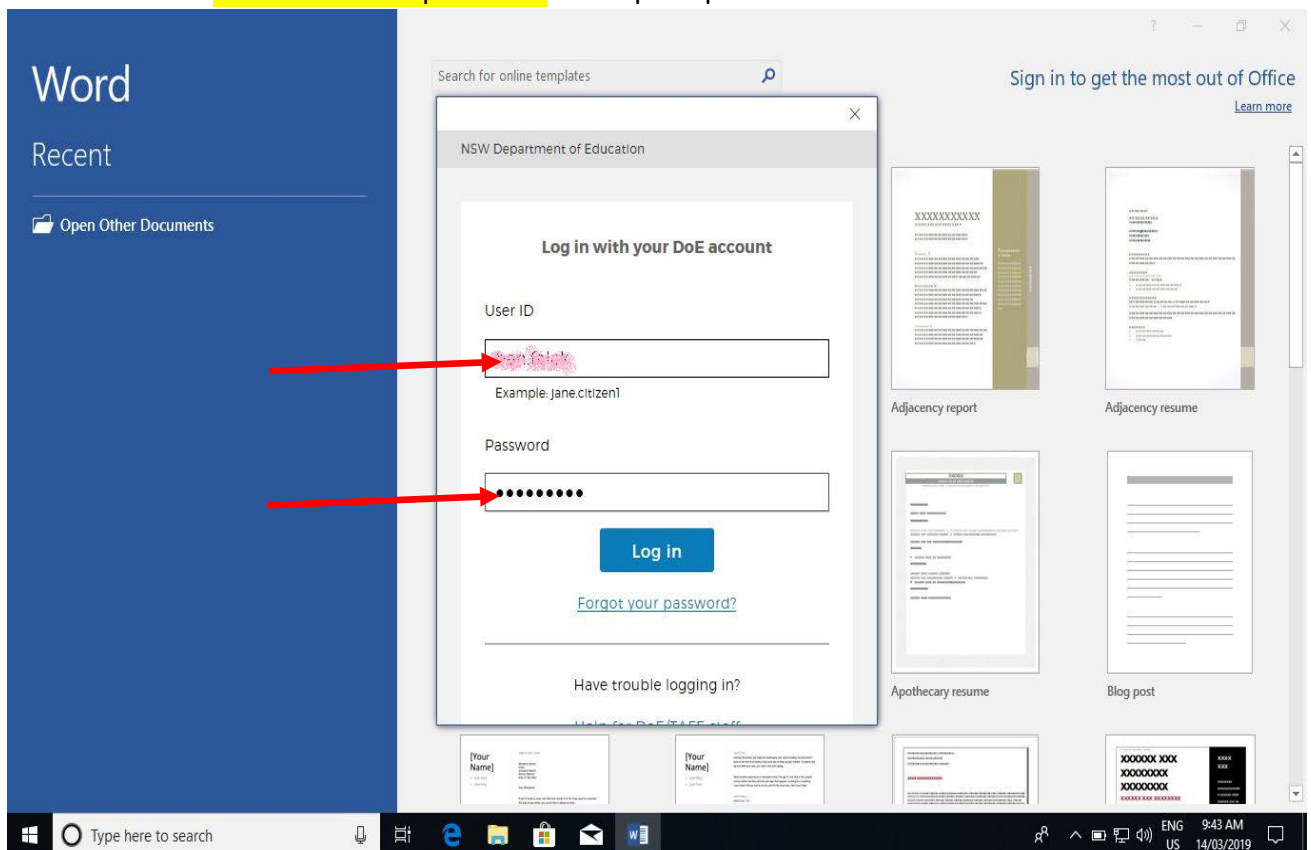
- 2) Click on **Sign in**



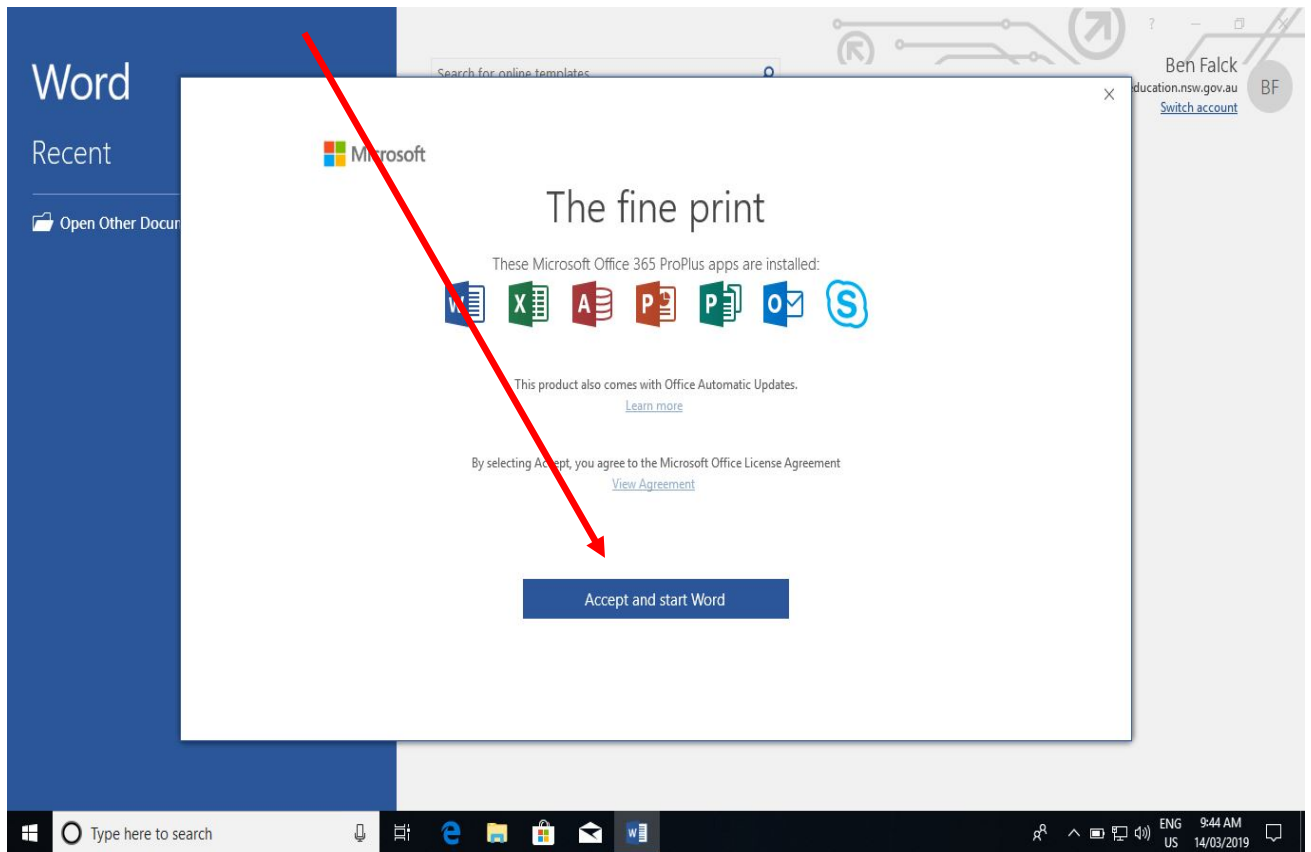
3) Enter student's **DET email address** for activation.



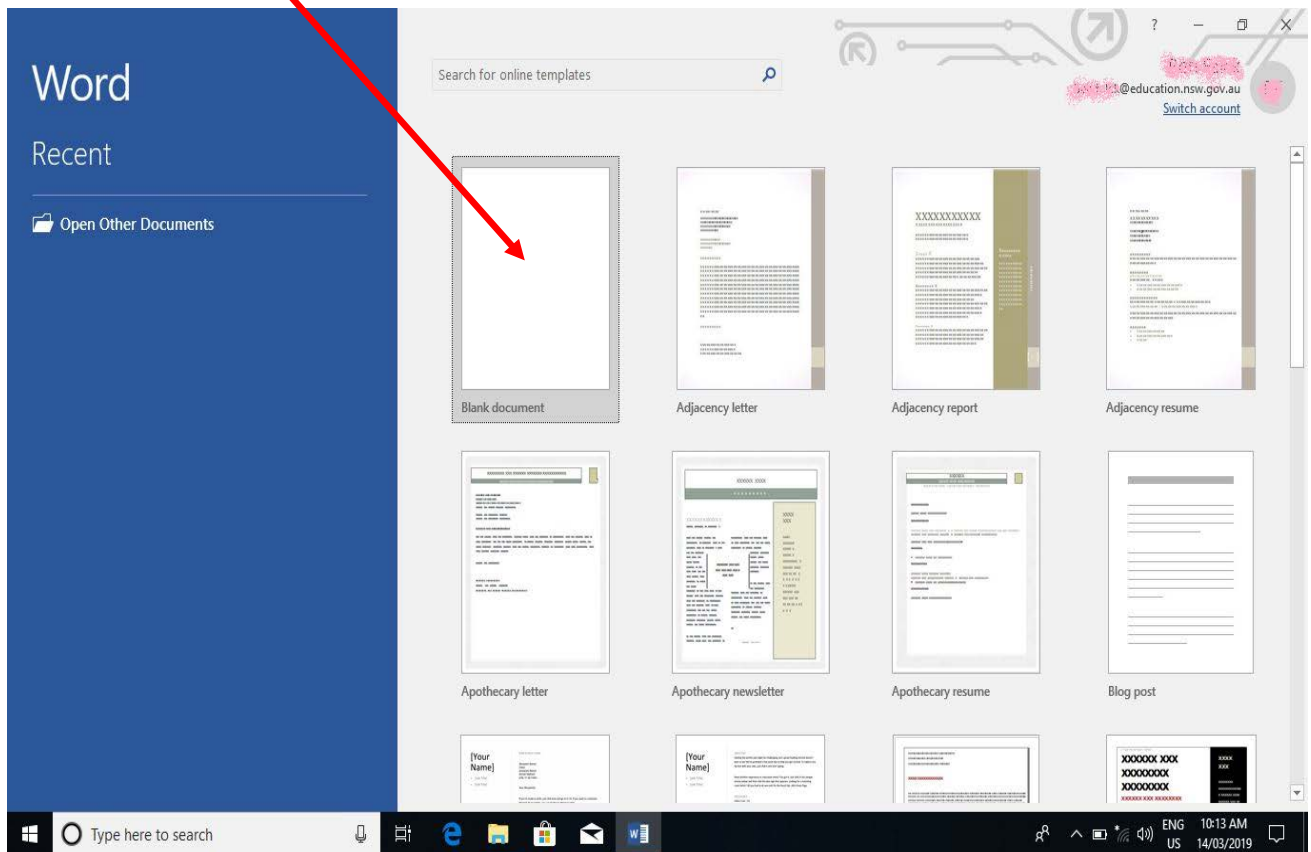
4) Enter student's **DET user id and password** when prompted.



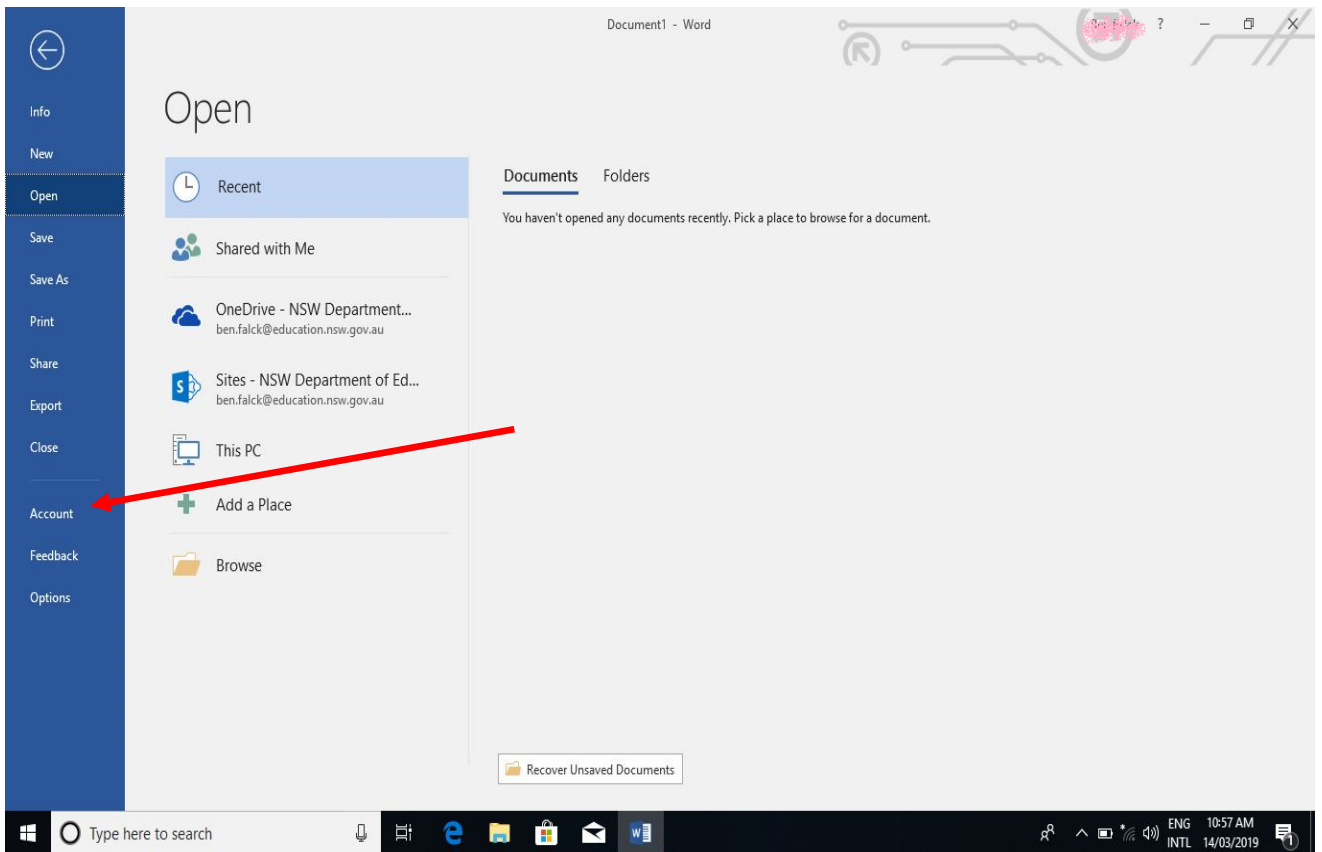
5) Click "Accept and Start Word"



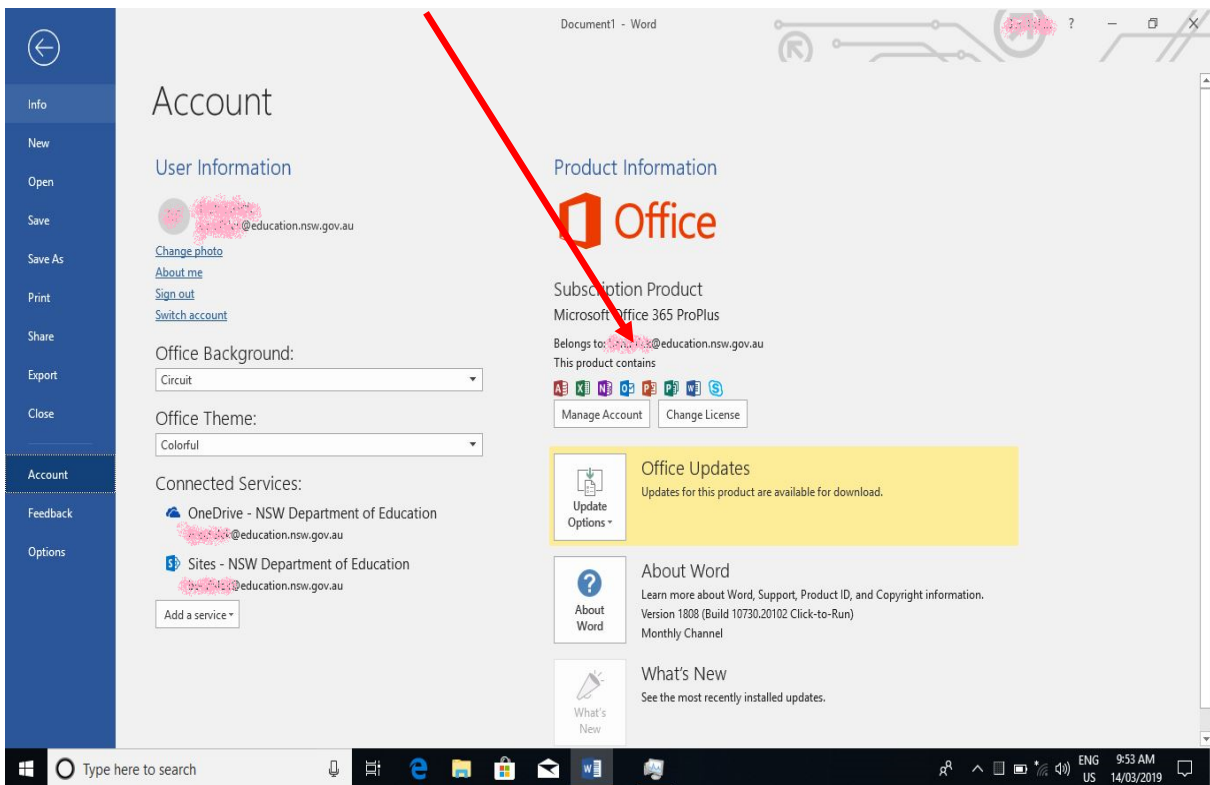
6) Open a Blank Document



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



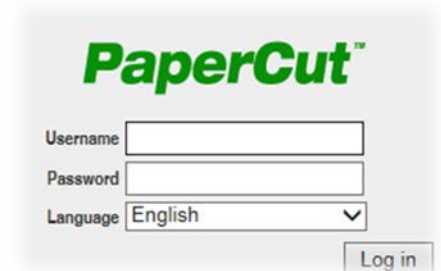
8) Check to see the software is now linked to the student DET account.



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 username and password used to check the printing balance is the one connecting to the khhs network.



The image shows the PaperCut login interface. It features the 'PaperCut' logo in green at the top. Below the logo are three input fields: 'Username' with an empty text box, 'Password' with an empty text box, and 'Language' with a dropdown menu currently set to 'English'. A 'Log in' button is located at the bottom right of the form.

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

Costs of printing

A4 black and white page – 5 cents

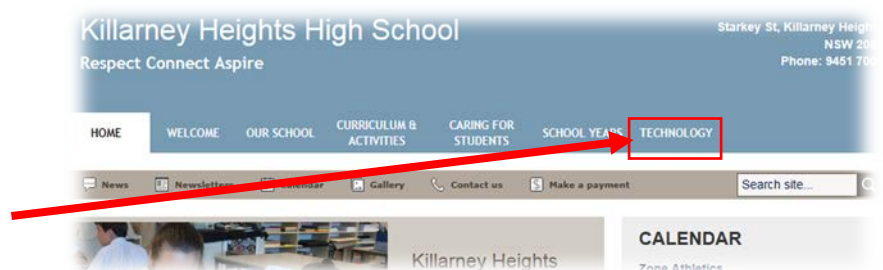
A3 black and white page – 10 cents

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

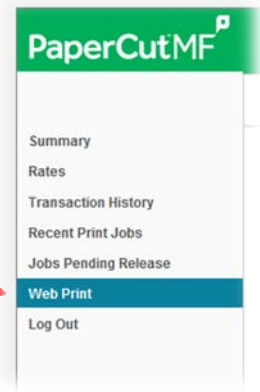
[Clickview Online](#) Use the same username and password as Moodle

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

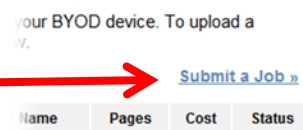
[Department Portal](#) Use the same username and password as used to access the Internet

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

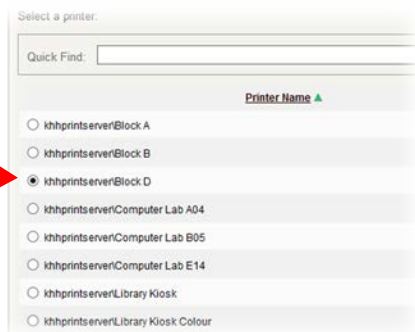
3. Select Web Print.



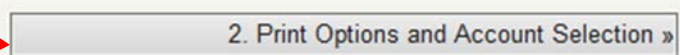
4. Select Submit a Job.



5. Select a printer.



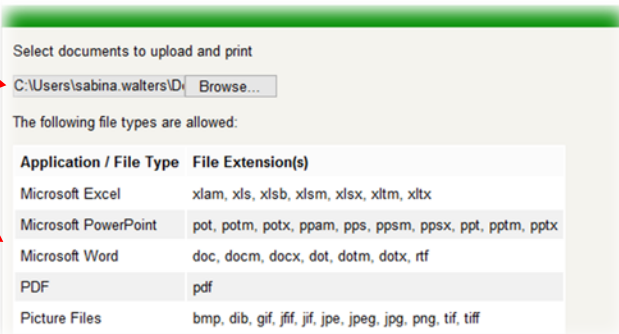
6. Click on 2. Print Options and Account Selection



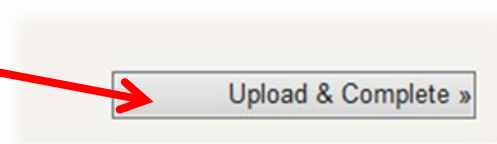
7. Click on upload documents.



8. Browse to file ensuring it is in one of the accepted formats.



9. Select upload and complete.



10. . The document has been successfully printed once the green tick appears.



11. The status may remain as submitting until the user logs out.

Web Print

Web Print is a service to enable printing from your BYOD device. To upload a document for printing, click [Submit a Job](#) below.

	Submit Time	Printer	Document Name	Pages	Cost	Status
	Jan 31, 2017 9:53:22 AM	khprintserverBlock D	How BYOD works at Killarney.docx			Submitting