

REMOTE LEARNING STUDENT TECHNOLOGY SUPPORT AND INFORMATION GUIDE

This guide aims to provide technology support and information for you as students during any period of remote learning. This includes:

- How to get IT support.
- Teams, One Note and Class Notebooks.
- Resource Centre resources like World Book Online, audiobooks and Pearson digital textbooks.
- SIMON uploading documents.
- OneDrive for saving documents.

IT SUPPORT DURING REMOTE LEARNING

The IT Department has developed a webpage where you can access information and help, if you require any assistance.

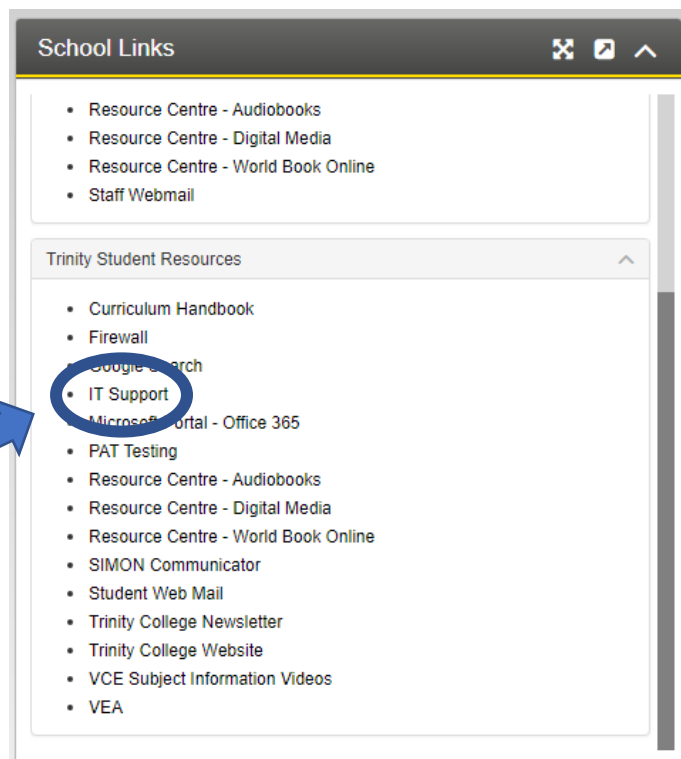
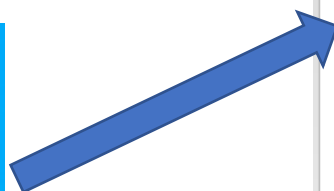
This includes:

- Program Installers – Pearson Reader+, Teams, OneNote 2016 etc.
- Support Guides
- Web Links – SIMON, TCC homepage, Edrolo etc.
- Live Chat to IT Staff

Where to find it?

The IT Support page can be found in SIMON under Trinity Student Resources in the School Links tab

- <https://simon.tcc.vic.edu.au>
- Click the link IT Support and you will be directed to the page.
- You can also go to the page directly by the following link:
<http://itsupport.tcc.vic.edu.au>

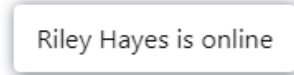
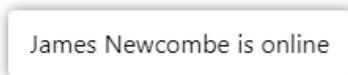
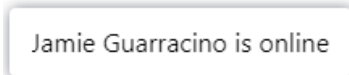
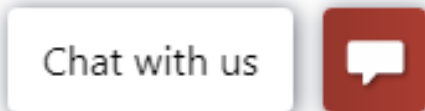
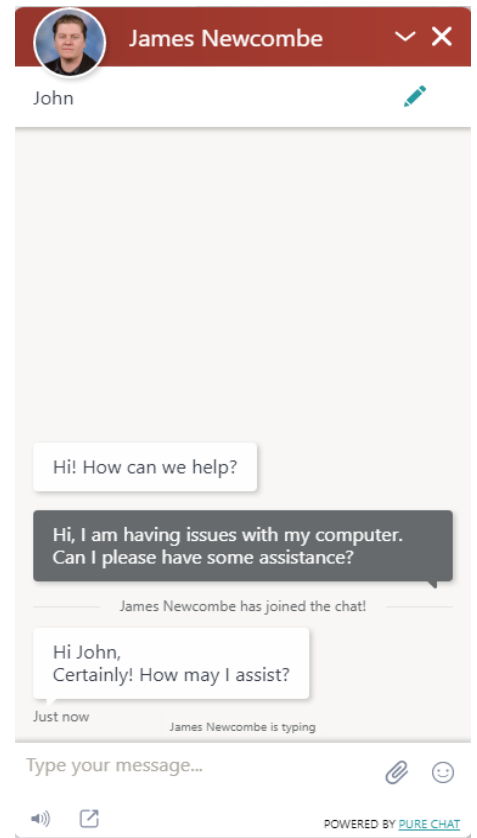


LIVE CHAT IT SUPPORT

If you are having any Information and Communications Technology (ICT) issues, you will have the ability to message the IT Department instantly through the chat function on the IT Support page.

This is open during normal school hours and can be accessed by clicking on “Chat with us” in the bottom right corner.

With this Live Chat system and the ability to remotely control your computers, we can help assist you with resolving any technology issues you may be experiencing from wherever you are.



During a period of remote learning, it remains important to Restart your device every day, as this often resolves many issues you may experience.

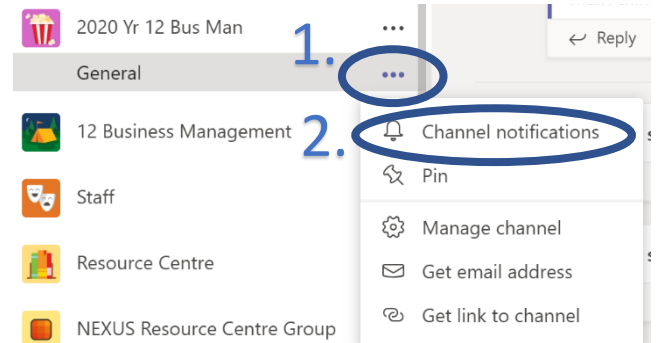


FOLLOWING YOUR CLASS TEAMS

- Teams is the main way that teachers will communicate with you during remote learning.
- Make sure to follow all your Class Teams. To do this:

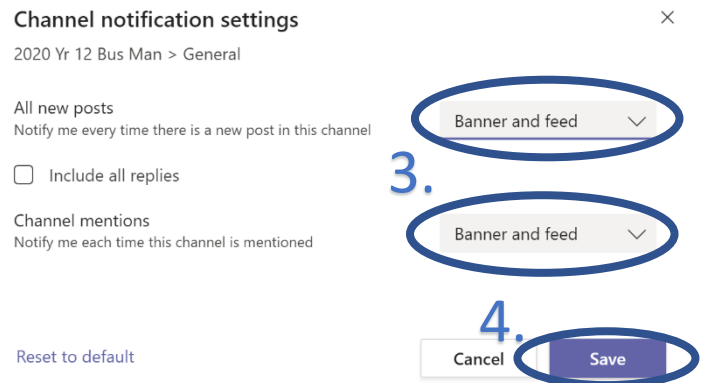
1. Click the 3 dots next to the General channel.

2. Then select Channel notifications.



3. Choose Banner and Feed for all options.

4. Then click Save.



COMPLETING WORK IN CLASS NOTEBOOKS

Class Notebooks and OneNote

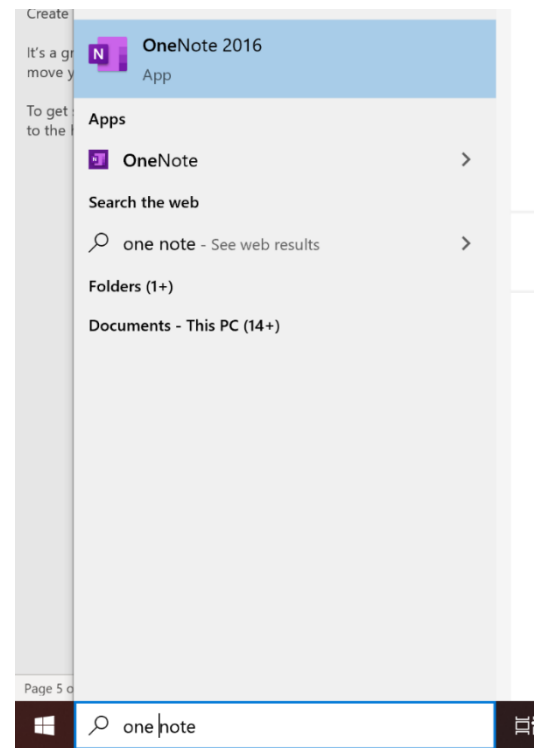
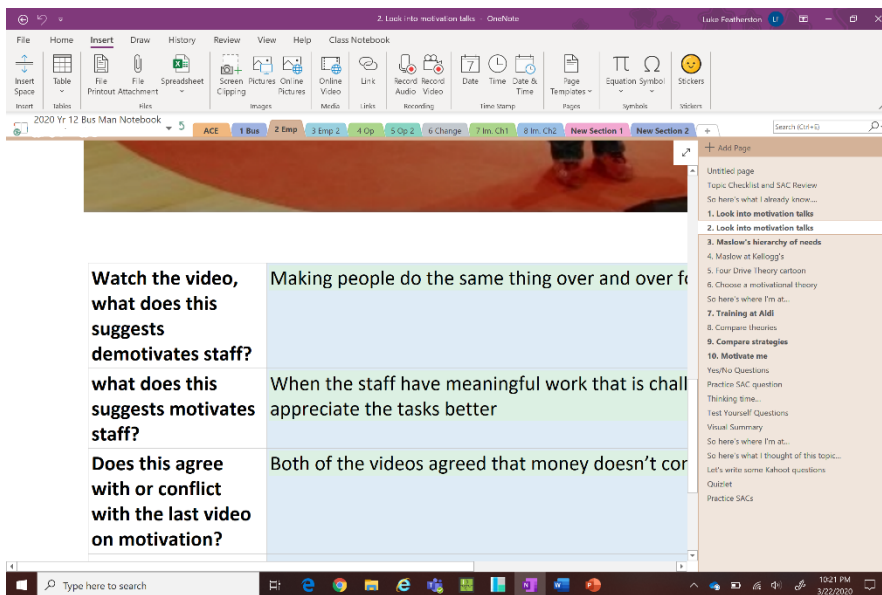
OneNote is the place to take notes and complete class activities and assignments in a digital form, via your Class Notebook. This is where you will provide evidence of your learning during any remote learning period.

Teachers will invite you to a Class Team which contains a Class Notebook.

OneNote can be accessed by typing “One Note” into the Windows search.



Click on OneNote2016 and it will open.



If you do not have OneNote 2016 installed, the OneNote 2016 installer can be found on the IT Support page:

<http://itsupport.tcc.vic.edu.au>



[Onenote 2016](#)

RESOURCE CENTRE RESOURCES

Students can access a wide variety of digital learning resources in a remote learning environment. The passwords can be changed once logged in.

- For Pearson digital textbooks (Year 7-10) click on the following link (which may work better in Chrome):

<https://www.pearsonplaces.com.au/>

Username: full email e.g. 24SMITJO@tcc.vic.edu.au

Password: tcc2020

- For audiobook/ebooks, in SIMON click:
Resource Centre – Audiobooks

Username: full email e.g. 24SMITJO@tcc.vic.edu.au

Password: password

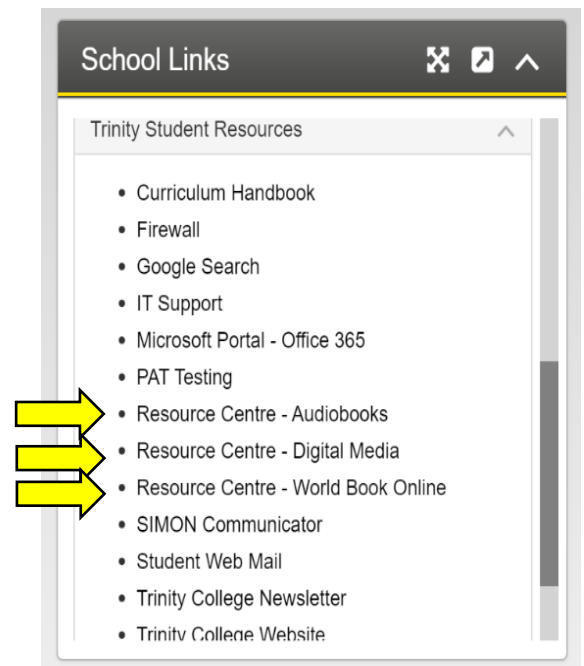
- For Digital Media Library, in SIMON click:
Resource Centre – Digital Media

Username: full email e.g. 24SMITJO@tcc.vic.edu.au

Password: Password

- For World Book Online, in SIMON click:
Resource Centre – World Book Online

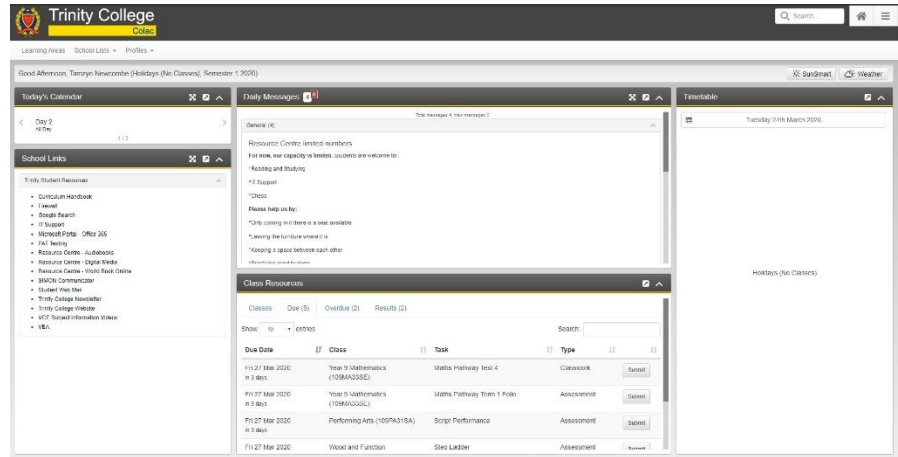
This provides you access to the digital encyclopedia.



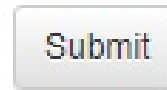
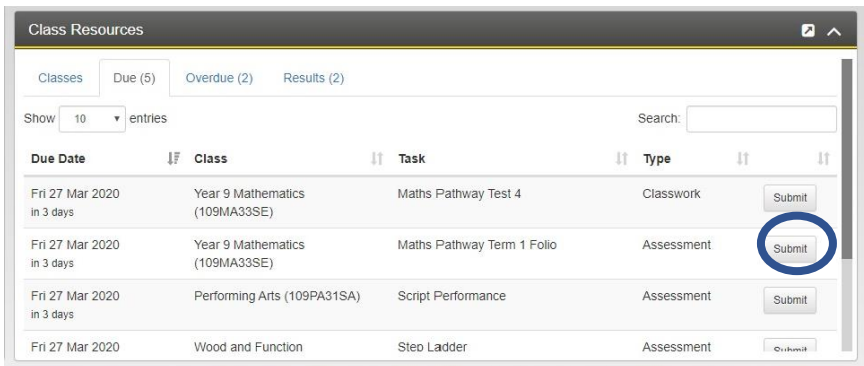
SIMON

Submitting Assessment Tasks in SIMON

1. On your SIMON Homepage you will see “Class Resources”



2. Find the Class you are looking for and then click “Submit”



Topic: Course Overview

Description: practice

[Return](#)

Task Details

3. Click on “Start Submission”

Instructions for Task Submission

- To start your task submission process please click the Start Submission button below and begin uploading your submission files.
- Once you have confirmed that all the files are correctly listed under Uploaded Files for Submission, click the Submit Task button to submit your task.
- Once you click the Submit Task button, you will be unable to submit additional files, so please ensure all files are listed prior to submitting the task.

[Start Submission](#)

SIMON

4. Click “Browse”

A window will open. Locate where the file is stored and select the file and click “Open”.

File Selection

C:\Users\leryan\Desktop 1 Browse...

Drop files here.

Target words.docx

Uploaded Files for Submission

Target words.docx 58.29 KB [Remove](#)

Submission Notes:

Submission notes are optional, and allows you to supply feedback to your teacher regarding the task.

The file will instantly start uploading. A blue bar will appear to indicate the upload progress.

5. Once the blue status bar is full,

click on “Submit Task” to submit the file for assessing.

[Submit Task](#)

[Cancel Submission](#)

6. The page will refresh, and a blue box will appear to notify you that your task has been submitted.

This task was submitted on Monday, 23rd March 2020 at 1:54 PM. It is currently waiting to be marked by the Class Teacher.

Task Submission Files

The following file(s) have been uploaded as part of the submission.

Submitted File	File Type	Time Submitted	File Size
 PRACTICE TASK NOT REAL (Submission)	docx File	23/03/2020 1:54 PM	58.29 KB

SAVING TO ONEDRIVE

Saving to OneDrive

Please note: Files will only sync with OneDrive if you have an internet connection

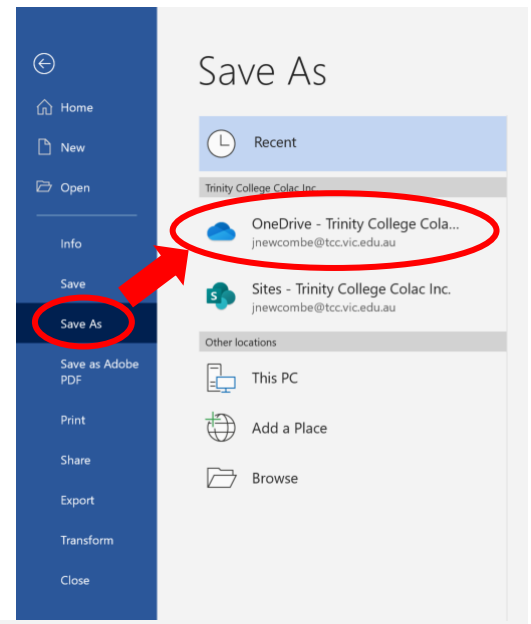
Saving documents from Office 365 Apps (such as Word documents) to OneDrive

1. Click “File”.

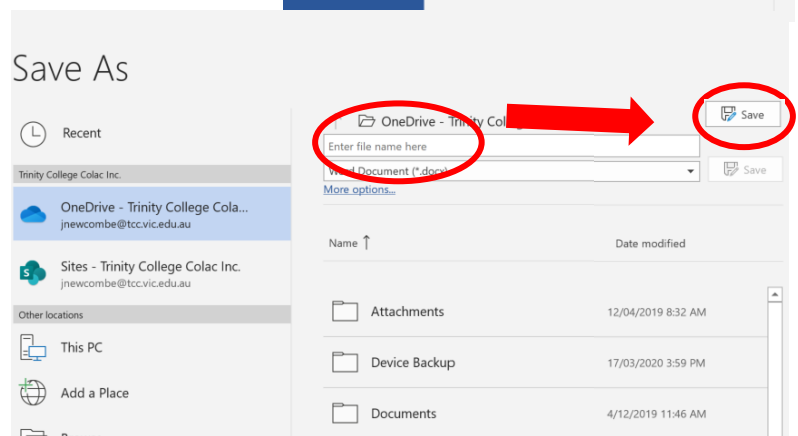


2. Click “Save As”.

3. Select “OneDrive – Trinity College Colac Inc”.



4. Give your document a name (optional) select the folder to save the document in.



5. Click Save.

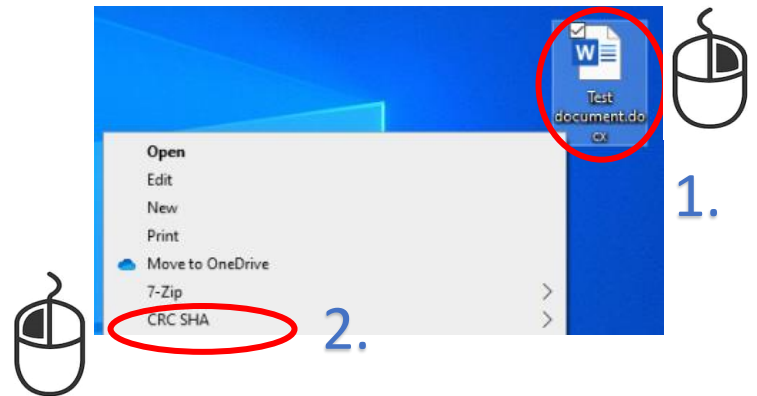
The document has now been saved to OneDrive.

MOVING A FILE TO ONEDRIVE

Copying a file from the Desktop to OneDrive

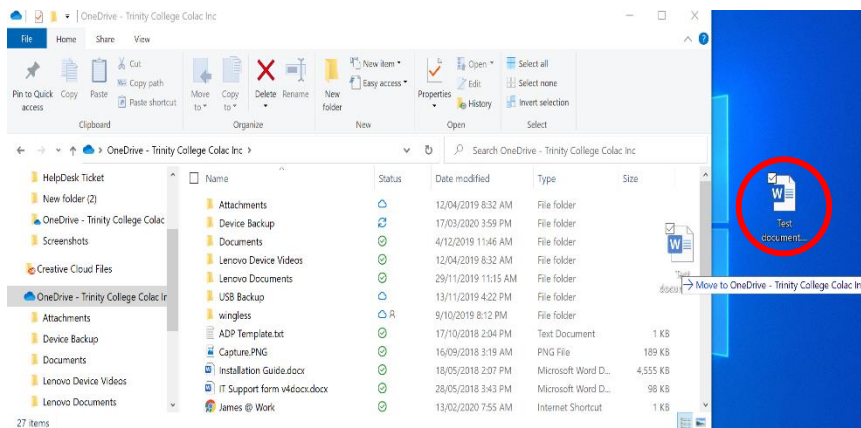
1. Locate the file you would like to copy.

2. Right click on the file, highlight it and left click the mouse to select “Move to OneDrive”.



This will move the document into OneDrive.

Alternatively, you can drag a file into OneDrive by opening a OneDrive window from File Explorer and clicking and dragging the file into OneDrive



This will also move the document into OneDrive