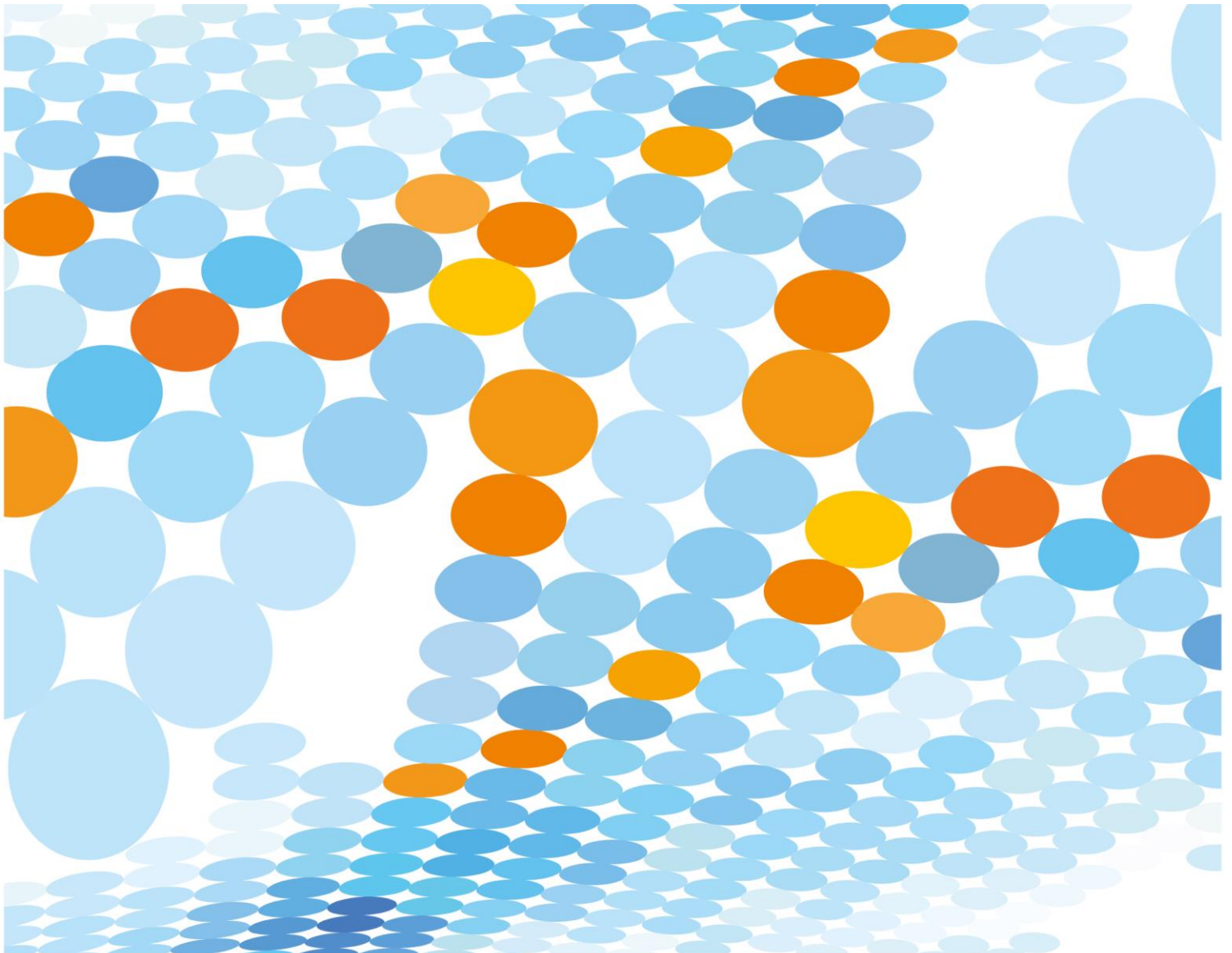Ayr State High School

# How to access Online Services

Purpose

This document describes how to access most online services that will be used for the provision of education services.
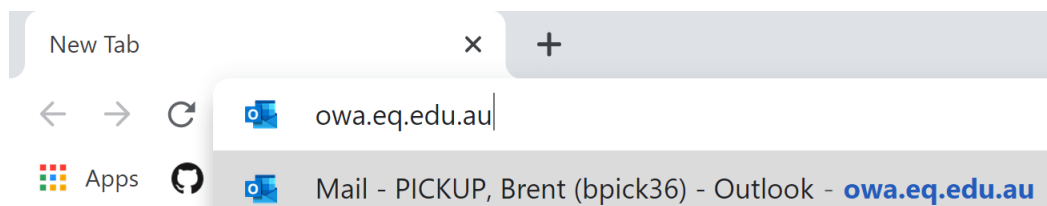
Requirements

It is highly recommended that you are running the latest version of Google Chrome, or Microsoft Edge (version 82 – as of writing).

Webmail (School Emails)

1) Locate the Chrome or Edge shortcut on your taskbar or in your start menu.
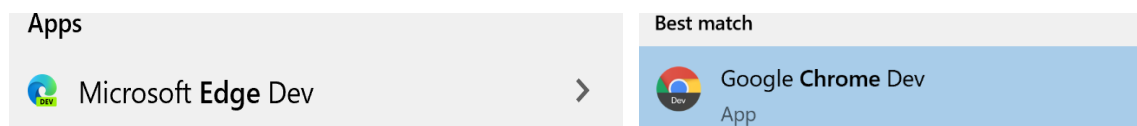
2) Start the browser and wait until your homepage loads.

3) Navigate to https://owa.eq.edu.au

4) When prompted, sign in with your school username and password.

5) Click "Yes" on the "Stay Signed in" prompt.
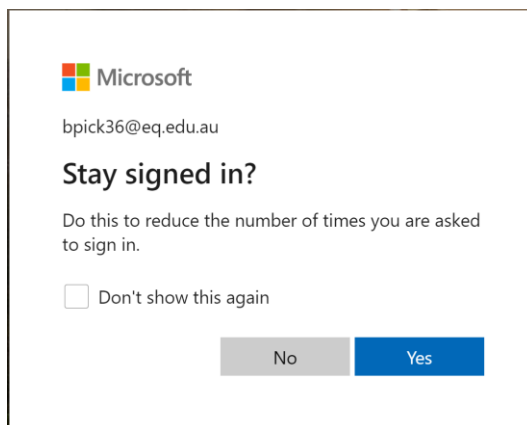
6) Your inbox will now load.
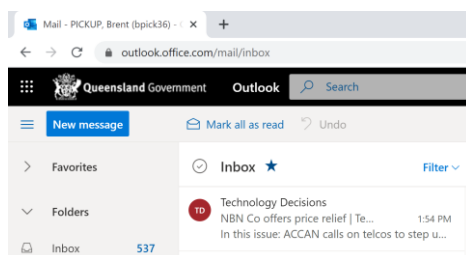
SharePoint (School Intranet/Notices)

1) Navigate to the following link: https://qedu.sharepoint.com/sites/2008/

2) Click on "Students"
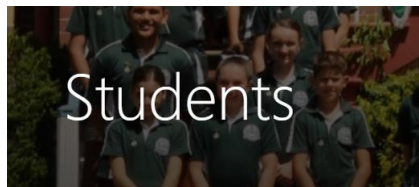
3) You are now at the Student SharePoint Home. You will need to navigate to whatever resources you require.

OneDrive (File Storage)

The Department of Education provides each student and staff member with 1TB (Terabyte) of *OneDrive for Business* access. This may be used by students to save their work, so it is safe or to work efficiently across multiple devices.

Note: If you have the OneDrive client already installed on your computer – you just need to sign into that with your Education Queensland email address and password. The steps below are if you wish to access it in a web browser.

Microsoft makes iOS/Android OneDrive apps available.

1) Follow the steps above to access webmail.

2) Click the "Grid" in the top left.
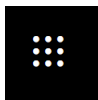
3) Click "OneDrive"

4) If it is your first time accessing OneDrive, you will be prompted to wait a few minutes and take a quick tour.

5) Your main folder will load. You are able to drag and drop documents into your browser to upload them.

eLearn (Virtual Classroom)

1) Navigate to http://elearn.eq.edu.au

2) You will be prompted for your username and password.

3) Once you login, you will be redirected to "My eLearn". You can access the courses that you are enrolled in on the right hand side of the page.
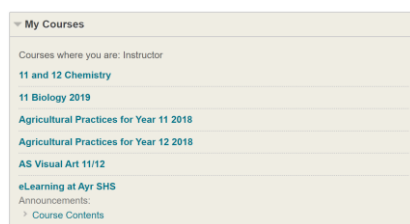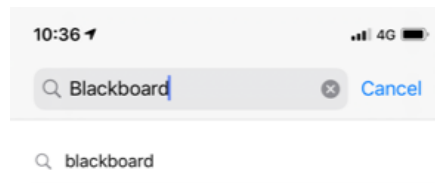

4) When you click on a course, you will be taken to the "Announcements" section for that classroom. To see the rest of the course content, you *may* need to expand the navigation on the left hand side by clicking the "Blue Bar"
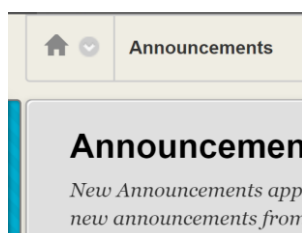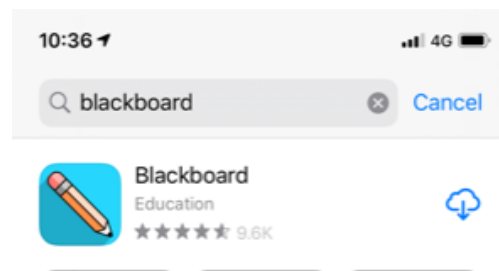
eLearn (iOS)

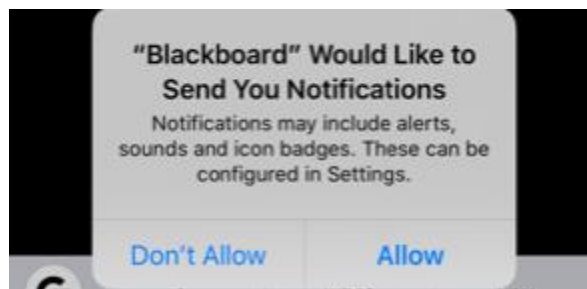To connect to your Virtual Classrooms on iOS, follow the directions below.

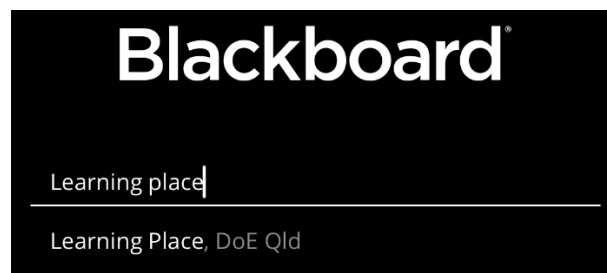1) Open the "App Store" and search for "Blackboard"

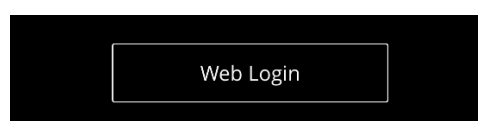2) Click on the app with the blue "Pencil" icon and download it.

3) Start the app and accept any requests allowing notifications.

4) In the "Institution Name" box, select "Learning Place, DoE QLD"
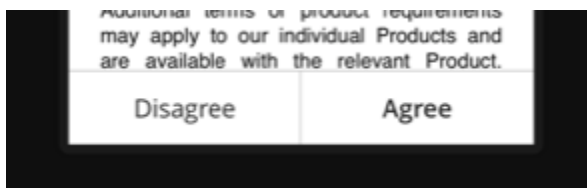
5) You will receive a notification saying that you need to login. Click the "Web Login" button.

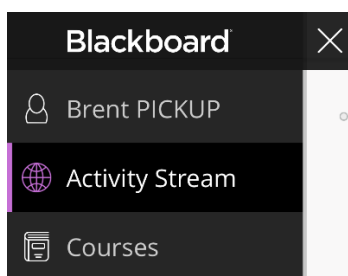6) Enter your school username and password and click "Login"

7) You will be presented with a "Terms and Conditions" prompt – click "Agree".

8) You will be at a screen that says "Activity Stream". To see the courses you are enrolled in, click the "Three Lines" in the top left.

9) Click "Courses". You will be shown the classrooms you are enrolled in.

10) Tap the course to see that courses content.
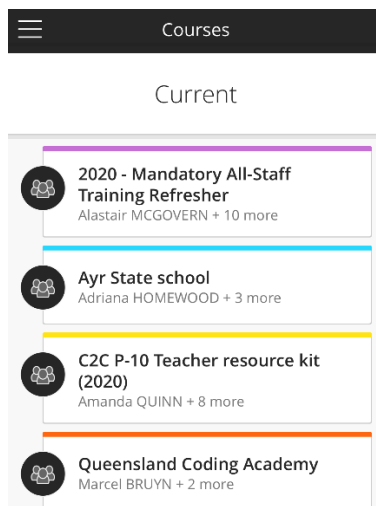
ClickView Online

All students now have access to ClickView Online in order to view video content relevant to your Virtual Classroom courses. To login, follow the directions below. **The instructions below presume that you have never used ClickView before and don't know your password.**

1) Navigate to http://online.clickview.com.au

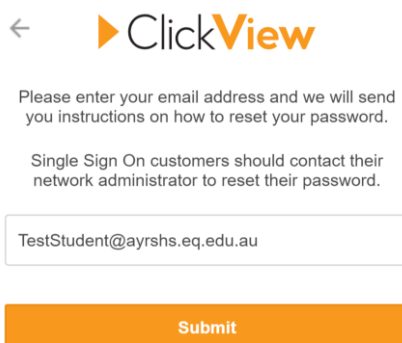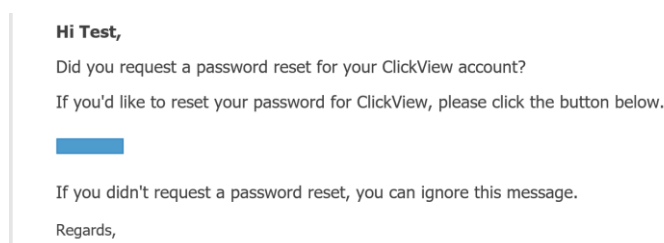2) Enter your school email address and click "Next"

3) Click "Forgot your password?" under the "Sign in" button.

4) Click "Submit" if the email in the box is correct.

5) You will receive an email from ClickView titled "Reset your ClickView Password"

6) Click the Button in the email.

7) You will be prompted to create a new password. Create one that is memorable to you and click "Update".

8) You will be presented with the schools ClickView Library! You can now login to ClickView with the password that you set either on the web, or by using one of their apps from the App Store.

Frequently Asked Questions

I forgot my username or password, what can I do?

You can send an email to bpick36@eq.edu.au from one of your parent/carer's email addresses (that are known in OneSchool) and your password will be reset and emailed back. This may have a lead-time of 1 or 2 business days.

Do I have to use a laptop to access these resources?

In most cases – no. For your school emails and OneDrive, Microsoft makes available an "Outlook" and "OneDrive" app on the respective app store for your platform (Google Play, App Store, etc). For eLearn/Blackboard, there is an app that exists for iOS and Android. In most cases, you will just need a device that has a modern web browser. This could be a laptop, tablet, iPad or even an Xbox or PlayStation (with a keyboard/mouse attached).

I have another question

Feel free to message the school Facebook page, or email bpick36@eq.edu.au with your query. Please note that due to the current COVID-19 situation, there may occasionally be a delay with replies.