

# How to access 'Learning from Home' For teachers and school leaders

## Preparing your students

Here's how you can best prepare your students for learning at home, so they can excel during the school closures.

## Student Logins

**Your students have logins which they use at school. They may have two.**

- School logins are used to access things at schools like devices, the school network and school provided software.
- EduPass logins (**username@schools.vic.edu.au**) are used to access learning tools and software provided by the Department of Education and Training (the Department). For help generating eduPass usernames and passwords, please contact your ICT Technician.

## Prepare and familiarise

It's important that your students are familiar with the online tools you will use to support learning at home. Talk to your students about what tools you may use and start incorporating them into your lessons now to prepare them.

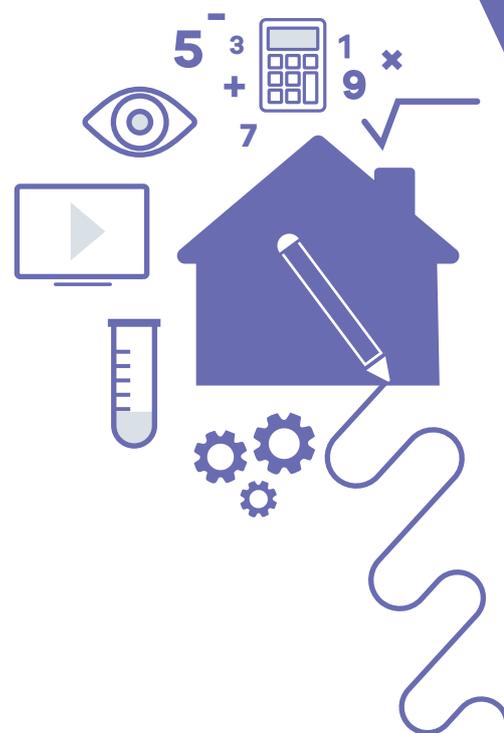
The following 3 toolsets will be important to maintain learning at home:

<b>Videoconferencing (for staying connected)</b>	<ul style="list-style-type: none"> <li>• Webex</li> </ul>
<b>Learning management (for curriculum delivery)</b>	<ul style="list-style-type: none"> <li>• Microsoft Office 365 (O365)</li> <li>• G Suite</li> <li>• School's own learning management system, intranet or website</li> </ul>
<b>Learning resources aligned to Victorian curriculum frameworks (for keeping on track)</b>	<ul style="list-style-type: none"> <li>• ClickView</li> <li>• Stile (Years 7-10)</li> <li>• FUSE</li> </ul>

**NB: Make sure you have a list of student and parent email addresses handy for communications .**

## Get prepared now

Don't wait, start getting yourself used to using Webex and other online tools to run your classes. Make sure you're equipping your students as best you can. Keep the following pages handy, as they provide the vital information for learning from home.



## How to access 'Learning from Home' For teachers and school leaders

### Accessing Webex

**Webex is the videoconferencing solution provided by the Department for all schools. Use this reliable tool to stay connected with your students.**

To establish a virtual classroom in Webex, you will need to generate a Meeting number and password and share this through G Suite, O365, email or your existing learning management system.

1. Open your web browser and go to <https://eduvic.webex.com>
2. Select **Sign In**
3. Enter your department credentials (**username@education.vic.gov.au** OR **username@edumail.vic.gov.au**).
4. You will then see the eduPass login screen. Enter your TO number (this is the 8 digit number you use to access eduPay or your laptop) and password.
5. Select **Meetings** from the menu on the left of your screen.
6. Click on the **Schedule** button on the top right.
7. Enter the details for the session including:
  - Keep default setting of Webex Meetings Pro.
  - Meeting Topic - Add a class name or topic.
  - Meeting Password (You can configure this yourself. Make it memorable and easy for the students to remember).
  - Start date, time and duration of the session.
8. If you would like this class to be recurring, enter the recurring pattern.
9. If this is a one-on-one or small group meeting, you can enter in the email addresses. For a whole class meeting, leave the attendee field **blank**.
10. Click **Schedule**.
11. You will receive an email with details, however meeting details will also appear on screen. Copy the 9 digit **meeting number** and **meeting password**. These are the details you will share with your students.
12. Ensure that when you share the meeting details it is in a secure password protected area such as Compass, Google Classroom or Microsoft Teams. Lock your class after rollcall through **more options**.  
During the rare occurrence you have an unauthorised intruder, expel them through the **participants panel**. Refresh meeting links often.
13. The **host key** should never be shared with students as this will give them full control. However share this code with colleagues to team teach or collaboratively run a session.

### Running your session

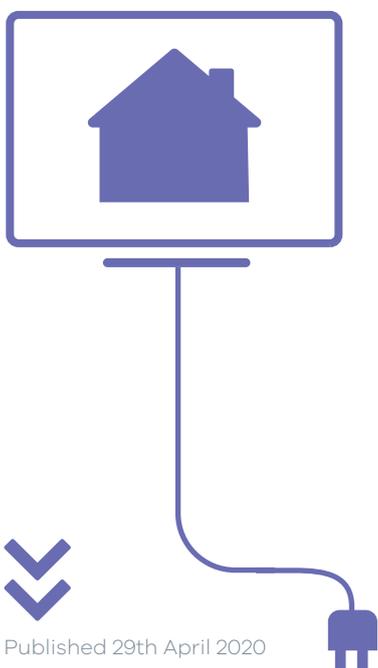
1. Open your web browser and go to <https://eduvic.webex.com> and sign in. If possible, do this 10 - 15 minutes before your meeting is due to begin.
2. The upcoming session will be listed. Click the **start** button for the class you wish to start.
3. You will be prompted to check your audio and video before you are connected.
4. You may also be prompted to download some add-ons to Webex. Please do this if you are prompted.

You might find it helpful to set up and run a practice meeting first before running a meeting with students.

**Note: Ensure you allow Webex to access your camera and microphone.**

\* Webex meetings can also be accessed via a desktop application. The instructions above are for browser access, however you can download the desktop application from <https://eduvic.webex.com/>.

Free Webinars for teachers on using Webex are available by clicking here: [Webex Training for Teachers](#)



## How to access 'Learning from Home' For teachers and school leaders

### Accessing Google Meet (formerly hangouts)

Google Meet is now available for Schools in the Departments G Suite tenant. Google meets has been updated to allow secure conferencing from within Google Classroom. Log a call with the **Service Gateway** to enable Google meet access for teachers and students. Further information is available on [FUSE](#).

### Accessing O365 or G Suite

G Suite or O365 are the main collaboration and sharing platforms used in Victorian schools. Your school may have deployed its own local version or may be using the Department-provided version of either of these products.

If you have a school version, your students should be familiar with their logins and passwords that they use on a daily basis. Confirm with your school ICT technician if required.

If you use the Department version of G Suite or O365, students will access the software with their eduPass login (**username@schools.vic.gov.au**). Staff will access the software using their @edumail or @education email address (**username@education.vic.gov.au** OR **username@edumail.vic.gov.au**).

O365 is available here: <https://www.office.com/>

The Department's G Suite application is available here:

<https://www.edustar.vic.edu.au/catalogue/pages/googleapps.aspx>

### Accessing ClickView

ClickView provides Victorian Curriculum-aligned video content. It is available here:

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

Sign in at the top of the page. Enter your email address and select **sign in with eduPass** from the drop down menu. Then enter your eduPass login details.

Alternatively, to sign in with your existing school login details, select your school from the drop down menu and sign in with your school login credentials.

More login help is at: <https://www.clickview.com.au/education-victoria/>

#### **IMPORTANT: Student Access**

If you have a school version of O365 or G Suite, your students should use the logins and passwords that they use on a daily basis. If you use the Department version of O365 or G Suite, students will access ClickView with their eduPass login (**username@schools.vic.gov.au**). If you do not have either, please contact your school's ClickView administrator, librarian or ICT technician. If you need support providing students with access, ClickView can be contacted at:

<https://www.clickview.com.au/contact-us/>

### Accessing Stile

Stile provides online science lessons with engaging content for students in years 7-10. It is available here: <https://stileapp.com/login>

You can access Stile using your @edumail or @education email address (**username@education.vic.gov.au** OR **username@edumail.vic.gov.au**).

Teachers share classcodes with students to enrol them in their class. See here for more details: <https://stileeducation.com/start>. Share your classcodes remotely using O365, G Suite, your school learning management system or email. Stile are supporting teachers to share content with students through webinars and through [help@stileeducation.com](mailto:help@stileeducation.com).



## How to access 'Learning from Home' For teachers and school leaders

### Accessing FUSE

FUSE is a platform housing many resources mapped to the Victorian Curriculum. Access FUSE at <https://fuse.education.vic.gov.au>. FUSE content will continue to be updated over the coming weeks to assist schools to support learning at home.

### Accessing Adobe Creative Cloud

For Secondary students and teachers who have Adobe Creative Cloud installed on their device, Adobe have extended the installed serial key to 31 May 2020 to ensure continuity of access away from School.

**Go here for more technical support in accessing resources for learning at home.**  
<https://fuse.education.vic.gov.au/Pages/techsupport>