



## CONNECTING TO ONLINE LEARNING

Dear Families,

Before Term 2 begins on Wednesday 15<sup>th</sup> April, we will need all of you to set some important things on your child's computer.

### 1. STEP 1- eduPASS:

Stawell Primary School  
To Strive, To Seek, To Find - But Not To Yield

Student Details

Student Name: [REDACTED]  
Year: 4  
Home Group: R7A

eduPASS Details

eduPASS Username: [REDACTED]  
eduPASS Password: [REDACTED]  
eduPASS Email Address: [REDACTED]@schools.vic.edu.au

1. In a web browser, access the website <https://eduPass.education.vic.gov.au/MyAccount>
2. Follow the onscreen instructions to set up your eduPASS account (including secret questions and PIN code) or reset your password. Please ensure you remember the details entered

DET Resources

Office: <https://www.edustar.vic.edu.au/office>  
Google: <https://www.edustar.vic.edu.au/google>  
Software: <https://www.edustar.vic.edu.au/Catalogue/Pages/Softw>  
Catalogue: [areHome.aspx](#)

a) Please follow the instructions on your sheet that was sent home on laptop collection day last term.

**Have you lost your sheet? Or did you receive an edupass account sheet for a different child when you collected your computer?**

**Please click on this link for instructions on how to access your login**

We have corrected the login issues that were happening at the end of Term 1, so they should all be ready to use as instructed.

Please make sure you:

- Set easy to remember security questions when asked
- Set a password that your child can remember and use easily themselves
- Write the password down and stick onto the child's laptop with some stickytape

This eduPASS email address and login is the key to accessing all of your Google Classroom online learning required by your teacher.

### 2. STEP 2- Google – GSUITE

**Please click on this link to watch a video on how to logon to your GSuite**

This video shows will show you what your Google Classroom will look like. You may not have a class available on your Google Classroom yet, these will be added on our Curriculum Day on Tuesday 13<sup>th</sup>. Classes available will be your Home Classroom with your teacher, and specialist classrooms: Art, Chinese, PE.

Teachers will be sharing all learning and all communication through Google Classroom and the student's Gmail.

Students must logon to their Google Classroom **every** day and check for activities to be completed throughout the week.

The plan is for Weeks 1 and 2 (April 15 - April 24) to be an introductory phase where we all get used to our new way of learning and how we can be flexible to suit the lives of our families.

### 3. STEP 3- familiarisation with WEBEX Logging on

Teachers will be connecting with our students at least once per week through a video conference either as a whole class or as a small learning group using a video conferencing tool called 'Webex'. Teachers will send out a link through Google Classroom to let students know when they need to participate in a Webex Meeting. When this happens, please follow these instructions on how to join the Webex Meeting:

### Webex:

Webex is the videoconferencing solution that the Department of Education and Training offers all Victorian government schools.

Here are instructions on how to access Webex meetings provided by your teacher using your internet browser. You may need to ask your parent or carer to help you access them.

1. Your teacher will provide you with a meeting or class number and a meeting password. This will be 9 digits long (e.g. 123 456 789).
2. Open your internet browser and go to <https://eduvic.webex.com/>.
3. Enter the meeting number in the '**meeting information**' field and press '**Enter**'.
4. Enter the password provided by your teacher, and press '**Enter**'.
5. Select the '**Join**' or '**Join Meeting**' button. If you see a pull-down arrow on the button, click the pull-down and ensure '**Use web app**' is selected.
6. When prompted, enter your first name and initial of your last name. Enter an email address. If you don't have an email address, you can enter your parent's email address or a made-up email address. Just make sure that you include an @ symbol. This email address will not be displayed when you join the meeting, and you will not receive emails from Webex at this address.

We would like all families to set these up before Wednesday 15<sup>th</sup> April. Your teacher will contact you on Wednesday to discuss how you went with setting these up. We understand that some of you may have connectivity issues and may need assistance. Please wait until this discussion to ask questions, rather than sending messages to the school before then.

Thank you for your patience and support. We are all working through this 'new way of working' together. It's new for all of us and we're all learning as we go.