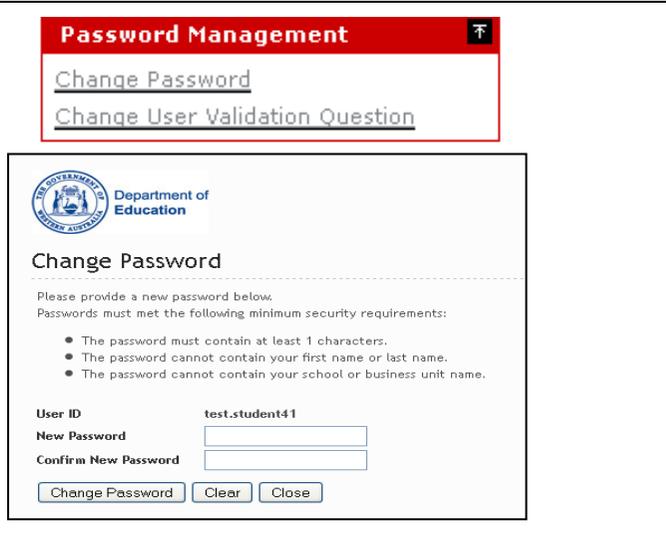


Help Guide: Student Portal overview

Introduction	<p>This section provides a general overview of the features and tools accessible through the student portal. Students access their Portal by opening the internet browser and typing in http://portal.det.wa.edu.au (This is the same Sign In page as staff use). Students sign in using an allocated username and password. (This is different to teachers who use their e-number).</p> <p>The student portal provides students with Password Management tools, Email and Calendar, Favourites, Centra web conferencing, Resources allocated by the classroom teacher and Help Guides.</p>
Section objectives	<p>Upon completion of this section you will be able to show students how to:</p> <ul style="list-style-type: none"> • navigate confidently around the Student Portal. • identify and use the main services and applications available from within the Portal • guide students through the process of creating links to favourite or commonly used websites.
Student Portal features	<p>The student portal is a simplified version of the teacher portal, comprised of nine portlets linking to:</p> <ul style="list-style-type: none"> • Resources – allocated by the classroom teacher via Resources Online. • Favourites – user created website links • Notifications – Information about Online Services Maintenance (eg when certain services in the Portal are temporarily unavailable due to upgrades). • Password management – assists with changing individual portal passwords and setting/changing the user validation question. • Survey – the customer service survey. • Help guides – the student portal User Guide. • Student image – a range of image categories that can be set by students, as preferred. • Email and Calendar

Favourites	<p>Favourites or book marking tools are commonly used to save and store quick links to frequently used websites.</p> <p>MS Explorer includes a Favourites tool as part of the standard toolbar. However, any links set up using this tool will only be available on the computer they are originally saved on. The Favourites tool provided in both the teacher and student portals is available from any computer connected to the internet. Therefore, if favourite links are saved in the portal, they can be accessed from home and school.</p>
How to add favourites	<p>Instructions: How to add favourites</p> <ul style="list-style-type: none"> • Click the Customize link on the Favourites portlet title bar to open the data entry window. • Tick the option Open favourites in new browser window. • Type the name of the website in the Name field. (This will become your hyperlink.) • Open a new tab or window in your browser. • Search for a the website to be added to the Favourites portlet. • Highlight and copy the website address from the Internet Explorer address field (it must be the full web address) eg http://www.bbc.co.uk/schools/ • Return to the Customize Favourites data entry window. • Paste the website address into the URL field. • Click Add to add the site to the list below and click Apply to confirm the action. • Click OK to close the Customize window. • Check that the link appears in the Favourites portlet and when clicked it opens in a new window. <p>Note: Favourites can be managed by ordering the site addresses to suit the users preferences and deleting unused addresses. This is done using the arrows and red cross to the side of the favourite sites list.</p>
Notifications	<p>The Notifications portlet provides information to students on scheduled outages of the Portal. This information will be provided prior to any maintenance work being completed that may take the Student Portal temporarily offline.</p>
Password Management	<p>The Password Management portlet offers two options for students. The first enables students to reset their own password. The second enables students to create a User-Validation Question should they forget their password.</p>

<p>How to change a password</p>	<p>Instructions: How to change a password</p> <ul style="list-style-type: none"> • Click the Change Password link in the Password Management portlet. • In the Change Password screen enter the Student's User ID followed by the existing Password. • Click the Next button. • Type the new password. • Confirm the new password by retyping. • Click the Change Password button • A confirmation message will be displayed. • Click the Close button to return to the Portal. 	
<p>How to set up or change a user validation question</p>	<p>Instructions: How to set up or change a user validation question</p> <ul style="list-style-type: none"> • Click the Change User Validation Question link in the Password Management portlet. • In the first Change User Validation Question screen, enter the Student's user ID and current password. • Click the Next button. • In the second Change User Validation Question screen, select a validation question from the drop-down menu. • Type an answer to the question. It should be an answer that can be remembered exactly. • Click the Change User Validation Question button. • The change will be confirmed. • Click the Close button to return to the Portal. 	