



IT WELCOME GUIDE

Students

Overview

This guide is intended to give students a brief overview of the IT systems at Warragul Regional College

Introduction

On behalf of the IT department, welcome to Warragul Regional College!

This guide will provide a brief introduction to the technologies used at the college.

Staff at Warragul Regional College use a wide variety of software applications and websites to enable digital learning. This guide will focus on the basics that will be required for a student to get started in all their classes. For advice on subject specific software, it is best to contact the teacher directly.

Login Credentials

Every Student has **TWO** Credentials

Warragul Regional College	Department of Education (EduPass)
Username: Compass ID (E.g. SMI0001)	Username: EduPass Username (E.g. ABCDE)
Alternative Username: CompassID@wrc.vic.edu.au E.g. SMI0001@wrc.vic.edu.au	Alternative Username: EduPass username@schools.vic.edu.au E.g. ABCDE@schools.vic.edu.au
Password: Compass Password	Password: EduPass Password

Warragul Regional College Credentials

This account is provided by the college to access our systems. This is what students will be using 90% of the time.

The password can be changed under the 'Star' in Compass.

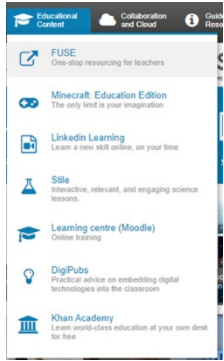
EduPass Credentials

This account is provided by the Department of Education. It follows the student for their entire education in government schools.

The password can be changed under the 'Star' in Compass.

Below is a list of products at school and which credentials are used for each.

This is by no means an exhaustive list. Many teachers use other resources which require their own credentials which are managed by the teacher.

Warragul Regional College		Department of Education	
PRODUCT	CREDENTIALS	PRODUCT	CREDENTIALS
Compass https://wrc-vic.compass.education/	CompassUsername@wrc.vic.edu.au + Compass Password	Webex Meetings/TEAMS Downloads: https://www.webex.com/downloads.html	Students are not required to login. Teachers will provide a meeting link.
Office 365 (Microsoft Teams, Word online etc) https://www.office.com/	CompassUsername@wrc.vic.edu.au + Compass Password	Adobe Products (Photoshop Etc) https://account.adobe.com/	These Credentials were Emailed to All Students Edupass Email username@school.s.vic.edu.au Username: Edupass Credentials Password: Edupass Password
Microsoft Teams https://teams.microsoft.com/	CompassUsername@wrc.vic.edu.au + Compass Password	OTHER https://www.edustar.vic.edu.au/ 	These Credentials were Emailed to All Students Edupass Email username@school.s.vic.edu.au Username: Edupass Credentials Password: Edupass Password
Printers @ School (Papercut)	CompassUsername + Compass Password		
Clickview https://saml-in4.clickview.com.au/Shibboleth.sso/WARR493	CompassUsername@wrc.vic.edu.au + Compass Password		

Compass

Compass is the schools LMS (Learning Management System) and SIS (School Information System)

Compass is where all teachers put their Learning Tasks for class and where students can upload submissions for various tasks.

Students can access their timetable and contact their teachers.

Compass is also used to record academic performance, behavior, and attendance.

Students can access compass with the following options:

DIRECTLY

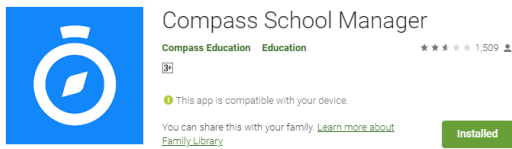
(Recommended to bookmark this page on your computer):

<https://wrc-vic.compass.education/>

THE APP

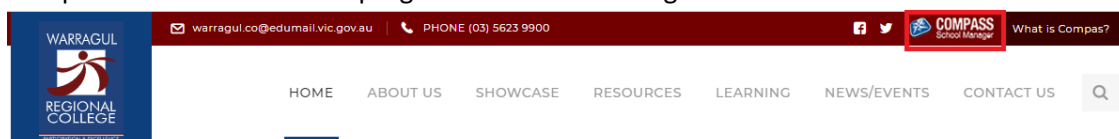
(On tablets and phones)

Search for 'Compass School Manager' on the Google Play Store or Apple App Store



VIA SCHOOL HOMEPAGE

Compass is available in the top-right corner of the college website.

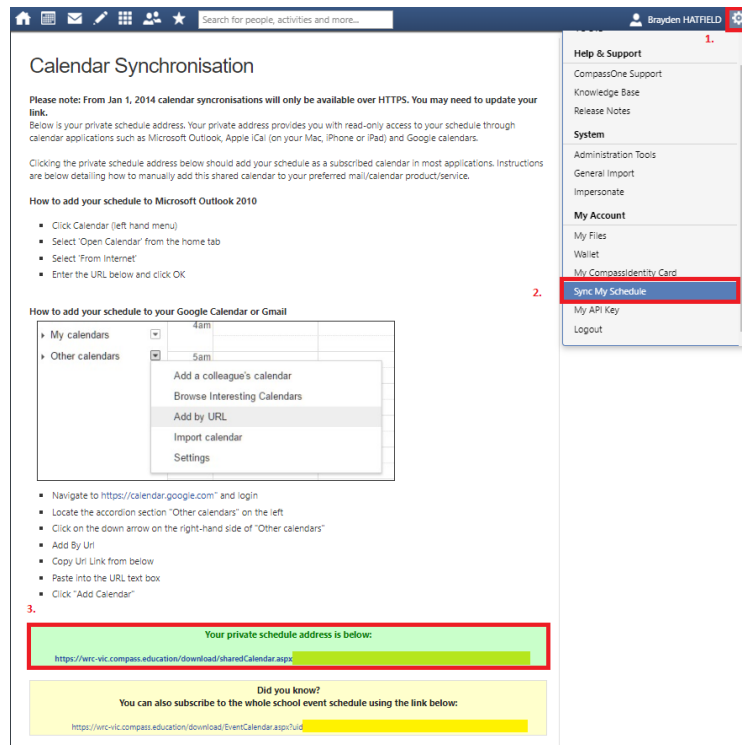


Compass – Tips and Tricks

Calendar Sync

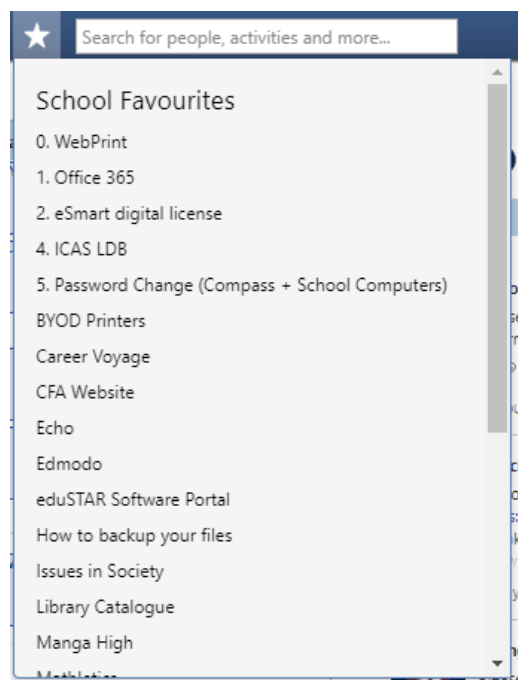
Under the 'cog' you can click 'Sync My Schedule'.

This will show you how to add your



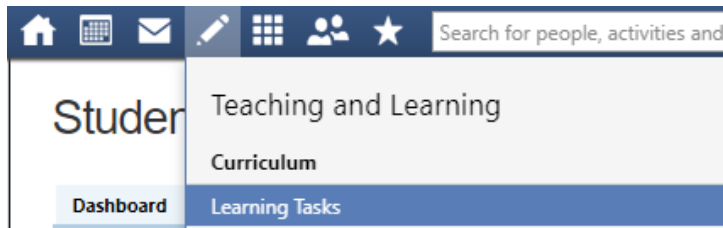
School Favorites

The 'Star' shows the 'School Favorites'. This is where students can find most software or resources they will need for classes. Other specialty software (such as for computer classes or photography) will be installed as needed and the teacher will be able to help with that.



Submitting Work

You can view all the work you need to submit by visiting the 'Learning Tasks' page.



This will show you all the work to submit, the due date and your result.

Code	Learning Task	Status	Result	Actions
7ENGL4	Week 5 Hurdle Task TEEL Body Paragraph Class Task Report: No	Due date: 15/05/20 03:30 PM Submitted: Pending	-	
7ENGL4	Week 4 Hurdle Task Viewing #3 Scenes 11-15 Class Task Report: No	Due date: 08/05/20 04:00 PM Submitted: Received Late	-	
7HUM4	CAT 2: Source Analysis on Ancient Aboriginal Trade Class Task Report: No	Due date: 14/05/20 04:00 PM Submitted: On Time	-	
7HUM4	T2W3: Trade in Ancient Australia Class Task Report: No	Due date: 30/04/20 04:00 PM Submitted: On Time	-	
7JAPA2B	Task 3: Listening Practice Class Task Report: No	Due date: 08/05/20 04:00 PM Submitted: On Time	-	
7JAPA2B	Task 2: Ages and Meetings Class Task Report: No	Due date: 24/04/20 04:00 PM Submitted: On Time	-	

Click on the name of a learning task to open the details. Click on the 'Create Submission' button to upload your work.

Learning Task - Week 5 Hurdle Task TEEL Body Paragraph

Task Details

Name: Week 5 Hurdle Task TEEL Body Paragraph
Due Date: 15/05/2020 03:30 PM
Online Submission Enabled: Yes

Upload your TEEL paragraph here.

File Upload | Not-submitted

Create Submission

Filename	Submitted
You have not submitted any items yet	

Emailing A Teacher

Open the subject of the teacher you would like to email.

Teachers reply to your school email address. Remember to check it often!

NETBALL Yr9
NETBA (2020 Academic)

Dashboard | Schedule | Learning Tasks | Sessions | Resources

Wednesday, 13 May at 09:00

Meg CHARLES
Email Teacher

Student Email

Every student has an email address they can use to contact staff and other students. The email address is your compass ID @wrc.vic.edu.au

E.g. SMI0001@wrc.vic.edu.au

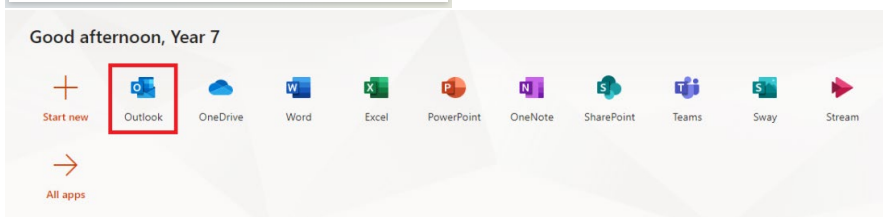
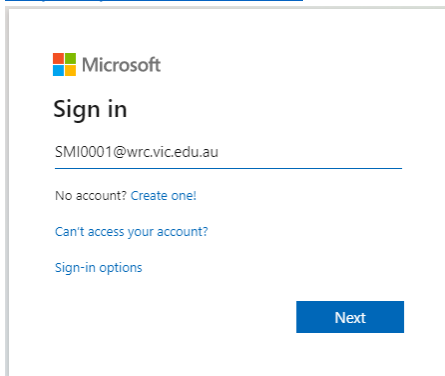
Students can access emails in different ways:

VIA COMPASS



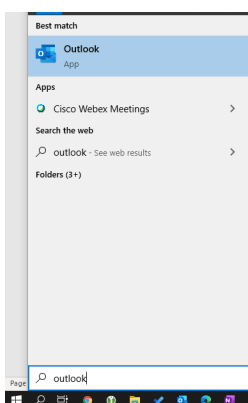
VIA OFFICE 365

<https://portal.office.com>



VIA OUTLOOK (Office 365 needs to be installed on the Laptop)

You can download Outlook by clicking on the 'install office' tab in office 365 (School Laptops have Office pre-installed) Outlook is also available as an app on Android and iOS.

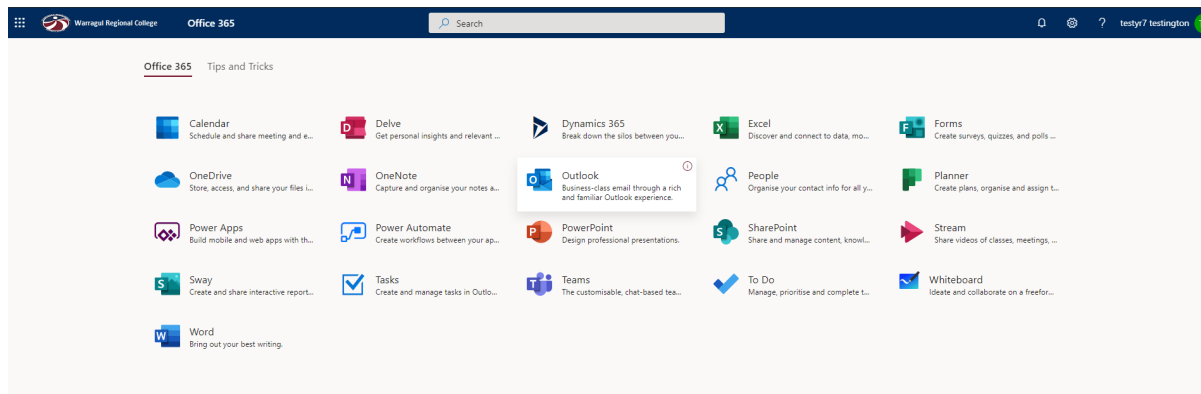


Office 365 (Word, PowerPoint, Excel, Outlook)

What is Office 365 (Microsoft 365)?

Office 365 is a suite of applications from Microsoft including Word, PowerPoint, etc.

These applications can be accessed as apps on your computer but also apps on your phone or tablet and in a web browser.



Most people know about Word and Excel. Office 365 also offers some interesting apps you can use for school.

Teams

Classroom groups where students and staff can chat with each other, share work, have video meetings, and collaborate.

Forms

Forms lets you make quizzes, questionnaire's, and surveys.

OneNote

A note taking application that lets you embed video and audio recordings, word and PDF documents and work collaboratively on projects with other students.

To Do

A 'To Do' list that can also be shared with others and tied to your calendar and email.

Stream

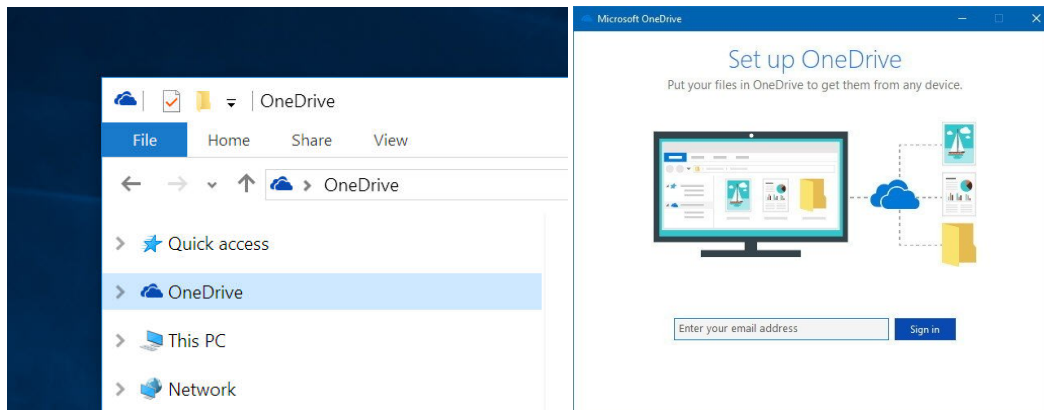
It's like YouTube but only inside the school. Teachers and Students can upload and share video's they have made.

OneDrive

Save your files here and they will be backed up and can be shared with others easily.

Saving Work

We recommend all students save their work to their OneDrive.

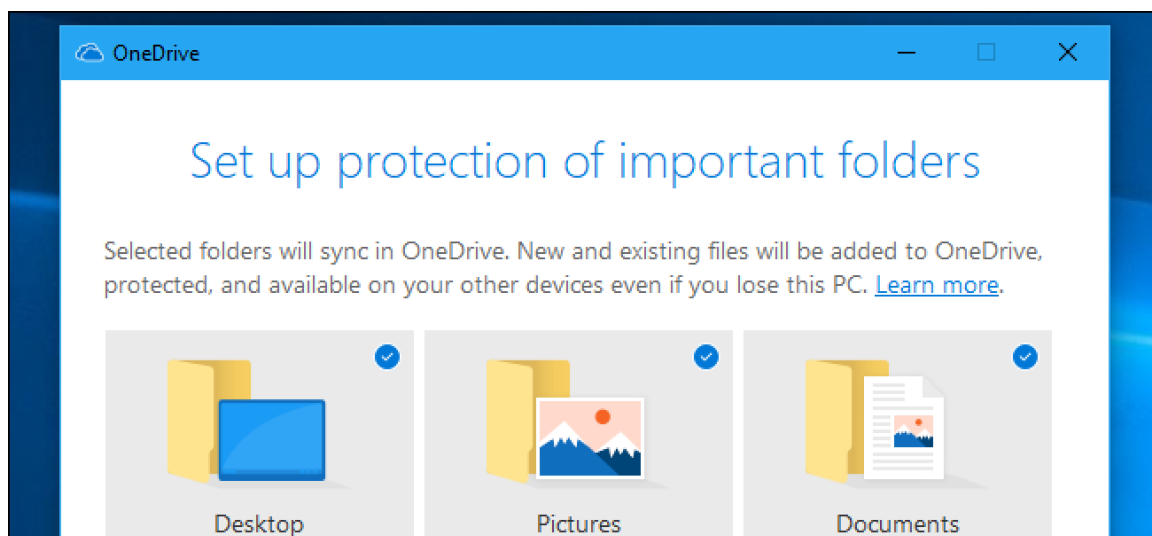
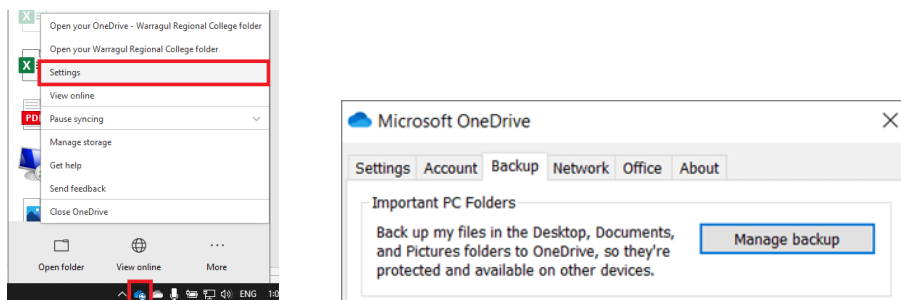


Setup OneDrive by finding OneDrive on your computer and entering your school email address. (e.g. smi0001@wrc.vic.edu.au)

Backup Documents and Desktop to OneDrive

This will automatically backup all files in your Documents and Desktop folders to OneDrive.

1. Right click on the OneDrive icon in the task menu (You may need to click the ^ arrow to find it)
2. Click on the 'Backup' tab and click 'Manage Backup'.
3. Choose the folders you want to backup.



Printing

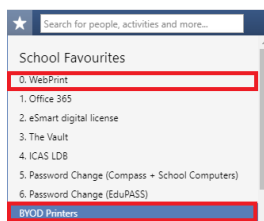
There are **THREE** print queues' at Warragul Regional College:

- **Follow-Me** - Black & White printing. You can print your job at any photocopier in the school
- **Follow-Me Colour** - Colour Printing. You can print colour in the library or DWing photocopiers
- **8827PNT-ARTS** – In the Art room. Ask your Art teacher if you can print with this printer.

How to print?

If you have a laptop purchased through the school, printers should already be setup.

If you have your own laptop you can print by finding 'BYOD' printers or 'WebPrint' under the favourites star in compass.



WebPrint

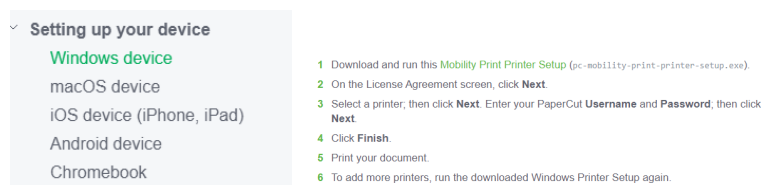
WebPrint is useful for quickly printing on any device using a web browser.

1. Sign in with your compass username and password
2. Click 'Web Print' then 'Submit a Job'
3. Choose a printer and upload your files.
4. Click 'Upload and Complete'



BYOD Printing

Choose your device and follow the instructions. The printer will appear like a normal printer in your applications like word or powerpoint.

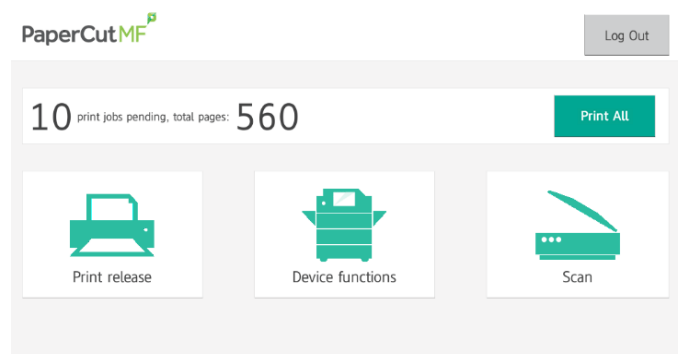


Photocopiers

You can login to any photocopier by:

- Tapping your Student ID Card
- Entering your Compass ID and Password

Here you can release your print jobs, photocopy or scan to your email or OneDrive.



Connect to WIFI

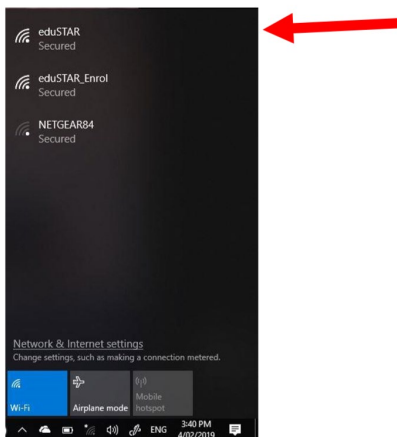
On all Devices there are two key things to know to connect to wifi

1. Use your Compass Username and Password.
2. Make sure your proxy settings are set to 'Automatically Discover'
The proxy is usually already 'automatic' on Windows PC's. If you have an Apple Mac, google 'Change Mac Proxy Settings'

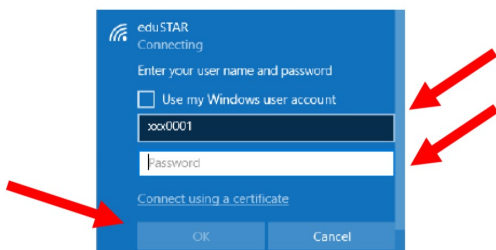
1. Locate the WiFi symbol located in the bottom right hand corner of the screen, click once



2. Find the network called "eduSTAR" and click on it once, then click connect.



3. In the USERNAME field, type in your compass user name. Eg. HAR0054. In the PASSWORD field type in your compass password. Then click OK



4. You will now be prompted to "Continue connecting?". Click on the CONNECT button.

