

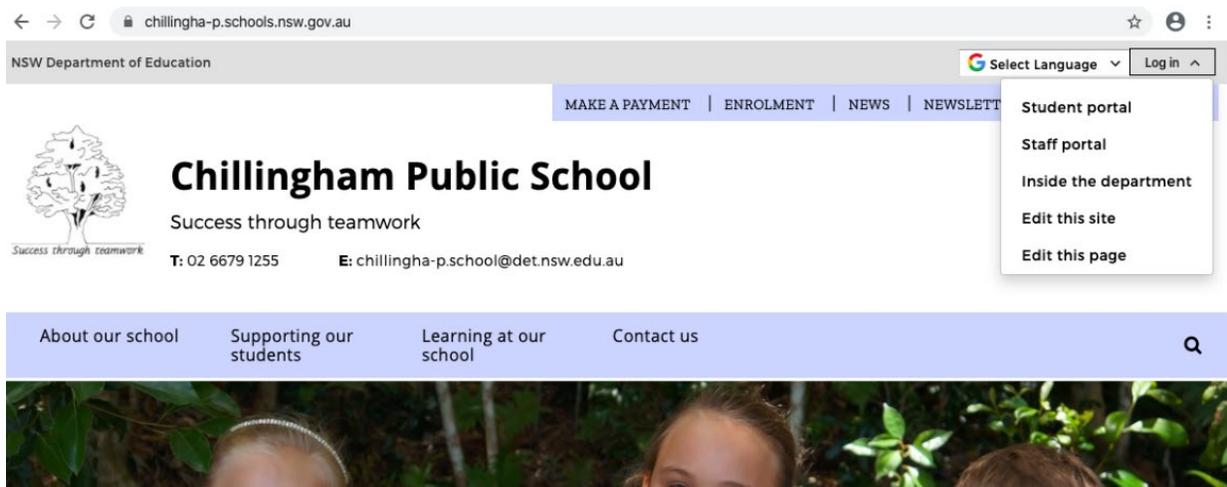
Graduation and Awards Ceremony, 2021

Our Graduation and Awards Ceremony will be held on Wednesday 8 December, starting at 10am. For parents/caregivers who are **unable to attend**, we are going to zoom the ceremony. You can access the ZOOM teams meeting through your child's student portal (the same as during our Home Schooling during lockdown). If you need help accessing the ZOOM teams meeting, please see the steps below.

ZOOM Teams Meeting Steps (for parents who cannot attend the Ceremony).

You will be using the student's (your child) name and password.

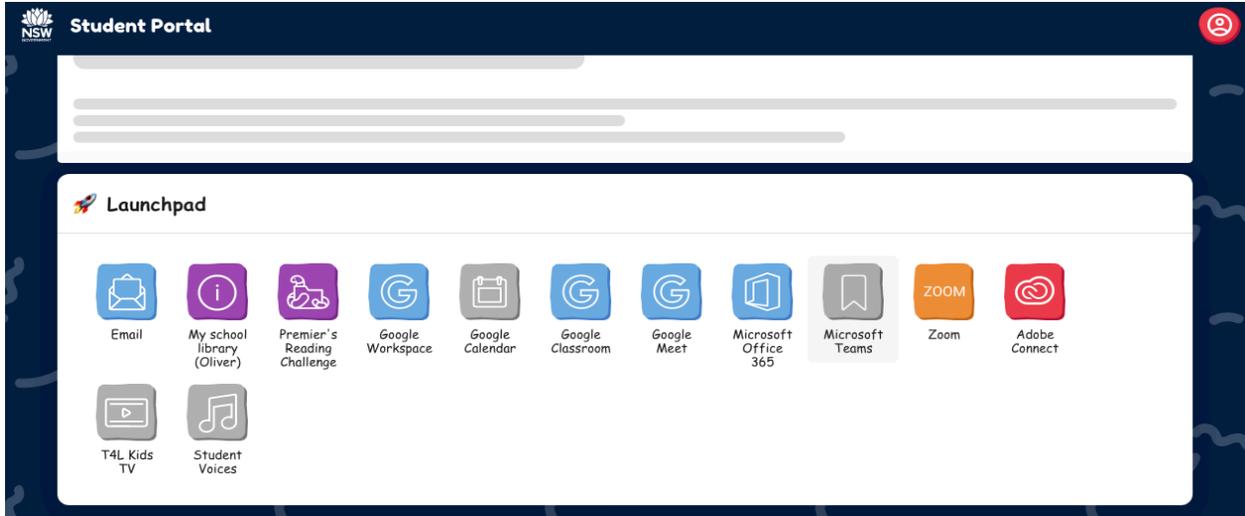
1. Using the search engine "**Chrome**", open the school website, click the down arrow beside "Log in" at the top right of the screen and then click on "**Student Portal**"



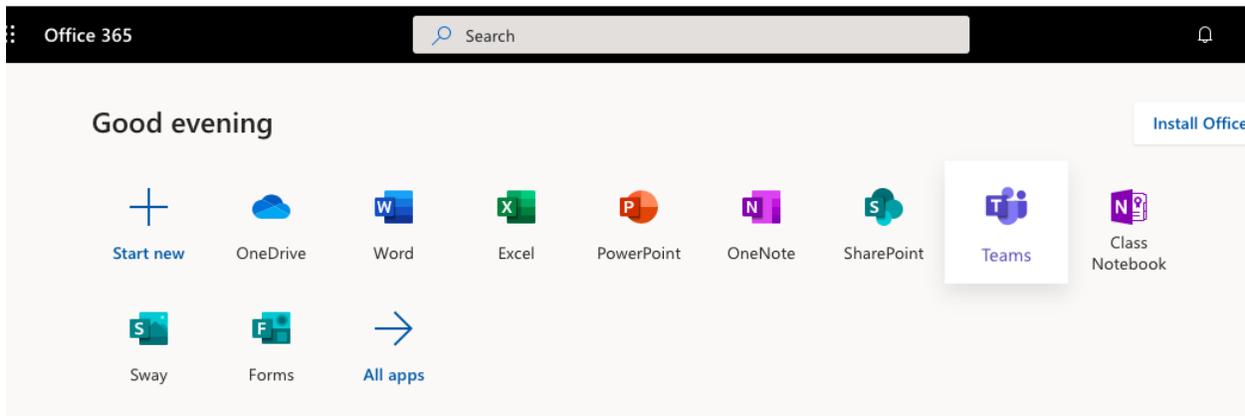
2. You will be taken to the Department log in page. Use your **student name** and **password** to log in to the student portal. Your student username and password were handed out earlier this term but please call the school if you have forgotten these details. Years 3,4,5 and 6 students are quite independent with this and may know their details off by heart. The K,1 and 2 students will need support with this. (Remember that passwords are case sensitive). If your child has forgotten their student name and password, please contact the school.

A screenshot of the NSW Department of Education login page. The URL in the address bar is 'sso.det.nsw.edu.au/sso/XUI/#login/'. The page header says 'NSW DEPARTMENT OF EDUCATION'. The main content area is titled 'Login with your DoE account'. It contains two input fields: 'User ID' with the placeholder text 'Enter your user ID' and an example 'Example: jane.citizen1', and 'Password' with the placeholder text 'Enter your password'. Below the fields is a blue 'Log in' button and a link for 'Forgot your password?'.

- Once logged on, a message may pop up for you to read. You will then be taken to a page that looks like the below where you will need to click on the **Microsoft Office 365** link.

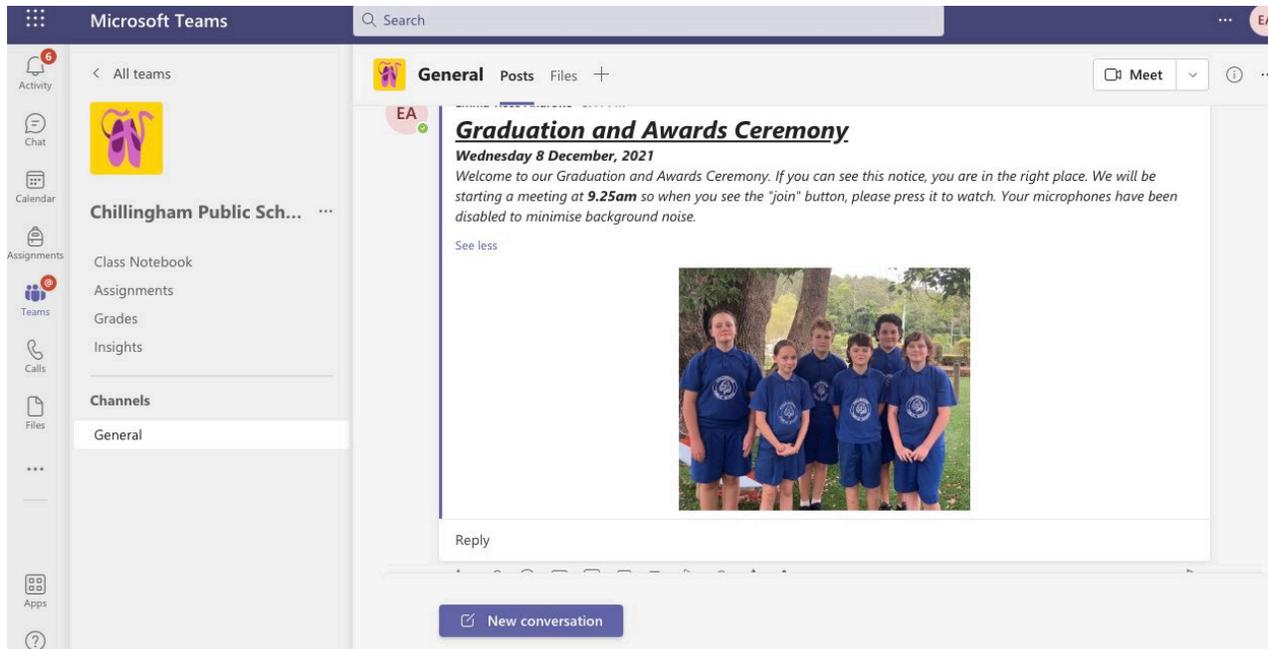


- You will then be taken to a page that looks like the below where you will then click on the purple icon that says "Teams" .



- Once you have clicked on "Teams" after a moment you may be asked to sign into Microsoft (if it is your first time on). You will need to sign in using your **student account email address**. It may come up automatically so just press next. If it doesn't come up, your email address is your **username with @education.nsw.edu.au**. (eg firstname.lastname@education.nsw.gov.au). Once you have entered your email address to sign in, press next.
- You will then be taken to a message which says, "Stay signed in?" Press "yes" if you are happy to do this (this saves time next time). If you need to verify or enter your password again please do so.
- You may then be taken to the "Teams" page. If this is your first time on you may have some messages and clips to read to help you know what "Teams" is all about. Please take your time to read through these.

8. Congratulations. You are on! The page will look something like this... If you can see the announcement, "Graduation and Awards Ceremony" as shown below, you are in the right place.



The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Calendar, Assignments, Teams, Calls, Files, and Apps. The main area displays a channel named "Chillingham Public Sch..." with a "General" channel selected. A post in the "General" channel is titled "Graduation and Awards Ceremony" and is dated "Wednesday 8 December, 2021". The post text reads: "Welcome to our Graduation and Awards Ceremony. If you can see this notice, you are in the right place. We will be starting a meeting at 9.25am so when you see the 'join' button, please press it to watch. Your microphones have been disabled to minimise background noise." Below the text is a "See less" link and a photograph of five students in blue school uniforms standing outdoors. At the bottom of the post is a "Reply" input field. A "New conversation" button is visible at the bottom of the channel view.