

## Student Guide to our school Intranet (E-Workspace)

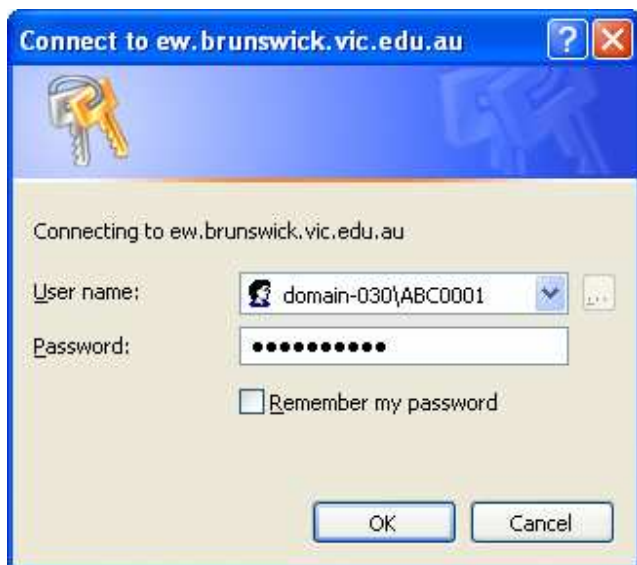
The new school intranet is available for students to access. You can use it to check your timetable, contact teachers and check SAC and other important dates. Soon you will also be able to check your attendance.

You will need to regularly check this for announcements about careers, coursework and other school matters.

### ***Logging in.***

To login to the school intranet follow these steps:

1. Click on the student link from our homepage (<http://www.brunswick.vic.edu.au>)
2. If at school click on the link under “Internal Portal Access” to get straight in. You are already authenticated because you have logged into the school computer.
3. If at home click on the link under “External Portal Access”. When prompted for your username enter domain-030\YOURUSERNAME. Where YOURUSERNAME is the username you use to login to the computers at school. The password is the password you use to login computers at school not the one you use to access the internet. Like the example below.



You are now logged in. In the title you will see a day number. This is what day we are in of the 10 day school timetable. So if it's 1-5 we're in week 1 and if it's 6-10 we're in week 2.

### ***Announcements***

The first page of the portal will frequently have announcements from the school on it. This is your first port of call for the daily bulletin and other announcements.

### ***Attendance***

Later on this year you will be able to check attendance using the “My Attendance” link. At the moment we are testing this feature and thus only some data is available. For proper attendance data please see your coordinator.

## **Messages**

You can use the portal to send and receive messages to/from your teachers. Clicking the “My messages” link will allow you to write new messages to your teachers. There are two things you need to know about this:

1. Due to technical limitations all replies to these messages will be forwarded to your brunswick email address rather than arriving in the portal. This is accessed in the same place you check your internet money and uses the same username and password you use to access the internet.
2. This site uses popups. If you click on a button and nothing happens make sure you do not have popups blocked.

## **Calendars**

My clicking “My Calendars” you can see the school calendars for the year. You have access to two calendars:

1. Student Calendar – all student events.
2. VCE Calendar – SAC dates and other VCE information.

There are three views next to the Calendar: drop down box. “My Calendars” shows both calendars. Alternatively you can choose just one of the calendars to display.

There are options to view by term, day, week, month and year. The more days you choose to view the longer the calendar takes to load. To learn more about a particular event mouseover it.

## **Other Links**

This section has useful other links. Currently you can get to the school website, your school email, check your internet money and get to the department of education.

## **Classes**

If you click “My Class Timetable” on the right you will get your timetable. This has all classes except for instrumental music in it.

## **Troubleshooting**

**Question:** Why does the site not work properly?

**Answer:** The site is written for Internet Explorer 7 and above. You may get odd behaviour if you use Firefox or another browser.

**Question:** Why can't I login to the external link?

**Answer:** You need to prefix your username with domain-030\ as it says above.

**Question:** Why can't I login? Or why are the tabs all messed up and looking like the parent portal.

**Answer:** You need to clear your cookies. In Internet Explorer 7 select Tools->Internet Options and then click “Delete Cookies”

**Question:** Why does nothing happen when I click a link or a button.?

**Answer:** You probably have popups blocked either by your browser or a browser addin like google toolbar. If you have Internet Explorer 7 as your browser you can turn off its popup blocker by selecting Tools->Pop-upBlocker->Turn off Pop-up Blocker.