Getting Started at BSDE

Go to the school website: www.brisbanesde.eq.edu.au

Spend a few minutes familiarising yourself with the layout and links.

The links you will use most have links down the bottom right hand side of the website.

The **Daily Notices**
- It contains a list of **teacher absences**. If your teacher’s name is listed here, any Scheduled Lessons (SLs) with that teacher will be cancelled for the day. **NB: Adjust your day accordingly.**
- **System Faults** are also recorded in the Daily Notices. E.g. You are having problems accessing Blackboard when you usually have no issues. If it is a fault we are aware of, we will put information about it in the Daily Notices.

The **Learning Place** offers access to eLearn (where coursework is held), iConnect (the web conferencing gateway) and edStudios. It is password protected, you will need your MIS ID and password to access this site.

**Blackboard** will give you access to your coursework. You will be enrolled in a different Blackboard course for each subject.

**MIS Email (Web mail)** is your school email account. It is important to regularly check your email as this is where teachers will contact you with your session passwords for your Scheduled Lessons and also where they will send any important information of which you need to be aware.

**iConnect** is your gateway to web conferencing. You will need to link through iConnect to access each of your **Scheduled Lessons**.

To help plan your study, you should make sure you have access to the Work Rate Calendars (WRCs) for each subject you are studying (Years 7-12) or for your year level (Prep-Year 6) [LINK](#).

**Work Rate Calendars (WRCs)** are very important. They will let you know which work to be focussing on and when work is due back to the school.

WRCs can be found by hovering over the **Support and resources tab**, scrolling down to **Forms and documents** and clicking on **Documents**, then **Work rate calendars**.

Click on the appropriate Sub School (Junior secondary, primary or senior secondary) and click on the year level and subject (if applicable) that you need. Open the PDF of the WRC and either save or print a copy to have on hand.
The FAQs and How To sections of the website contain help sheets and frequent questions and answers designed to guide you through common processes at the school. To access this information, hover over the Students tab and scroll down to FAQs or How To.

To ensure a smooth transition to BSDE there are three important things to be aware of:

1. Your EQ email and your MIS ID

If you have come from an EQ (state) school, you may already know your MIS ID and your EQ email address.

Your **MIS ID** will be in the format of your first initial, then the first four letters of your surname followed by a number. E.g. John Smith may have jsmit75 as his MIS ID.

Your **MIS email (Web mail) address** will be your MIS ID@eq.edu.au. E.g. jsmit75@eq.edu.au

Whether you have had one before or not, you will need to have your password reset by the staff (teachers or student services members) at BSDE.

If you have come from a non-state school or from interstate, EQ will need to generate an MIS ID for you. This may take a couple of days after your enrolment is finalised.

You can access your email account from the BSDE website using the link on the bottom right hand side, or you can go directly to [https://mis.eq.edu.au](https://mis.eq.edu.au).

NOTE: If you have difficulties accessing your email account, you may need to check the version of Java that is installed on your computer. Please see page 1 of the document ‘Set Up Collaborate’ in the How To section of the website.

2. The Learning Place access and Blackboard

To be enrolled into your Blackboard courses you will need to be registered with the Learning Place as a student of BSDE. This will be done by BSDE upon your enrolment.

Your **Logon ID and Password** for the Learning Place will be your MIS ID and Password (the same as you use to access your emails).

To access the Learning Place, you can link from the bottom right hand side of the school website or by going directly to [https://students.learningplace.eq.edu.au](https://students.learningplace.eq.edu.au).

After you log in to the Learning Place, you will find a link to Blackboard (also known as eLearn) and iConnect on the right hand side under eSpaces.
Alternatively, you can go directly to Blackboard, using the link on the website or the web address: https://elearn.eq.edu.au

Once you have logged in to Blackboard you will find a list of courses in which you are enrolled. Click on the (underlined) course name to enter each course.

Spend some time becoming familiar with each of the ‘buttons’ on the left hand side. They may be slightly different depending on the course.

The lesson material for most courses can be found in Blackboard. The buttons might have slightly different names, but coursework is generally held under headings such as ‘Lesson Materials’, ‘Units of Work’, ‘Online Lessons’ etc. It is useful to have a thorough look through each of your Blackboard courses to locate coursework, send in tasks and important course information.

3. Scheduled Lessons (SLs)

Scheduled Lessons are run through a web conferencing program called Collaborate.

A number of teachers running the web-conferencing sessions use the internet for voice and data. This means that you will need a headset with a microphone to participate in the scheduled lesson.

For Collaborate to run on your computer you must have a current version of Java installed. A separate document has been created to help you set up Collaborate. It is located in the How To section of the school website and is titled ‘Setting Up Collaborate’.

Follow the instructions for entering the BSDE test session and check your audio settings once in the session.

Accessing Scheduled Lessons

To access your scheduled lesson you will need to know what time they are on and the session password for each teacher/subject you study. Your teacher may also give you details of connecting through to a teleconference.

Prep-Year 7 students, your teachers will provide you with a timetable outlining when your SLs will be held.

Years 8-12 students, your SL times will be displayed on the timetable you can download from the school website/

In all instances your teachers will provide you with Collaborate passwords. If teleconferencing is being used, they will also provide details of the phone number and pin that you’ll need. This will be in addition to your Collaborate password.

The portal for accessing web conferencing is the iConnect Manager website. You can access this by following the link from the bottom right hand side of the school website or by going directly to https://iconnect.eq.edu.au
You will need to use your MIS ID and password to log in to iConnect.

You can also access iConnect from within the Learning Place under eSpaces on the right hand side. (As you have already logged in to get to the Learning Place you will not need to log in again to join iConnect from here (see below).

When you have logged in to iConnect, you should see your name in the top right hand corner of the screen.

Type your teacher’s surname in the search field and click on Search or press Enter on your keyboard. If you don’t get a result, try typing in the name of the subject and then click on Search or press Enter on your keyboard.

Click on the class link under ‘Session Name’.

Note: Live links will be blue, when a session is not available (usually if a lesson hasn’t started or has already finished), it will be greyed out.

You will then need to enter the session password and then click Log In or Enter on your keyboard.

Depending on the type of browser you use (Internet Explorer, Mozilla Firefox, Google Chrome), you may be prompted in a different way to start the Java applet for the program.

In Internet Explorer, you will get a message at the bottom of the page asking if you want to Open, Save or Cancel. Click Open.

If you are joining via a link you will need to:
• log in as Guest
• type in your email address (any valid email address is fine), first name and session password.
• click Log In or Enter on the keyboard to access the lesson.

Note: It is a good idea to have read and followed the document ‘Setting Up Collaborate’ in the How To section of the website before connecting to your first SL.

If you have any questions regarding the information contained here, please contact your teacher or the Student Services team (details on the BSDE website under Student Support).

Welcome to BSDE!