DIGITAL SKILLS FOR STUDY

SLS WEBINAR PROGRAM

Student Learning Support

ACAP Australian College of **Applied** Professions

OVERVIEW

Tips for Microsoft Word and organising your files

1. Accessing your emails

2. Downloading Office 365

3. Digital filing

4. Opening and saving Microsoft Word documents

Note: All of the following instructions are demonstrated on **Windows OS;** however, the instructions are extremely similar (if not the same) on **Mac OS.**

ACAP

YOUR ACAP EMAIL ACCOUNT

1. https://outlook.office.com/

2. Log in with your **college email** and **Student Portal password**. Your email address is your student number followed by @my.acap.edu.au

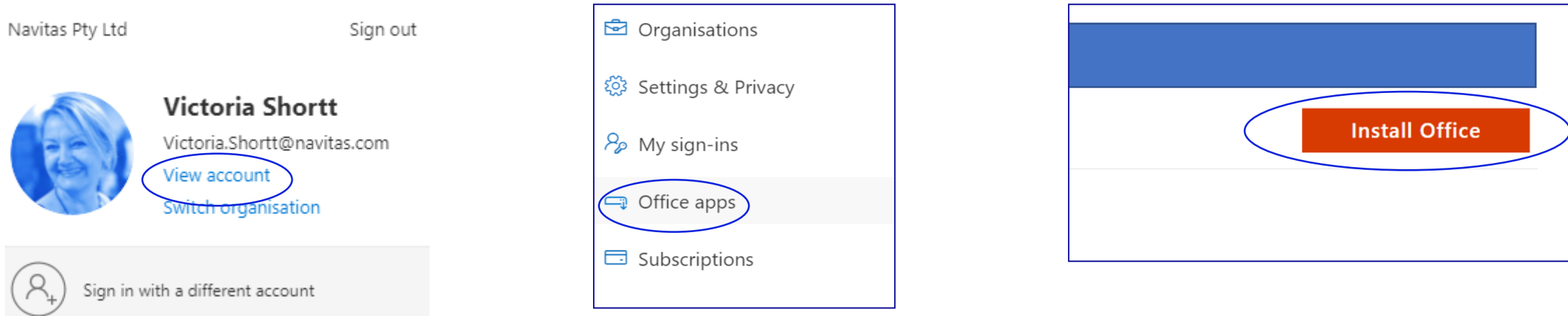3. If you have any difficulty logging into your account, contact the IT Helpdesk:

   helpdesk@acap.edu.au

Tip:
You can automatically forward your ACAP emails to your personal email account. The instructions can be found on the Microsoft Website, at:

https://support.office.com/en-us/article/turn-on-automatic-forwarding-in-outlook-on-the-web-7f2670a1-7fff-4475-8a3c-5822d63b0c8e

ACAP

WHERE TO GET YOUR FREE MICROSOFT OFFICE PACKAGE

1. https://outlook.office.com/
2. Log in with your **college email** and **Student Portal password.**
3. Click on the profile icon in the top right corner. Select "**View account**".
4. Select "**Office Apps**".
5. Click "**Install Office**".

ACAP

WHERE TO GET YOUR FREE MICROSOFT OFFICE PACKAGE

IMPORTANT:

If your device already has Office365 installed, you can **log in using your ACAP email address and Student Portal password** to activate your student account.
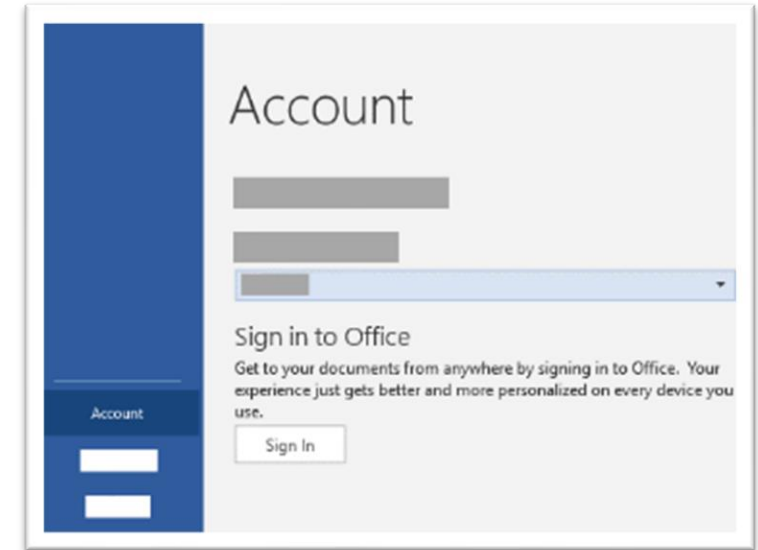
If you are paying a subscription, you may cancel it and have free use of the software for the duration of your course.

This is entirely optional; you can leave your original subscription as-is.

ACAP

ACTIVATE MICROSOFT OFFICE

1. Open an Office app, e.g. Word.

2. Go to File > Account, click "Sign In".

3. Follow the prompts to complete activation. It will take 4-5 minutes.

If you have any issues, email:

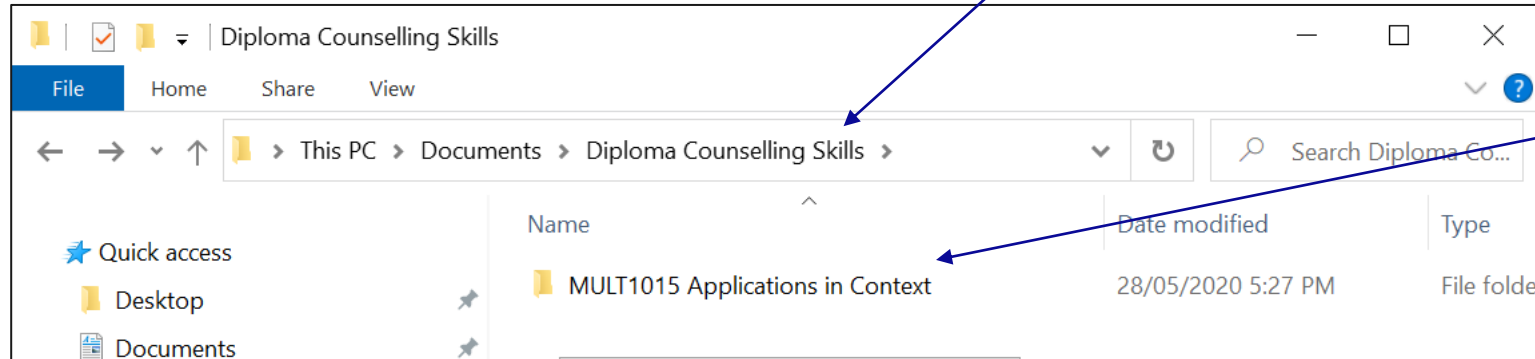helpdesk@acap.edu.au

ACAP

OPENING AND SAVING MICROSOFT WORD DOCUMENTS

1. Click on the Windows icon (bottom left of screen) to open the Start Menu

2. Click on the **Word** icon and open a new **blank document.**

3. If this icon does not appear, use the Search bar to find "Word".

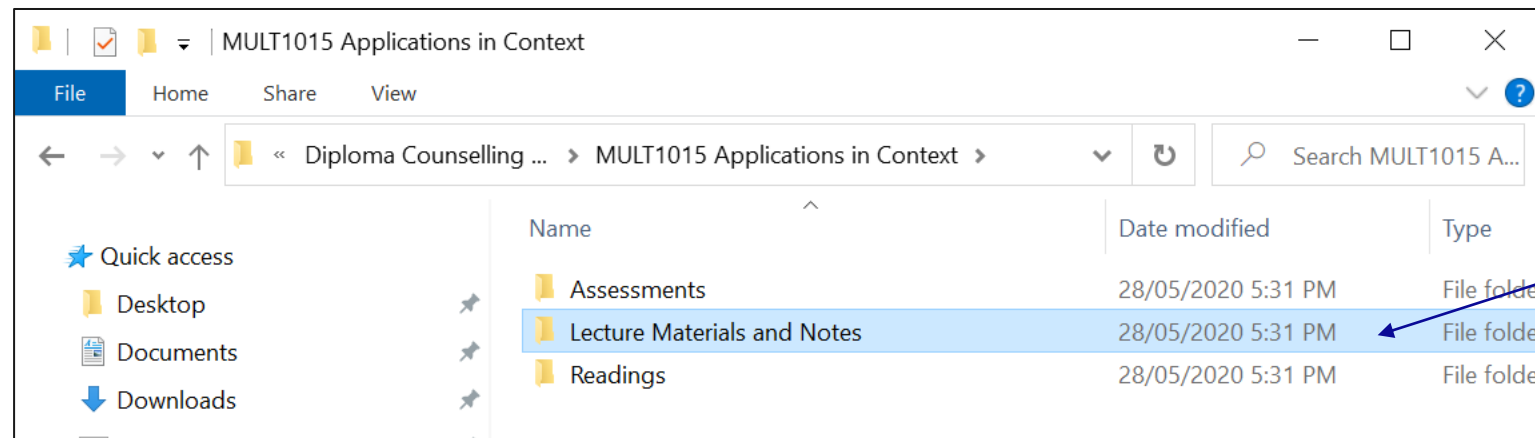4. Pin to your taskbar for quick access.

ACAP
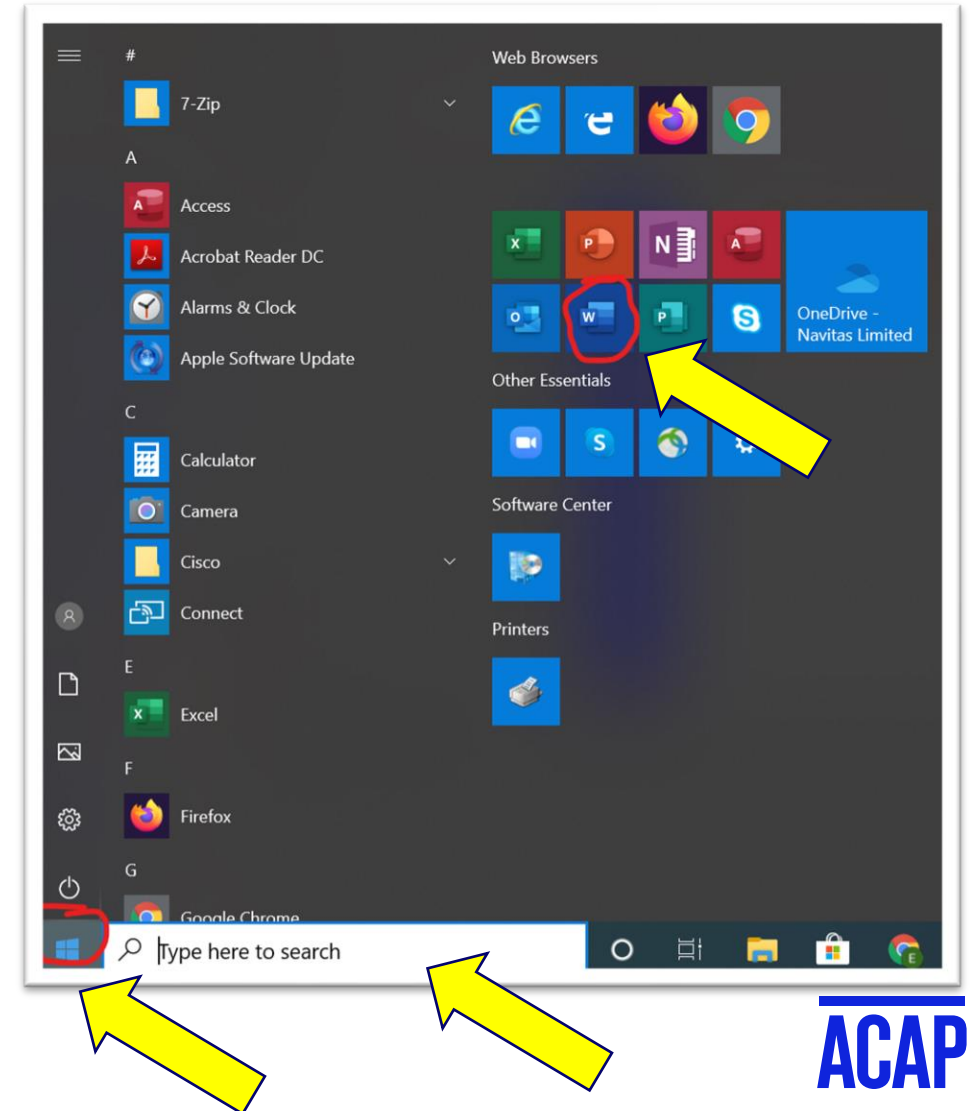
DIGITAL FILING

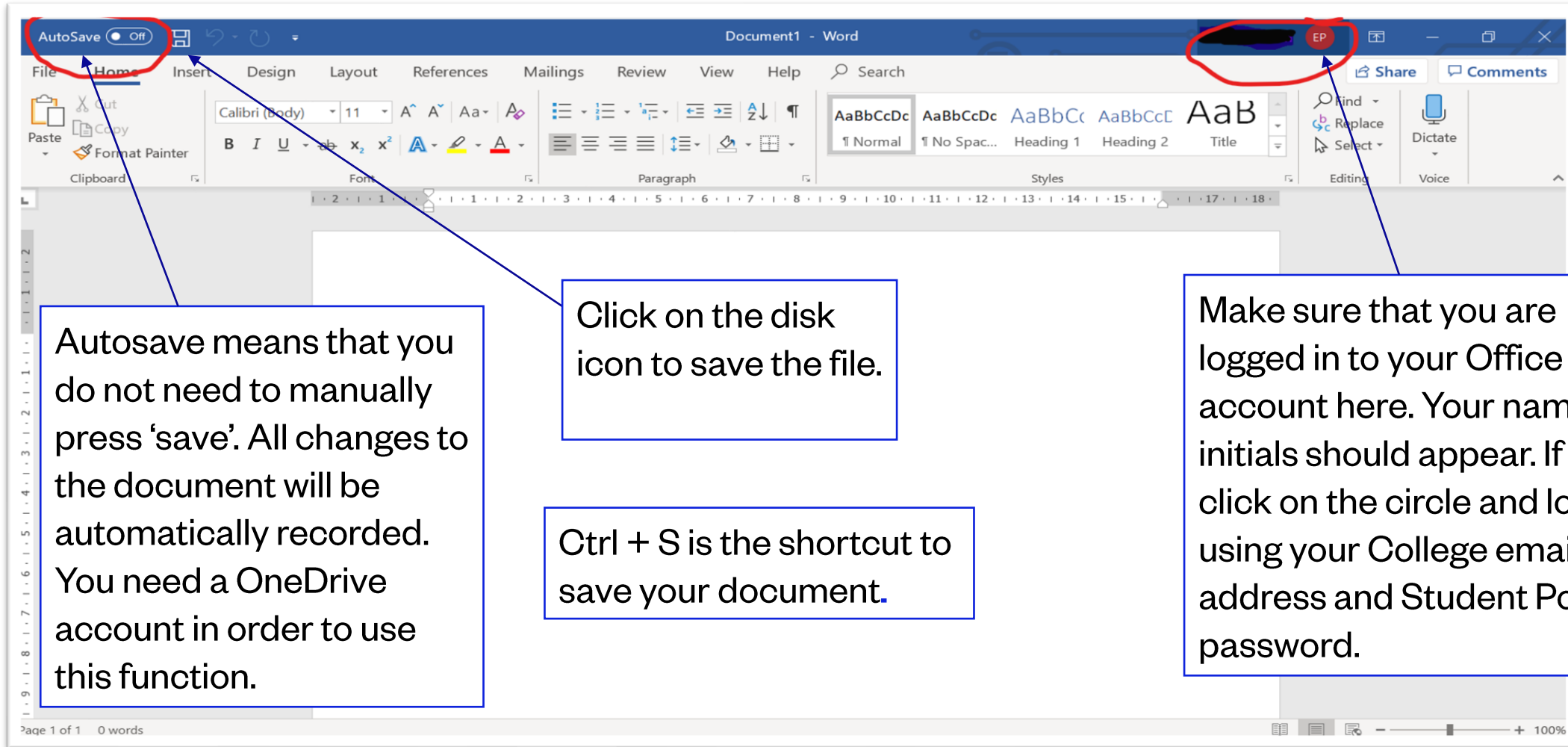1. Create a folder for your course.

2. Create sub-folders for each module.

3. Within each module, create separate folders for lecture materials, assessments (and assessment research), and collected readings.

Diploma Counselling Skills

File   Home   Share   View

This PC > Documents > Diploma Counselling Skills >   Search Diploma Co...

Quick access

Name	Date modified	Type
MULT1015 Applications in Context	28/05/2020 5:27 PM	File folder

Desktop
Documents

MULT1015 Applications in Context

File   Home   Share   View

« Diploma Counselling ... > MULT1015 Applications in Context >   Search MULT1015 A...

Quick access

Name	Date modified	Type
Assessments	28/05/2020 5:31 PM	File folder
Lecture Materials and Notes	28/05/2020 5:31 PM	File folder
Readings	28/05/2020 5:31 PM	File folder

Desktop
Documents
Downloads

ACAP

OPENING AND SAVING MICROSOFT WORD DOCUMENTS

Autosave means that you do not need to manually press 'save'. All changes to the document will be automatically recorded. You need a OneDrive account in order to use this function.

Click on the disk icon to save the file.

Ctrl + S is the shortcut to save your document.

Make sure that you are logged in to your Office 365 account here. Your name and initials should appear. If not, click on the circle and login using your College email address and Student Portal password.

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DRIVES

https://onedrive.live.com/about/en-au/
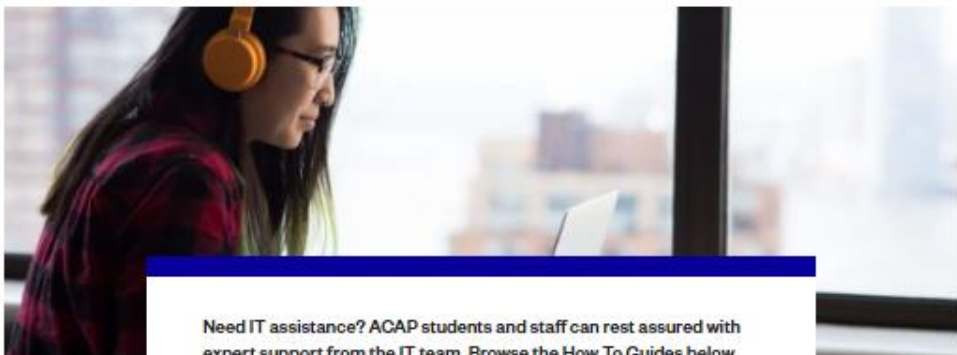
- Free – up to 5GB
- Sign up using a personal Microsoft email account
- Mobile app available
- Can access using internet browser

https://www.google.com.au/drive/download/

- Free – up to 15GB
- A Gmail account will include a Google Drive automatically
- Mobile app available
- Can access using internet browser

ACAP

IT @ STUDENT HELPDESK

Need IT assistance? ACAP students and staff can rest assured with expert support from the IT team. Browse the How To Guides below for common troubleshooting.

STUDENT PORTAL

- How to Login to the Student Portal
- Change Your Password
- Reset Your Password

ONLINE CLASSES

- Finding your online classroom
- Set up your profile and add a profile picture
- Announcement and Discussion forums
- Subscribing/ Unsubscribing from Forums and email notifications
- Echo360 Lecture Recordings

ASSESSMENT

- Submitting assignments online through Turnitin
- About Turnitin and FAQs
- Reviewing Assignment Feedback in Turnitin Feedback Studio
- How to compress and submit your video for assignment
- Use Smarthinking Online Essay Centre

GRADUATE DIPLOMA OF LEGAL PRACTICE (GDLP)

- Practice Management System Student Guide

STUDENT OFFICE 365 / EMAIL

- Download and install Office 365
- Student Email
- Add Your Student Email to Mail Clients

ZOOM

- How to use Zoom Online Classrooms
- Getting Started as a Participant (Students)
- How to use Live Transcript
- How to display your pronouns

OTHER IT HOW-TO GUIDES

- Computer Standards and Recommended Software
- Allowing Cookies and Pop-ups
- Clear cache and cookies and reset the browser

https://www.acap.edu.au/student-resources/support-services/it-student-helpdesk/

STUDENT LEARNING SUPPORT WEBSITE

Study Skills

Referencing and Academic Integrity

Assignment Types

Enhance Your Writing

Preparing Your Assessments

Presentation Skills

Making The Technology Work For You

Being a Critical and Reflective Thinker

Essential Skills For Your VET Diploma Studies

Peer Assisted Study Sessions (PASS)

Test and Exam Skills

English Language Support

http://sls.navitas-professional.edu.au/

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WHO CAN HELP ME?

Questions about my assignment and class content	Questions and advice about how to develop study skills and improve my academic writing	Timetable, Attendance, Enrolment, Course Planning, Extension, Special Consideration, Accessibility, Counsellor	Class Space, Login, Email, Office 365	Fees
Your educator	Your local SLS advisor	The Student Engagement Team	IT support	Fees & Loans
• Q/A Discussion forum • Direct message • In the class space • Email educator	[Click here to find your local SLS contact details](#)	Email: studentcentral@acap.edu.au Phone: 1800 061 199 Online Chat Service: via student portal or ACAP website	Email: helpdesk@acap.edu.au	feesandloans@acap.edu.au

CONTACT

Reach out to Student Learning Support (SLS)

Sydney students

SLSSydney@acap.edu.au

Byron Bay students

SLSByronbay@acap.edu.au

Brisbane students

SLSBrisbane@acap.edu.au

Melbourne students

SLSMelbourne@acap.edu.au

Adelaide students

SLSAdelaide@acap.edu.au

Perth students

SLSPerth@acap.edu.au

Online Campus (email contact for MBA and Graduate Certificate of Coaching students)
SLSOnline@acap.edu.au

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HOW DID WE DO?

Tomorrow you will be sent an email with a **survey link** and a link to these slides.

We would appreciate your feedback on this webinar to help us improve our service.

https://www.surveymonkey.com/r/SLSWebinarSurvey

Thank You!

SCAN ME

ACAP

THANK YOU

ACAP
Australian
College of
Applied
Professions