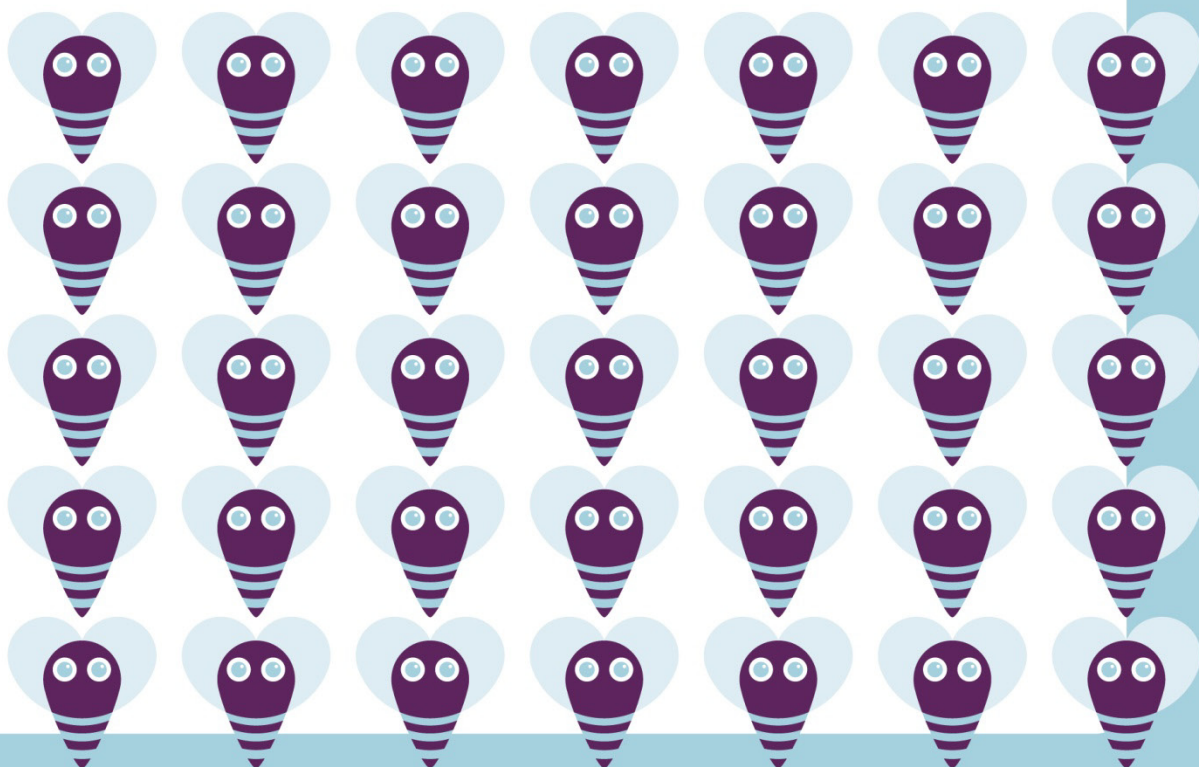




## OPENHIVEportal for Students

### Quick Start Guide



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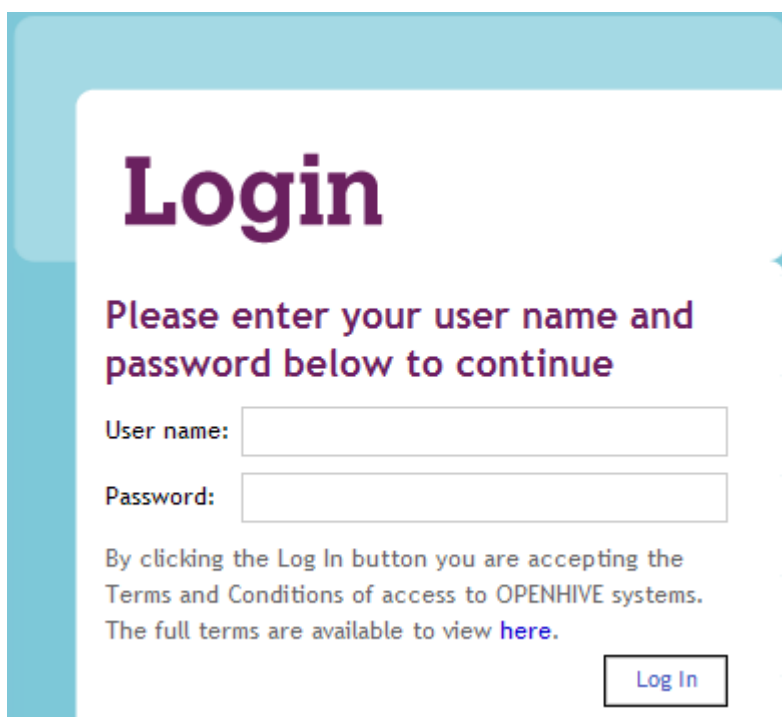
# Tour of OPENHIVE

Here we'll give you a quick overview of OPENHIVE's options, to help you get started.

Your school will supply you with the web address and your log in details.

Find the web address.

Enter your log in details. Click 'Log in'.



The image shows a login page with a light blue header and a white main area. The word "Login" is written in a large, bold, purple font. Below it, a purple instruction reads: "Please enter your user name and password below to continue". There are two input fields: "User name:" followed by a white box, and "Password:" followed by a white box. Below the fields, a purple paragraph states: "By clicking the Log In button you are accepting the Terms and Conditions of access to OPENHIVE systems. The full terms are available to view [here](#)." At the bottom right, there is a blue button with the text "Log In" in white.

## OPENHIVEportal

OPENHIVEportal opens.

OPENHIVEportal is your gateway to all of OPENHIVE's tools.

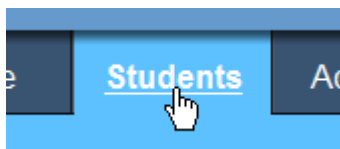


The Home tab is selected.

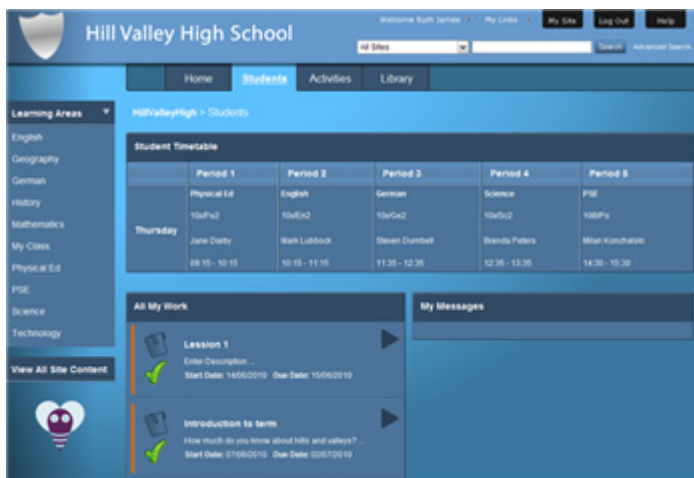


Check this page for general school announcements.

Click the Students tab.

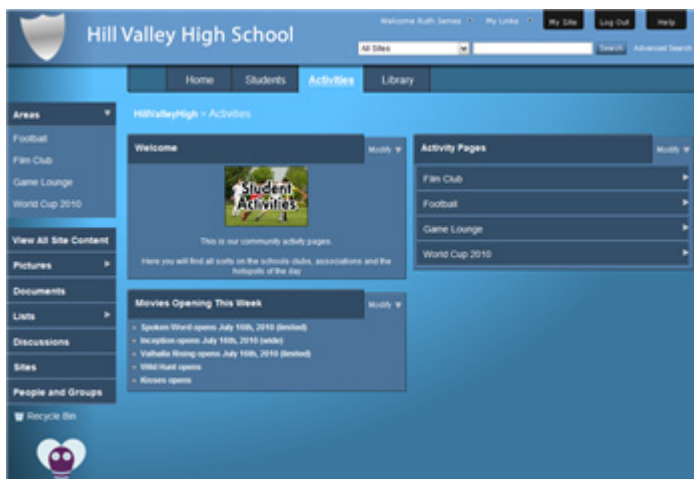


Here you can link to subject areas, see your own timetable and link to assignments and messages in OPENHIVElearning.



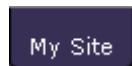
Select the Activities tab.

The Activities tab shows information about clubs and societies in the school. An example page is shown below, but this page can be customised to include any information about societies in your school.

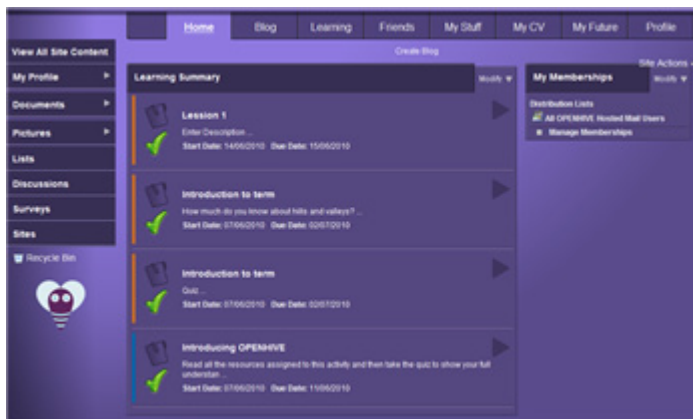


## My Site

Click 'My Site' in the top right-hand corner of the display.

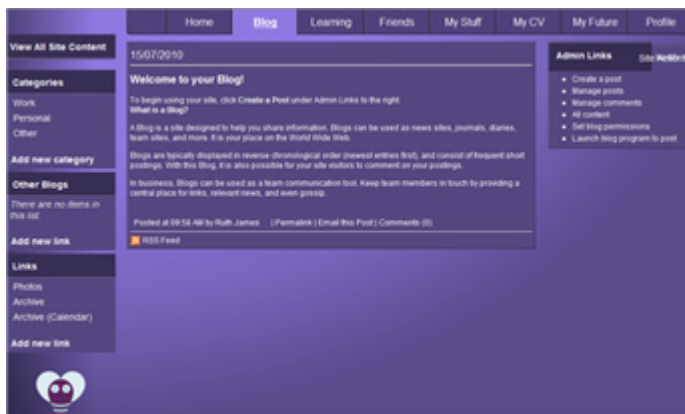


My Site is your own area of OPENHIVEportal. You can customise it as you want, add your own photo, create your own blog posts and create links to students and school staff.



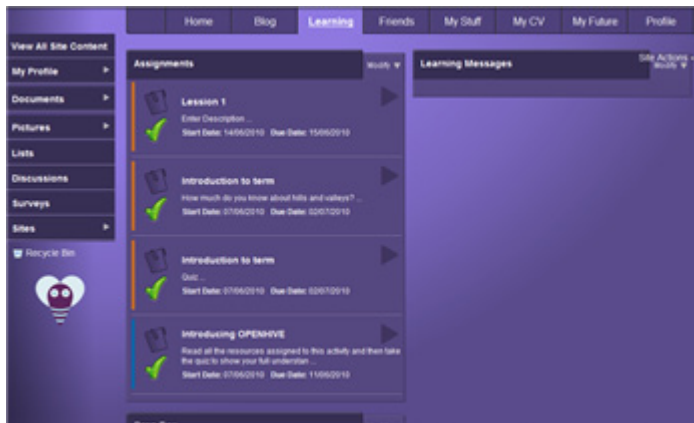
Select the Blog tab.

Read your posts and add new posts on this page.



Select the Learning tab.

Here you see course work, messages and files relating to your OPENHIVE learning courses.

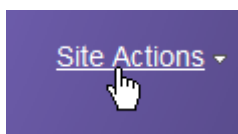


Explore all tabs to make the most of your My Site area.

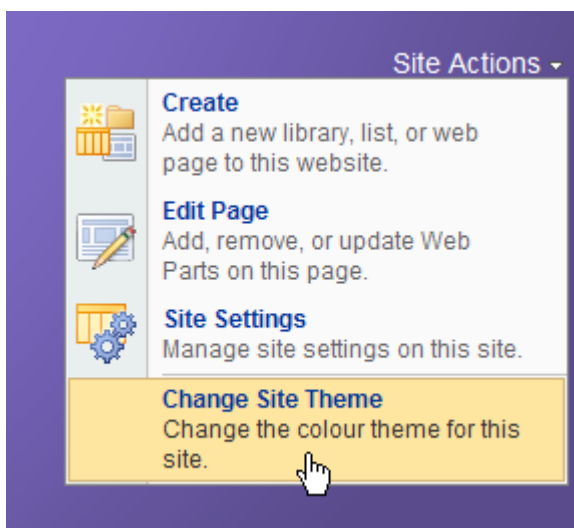
### Change the site theme

We'll begin customising your My Site area right away.

On most tabs, on the right, you can click Site Actions. Click it now.

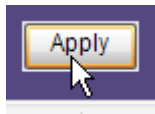


Select 'Change Site Theme'.



Select a new theme from the options available.

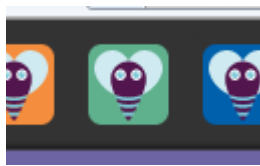
Click Apply.



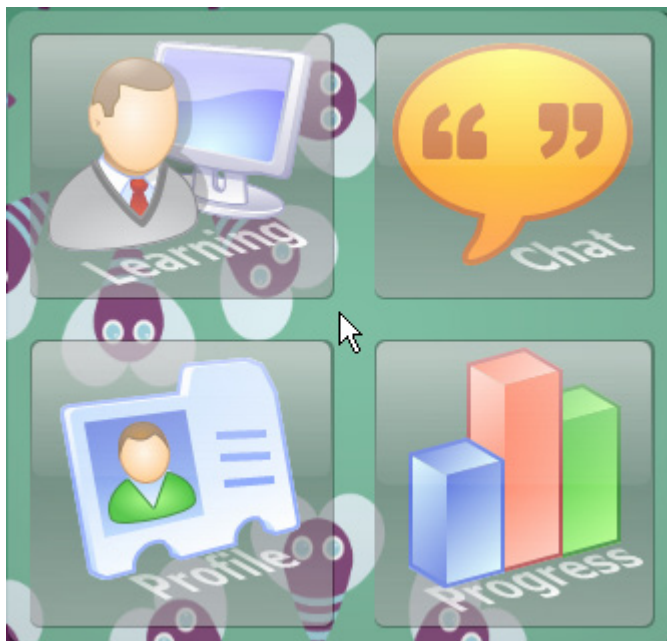
Click 'My Home' to return to the 'My Site' home page.

## **OPENHIVElearning**

At the top of the page, click the green icon for OPENHIVElearning.



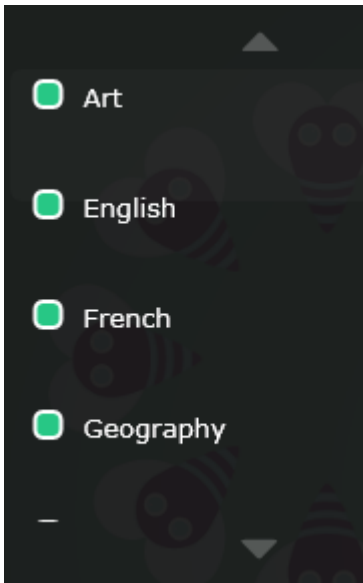
OPENHIVElearning's desktop opens, showing four main options:



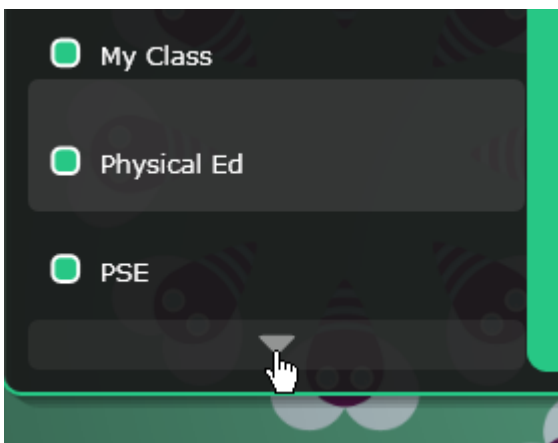
Click Learning.



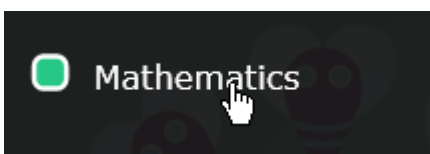
This is where you access all your online work. All your subjects are shown.












Click the arrows to scroll through your subjects.



Find and click the subject you want.



Courses, prepared by your teacher, appear on the right.

Course Title	Progress	Status	Marking
Advanced adding			
Fractions			
Maths introduction			

Close the My Learning window.



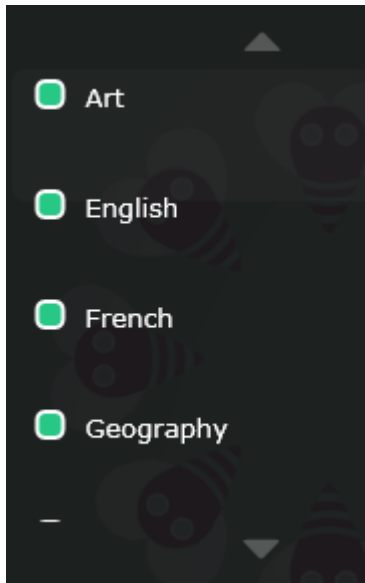
### View your progress

On OPENHIVElearning's desktop, click Progress.

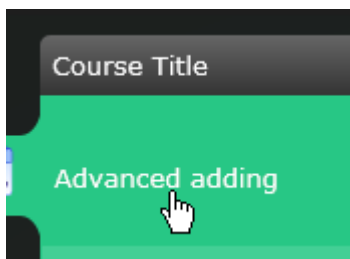


In the 'My Progress' window you can find out more information about your grades and attendance.

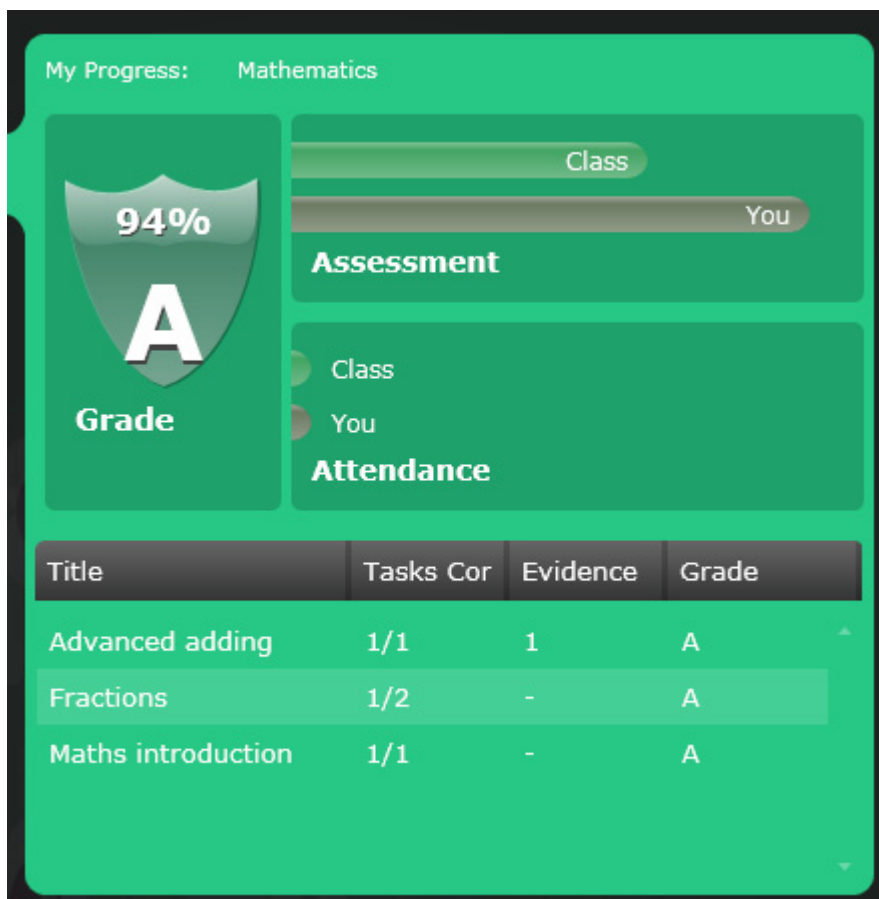
Click the subject you want.



Click the course you want.



- Your overall grade for the subject appears.
- A bar chart compares your mark with the class.
- A list of courses appears, along with your tasks done and grades.

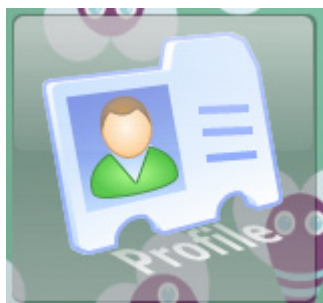


Close the My Progress window.



### Change your profile

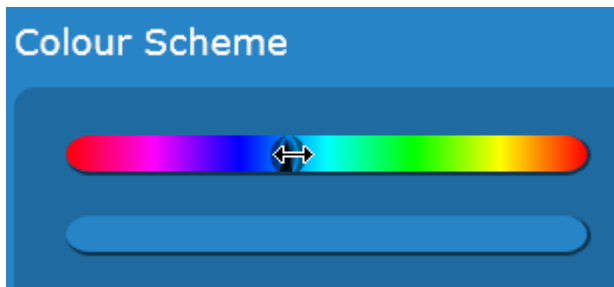
From OPENHIVElearning's desktop, Click Profile



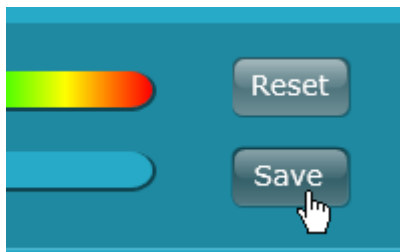
## Change the colour scheme

In the 'My Profile' window.

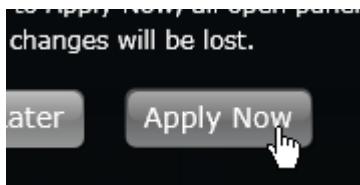
Click and drag the slider to change the colour used throughout OPENHIVElearning.



Click Save to change the colour.



Select 'Apply Now'.



## Change OPENHIVElearning's desktop background

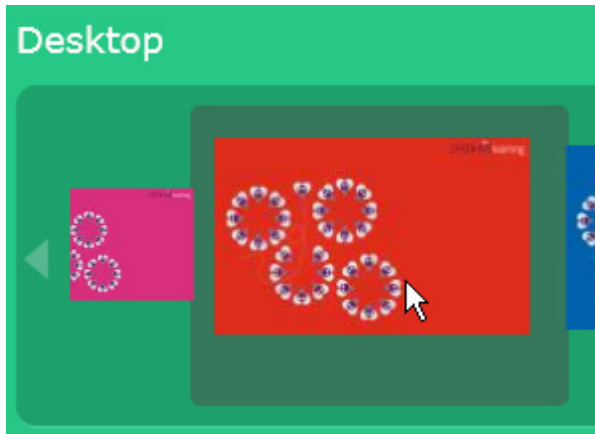
Click Profile.



In the 'My Profile' window.

Explore the images available for the desktop.

Click an image to select it.

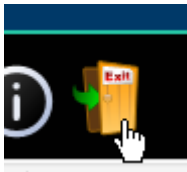


The new image appears on OPENHIVElearning's desktop.

Close the 'My Profile' window.



On the OPENHIVElearning desktop, click the exit icon to close OPENHIVElearning.







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