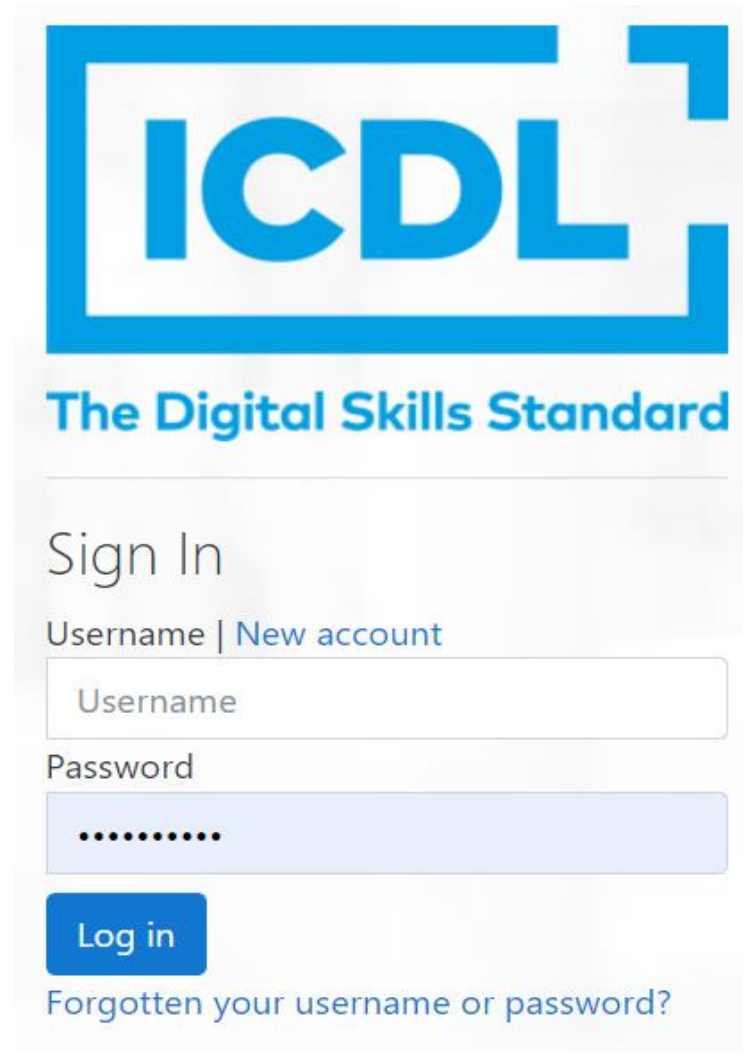




# NDE eLearning Portal

- **Student's Guide**
- **Microsoft 365 Guide**

# Login to NDE learning portal



The screenshot shows the ICDL login interface. At the top is the ICDL logo with the tagline 'The Digital Skills Standard'. Below this is a 'Sign In' section. It includes a link for 'New account' and a text input field for 'Username'. Below the username field is a password input field with masked characters. A blue 'Log in' button is positioned below the password field. At the bottom of the form, there is a link for 'Forgotten your username or password?'.

1. Go to <https://learn.icdlasia.org>

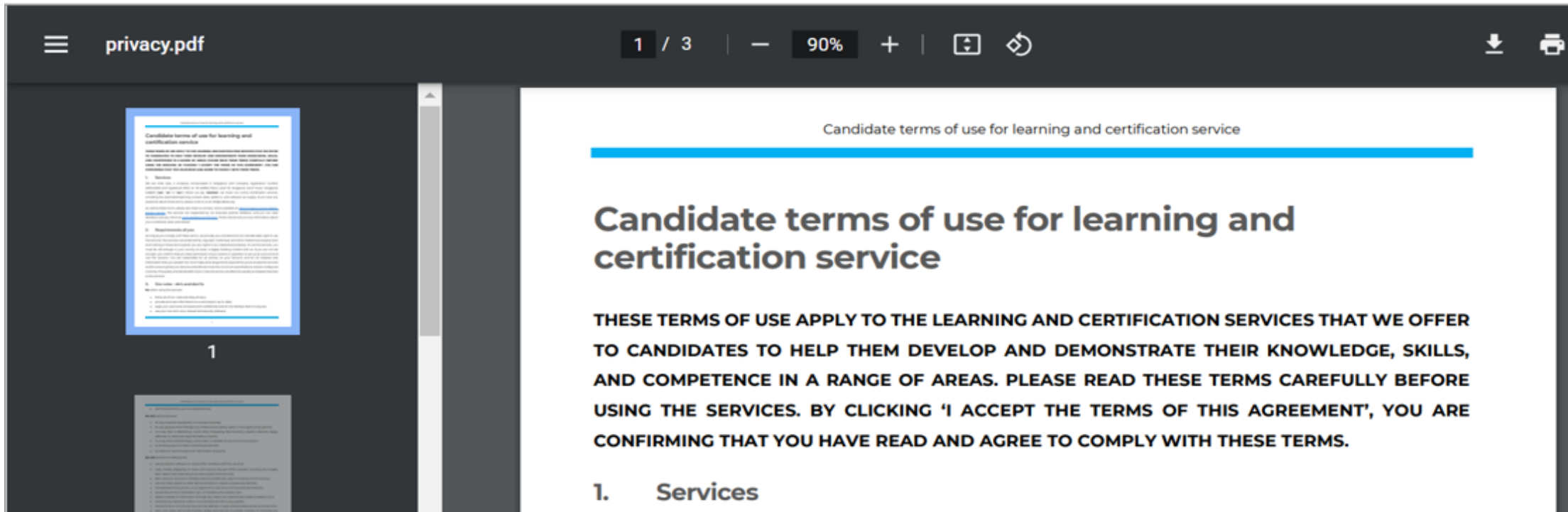
2. **Login** with the Username and password given to you.



**Scroll down and click 'Yes' to accept the 'Terms of Use'.**

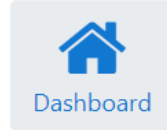


Site policy agreement



The screenshot shows a PDF viewer interface. At the top left, there is a hamburger menu icon and the text 'privacy.pdf'. In the top center, there is a page indicator '1 / 3', a minus sign, '90%', a plus sign, and icons for full screen and refresh. At the top right, there are icons for download and print. The main content area displays the document title 'Candidate terms of use for learning and certification service' under a blue horizontal line. Below the title is the heading 'Candidate terms of use for learning and certification service' in a large, bold font. The text below reads: 'THESE TERMS OF USE APPLY TO THE LEARNING AND CERTIFICATION SERVICES THAT WE OFFER TO CANDIDATES TO HELP THEM DEVELOP AND DEMONSTRATE THEIR KNOWLEDGE, SKILLS, AND COMPETENCE IN A RANGE OF AREAS. PLEASE READ THESE TERMS CAREFULLY BEFORE USING THE SERVICES. BY CLICKING 'I ACCEPT THE TERMS OF THIS AGREEMENT', YOU ARE CONFIRMING THAT YOU HAVE READ AND AGREE TO COMPLY WITH THESE TERMS.' Below this text is the section heading '1. Services'. On the left side of the viewer, a thumbnail of the document is visible, with the page number '1' below it.

# Starting the course



**Dashboard** with  
modules appear

## Welcome to National Digital Explorer 2023!

The National Digital Explorer (NDE) 2023 is a nationwide digital literacy initiative designed to empower Singapore students to learn real-world skills that enable them to think critically and be more productive learners.

As you embark on this journey with ICDL, you can access our comprehensive range of eLearning content and activities to build your skills and knowledge on the effective use of office productivity tools.

On this eLearning platform, self-directed learning is made accessible as you can learn at your own pace using your personal learning devices.

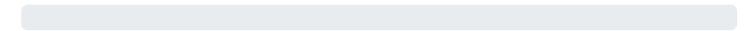
Once you have completed the programme, we encourage you to participate in our national and regional competitions to apply what you have learnt and connect with students beyond your community.

We hope you have an enjoyable learning experience with ICDL Asia and gain mastery of practical digital skills for the future digital workplace.

## My courses

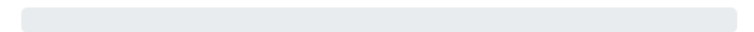
ICDL Documents (MS Office 365)

Course completion



ICDL Spreadsheets (MS Office 365)

Course completion



# Starting the course

## My courses

ICDL Documents (MS Office 365)

Course completion

ICDL Spreadsheets (MS Office 365)

Course completion

ICDL Presentation (MS Office 365)

Course completion


ICDL Application Essentials (MS Office 365)

Course completion

Click on the module.



## Course Lessons

 Unit 1 Office Productivity Basic Skills and Common Tasks

**To do:** Complete the activity

 Unit 2 Working with Documents and Formatting Text

**To do:** Complete the activity

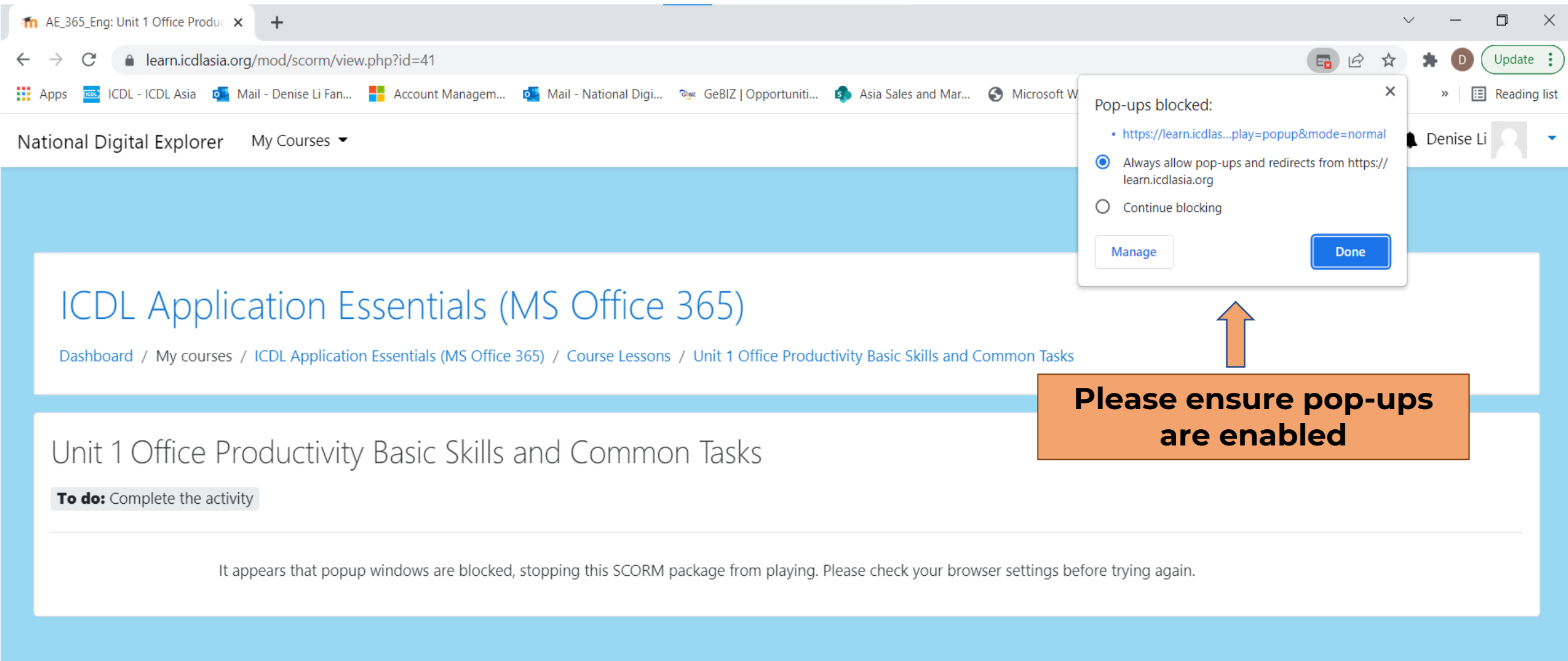
 Unit 3 Adding Objects and Preparing Document Outputs

**To do:** Complete the activity

Inside the module,  
Click on **Unit 1** to begin



# Starting the course



The screenshot shows a web browser window with the URL `learn.icdlasia.org/mod/scorm/view.php?id=41`. The page title is "ICDL Application Essentials (MS Office 365)". The breadcrumb trail is: Dashboard / My courses / ICDL Application Essentials (MS Office 365) / Course Lessons / Unit 1 Office Productivity Basic Skills and Common Tasks. The main heading is "Unit 1 Office Productivity Basic Skills and Common Tasks". Below the heading, there is a "To do" section with the text "Complete the activity". At the bottom of the page, a message states: "It appears that popup windows are blocked, stopping this SCORM package from playing. Please check your browser settings before trying again." A "Pop-ups blocked" notification box is visible in the upper right, showing the blocked URL and options to "Always allow pop-ups and redirects from https://learn.icdlasia.org" (selected), "Continue blocking", "Manage", and "Done". An orange callout box with an arrow pointing to the notification box contains the text: "Please ensure pop-ups are enabled".

AE\_365\_Eng: Unit 1 Office Produc x +

learn.icdlasia.org/mod/scorm/view.php?id=41

Apps ICDL - ICDL Asia Mail - Denise Li Fan... Account Managem... Mail - National Digi... GeBIZ | Opportuniti... Asia Sales and Mar... Microsoft W

National Digital Explorer My Courses ▾

## ICDL Application Essentials (MS Office 365)

Dashboard / My courses / ICDL Application Essentials (MS Office 365) / Course Lessons / Unit 1 Office Productivity Basic Skills and Common Tasks

### Unit 1 Office Productivity Basic Skills and Common Tasks

**To do:** Complete the activity

It appears that popup windows are blocked, stopping this SCORM package from playing. Please check your browser settings before trying again.

Pop-ups blocked:

- <https://learn.icdlasia.org/mod/scorm/view.php?id=41>
- Always allow pop-ups and redirects from https://learn.icdlasia.org
- Continue blocking

Manage Done

**Please ensure pop-ups are enabled**

# All set to go!

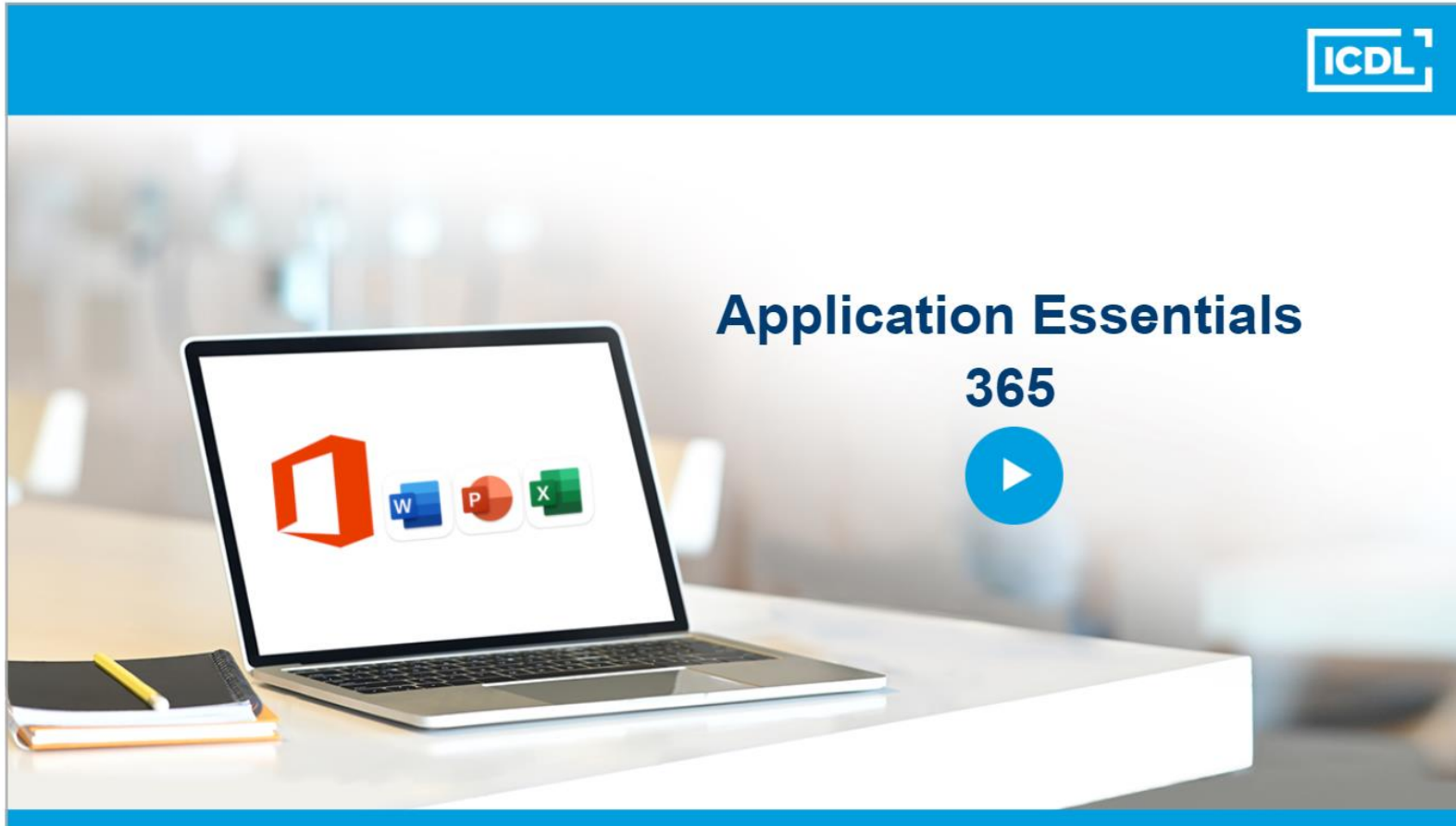


Unit 1 Office Productivity Basic Skills and Common Tasks

HELP EXIT



Click here  
to view the  
**sub-unit  
chapters.**

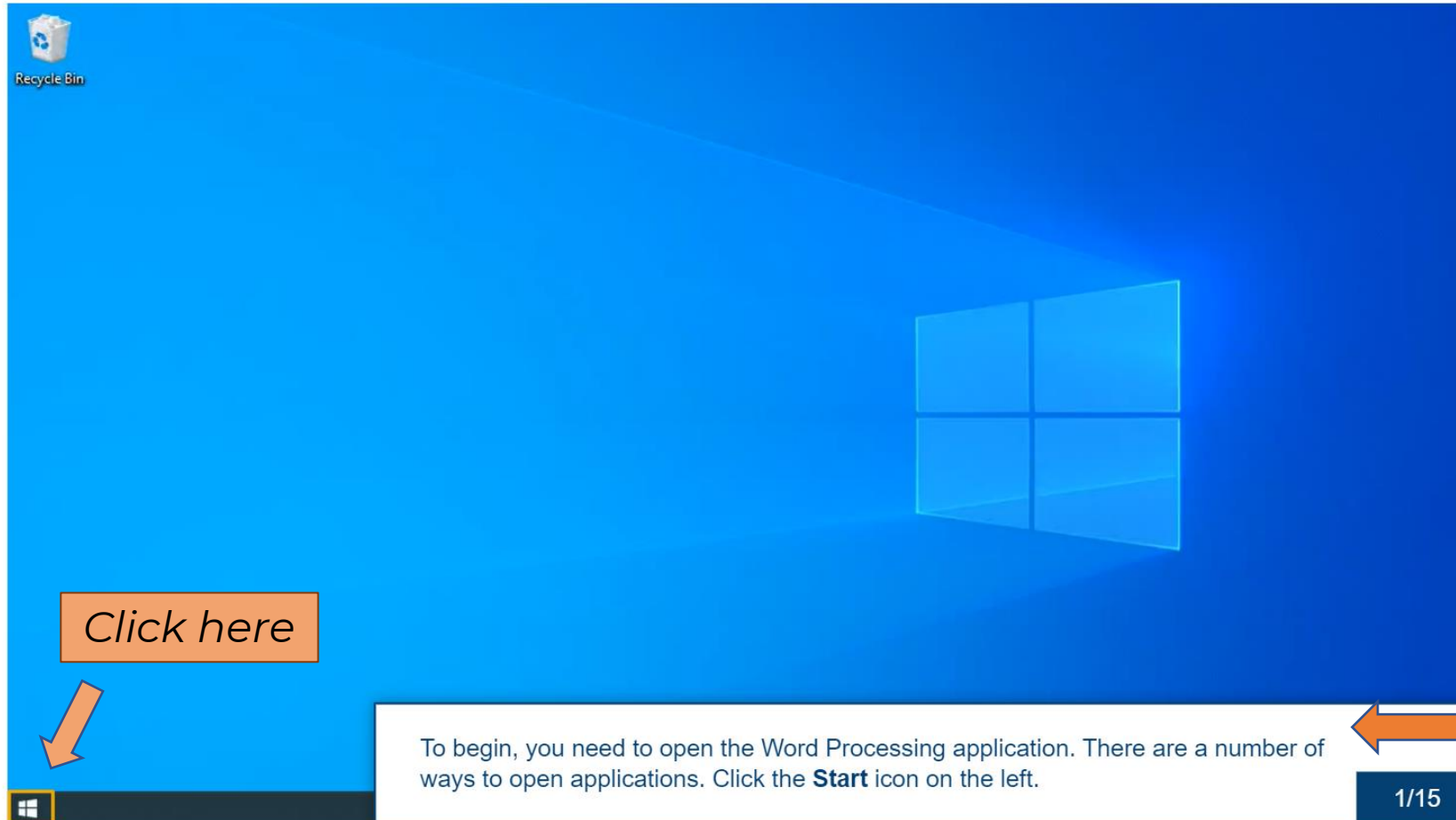


Application Essentials  
365

**A new window  
pops up for each  
Unit and you're all  
set to go!**



# Guided learning

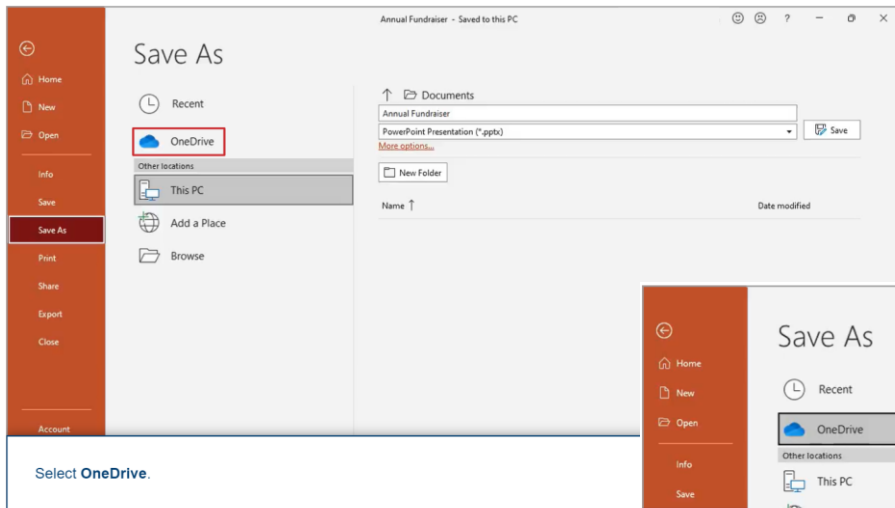


The screenshot shows a Windows 10 desktop with a blue background and the Windows logo. A 'Recycle Bin' icon is visible in the top-left corner. The Start button is highlighted in the bottom-left corner. An orange box with the text 'Click here' and an arrow points to the Start button. A white text box at the bottom center contains the instruction: 'To begin, you need to open the Word Processing application. There are a number of ways to open applications. Click the **Start** icon on the left.' An orange arrow points from this text box to the Start button. A dark blue box at the bottom right of the screenshot displays '1/15'.

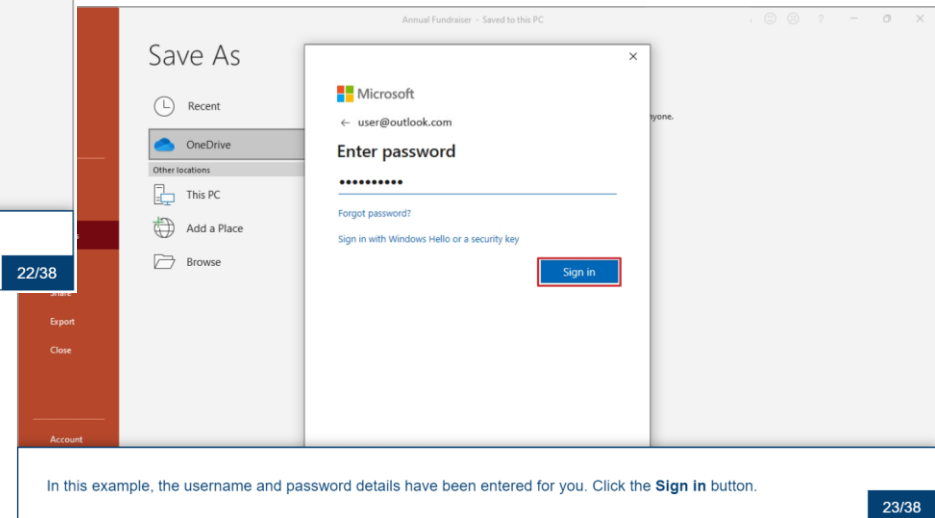
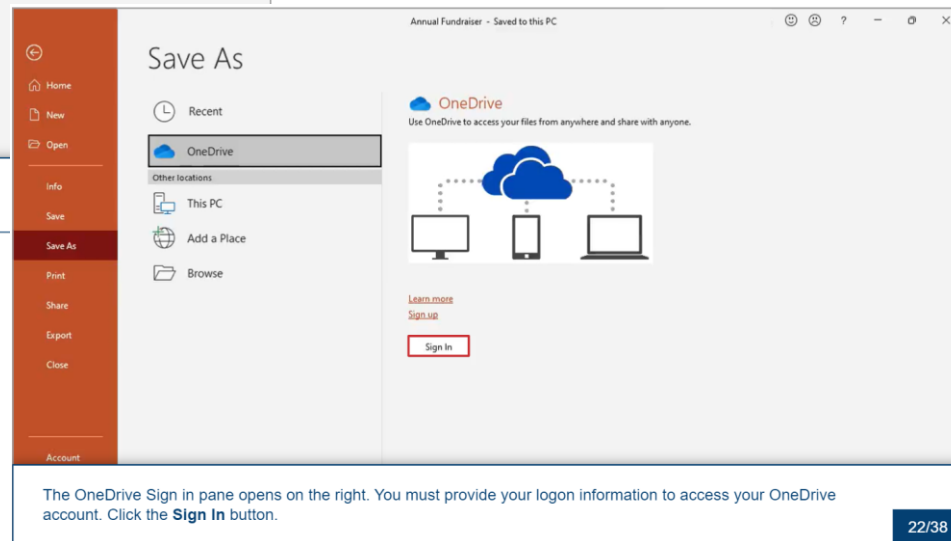
**Follow the instructions** on screen to complete requested tasks



# Guided learning



Ensure **all tasks are completed** in each page before clicking on Next



# Completing the course

 Unit 3 Adding Objects and Preparing Document Outputs

**Done:** Complete the activity

 Unit 4 Working with Spreadsheets Formatting and Formulas

**Done:** Complete the activity

 Unit 5 Adding Objects and Preparing Spreadsheet Outputs

**Done:** Complete the activity

 Unit 6 Working with Presentations and Formatting Slides

**Done:** Complete the activity

 Unit 7 Adding Objects and Effects and Preparing Presentation Outputs

**Done:** Complete the activity



Fully completed units will show **'Done'** with a **green status**.

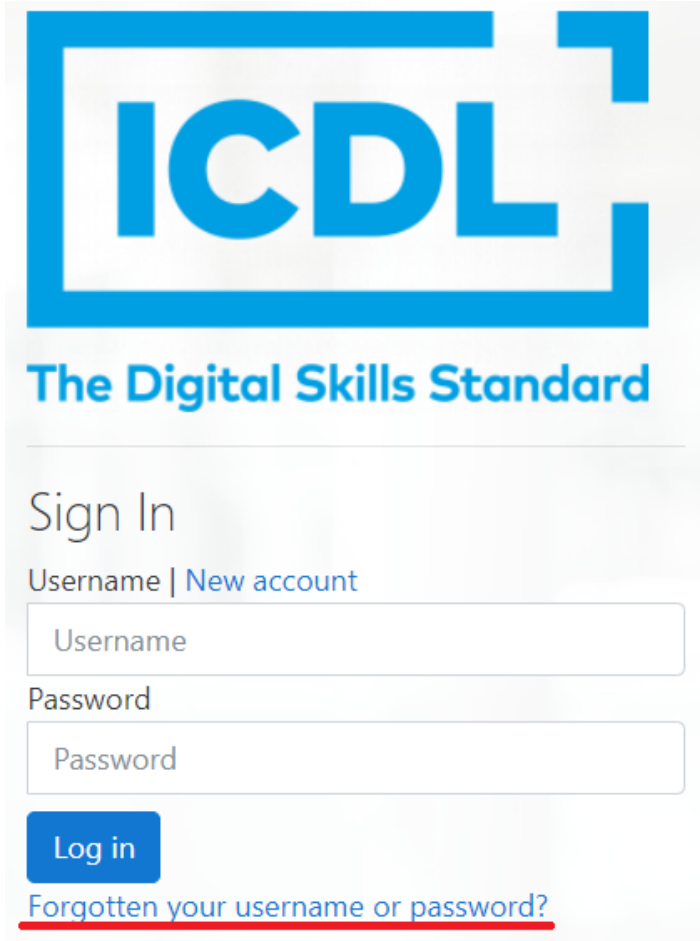
Digital Certificate

 ICDL Application Essentials - Certificate



Once **ALL units** are done, you will see your **e-cert** here!

# Resetting password



The ICDL logo is displayed at the top of the form, followed by the tagline "The Digital Skills Standard". Below this is a "Sign In" section. It includes a link for "New account" and a "Username" input field. A "Password" input field is located below the username field. A blue "Log in" button is positioned below the password field. At the bottom of the form, there is a red underlined link that reads "Forgotten your username or password?".



Click here to **reset password** only if you have forgotten it.

# Resetting password

## National Digital Explorer

[Home](#) / [Log in](#) / [Forgotten password](#)

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

### Search by username

Username

Search



Search by using your **e-mail address** registered

### Search by email address




Email address

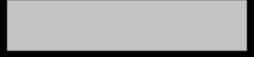
Search



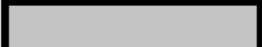
# Resetting password

## [EXTERNAL] National Digital Explorer: Password reset request

 Admin User (via National Digital Explorer) <noreply@icdlasia.org>    
Fri 11/03/2022 14:43

To: 

Hi Emmanuel,

A password reset was requested for your account  at National Digital Explorer.

To confirm this request, and set a new password for your account, please go to the following web address:



[https://learn.icdlasia.org/login/forgot\\_password.php?token=AXJ5yoOQN1SJJCihhTR5DPpK3C7IcKMY](https://learn.icdlasia.org/login/forgot_password.php?token=AXJ5yoOQN1SJJCihhTR5DPpK3C7IcKMY)  
(This link is valid for 30 minutes from the time this reset was first requested)

If this password reset was not requested by you, no action is needed.

If you need help, please contact the site administrator,

Admin User  
noreply@icdlasia.org

1. **Email notification** is sent to your mailbox instantly.
2. **Click the link** given to set a new password (valid for 30 mins only).
3. Login with your **new password**.

# Quick Guide for login to Microsoft Office 365 for Teaching and Learning (M365 T&L) Online Services


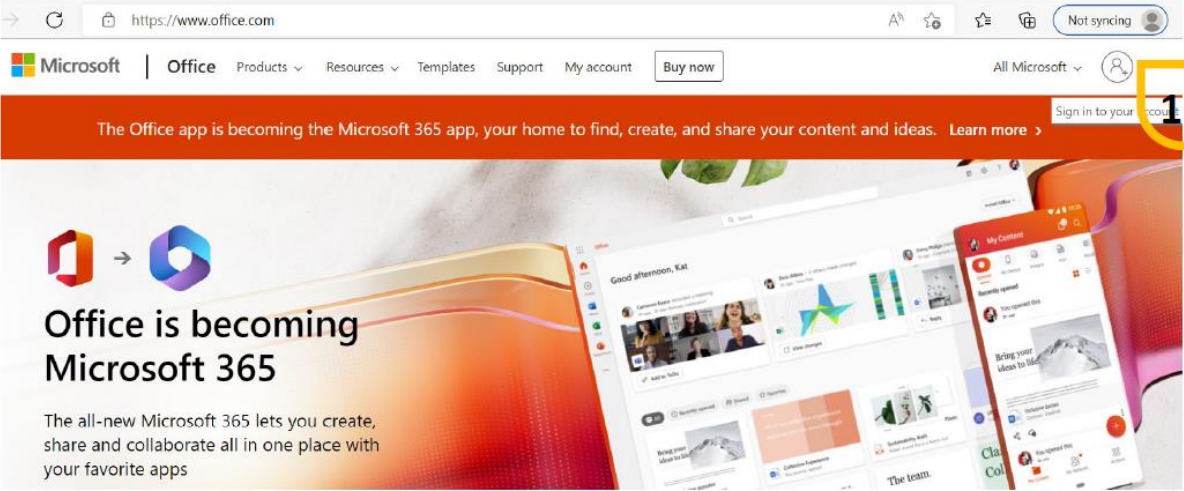


*Prior to logging in to the online services, please note the following information on supported devices and browsers.*

<b>Supported Devices/Operating Systems (OS)</b>	<b>Supported Browsers</b>
Windows 11	Microsoft Edge or Google Chrome
Windows 10	Microsoft Edge or Google Chrome
Mac OS X (10.10 and later)	Microsoft Edge, Apple Safari 10+ or Chrome
Chromebooks	Microsoft Edge or Google Chrome
iOS Devices	Apple Safari (some features may not be available)  Microsoft recommends using Office mobile apps from the Apple App Store.
Android	Currently, none of the browsers on Android are officially supported by Microsoft. Microsoft recommends downloading and using the Microsoft Office mobile apps from the Google Play Store.

# Quick Guide for login to Microsoft Office 365 for Teaching and Learning (M365 T&L) Online Services

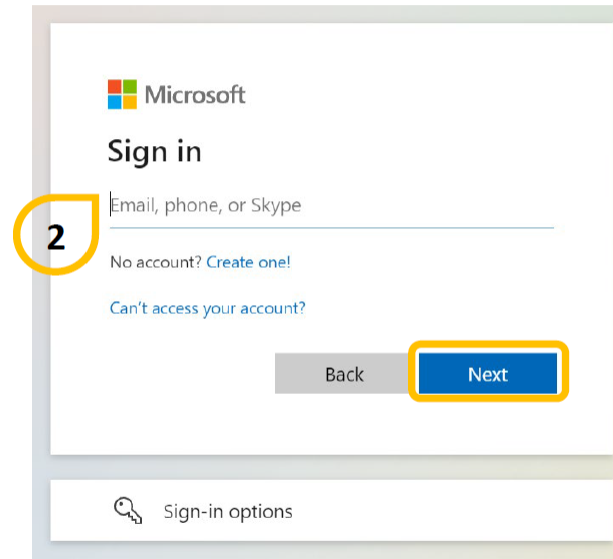
Refer to [Microsoft Support](#) for the latest details on supported devices/OS and browsers.

Step	Screenshot
<p><b>Step 1a:</b> Use your web browser (e.g. Edge, Chrome, Safari) to access the Microsoft Office Portal: <a href="https://www.office.com">https://www.office.com</a>.</p> <p><b>Step 1b:</b> Click on the  icon.</p>	

# Quick Guide for login to Microsoft Office 365 for Teaching and Learning (M365 T&L) Online Services

**Step 2:**  
Enter your **MIMS ID** and  
click “Next”.

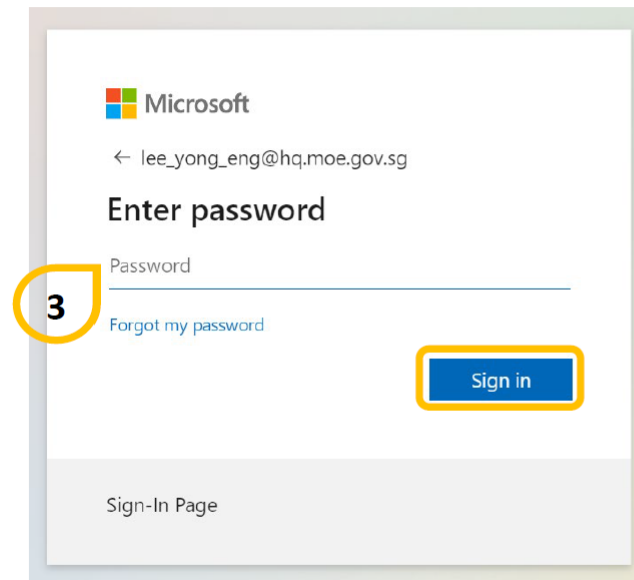
*For students, the MIMS ID  
is your **Student iCON**  
email address:  
**xxxxx@students.edu.sg***





# Quick Guide for login to Microsoft Office 365 for Teaching and Learning (M365 T&L) Online Services

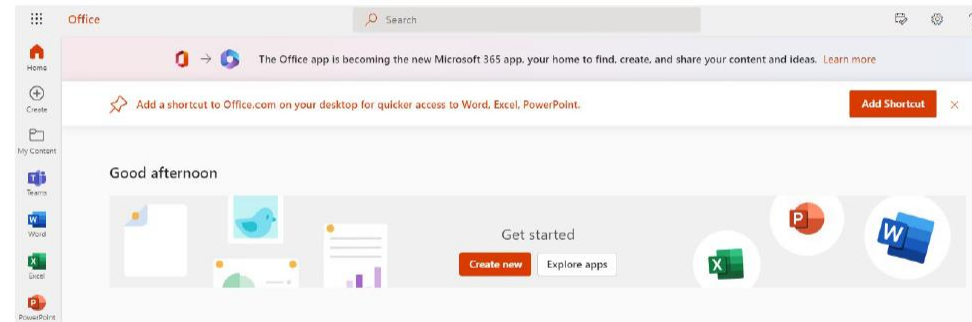
**Step 3:**  
Enter your **MIMS password** (also your **Student iCON password**) and click “Sign In”.



# Quick Guide for login to Microsoft Office 365 for Teaching and Learning (M365 T&L) Online Services

Once logged in successfully, you should see the screenshot on the right.

*Refer to the attached “Microsoft Office 365 Web Tips and Tricks” document to navigate the various Office 365 online apps.*



# Quick Guide for login to Microsoft Office 365 for Teaching and Learning (M365 T&L) Online Services



You may contact the following for assistance or queries:

Type of assistance	Contact
Reset of Student MIMS account password	School's MIMS Student Administrator (SA)
Technical queries and assistance	SSOE 2 Service Desk at 1800 7663 663 or <a href="mailto:help@schools.gov.sg">help@schools.gov.sg</a>
Other queries	Please write to <a href="mailto:MOE_ITD_COMMS@moe.gov.sg">MOE ITD COMMS@moe.gov.sg</a> or contact the IT Consultant assigned to your school ( <a href="#">link</a> ) for any clarifications

# Quick Guide for login to Microsoft Office 365 for Teaching and Learning (M365 T&L) Online Services



## FAQs on Microsoft Office 365 for Teaching and Learning (M365 T&L) Online Services

Q1	<b>What is included in the M365 T&amp;L Online Services?</b>
A1	<p>At this stage of deployment, the M365 T&amp;L Online Services include the online versions of Word, Excel, PowerPoint, OneNote and OneDrive.</p> <p>Other services such as Teams, SharePoint Online, Power Apps etc. will be progressively made available from 2023 onwards.</p>
Q2	<b>How can I access the M365 T&amp;L Online Services?</b>
A2	<p>Staff and students can access M365 T&amp;L Online Services from the <a href="#">Microsoft Office Portal</a> through supported browsers on their devices.</p>

# Quick Guide for login to Microsoft Office 365 for Teaching and Learning (M365 T&L) Online Services

Q3	What are the supported devices and browsers?	
A3		
	<b>Supported Devices/Operating Systems</b>	<b>Supported Browsers</b>
	Windows 11	Microsoft Edge or Google Chrome
	Windows 10	Microsoft Edge or Google Chrome
	Mac OS X (10.10 and later)	Microsoft Edge, Apple Safari 10+ or Chrome
	Chromebooks	Microsoft Edge or Google Chrome
	iOS Devices	Apple Safari (some features may not be available) Microsoft recommends using Office mobile apps from the Apple App Store.
	Android	Currently, none of the browsers on Android are officially supported by Microsoft. Microsoft recommends downloading and using the Microsoft Office mobile apps from the Google Play Store.
	Refer to <a href="#">Microsoft Support</a> for the latest details.	

# Quick Guide for login to Microsoft Office 365 for Teaching and Learning (M365 T&L) Online Services



Q4	What is the capacity of the M365 T&L Online Services OneDrive?
A4	All users, including staff and students, are provisioned with 5 TB each.
Q5	Are share and collaboration functions available in M365 T&L Online Services?
A5	<p>Yes, you may use the share and collaborate functions in M365 T&amp;L Online Services to share documents and collaborate with both staff and students with valid MIMS CES and MIMS Student iCON accounts.</p> <p>Sharing and collaboration with external users is not supported at this stage.</p>

# Quick Guide for login to Microsoft Office 365 for Teaching and Learning (M365 T&L) Online Services

<b>Q6</b>	<b>Are there any rules that staff and students should follow?</b>
A6	<ol style="list-style-type: none"><li>1. Do not share their MIMS login details with others.</li><li>2. Do not use M365 T&amp;L Online Services for improper or illegal purposes.</li><li>3. Use M365 T&amp;L Online Services only for non-classified and non-sensitive data.</li></ol>
<b>Q7</b>	<b>What is the difference between M365 ProPlus apps and M365 T&amp;L Online Services?</b>
A7	Microsoft Office 365 ProPlus apps refers to “offline” apps (e.g. Microsoft Word, Excel etc.) that can be downloaded and installed on devices like Windows laptops and iPads, etc.
<b>Q8</b>	<b>How do staff and students who leave MOE (e.g. graduates) export their M365 T&amp;L files?</b>
A8	Staff and students can consider using the following methods to export their M365 T&L files: <ul style="list-style-type: none"><li>- Log in to M365 T&amp;L Online Services and manually download the files.</li><li>- Use the OneDrive app on their personal devices to download the files.</li></ul>

# Thank you!