NDE eLearning Portal

- Student's Guide
- Microsoft 365 Guide

Login to NDE learning portal

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Sign In

Username | New account

Username

Password

••••••••••

Log in

Forgotten your username or password?

1. Go to https://learn.icdlasia.org
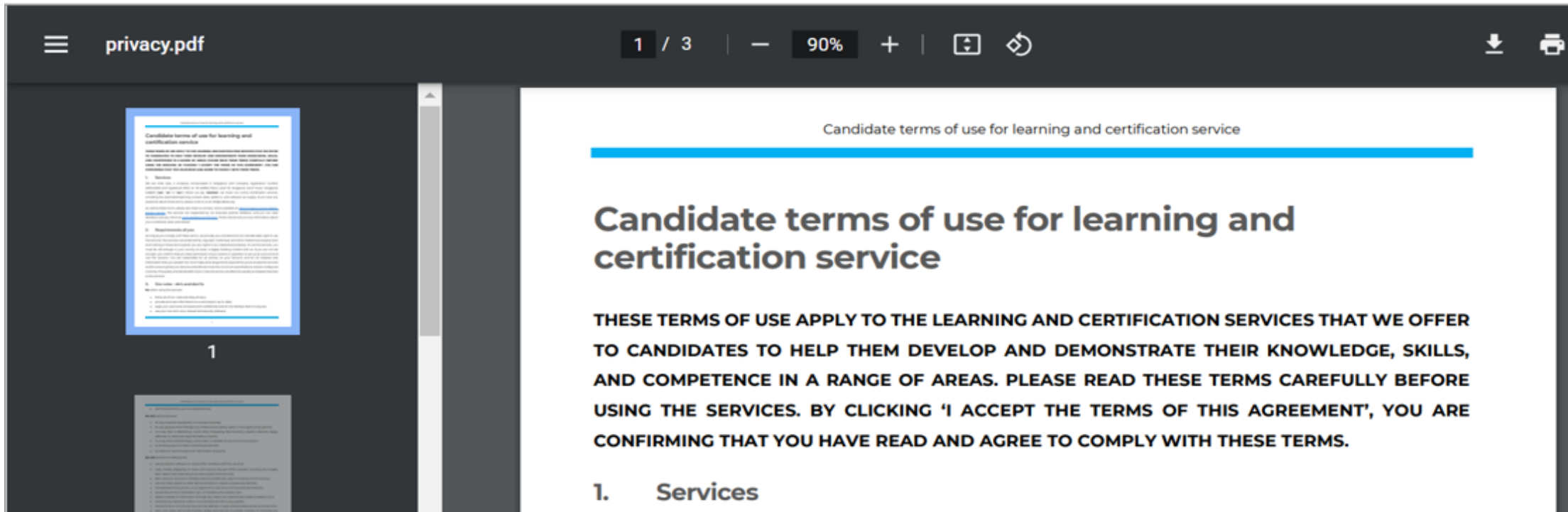
2. **Login** with the Username and password given to you.

Terms of use

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ICDL eLearning

Home / Site policy agreement

Site policy agreement

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

privacy.pdf   1 / 3   — 90% +   ⊡ ⟳   ⭳ 🖨

Candidate terms of use for learning and certification service

Candidate terms of use for learning and certification service

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.

1.   Services

Starting the course

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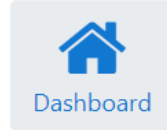
Dashboard

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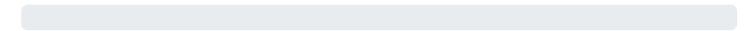
Once you have completed the programme, we encourage you to participate in our national and regional competitions to apply what you have learnt and connect with students beyond your community.

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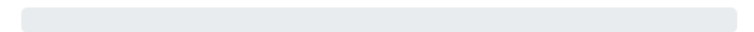
My courses

ICDL Documents (MS Office 365)   Course completion

ICDL Spreadsheets (MS Office 365)   Course completion

Starting the course

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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

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

Unit 2 Working with Documents and Formatting Text
To do: Complete the activity
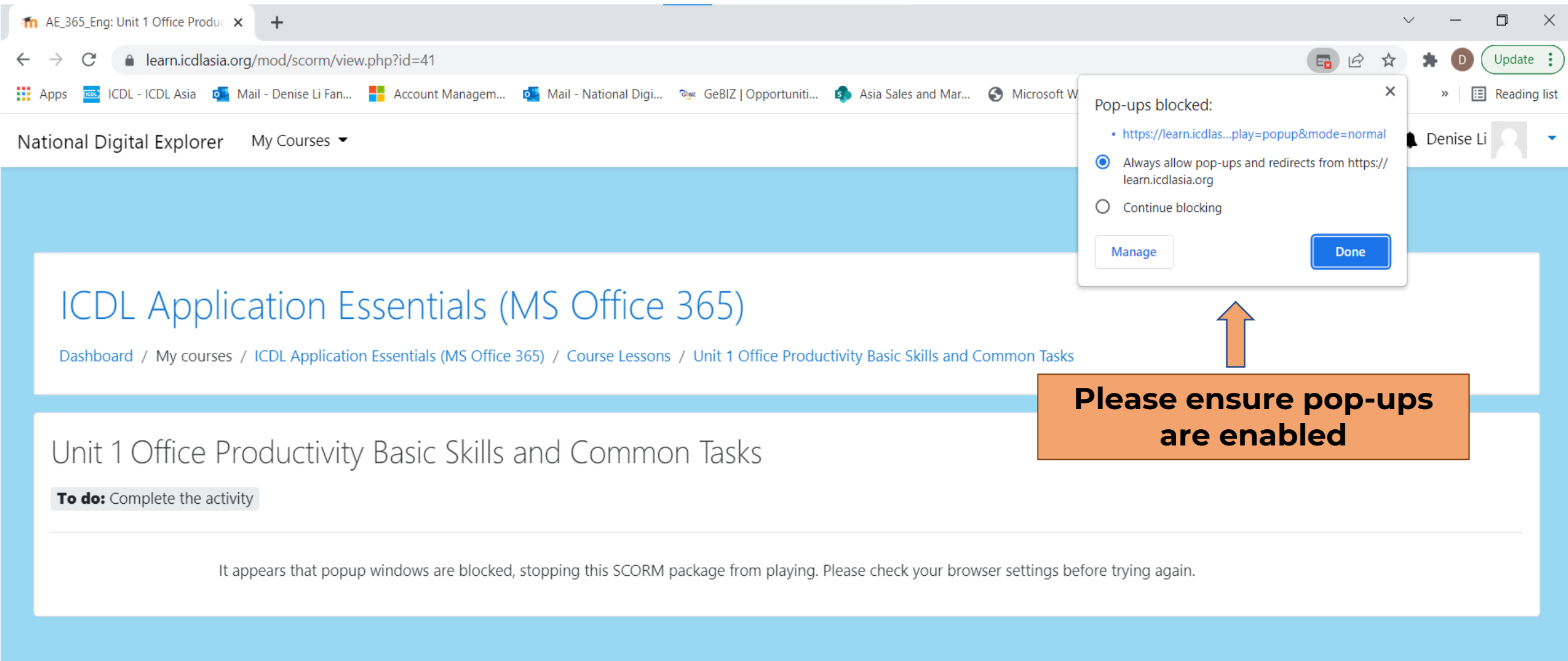
Unit 3 Adding Objects and Preparing Document Outputs
To do: Complete the activity

Starting the course

Please ensure pop-ups are enabled

All set to go!
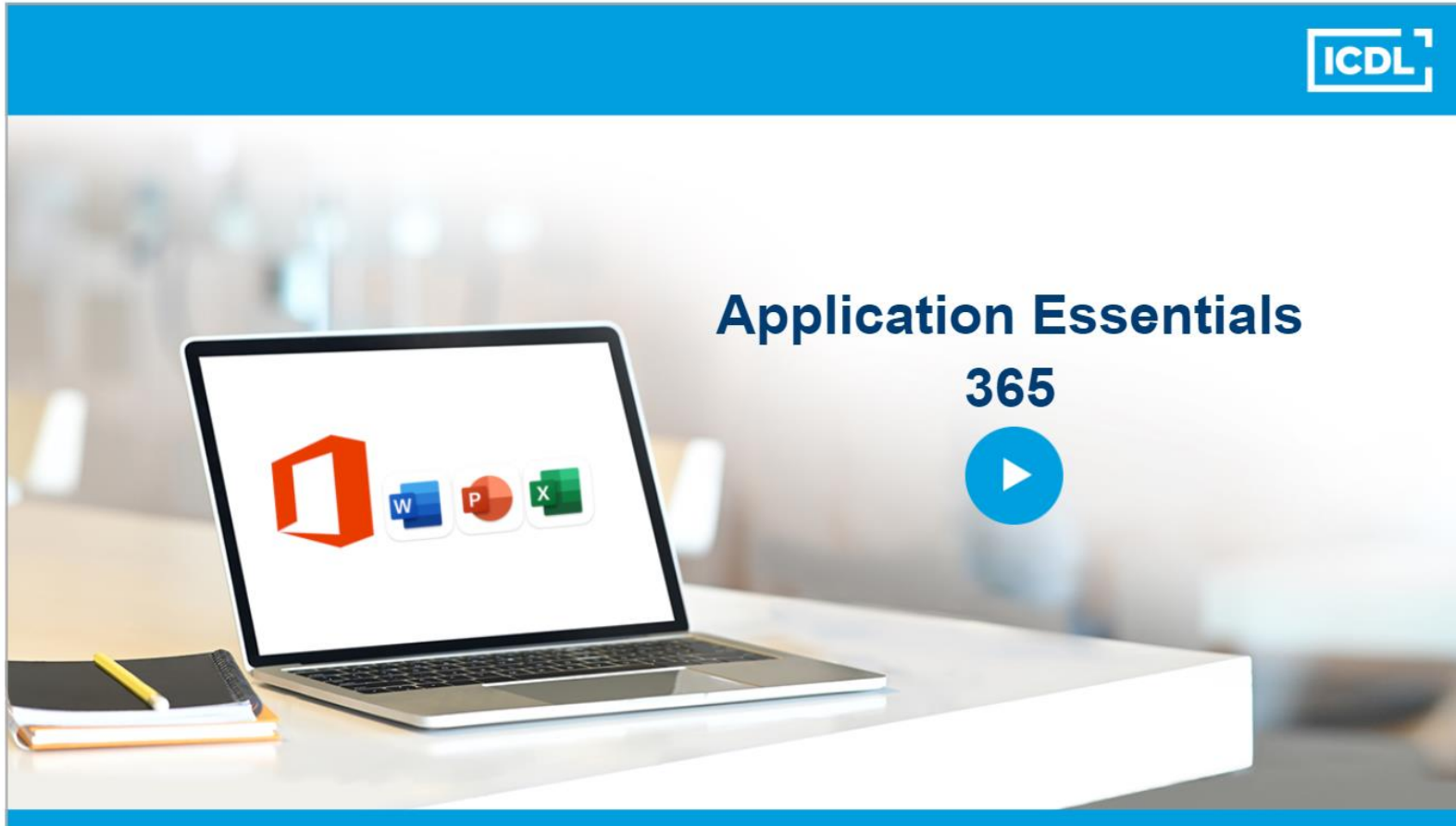
Unit 1 Office Productivity Basic Skills and Common Tasks

HELP EXIT

Click here to view the **sub-unit chapters.**
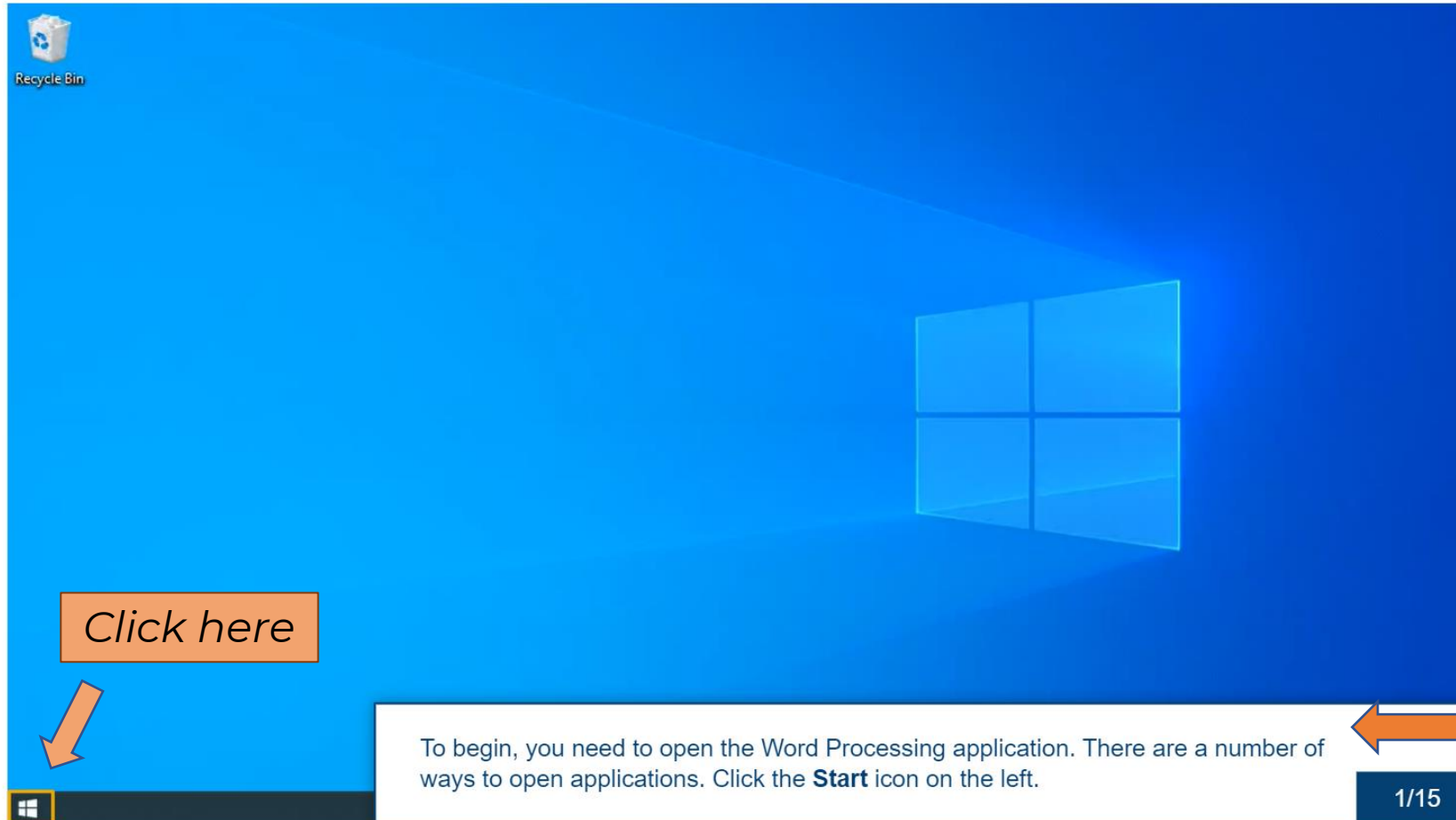
Application Essentials 365

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

Guided learning

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Click here

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.

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Follow the instructions on screen to complete requested tasks

▶ 🔊   PREV   NEXT ›

Guided learning

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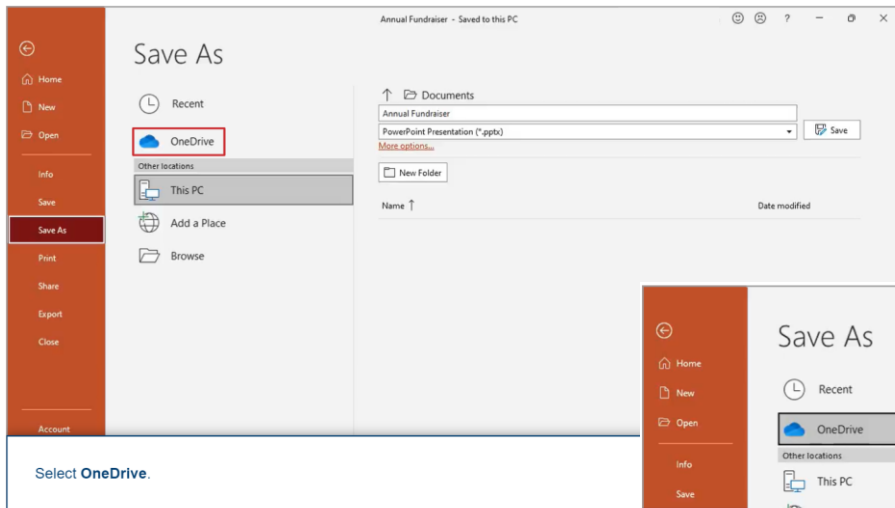
Ensure **all tasks are completed** in each page before clicking on Next

Select **OneDrive**.

The OneDrive Sign in pane opens on the right. You must provide your logon information to access your OneDrive account. Click the **Sign In** button.

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In this example, the username and password details have been entered for you. Click the **Sign in** button.

23/38
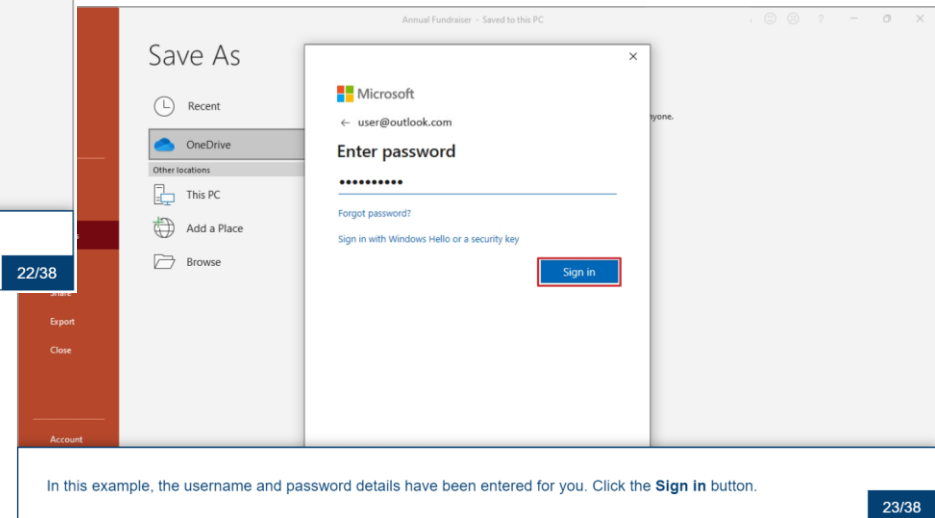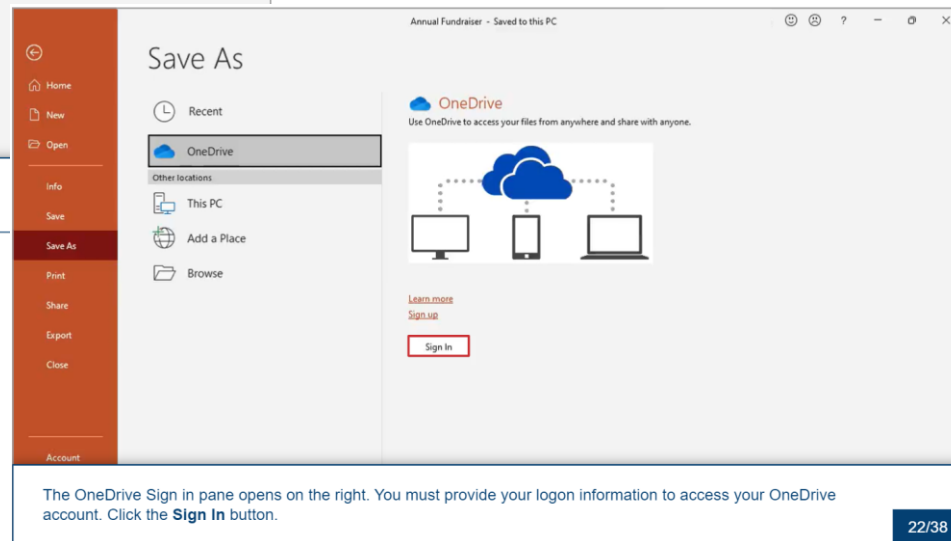
Completing the course

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🎁 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

Digital Certificate

🗂 ICDL Application Essentials - Certificate

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

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

Resetting password

Sign In

Username | New account

Username

Password

Password

Log in

Forgotten your username or password?

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

Resetting password

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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 email address

Email address

[ ]

[Search]

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

Resetting password
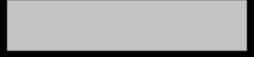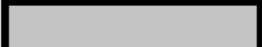
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[EXTERNAL] National Digital Explorer: Password reset request

AU 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=AXJ5yoOQN1SJJClhhTR5DPpK3C7IcKMY
(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
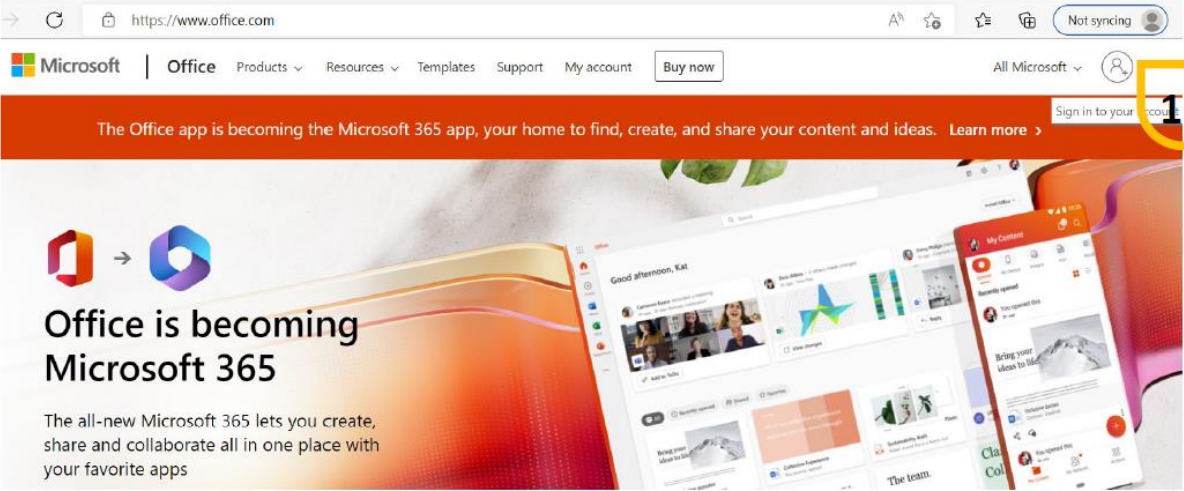
Prior to logging in to the online services, please note the following information on supported devices and browsers.

Supported Devices/Operating Systems (OS)	Supported Browsers
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
Step 1a: Use your web browser (e.g. Edge, Chrome, Safari) to access the Microsoft Office Portal: https://www.office.com. **Step 1b:** Click on the ⊘ icon.	

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*

Step 3:
Enter your **MIMS password** (*also your Student iCON password*) and click "Sign In".
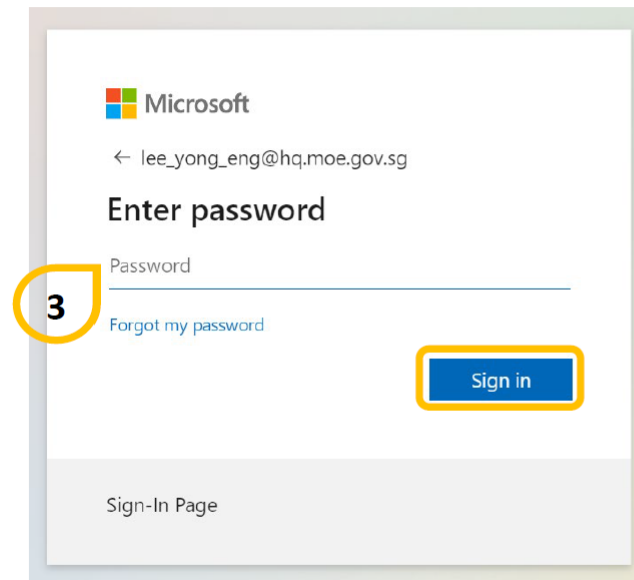
Once logged in successfully, you should see the screenshot on the right.

Refer to the attached "Microsoft Office 365 Web Tips and Tricks" document to navigate the various Office 365 online apps.
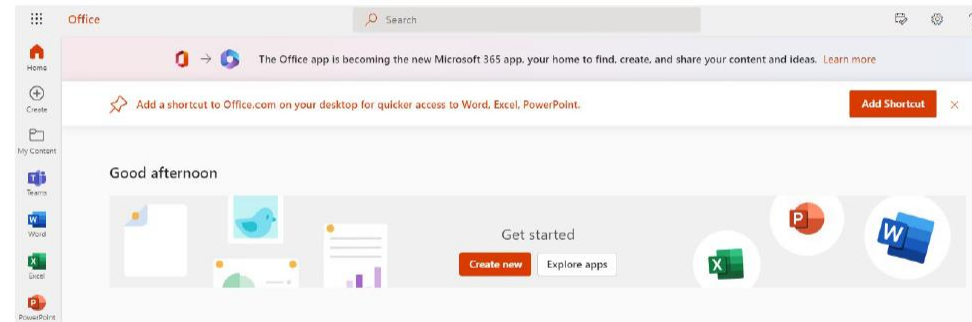
Quick Guide for login to Microsoft Office 365 for Teaching and Learning (M365 T&L) Online Services

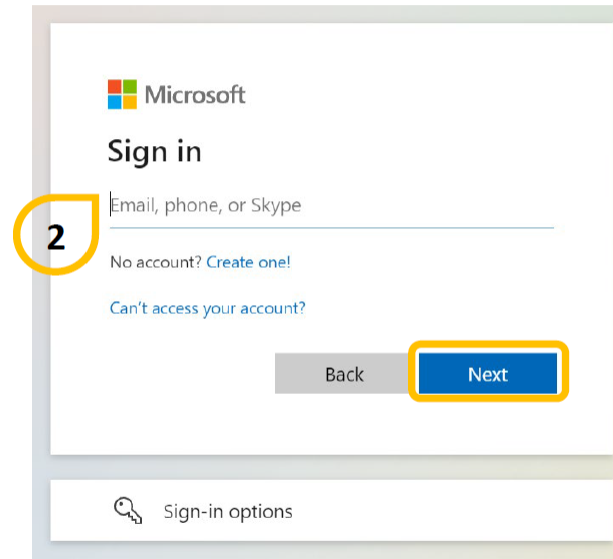You may contact the following for assistance or queries:

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 help@schools.gov.sg
Other queries	Please write to MOE_ITD_COMMS@moe.gov.sg or contact the IT Consultant assigned to your school (link) for any clarifications

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

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

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

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Q3	What are the supported devices and browsers?
A3	

Supported Devices/Operating Systems	Supported Browsers
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 Microsoft Support for the latest details.

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	Yes, you may use the share and collaborate functions in M365 T&L Online Services to share documents and collaborate with both staff and students with valid MIMS CES and MIMS Student iCON accounts. Sharing and collaboration with external users is not supported at this stage.

Q6	Are there any rules that staff and students should follow?
A6	1. Do not share their MIMS login details with others. 2. Do not use M365 T&L Online Services for improper or illegal purposes. 3. Use M365 T&L Online Services only for non-classified and non-sensitive data.
Q7	What is the difference between M365 ProPlus apps and M365 T&L Online Services?
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.
Q8	How do staff and students who leave MOE (e.g. graduates) export their M365 T&L files?
A8	Staff and students can consider using the following methods to export their M365 T&L files: - Log in to M365 T&L Online Services and manually download the files. - Use the OneDrive app on their personal devices to download the files.

Thank you!