Guide to accessing Google Classroom
Via DET student portal

Google Classroom

LAPTOP/COMPUTER INSTRUCTIONS

Google Classroom

1

Open internet browser Google Chrome (or Edge)

Search – Department of Education NSW Government
www.education.nsw.gov.au

Log In – Student portal

https://portal.det.nsw.edu.au/

Student User ID and Password that is supplied by the school (please contact school if student doesn't remember log in details

Login with your DoE account

User ID

Enter your user ID

Example: jane.citizen1

Password

Enter your password

Log in

Forgot your password?

Student User ID – firstname.lastname (number if required). Eg. *jane.smith3*
Student Email Address – Username@education.nsw.gov.au. Eg. Jane.smith3@education.nsw.gov.au

Google Classroom

2

Click on 'G Suite' (Google Apps for Education)

NSW Department of Education

Student Portal

NAME

🔍 Search   Hide

🏠 Home

Google   🔍 Enter your search words here.   Search

📧 Email

📚 Oliver Library

📅 Calendar   Hide

🌡 Help

We need you to verify who you are to Google so that we can look at your calendars. Please select the Authorise button below.

🔔 Notifications

Authorise

🔑 Change password

❓ Secret Questions

≡ Change Colours

🐨 My bookmarks   Hide

List name

Name your custom bookmarks list here...

Create new list

💻 Learning   Hide

Premier's Reading Challenge

eSafety Kids

G Suite (Google Apps for Education)

Show more ▾

🎮 Games   Hide

Google Classroom

3

Click on Classroom

student-googleapps.education.nsw.gov.au

NSW Education

G Suite for Education

Create & Collaborate

Drive
Store, create and share digital files

Classroom
Connect with your class online

Docs
Create & share documents

Sheets
Create & share spreadsheets

Organise

Calendar
Organise your time

Contacts
Develop distribution lists to connect with people

Forms
Create online forms to collect and organise information

Keep
Create notes, voice notes, lists and reminders that can be shared.

Investigate

News
Stay informed and research local, national and global events

Books
Research, read on-line and write book reviews

Earth
Find and Investigate your world

My Maps
Present geographical information to the world

Google Classroom

5 Page Tools

1. Menu

2. The class the student is in.

3. Main Page 'Stream' where announcements and communication with class

4. Classwork and assignments that have been posted by the teacher.

5. All students and teachers that are linked with this class

Stream   Classwork   People   Grades

+ Create   Meet   Google Calendar   Class Drive folder

Tuesday comprehension task   *Draft*

Week 1 Tuesday Timetable   Edited 11:45 AM
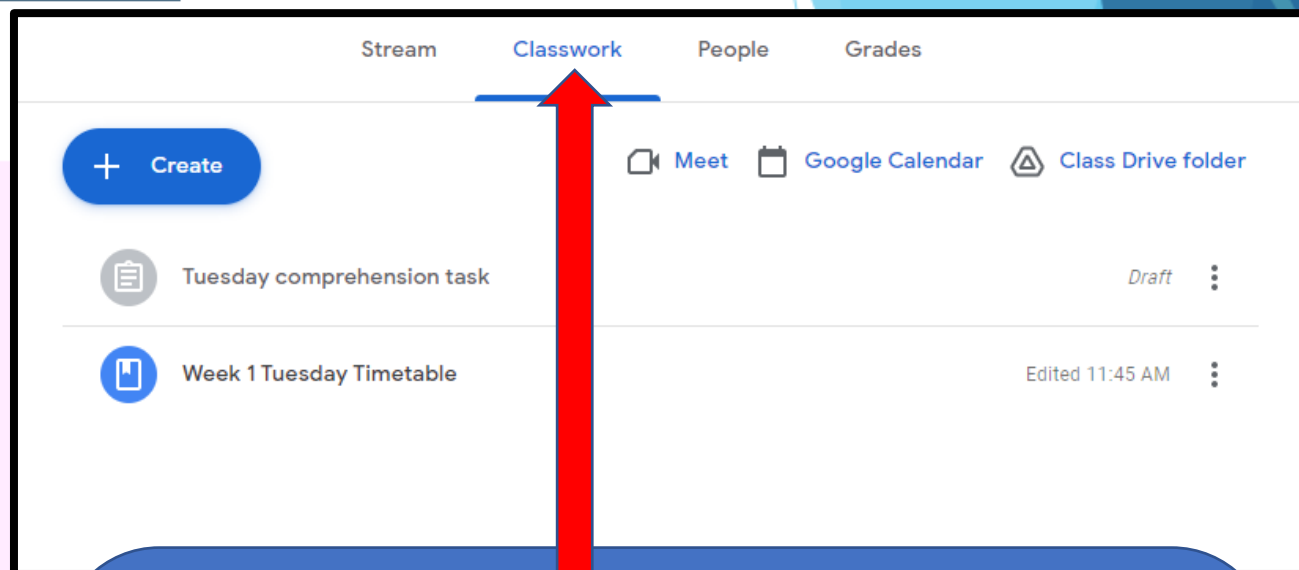
Every day, a timetable and classwork will be uploaded into 'Classwork'. Some things, like the timetable, are resources and cannot be edited.
Daily tasks, i.e. comprehension tasks, are able to be edited and submitted.

Classwork

<u>Turning in Completed Classwork</u>

❏ **When work is completed and is ready to submit to teacher there are 2 different ways to Turn In your work, depending on document.**

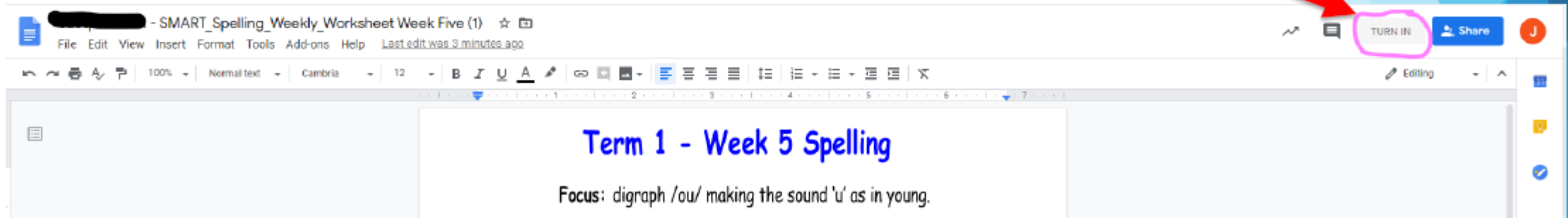❏ **If the document has a TURN IN button, click that.**

❏ **If it does not have a TURN IN option, go to next slide.**

- SMART_Spelling_Weekly_Worksheet Week Five (1) ☆ 🗀

File   Edit   View   Insert   Format   Tools   Add-ons   Help   Last edit was 3 minutes ago

TURN IN   👤 Share   J

100%   ▾   Normal text   ▾   Cambria   ▾   12   ▾   **B** *I* <u>U</u> A   ✐   ⊂⊃ 🖾 🖾 ▾   ☰ ☰ ☰ ☰   ⁞☰ ☰ ▾ ☰ ▾ ☲ ☲   ✕   ✎ Editing   ▾   ⌃
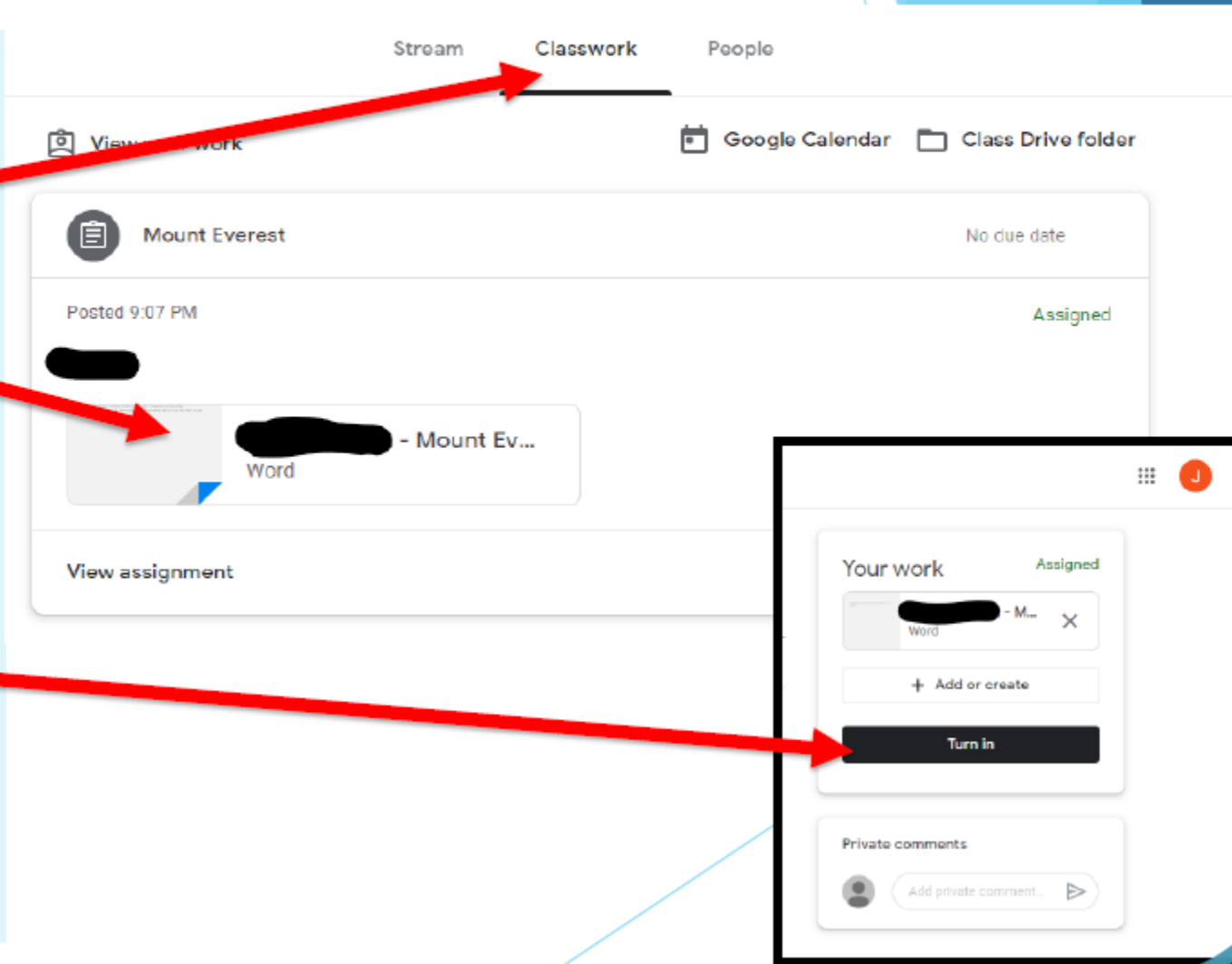
Term 1 - Week 5 Spelling

Focus: digraph /ou/ making the sound 'u' as in young.

Classwork   Turning in Completed Classwork (continued)

- ❑ Once you are ready to submit your work and if there is no TURN IN button on your doc, go back into your Google Classroom.

- ❑ Click on Classwork

- ❑ Then View assignment.

- ❑ A Turn In box will appear in the next window on the right. Your completed work will be showing in the box, hover over the top for the file name to appear and make sure it is the correct Doc.

- ❑ Press the black Turn In Button, confirm on the pop-up box

- ❑ Black Turn In box with now be white with Unsubmit. Your work has now been submitted to your teacher.

Stream   Classwork   People

View assignment   📅 Google Calendar   📁 Class Drive folder

📋 Mount Everest   No due date

Posted 9:07 PM   Assigned

━━━━━

Word   - Mount Ev...

View assignment

Your work   Assigned

Word   - M...   ✕

+ Add or create

Turn in

Private comments

Add private comment...

IPAD INSTRUCTIONS

1

Google Classroom

Filters ⌄   🔍 Google classroom   ⊗   Cancel

📶 Not Charging

Google Classroom
Instant. Paperless. Easy.
★★★★☆ 5.8K   OPEN

Google Drive
Cloud storage space
★★★★★ 189K   GET
In-app Purchases

Download the free Google Classroom in the app store

ClassDojo

✕   Sign in

Google

Sign in

Use your Google Account. You'll also sign in to Google services in your apps.

Email or phone

Forgot email?

Create account   Next
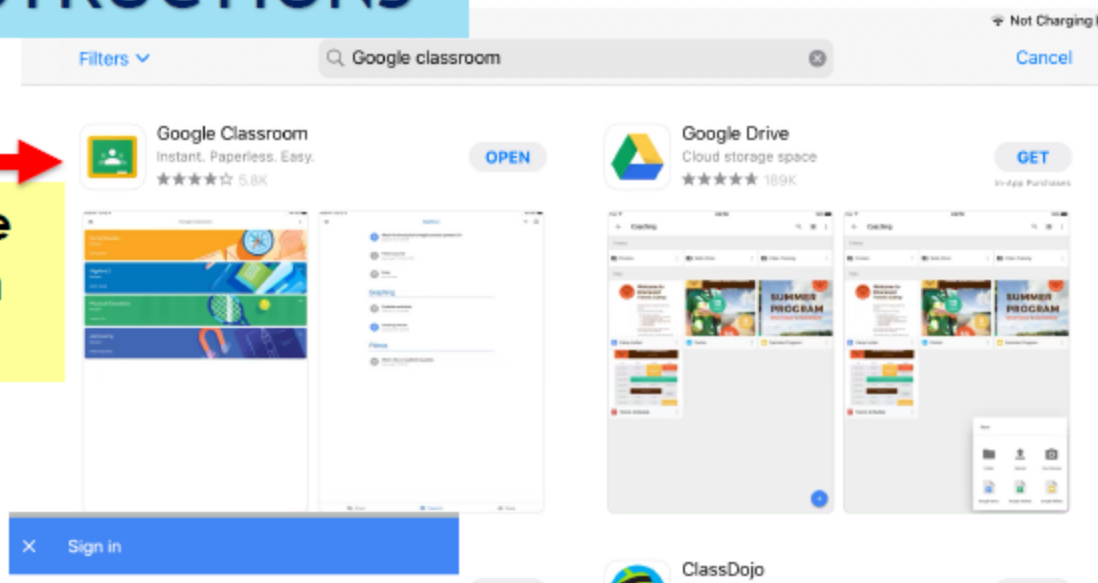
Students will need to sign in using their email address (see below)

✕   Sign in

NSW Department of Education

Login with your DoE account

User ID

Enter your user ID

Example: jane.citizen1

Password

Enter your password

Log in

Forgot your password?

Have trouble logging in?
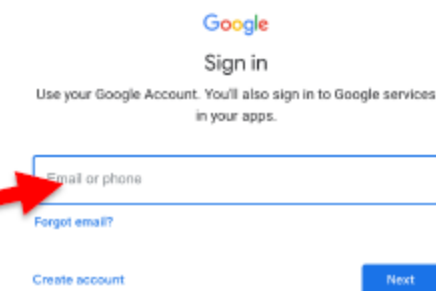
Students will need to enter their Student user ID and password

This will only need to be done the first time on an Ipad. The Ipad should then remember the students account details and they won't need to sign in.
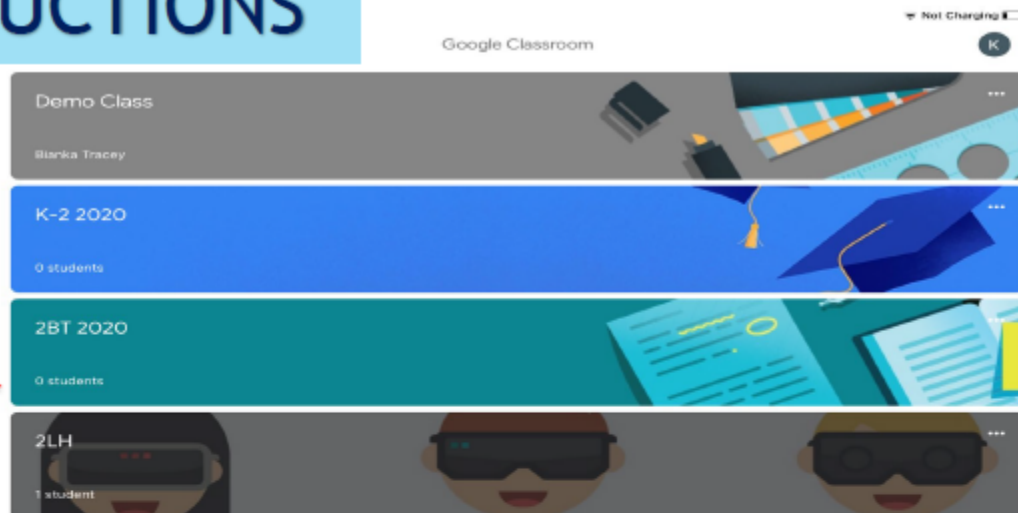
Student User ID – firstname.lastname (number if required). Eg. *jane.smith3*
Student Email Address – Username@education.nsw.gov.au. Eg. Jane.smith3@education.nsw.gov.au
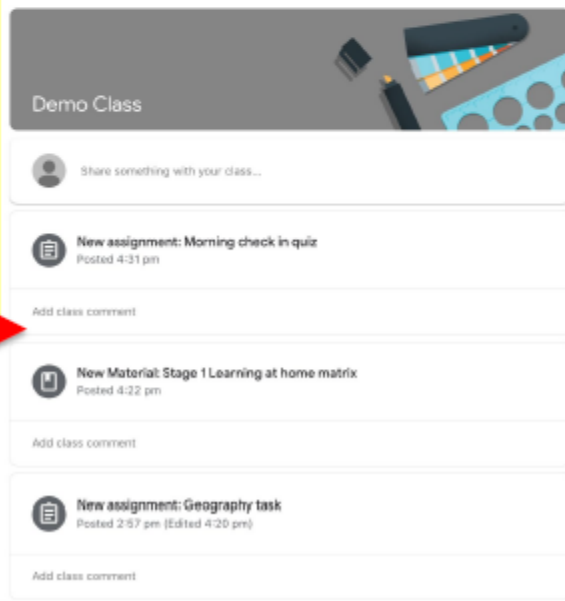
Google Classroom

2

Google Classroom

Google Classroom

Not Charging

K

Demo Class

Bianka Tracey

K-2 2020

0 students

2BT 2020

0 students

2LH

1 student

Join the class that your child has been invited to and click to open.

Students will be able to see the stream of other student comments and work that has been posted.

Demo Class

Share something with your class...

New assignment: Morning check in quiz
Posted 4:31 pm

Add class comment

New Material: Stage 1 Learning at home matrix
Posted 4:22 pm

Add class comment

New assignment: Geography task
Posted 2:57 pm (Edited 4:20 pm)

Add class comment

Complete the daily check in
No due date

Maths
No due date

Watch this video TEST
Posted 30 Mar, 2:47 pm

Bed Time Story
Posted 1 Jan, 10:00 am

Week 1 – Monday

Morning check in quiz
No due date

Stage 1 Learning at home matrix
Posted 1 Apr, 4:22 pm

Geography lesson
Posted 1 Apr, 2:52 pm

Geography task
No due date

Classwork

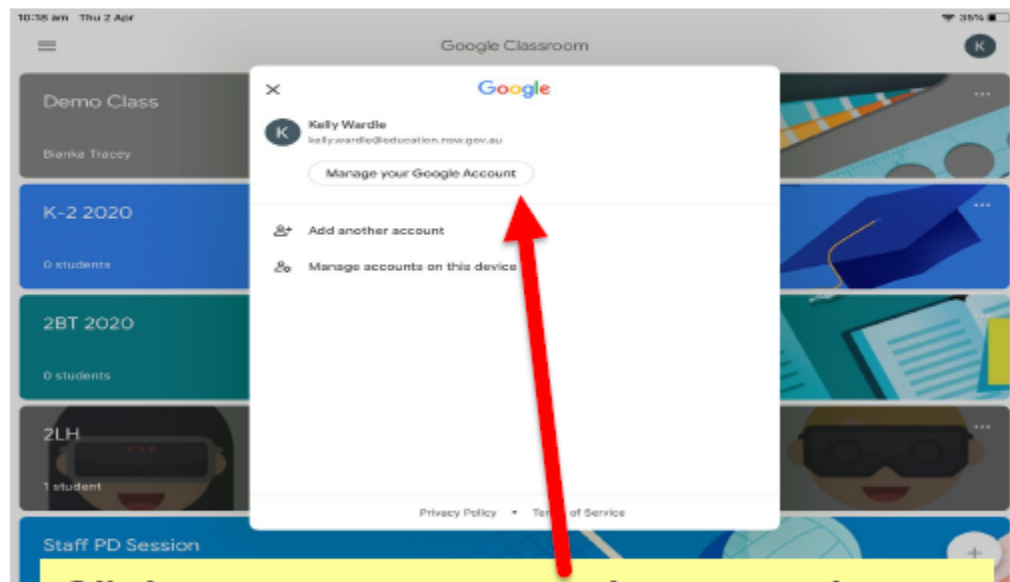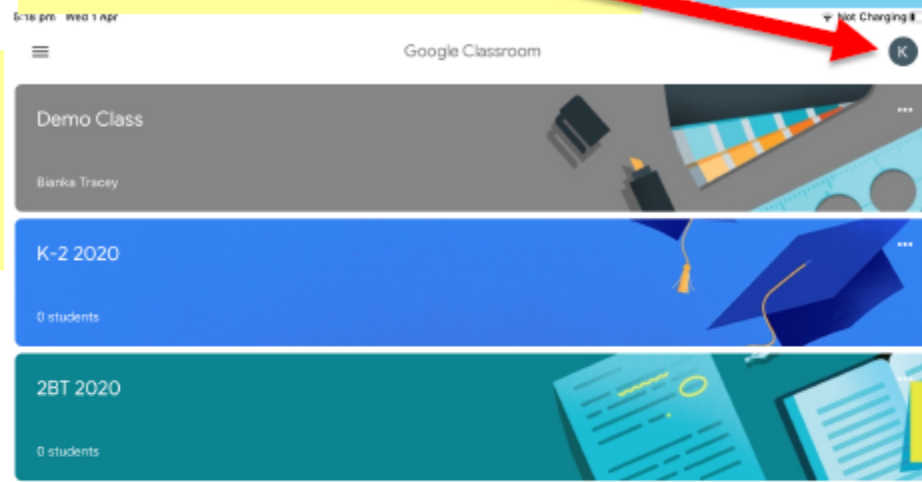**By clicking classwork down the bottom, students will be able to complete their set tasks.**

IPAD INSTRUCTIONS

3
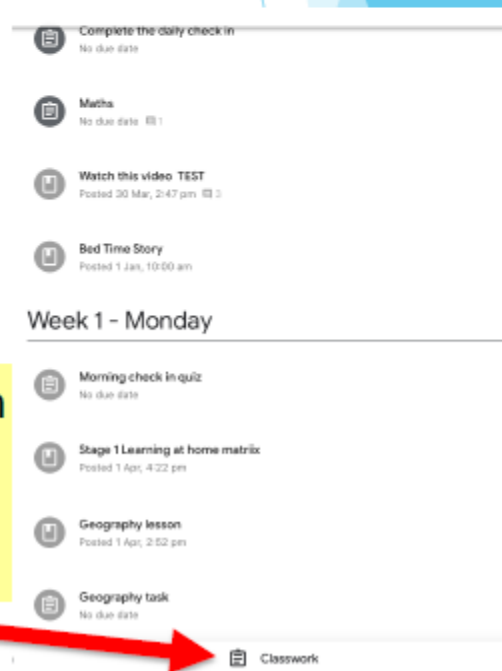
If multiple students are using the one device these steps will help you to change accounts

Click the initial in the top right corner of the screen

Google Classroom

Click manage your google account or you will see other accounts pop up here and you can just move between accounts here

You can also remove account from the device if needed but the student will then need to log in from the beginning the next time they use the device