



# The Guide to Google Classroom

# What is Google Classroom?

Think of Google Classroom (GC) as your child's digital link to learning.

Teachers use GC to share assignments, homework, newsletters, and much more with students AND parents!



# Getting Started



Your child was provided with a secure login and password that is unique to them.

# Getting Started



1

Open Google Chrome or  
Safari.  
(not Internet Explorer)

# Getting Started

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Type [www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)  
into your web address  
bar.

# Getting Started

# 3

Click on [Log In](#) in the upper right hand corner. Select Student portal.

A NSW Government website - Education

Select language ▼ Log in ▼

NSW GOVERNMENT

Early childhood education ▼ Public schools ▼ Teaching and learning ▼ Student wellbeing ▼ Policy library About us ▼

Rise to the challenge

Does your school team have what it takes to solve the Game Changer Challenge?

[Learn more](#)

Search public department content

Enter your search... 🔍

... GAME CHANGER CHALLENGE Ed. week #EdWeek THE GAME... Ed. week

Click on Login

Select Student Portal

February 2020

Su	M	T	W	Th	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15

Quick links

- [School safety updates](#) →
- [Novel coronavirus advice](#) →

# Getting Started

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Enter student User ID  
(firstname.lastname)  
and student's password

Log in with your DoE account

User ID  
  
Example jane.citizen1

Password  
  
Enter your password

[Forgot your password?](#)

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Have trouble logging in?  
[Help for DoE/TAFE staff](#) [Help for TAFE students](#)

Click on Log in

student portal

**Conditions of Use**  
When going online I agree to follow these rules.

- No to looking for, reading, sending or linking to anything rude, scary or unkind
- Go to a responsible adult if I see anything rude, scary or unkind
- Tell a responsible adult about anything I receive, send or read that makes me feel uncomfortable

Click Agree, if necessary

# Getting Started

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Under the Learning heading click 'Show more'

The screenshot displays the Student Portal interface. On the left is a navigation menu with options: Home, Email, Oliver Library, Help, Notifications, Change password, Secret Questions, Change Colours, Sign Out, and Feedback. The main content area features a search bar, a Google search widget, and a calendar widget with an 'Authorise' button. On the right, there are several content blocks: 'My bookmarks' with a 'Create new list' button, 'BlogEd' with 'My Posts' and 'My Blogs' tabs and a 'See more BlogEd content' link, and 'Learning' with a list of items (Premier's Reading Challenge, Watch - The Upstander, eSafety) and a 'Show more' link. A red arrow points to the 'Show more' link in the Learning section. Below it is a 'Games' section with items like 'ABC's The Playground' and 'BBC - Games'.



# Getting Started

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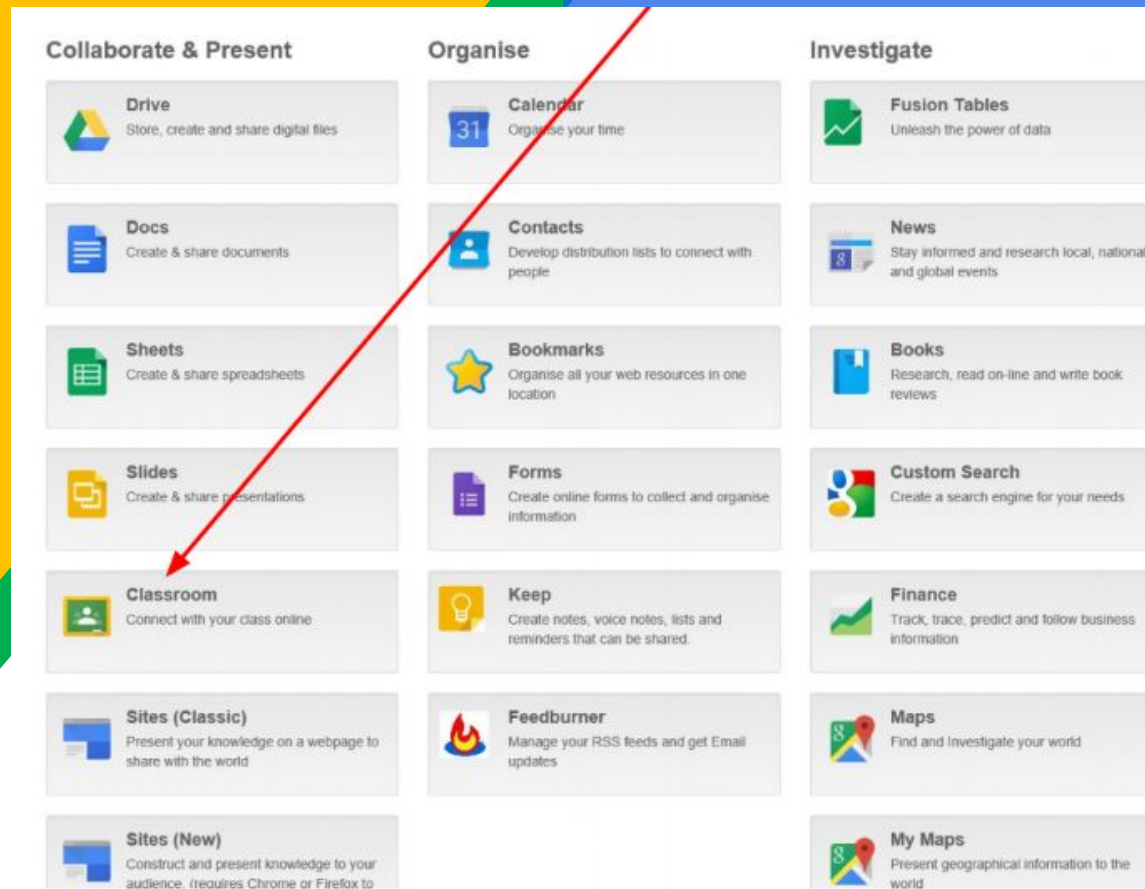
Click 'G Suite' (Google Apps for Education)

The screenshot shows the NSW Department of Education Student Portal. On the left is a navigation menu with items: Home, Email, Oliver Library, Help, Notifications, Change password, Change Colours, Sign Out, and Feedback. The main content area is divided into three columns. The first column contains a Google Search box and a Calendar widget with an 'Authorise' button. The second column contains a 'My bookmarks' section with a 'Create new list' button. The third column contains a 'Learning' section with a list of resources: Premier's Reading Challenge, National Geographic, My School Library (Oliver), eSafety Kids, Microsoft Office 365, Discovery Kids, Digital Citizenship, NSW anti-bullying website, ABC LearnOnline, Adobe DoE software download, G Suite (Google Apps for Education), and stem.T4L Learning Library. A red arrow points from the text 'Click 'G Suite' (Google Apps for Education)' to the 'G Suite (Google Apps for Education)' item in the Learning list.

# Getting Started

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## Click Classroom



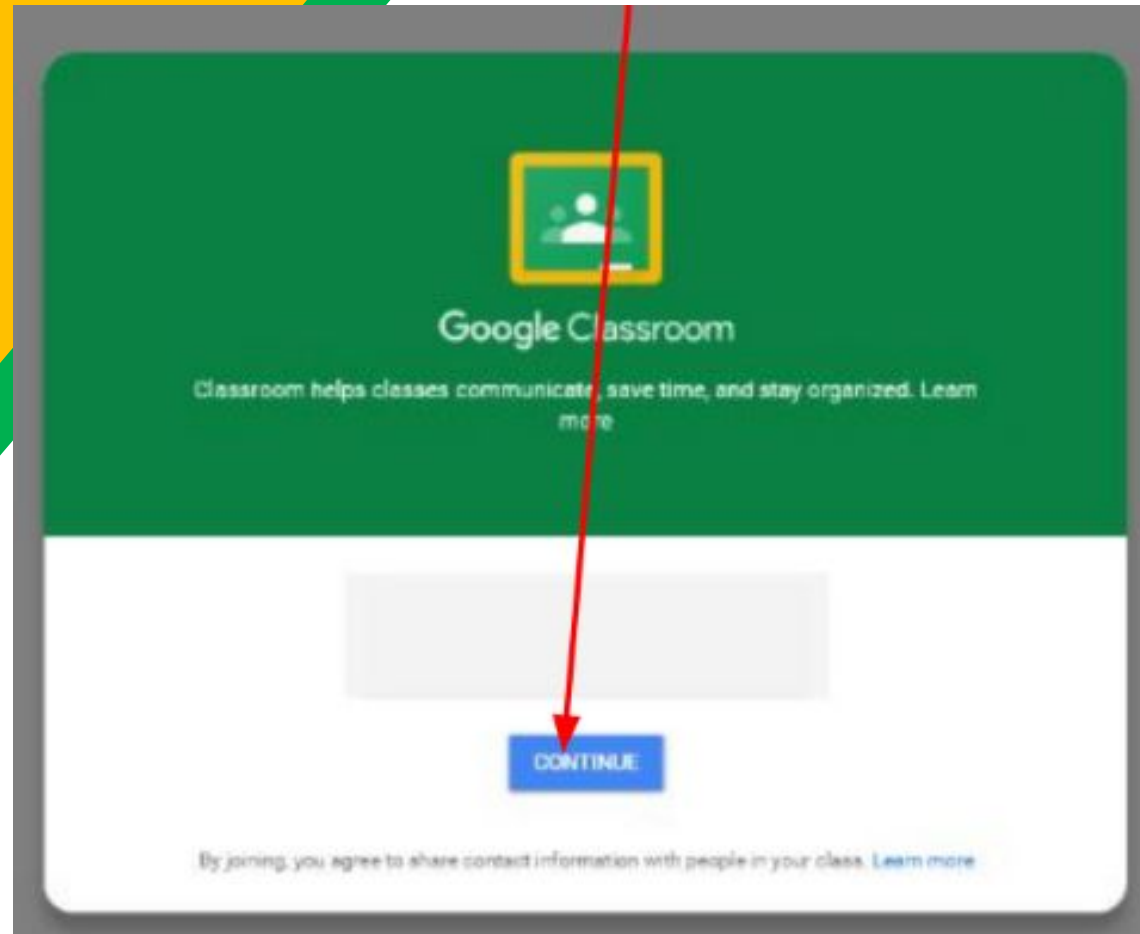
The screenshot displays a grid of Google services categorized into three columns: Collaborate & Present, Organise, and Investigate. A red arrow points from the 'Click Classroom' text to the Classroom icon in the 'Collaborate & Present' column.

Collaborate & Present	Organise	Investigate
<b>Drive</b> Store, create and share digital files	<b>Calendar</b> Organise your time	<b>Fusion Tables</b> Unleash the power of data
<b>Docs</b> Create & share documents	<b>Contacts</b> Develop distribution lists to connect with people	<b>News</b> Stay informed and research local, national and global events
<b>Sheets</b> Create & share spreadsheets	<b>Bookmarks</b> Organise all your web resources in one location	<b>Books</b> Research, read on-line and write book reviews
<b>Slides</b> Create & share presentations	<b>Forms</b> Create online forms to collect and organise information	<b>Custom Search</b> Create a search engine for your needs
<b>Classroom</b> Connect with your class online	<b>Keep</b> Create notes, voice notes, lists and reminders that can be shared.	<b>Finance</b> Track, trace, predict and follow business information
<b>Sites (Classic)</b> Present your knowledge on a webpage to share with the world	<b>Feedburner</b> Manage your RSS feeds and get Email updates	<b>Maps</b> Find and Investigate your world
<b>Sites (New)</b> Construct and present knowledge to your audience. (requires Chrome or Firefox to		<b>My Maps</b> Present geographical information to the world

# Getting Started

Click Continue, if necessary

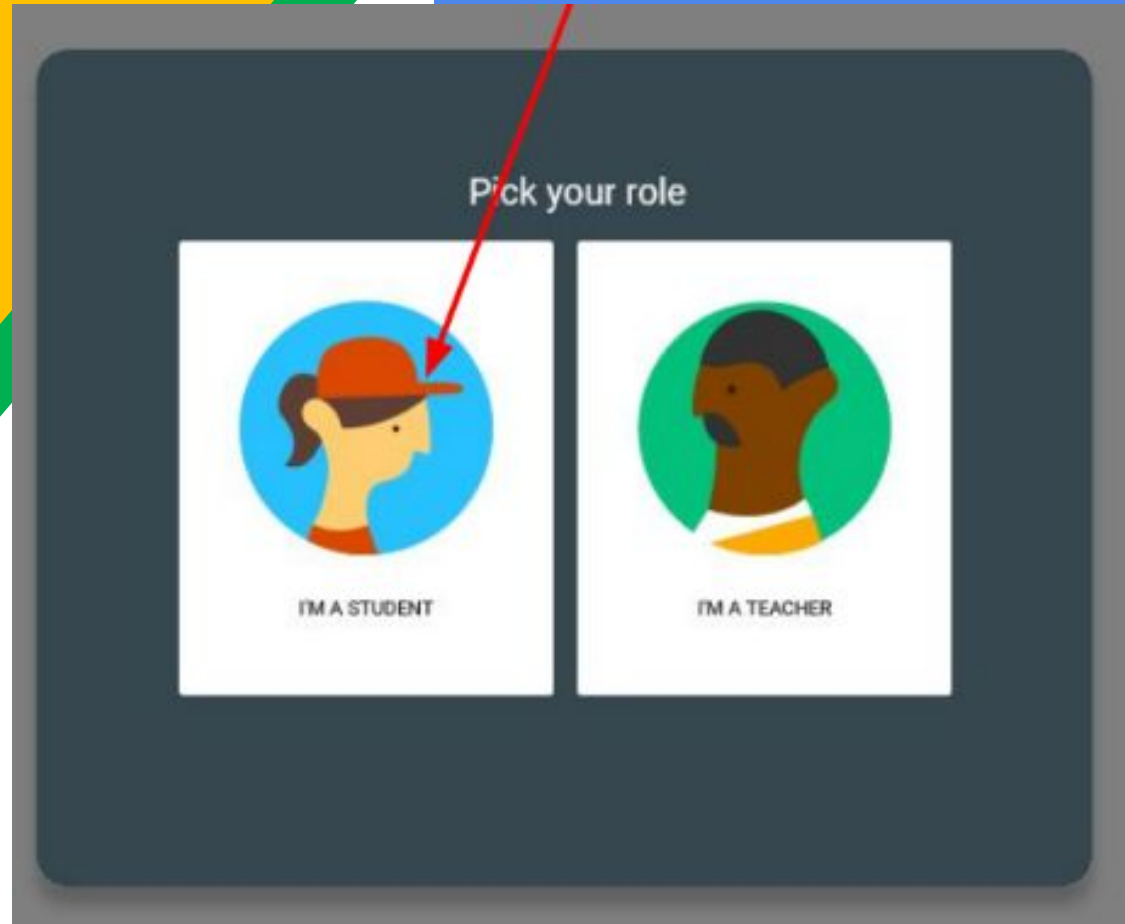
8



# Getting Started

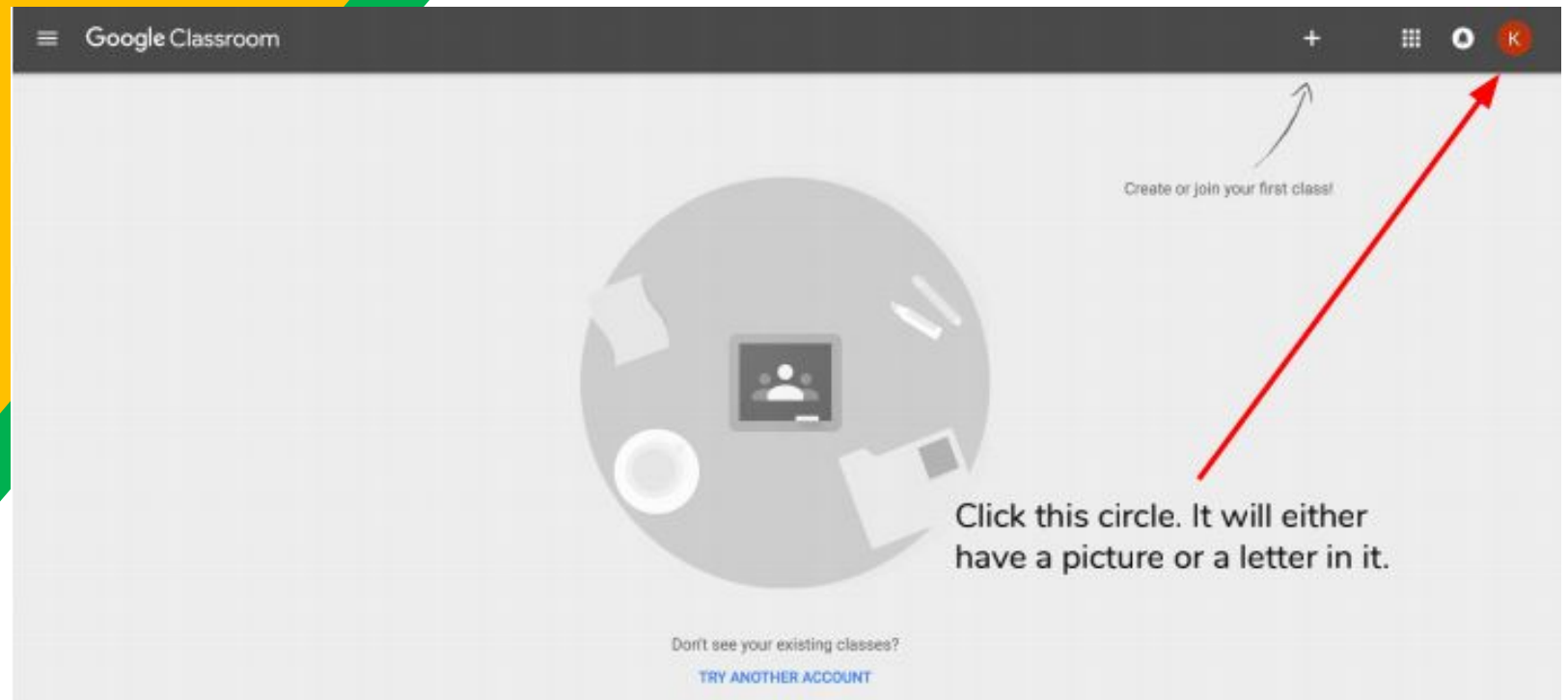
9

Click 'I'm a student', if necessary



# Getting Started

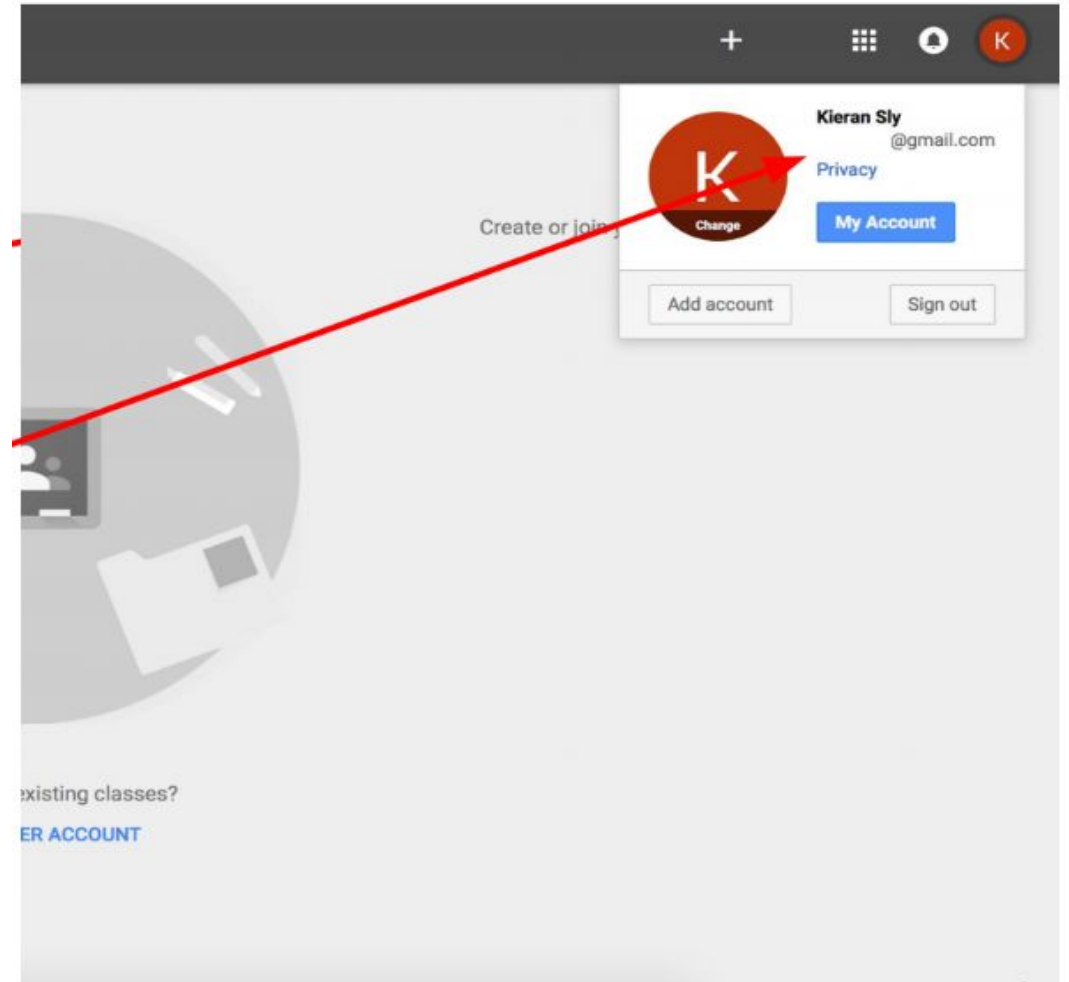
10



# Getting Started

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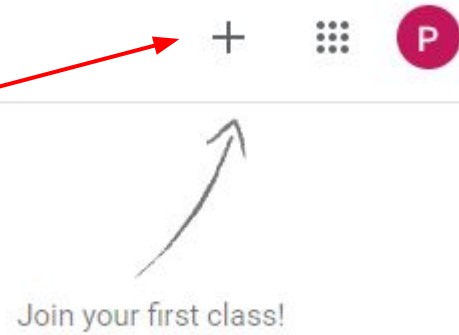
Before you join the class, you will need to check that you are definitely logged into Google as the user you just logged into the Student Portal as. To do this, click the icon with either a picture or a letter in the top right corner of the Google classroom screen. The cause of this issue is usually another family member uses a Google account or has logged into Google Classroom using the Department of Education Portal.



# Getting Started

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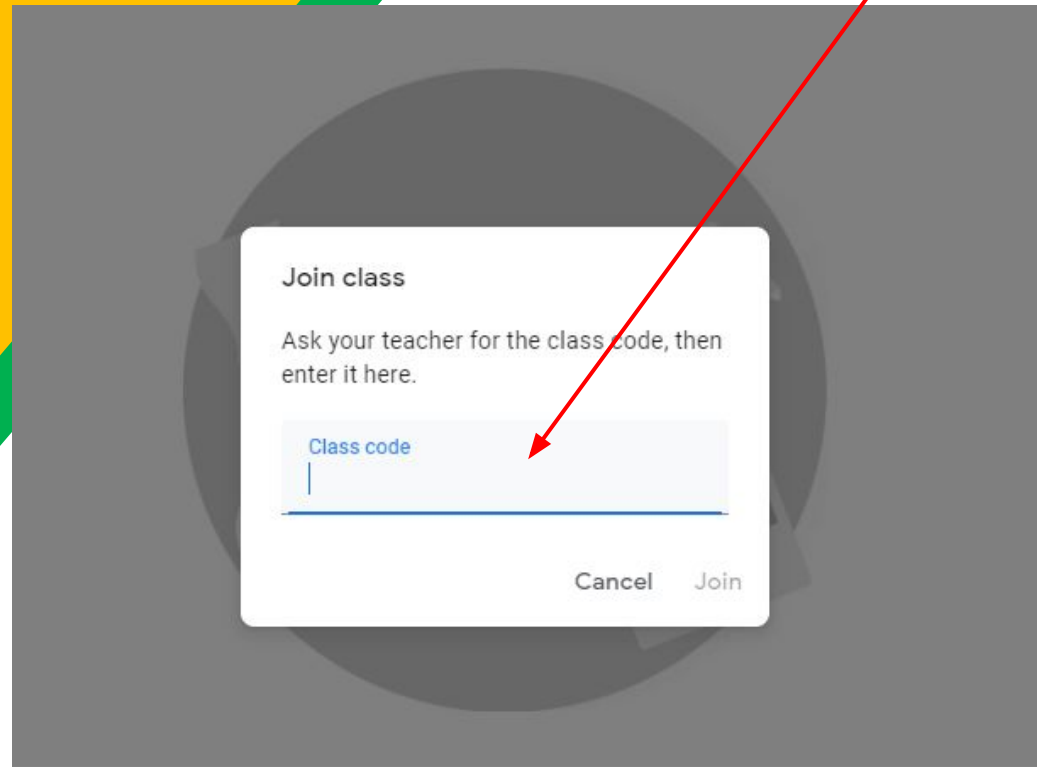
If this is the first time joining a class, click on the plus sign.



# Getting Started

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Type in your class code



Join class

Ask your teacher for the class code, then enter it here.

Class code

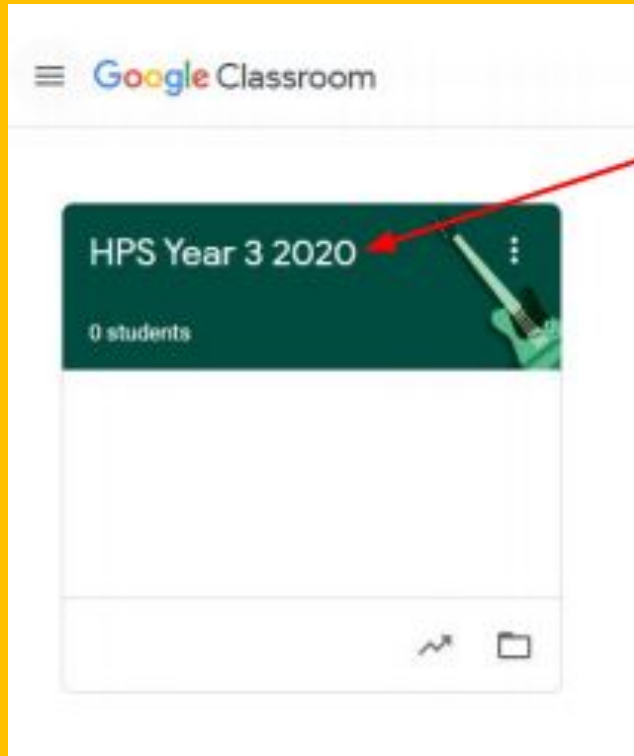
Cancel Join

The image shows a 'Join class' dialog box with a text input field. A red arrow points from the text 'Type in your class code' to the input field. The dialog box has a title 'Join class', a subtitle 'Ask your teacher for the class code, then enter it here.', and a text input field labeled 'Class code'. At the bottom right of the dialog box are two buttons: 'Cancel' and 'Join'.

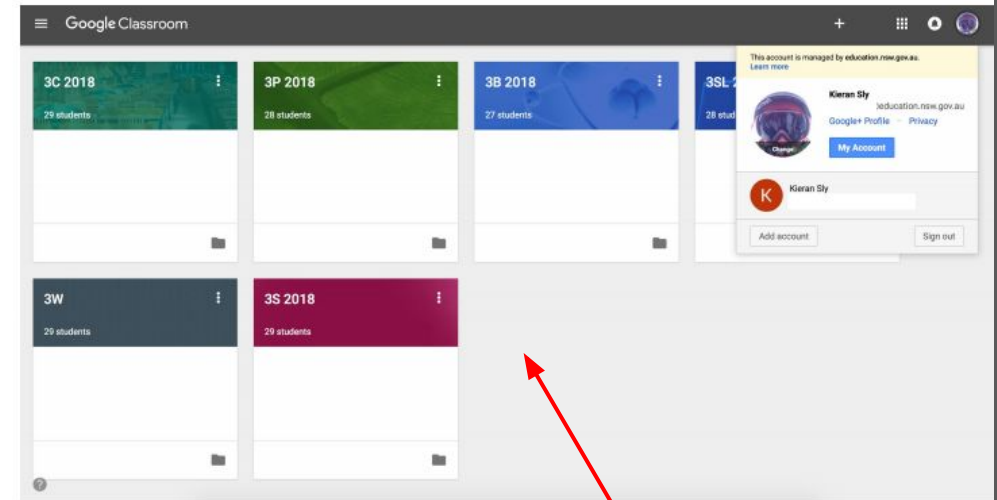


# Navigating Classroom

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If it is your first time, you will see just this year's class. Click on your class.

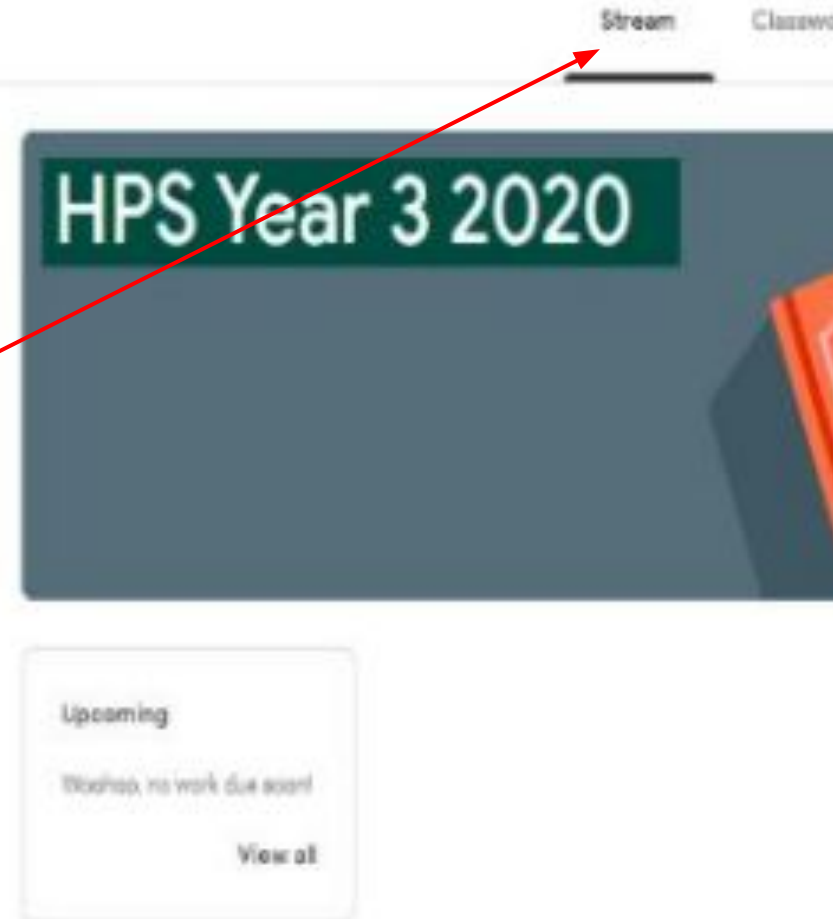


If you have joined Google Classroom in previous years, you will see more than one class.

# Navigating Classroom

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Click on Stream to view your Weekly Learning Timetable and any messages from your teacher



# Navigating Classroom

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Click on Classwork to access your lessons each day.

