



How to guide to access Student Portal, G- Suite & Google Classroom



Google Classroom



Will you be using a laptop, computer or ipad?

- ▶ Laptop or computer – go to slides 3-11
- ▶ Ipad – go to slides 12-15



Google Classroom

LAPTOP/COMPUTER INSTRUCTIONS

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)

The screenshot shows the NSW Government Education website. The browser address bar contains 'education.nsw.gov.au'. A yellow banner at the top contains a COVID-19 warning. The main navigation includes 'News', 'Early childhood education', 'Public schools', 'Teaching and learning', and 'Student wellbeing'. A dropdown menu is open under 'Student wellbeing', with 'Student portal' highlighted. Below the navigation is a section for the 'NSW School Updates app'. The login section is titled 'Login with your DoE account' and contains two input fields: 'User ID' (with the example 'jane.citizen1') and 'Password'. A 'Log in' button is at the bottom, along with a 'Forgot your password?' link.

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*

2

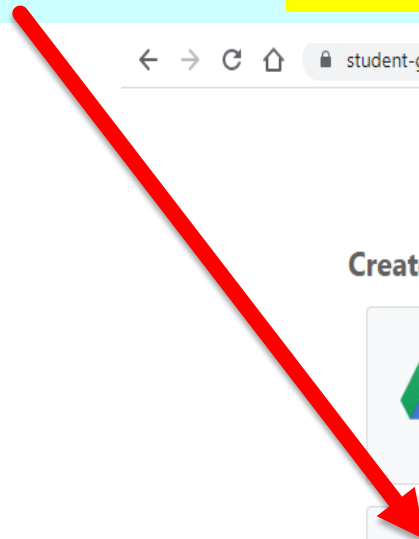
Click on **'G Suite'** (Google Apps for Education)

The screenshot shows the NSW Department of Education Student Portal. The page has a blue header with the text "Student Portal" and a "NAME" field. On the left, there is a vertical menu with links for Home, Email, Oliver Library, Help, Notifications, Change password, Secret Questions, and Change Colours. The main content area is divided into several sections: a Search bar with the Google logo, a Calendar section with a "Hide" button, a Google verification message with an "Authorise" button, and a "My bookmarks" section with a "Hide" button and a "Create new list" button. Below the bookmarks is the "Learning" section, which is highlighted with a red arrow. This section contains a list of links: "Premier's Reading Challenge", "eSafety Kids", and "G Suite (Google Apps for Education)". A "Show more" link is visible at the bottom of the Learning section. At the very bottom of the page, there is a "Games" section with a "Hide" button.

LAPTOP/COMPUTER INSTRUCTIONS

3

Click on **Classroom**

A screenshot of a web browser displaying the Google Classroom dashboard. The browser's address bar shows 'student-googleapps.education.nsw.gov.au'. The page features the NSW Government Education logo and the 'G Suite for Education' header. The dashboard is organized into three columns: 'Create & Collaborate', 'Organise', and 'Investigate'. The 'Classroom' icon is highlighted in the 'Create & Collaborate' column. A red arrow points to this icon from the instruction text above.

student-googleapps.education.nsw.gov.au

NSW GOVERNMENT 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.

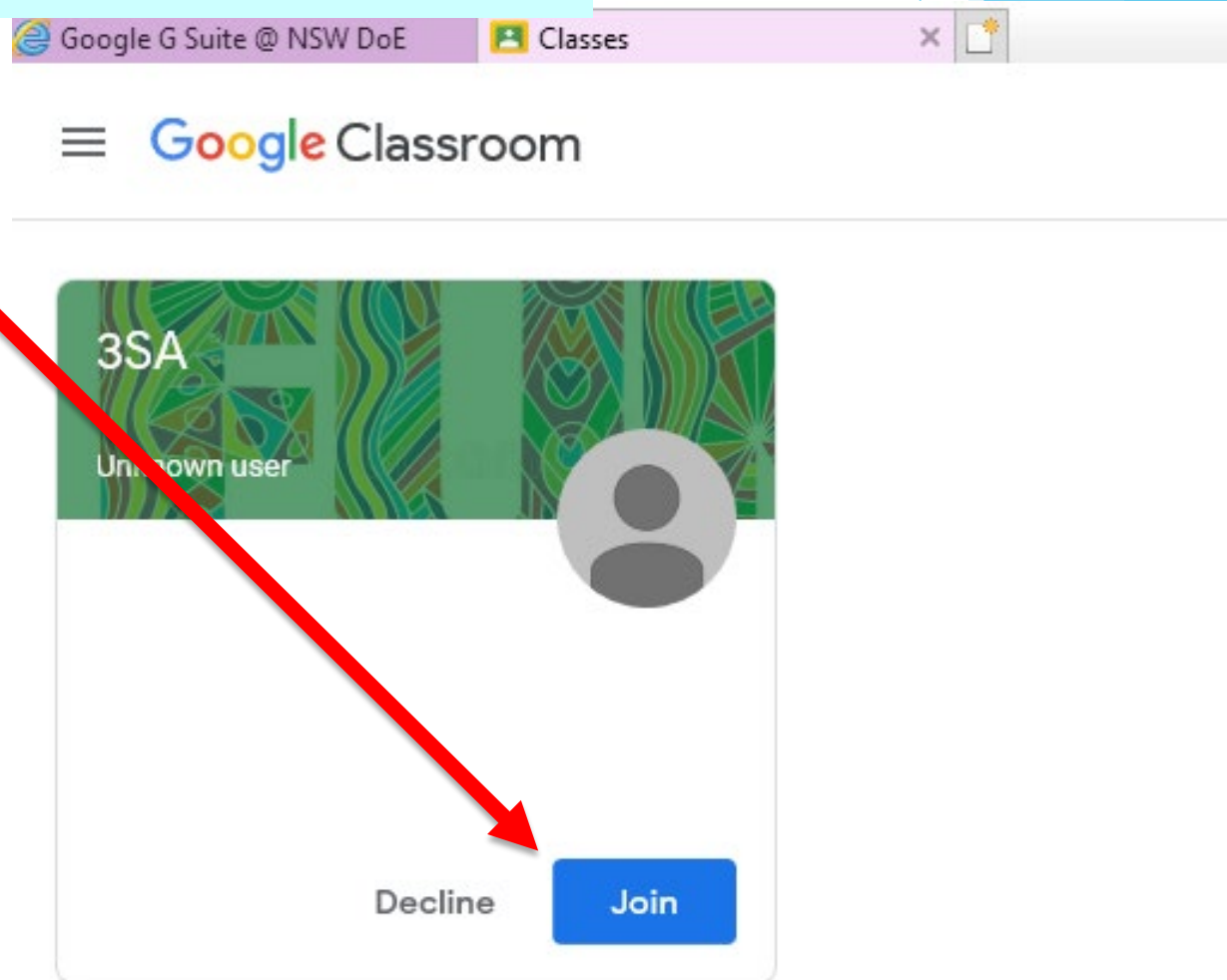
Investigate

- 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

LAPTOP/COMPUTER INSTRUCTIONS

4

Click **Join** to join your class
(you only have to join once)



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
6. Waffle Button: Quick access to other google apps ie. Google Drive, Google Docs etc

1 3rd hour Science 2 Stream 3 Classwork 4 People 5 6 7

3rd hour Science

8 Upcoming Wooloo, no work due soon! View all

9 View class updates and connect with your class here See when new assignments are posted

1 Menu of Classes 2 Current Class 3 Announcements Page 4 Assignments 5 Teacher(s) & Classmates 6 Waffle Button (App Directory) 7 Your account 8 Upcoming Assignments 9 Updates from your teacher

Click on **Classwork**

6

Classwork

classroom.google.com/u/2/w/NTI0NTUwOTM5NzRa/t/all

☰ Barton 2020

Stream **Classwork** People


📁 View your work

📅 Google Calendar 📁 Class Drive folder

📄 History - Government No due date ⋮

Posted Mar 3 (Edited Mar 22) Assigned

Research the following words and make yourself a glossary:

 Jacqui Beven - Google Cl...
Word

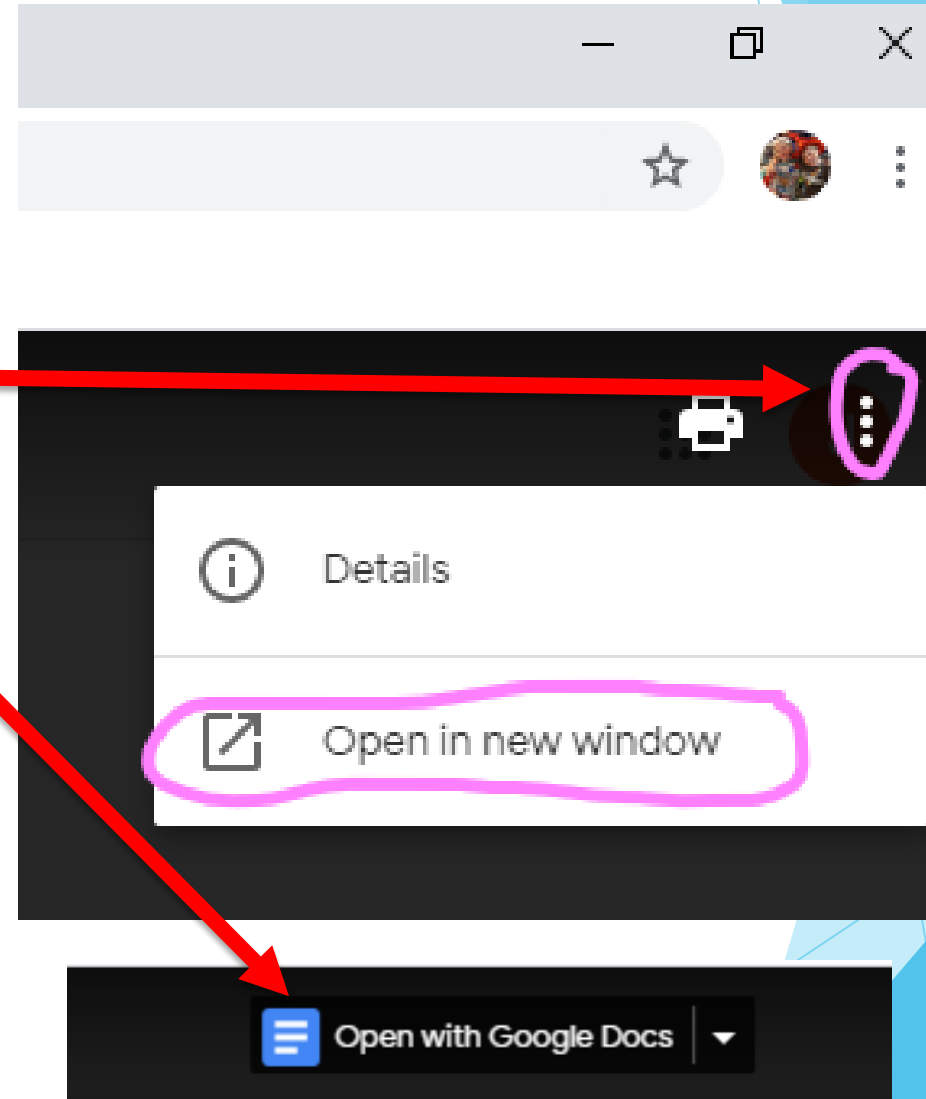
View assignment

📄 History - Government No due date ⋮

- ❑ All classwork and documents uploaded by teacher.
- ❑ Click on document and will open in Google Docs, for student to edit and turn in.
- ❑ If it does not open in google docs, put onto a new tab in browser, go to next slide.

Classwork

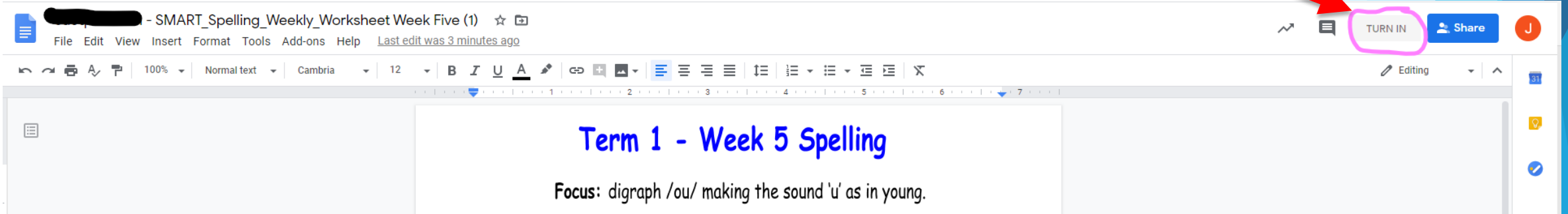
- ❑ If it does not open in google docs, put onto a new tab in browser, click the 3 dots in the top right hand corner, then open in new window.
- ❑ In new window, click 'Open with Google Docs' in the middle.
- ❑ The document now opens in Google Docs and all work that is added or edited by the student is automatically saved.
- ❑ The document can be seen in their Google Drive.



Classwork

Turning in Completed Classwork

- ❑ 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.



The screenshot shows a Google Docs document titled "SMART_Spelling_Weekly_Worksheet Week Five (1)". The document content includes the heading "Term 1 - Week 5 Spelling" and the focus "Focus: digraph /ou/ making the sound 'u' as in young." In the top right corner of the document, the "TURN IN" button is circled in pink, and a red arrow points to it from the text in the slide above.

Classwork Turning in Completed Classwork (continued)

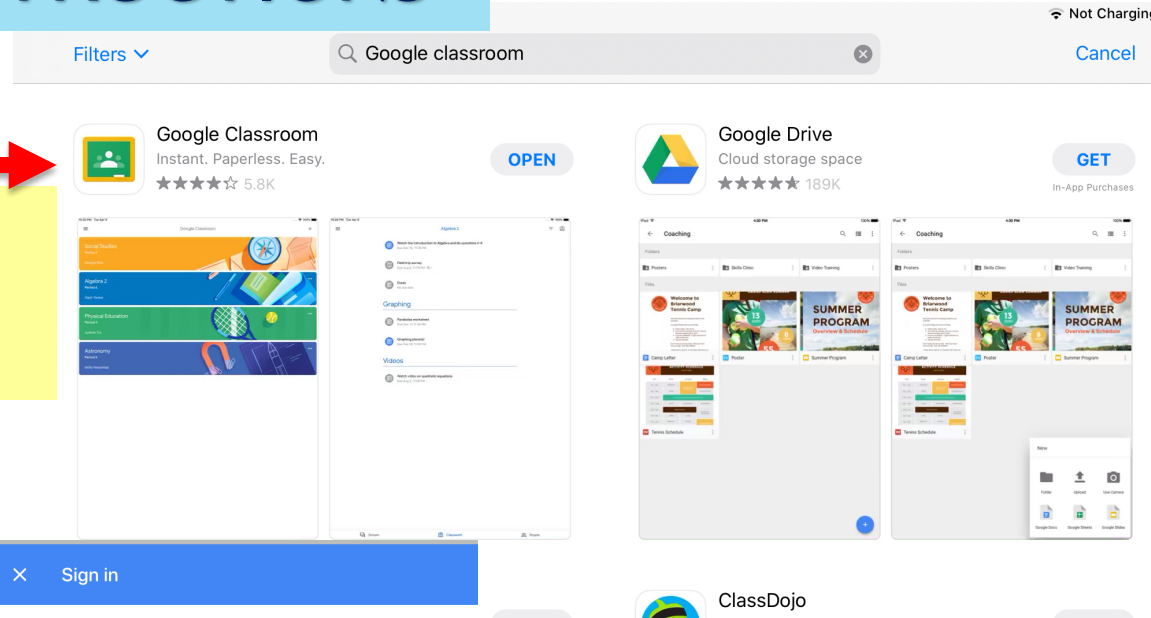
- ❑ Once you are ready to submit your work and if there is no TURN IN button on your doc, go back into your Google Classroom.
- ❑ Click on Classwork
- ❑ Then View assignment.
- ❑ A Turn In box will appear in the next window on the right. Your completed work will be showing in the box, hover over the 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 will now be white with Unsubmit. Your work has now been submitted to your teacher.

The screenshot shows the Google Classroom interface. At the top, there are tabs for 'Stream', 'Classwork', and 'People'. The 'Classwork' tab is selected. Below the tabs, there are icons for 'View your work', 'Google Calendar', and 'Class Drive folder'. The main content area shows an assignment card for 'Mount Everest' with a 'No due date' and 'Assigned' status. The assignment was posted at 9:07 PM. A document icon is visible, and a red arrow points to it. Below the document icon, the text 'Word' and a partially visible filename '- Mount Ev...' are shown. A red arrow points to the 'View assignment' link. On the right side, a pop-up window titled 'Your work' is shown, which is 'Assigned'. It displays the document icon and filename, a '+ Add or create' button, and a prominent black 'Turn in' button. A red arrow points to this button. Below the 'Turn in' button, there is a 'Private comments' section with an 'Add private comment...' input field and a send button.

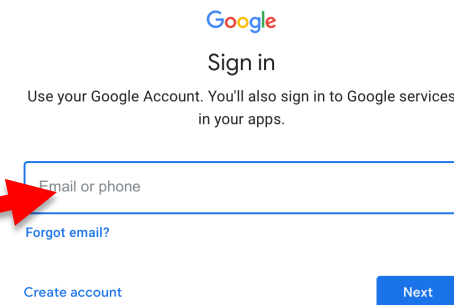
1

IPAD INSTRUCTIONS

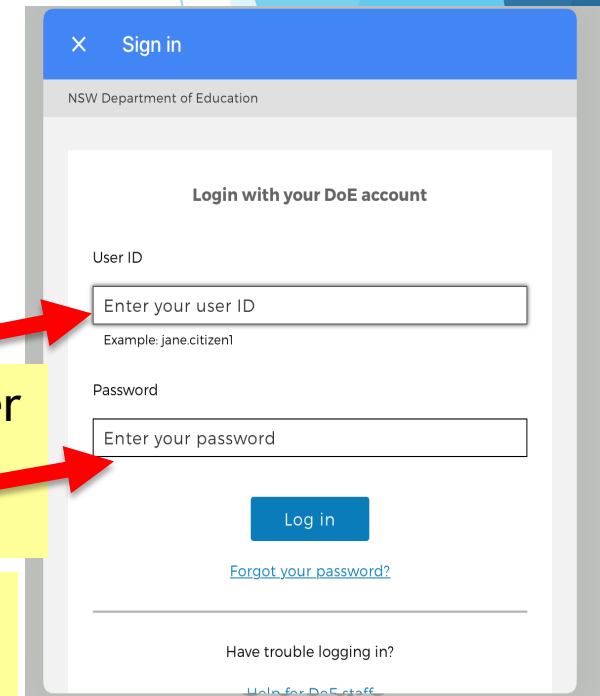
Download the free Google Classroom in the app store



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



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.

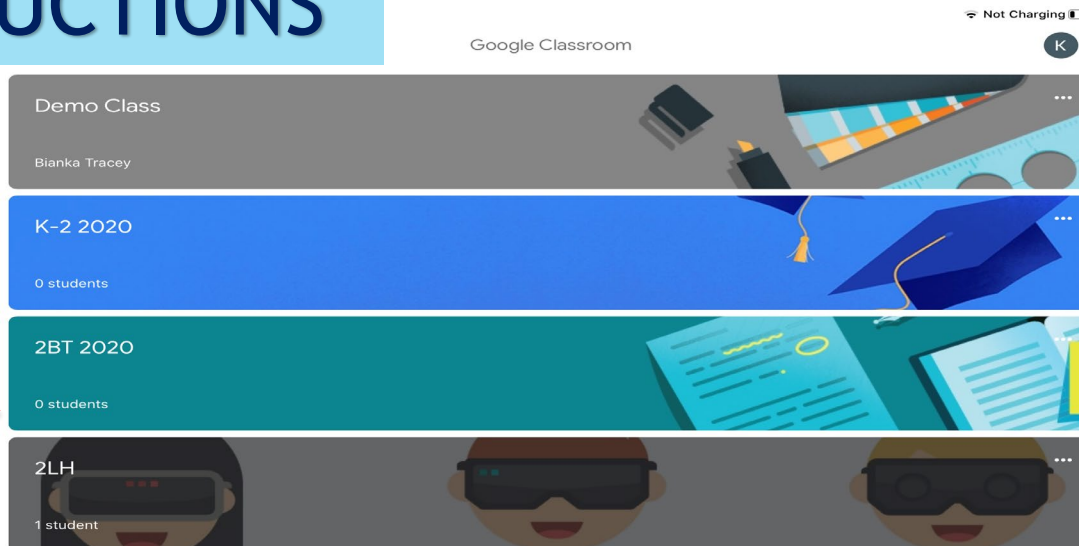
Student User ID – firstname.lastname (number if required). Eg. *jane.smith3*

Student Email Address – Username@education.nsw.gov.au. Eg. *Jane.smith3@education.nsw.gov.au*

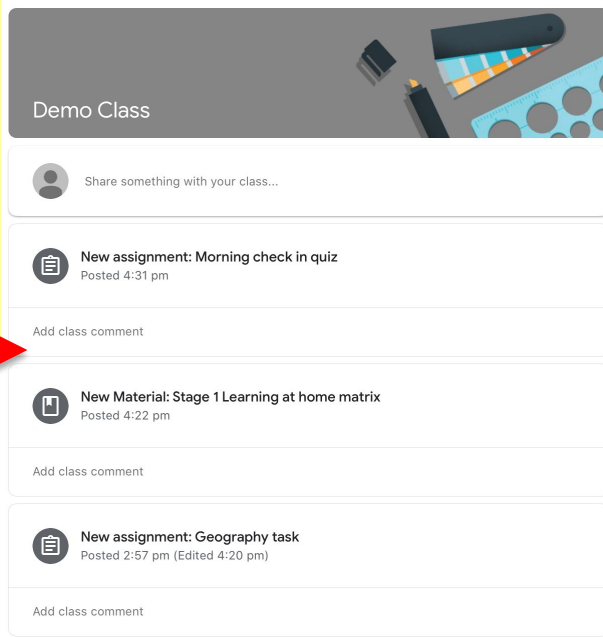
2

IPAD INSTRUCTIONS

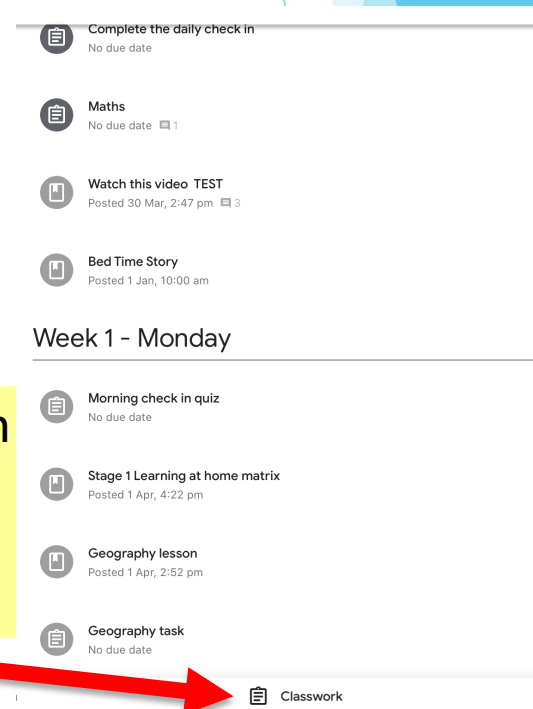
Join the class that your child has been invited to and click to open.



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



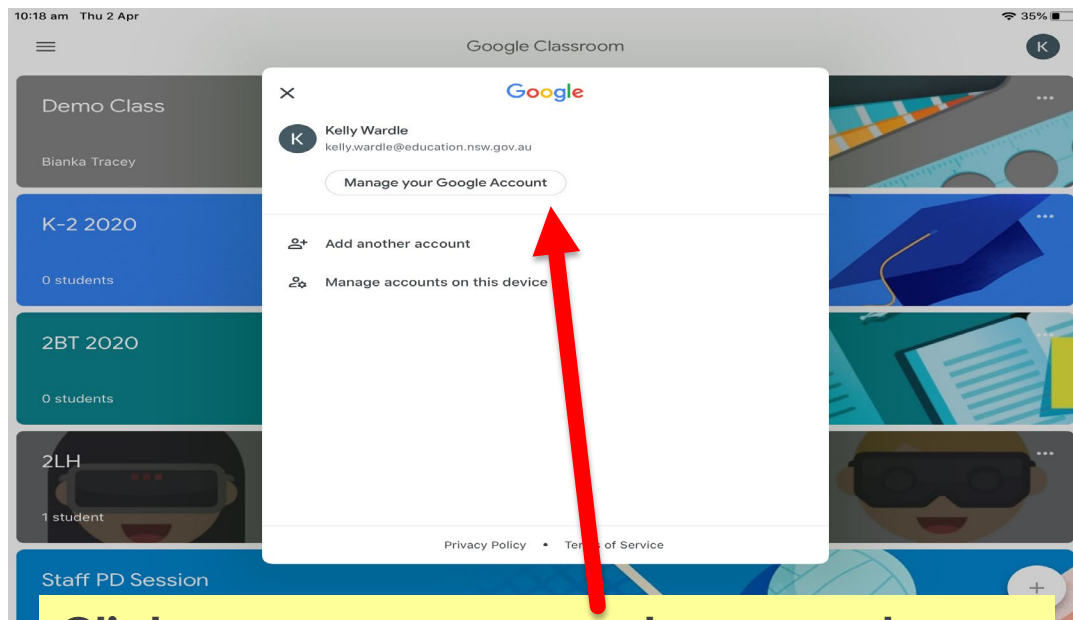
By clicking classwork down the bottom, students will be able to complete their set tasks.



3

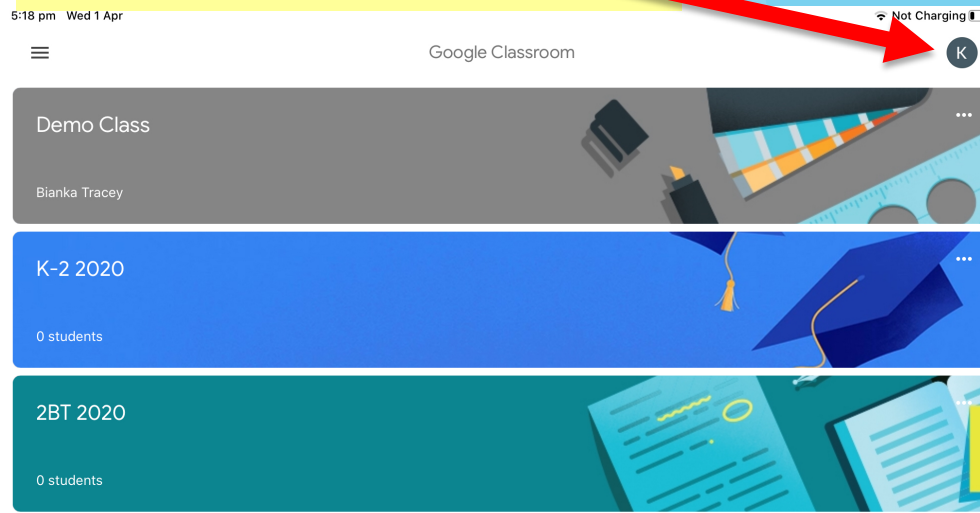
IPAD INSTRUCTIONS

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

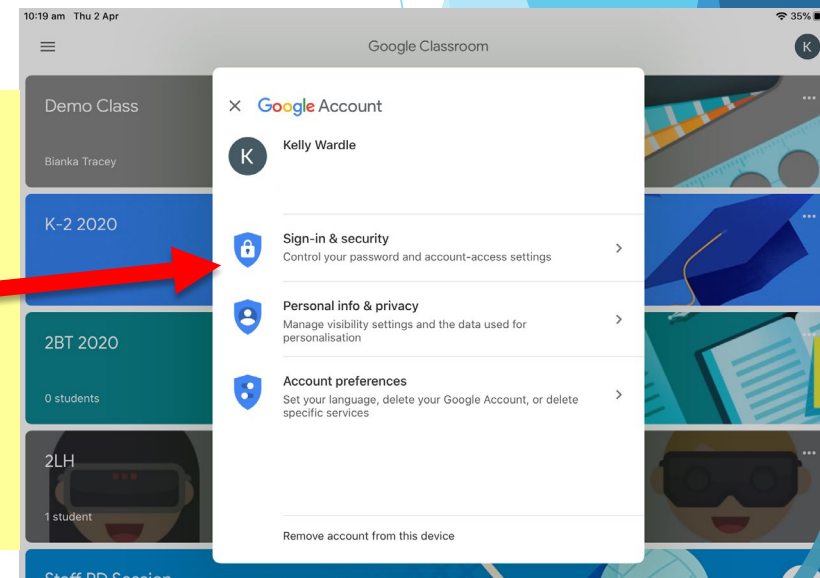


Click manage your google account or you will see other accounts pop up here and you can just move between accounts here

Click the initial in the top right corner of the screen



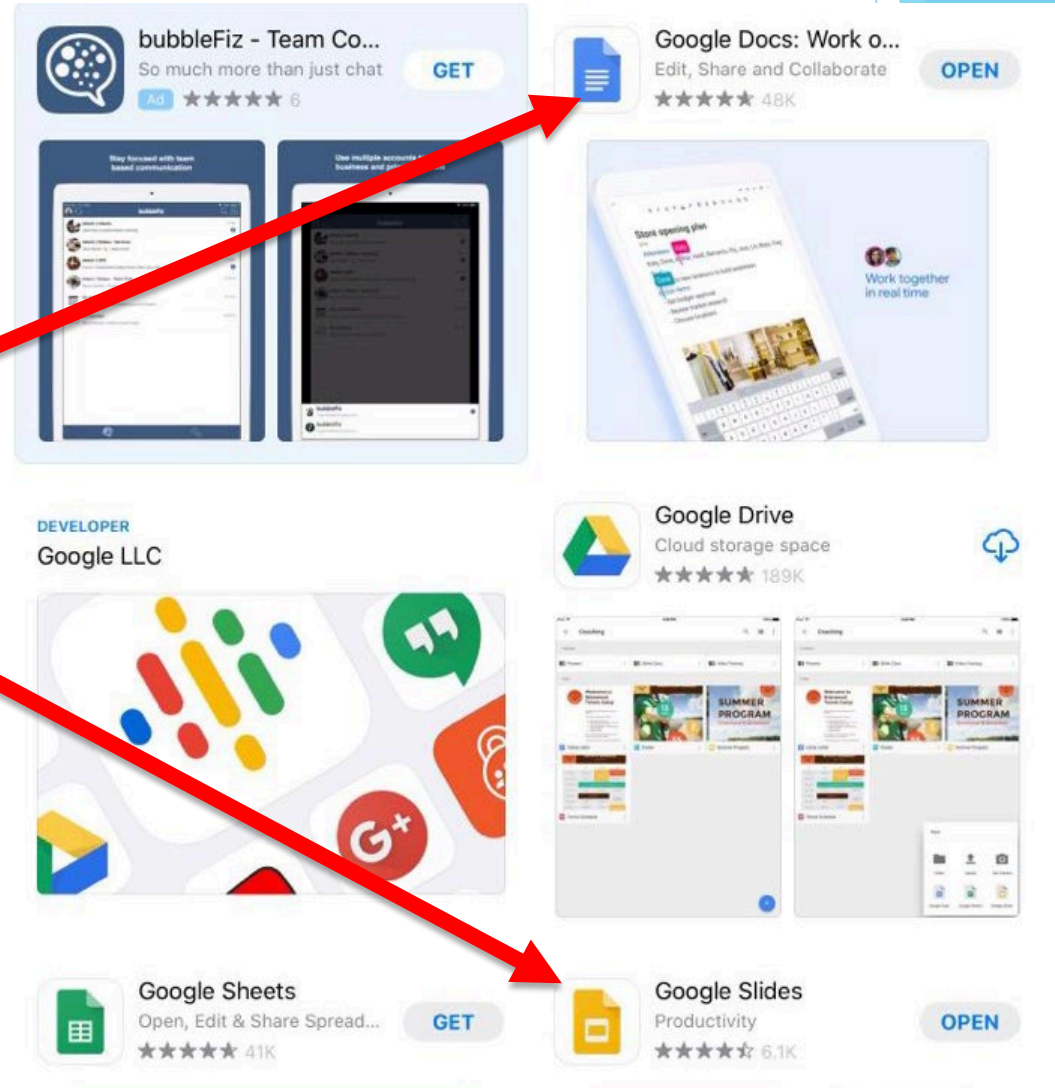
You can also remove account from the device if needed but the student will then need to log in from the beginning the next time they use the device



IPAD INSTRUCTIONS

4

Install Google Docs and Google slides from the app store



TECH SUPPORT

If you have any trouble logging on with user names, passwords, browsers, G suite or Google classroom etc
Please check out some 'How to' videos on our School Website, Class Dojo or School Facebook.

If you still have any issues, please don't hesitate to contact the school on either:

Phone: 49872083

Email: raymondter-p.school@det.nsw.edu.au

Please leave a message of problem/issue and your contact details, and a TECH support person will contact you.