



A guide to Google Classroom



det student portal





What is Google Classroom?

Think of Google Classroom as your child's digital link to learning. Teachers use Google Classroom to communicate with students, share assignments, homework and much more.





Getting started

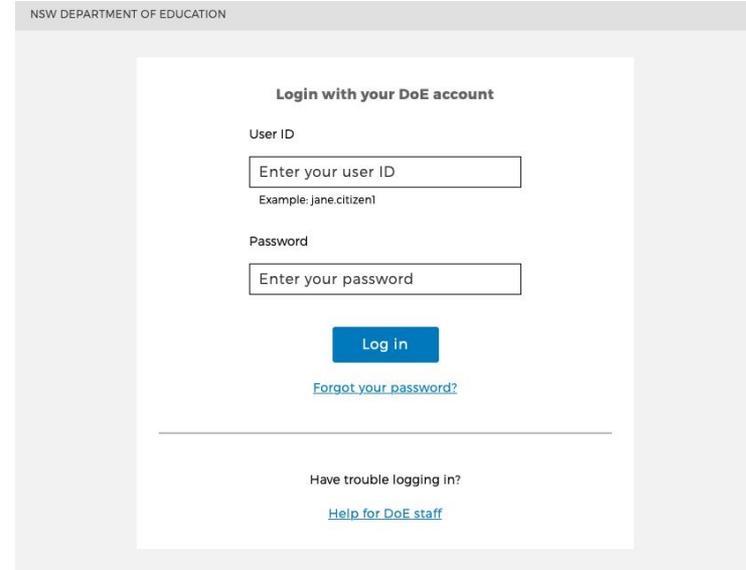
Each child has a username and password which is unique to them. If your child does not know their unique name and password, please contact the school and it will be shared with you.



Step 1.

Open google chrome (this internet browser is recommended) and type in 'student login NSW Department of Education' or student.det.nsw.edu.au

Students will then see the following. This is where they will enter their username and password which was mentioned on the previous page.



NSW DEPARTMENT OF EDUCATION

Login with your DoE account

User ID

Example: jane.citizen1

Password

[Log in](#)

[Forgot your password?](#)

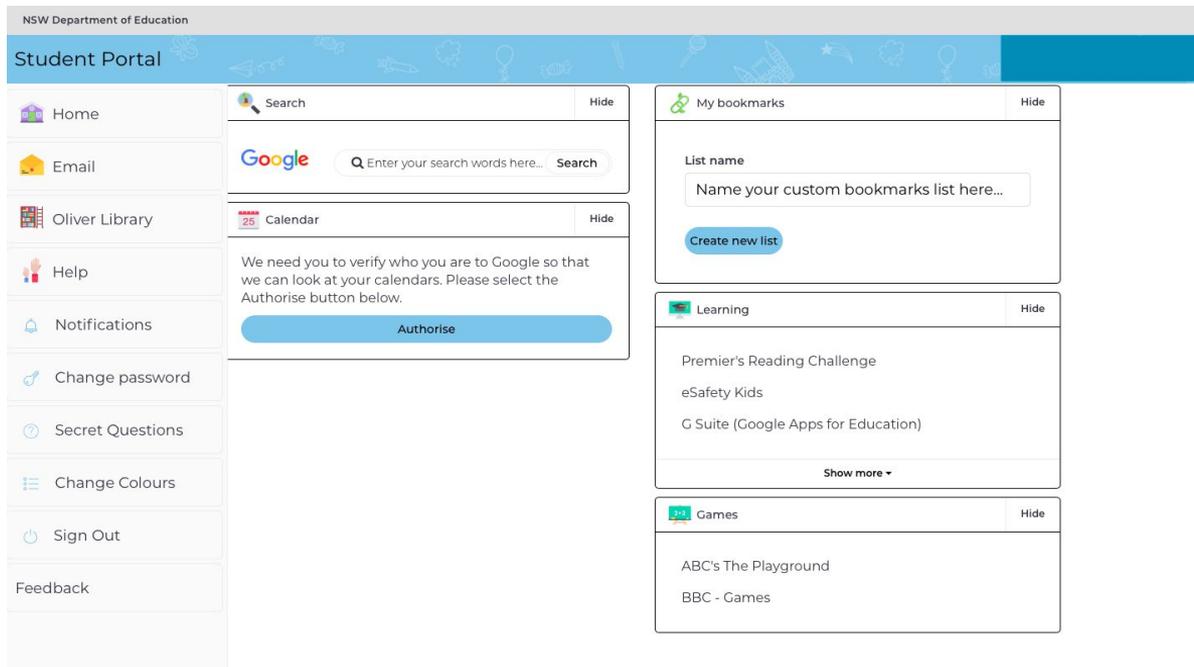
Have trouble logging in?

[Help for DoE staff](#)



Step 2.

Once students have entered in their username and password, they will be taken to the following home page.



The screenshot displays the NSW Department of Education Student Portal. The page features a blue header with the text "NSW Department of Education" and "Student Portal". On the left, there is a vertical navigation menu with the following items: Home, Email, Oliver Library, Help, Notifications, Change password, Secret Questions, Change Colours, Sign Out, and Feedback. The main content area is divided into three columns. The top-left column contains a "Search" box with the Google logo and a search input field. Below it is a "Calendar" widget showing the date "25" and a message: "We need you to verify who you are to Google so that we can look at your calendars. Please select the Authorise button below." with an "Authorise" button. The top-right column contains a "My bookmarks" section with a "List name" input field and a "Create new list" button. Below this is a "Learning" section with a list of items: "Premier's Reading Challenge", "eSafety Kids", and "G Suite (Google Apps for Education)", followed by a "Show more" link. The bottom-right column contains a "Games" section with a list of items: "ABC's The Playground" and "BBC - Games".





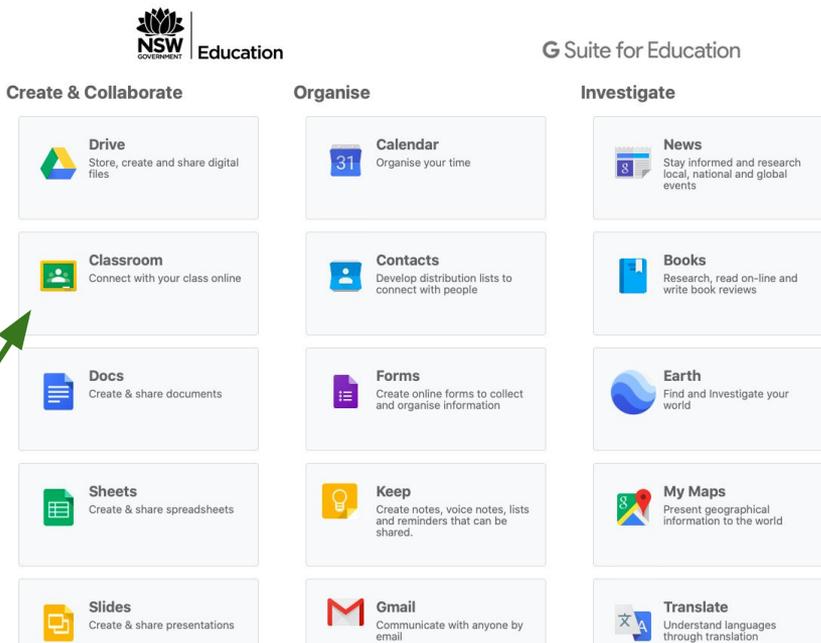
Step 3.

On the right hand side of the screen under the 'Learning' category you will see a link to G Suite (Google Apps for Education)

The screenshot displays the NSW Department of Education Student Portal. On the left is a navigation menu with items: Home, Email, Oliver Library, Help, Notifications, Change password, Secret Questions, Change Colours, Sign Out, and Feedback. The main content area includes a Search bar, a Google search box, and a Calendar widget with a verification message and an 'Authorise' button. On the right, there are three widget categories: 'My bookmarks' (with a 'Create new list' button), 'Learning' (expanded to show 'Premier's Reading Challenge', 'eSafety Kids', and 'G Suite (Google Apps for Education)'), and 'Games' (showing 'ABC's The Playground' and 'BBC - Games'). A blue arrow points from the text on the left to the 'G Suite' link in the 'Learning' widget. A red circular search icon is located in the bottom right corner.

Step 4.

Once you have clicked the 'G Suite' link it will take you to the following page. This page allows students to access their drive, create documents such as docs and slides. As well as their Google classroom and email.



NSW GOVERNMENT Education

G Suite for Education

Create & Collaborate	Organise	Investigate
 Drive Store, create and share digital files	 Calendar Organise your time	 News Stay informed and research local, national and global events
 Classroom Connect with your class online	 Contacts Develop distribution lists to connect with people	 Books Research, read on-line and write book reviews
 Docs Create & share documents	 Forms Create online forms to collect and organise information	 Earth Find and Investigate your world
 Sheets Create & share spreadsheets	 Keep Create notes, voice notes, lists and reminders that can be shared.	 My Maps Present geographical information to the world
 Slides Create & share presentations	 Gmail Communicate with anyone by email	 Translate Understand languages through translation



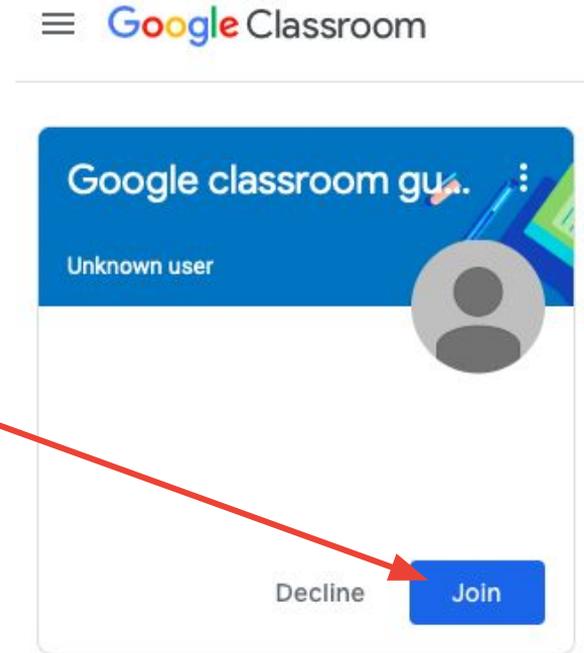
Step 5.

Once students have clicked on the google classroom icon.



They will see their 2020 class name with a prompt asking them to 'join'. Once they have clicked the join button they will have access to it.

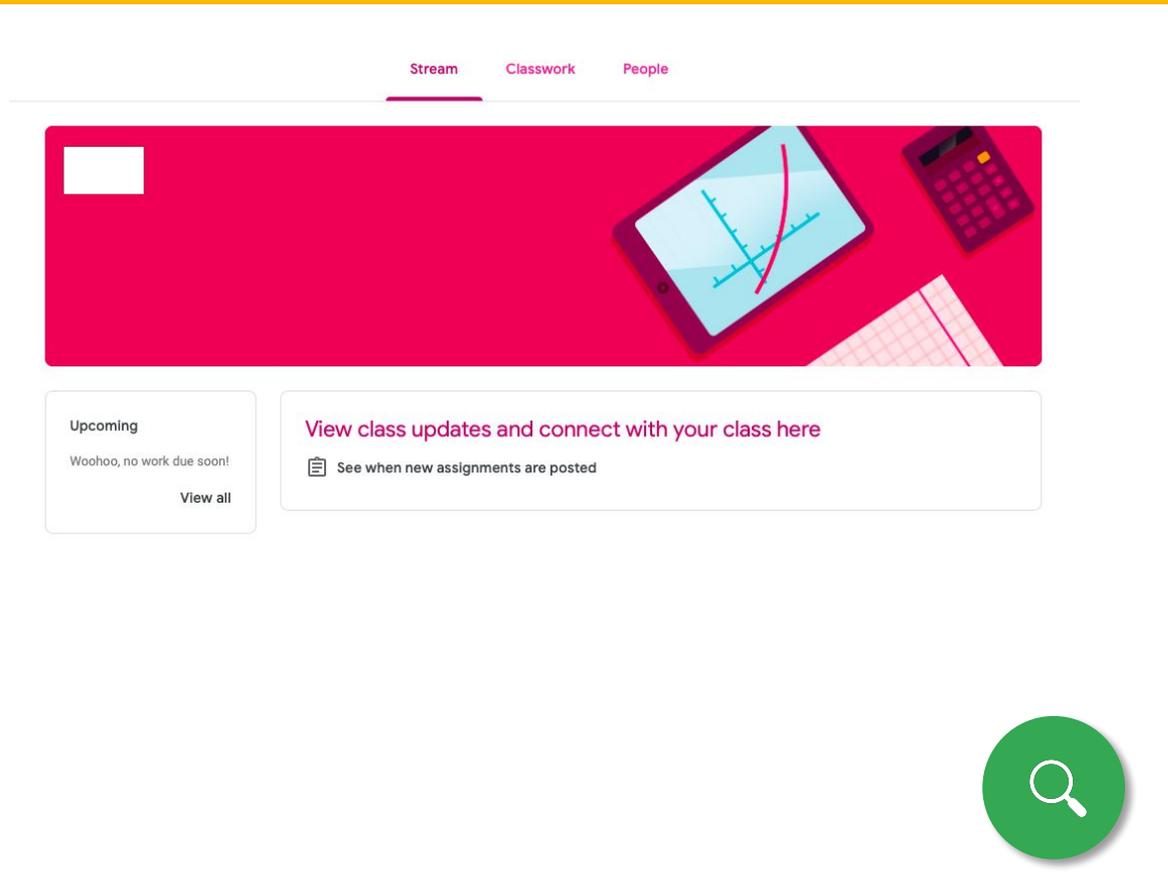
If your child accidentally clicked decline button don't fret. There is a URL link which has also been emailed to them.



Step 6.

Students will then be taken to their Google Classroom home page.

The '*Stream*' is where students will be able to see posts made by their teacher, as well as ask questions and communicate with their peers about allocated tasks.





Step 7.

All tasks and support materials will be posted in the 'Classwork' tab.

The screenshot shows a navigation bar with three tabs: "Stream", "Classwork", and "People". The "Classwork" tab is highlighted with a blue arrow pointing to it from the text on the left. Below the navigation bar is a large red banner featuring a tablet with a graph, a calculator, and a notebook. Underneath the banner are two white boxes. The left box is titled "Upcoming" and contains the text "Woohoo, no work due soon!" with a "View all" link. The right box is titled "View class updates and connect with your class here" and contains a calendar icon and the text "See when new assignments are posted".



Step 8.

Once students have clicked on the classwork tab they will be able to view the task and materials allocated to them by their classroom teacher.

The screenshot displays the Google Classroom interface. At the top, there are three tabs: 'Stream', 'Classwork', and 'People'. The 'Classwork' tab is selected and highlighted with a purple underline. Below the tabs, there are two utility icons: 'View your work' and 'Google Calendar', followed by a 'Class Drive folder' icon. The main content area shows the subject 'English' with a vertical ellipsis menu icon to its right. Below this, a task titled 'Persuasive writing task' is listed with a document icon and a 'No due date' status. On the left side of the interface, there is a sidebar with 'All topics' and 'English' listed. In the bottom right corner of the screenshot, there is a large yellow circular button with a white magnifying glass icon.



Step 9.

To view the task/materials allocated to them students simply need to click on the task name to access it.

The screenshot shows a Google Classroom interface. At the top, there are three tabs: 'Stream', 'Classwork', and 'People'. The 'Classwork' tab is selected and underlined. Below the tabs, there are three links: 'View your work', 'Google Calendar', and 'Class Drive folder'. The main heading is 'English', followed by a vertical ellipsis menu icon. Below this, there is a task card for 'Persuasive writing task' with a document icon on the left and 'No due date' on the right. A red arrow points to the task name. In the bottom right corner, there is a blue circular search icon.

Step 10.

Once students click on the link, they will be taken to a page which details the task. To view the support materials simply click on the PDF link.

The screenshot shows an assignment card with a pink header. The title is 'Persuasive Writing Language' and it has 'No due date'. The card is marked as 'Assigned' and was posted at 4:16 PM. The task description is: 'OLI: To identify high modality words used in a newspaper or magazine article.' The success criteria are: 'Identify a minimum of 3 high modality words', 'Explain why they are effective', and 'Use these words when trying persuade the members in your household'. The task instructions are: 'Using the bank of words below to support you, identify as many high modality words as you can within a newspaper or magazine article.' There is a link to a PDF titled 'Degrees of Modality wor...' with a small thumbnail image. At the bottom of the card, there is a 'View assignment' button.

Persuasive Writing Language No due date

Posted 4:16 PM Assigned

OLI: To identify high modality words used in a newspaper or magazine article.

Success criteria:

- Identify a minimum of 3 high modality words
- Explain why they are effective
- Use these words when trying persuade the members in your household

Using the bank of words below to support you, identify as many high modality words as you can within a newspaper or magazine article.

 [Degrees of Modality wor...](#) PDF

[View assignment](#)

PDF link

To submit work/respond to a task click on 'view assignment'





Step 11.

Once you have click on the 'view assignment text you will be taken to the following screen.

Persuasive Writing Language

4:16 PM

OLI: To identify high modality words used in a newspaper or magazine article.

Success criteria:

- Identify a minimum of 3 high modality words
- Explain why they are effective
- Use these words when trying persuade the members in your household

Using the bank of words below to support you, identify as many high modality words as you can within a newspaper or magazine article.



Degrees of Modality word lis...
PDF

Task outline

Class comments

Student work submission box

Your work

Assigned

+ Add or create

Mark as done

Private comments



Add private comment...



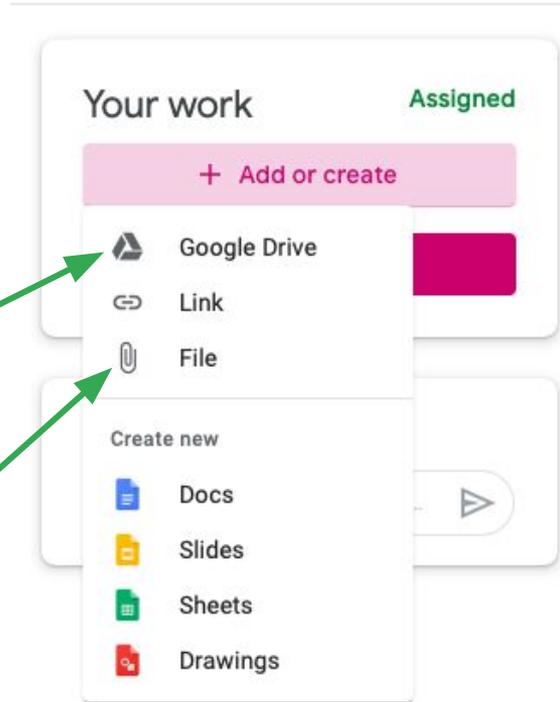
Private comment box, which allows students to ask their teacher questions about the task

Step 12.

In order to submit work students must click on the '+ Add or create' button. They will then have the following options to upload their work.

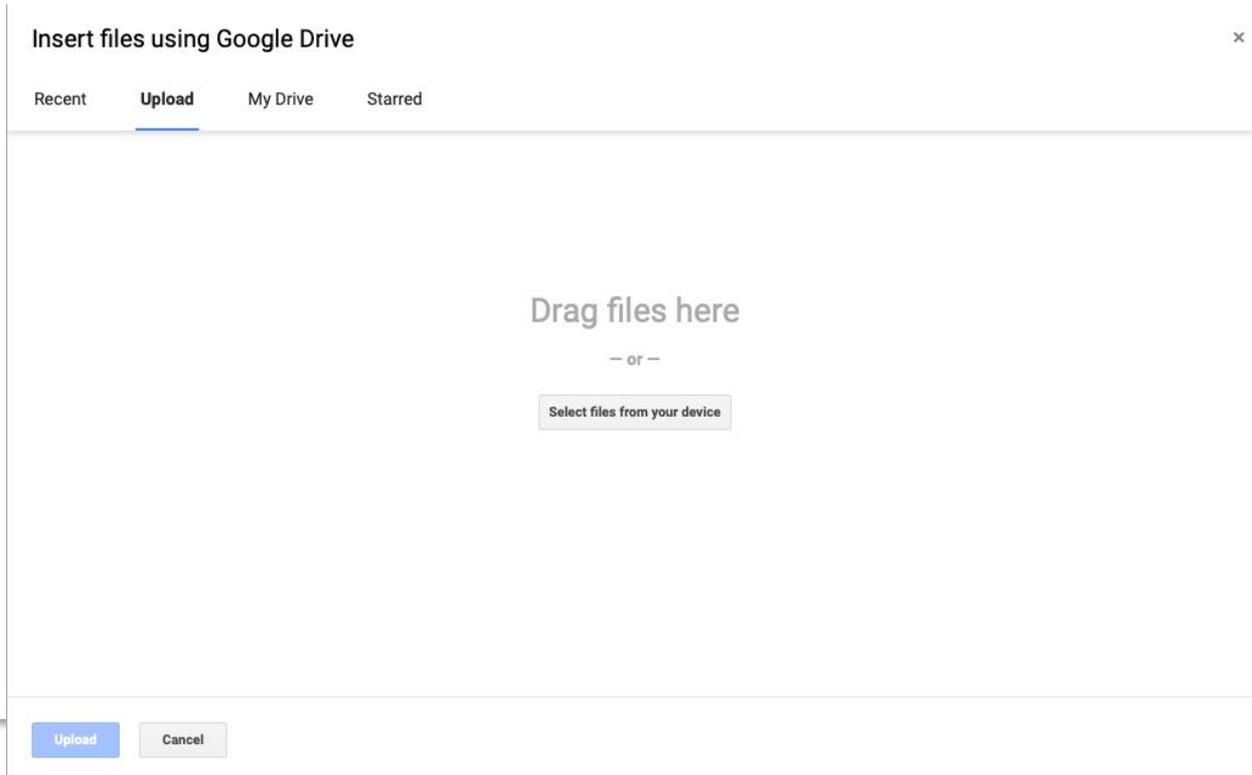
Option 1: If attempting to submit a Google Doc or Slide, simply click on the 'Google Drive' option.

Option 2: If attempting to submit an image of their work then click on file option.



Step 13.

To submit an image, click on the file option. The following will then appear. You can either drag the file from your computer to the 'drag file here' section and click upload *OR* click the 'select files from your device option'.



The screenshot shows a dialog box titled "Insert files using Google Drive" with a close button (x) in the top right corner. Below the title bar, there are four tabs: "Recent", "Upload" (which is selected and underlined), "My Drive", and "Starred". The main area of the dialog is empty, displaying the text "Drag files here" followed by "- or -" and a button labeled "Select files from your device". At the bottom of the dialog, there are two buttons: "Upload" and "Cancel".



Step 14.

If you clicked on the second option then the following will appear and you can find the saved image and then click upload.

