



How to log onto

Google Classroom at home

1. directly via the Google Chrome browser on an iPad
2. via the Google Classroom app on an iPad
3. directly via the Google Chrome browser on any device
4. using the NSW Department of Education's Student Portal

Acknowledgement:

This document was adapted and extended from a document created and generously shared by Peter Brock from Lindfield Public School. Thank you Peter!
Additional authors: Helen Thomas from Earlwood Public School and Sarah Kennedy from Oatley Public School (2020).
Updated further by Sarah Kennedy in July 2021.



How to log into **Google Classroom at home**



IMPORTANT:

If you DO NOT know your Department of Education student login and password, please follow the following steps first:

- 1. Ask your parent/carer to contact your classroom teacher directly via Class Dojo.**
- 2. The classroom teacher can then reset your password and provide your student login information back to your parent/carer on Class Dojo via a private message DO NOT share your password with anyone.**



How to log into **Google Classroom** On an iPad





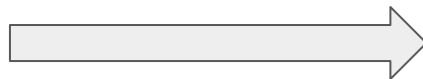
1. On an **iPad**, open the **Google Chrome** browser*.
2. This [video](#) shows the steps needed to log into Google Classroom via the Chrome browser.

*If you do not have Google Chrome installed as a browser, this can be easily installed by typing 'Google Chrome' into Apple's App store search engine and follow the prompts to install.
It is always preferable to use the Google Chrome browser when using Google tools.

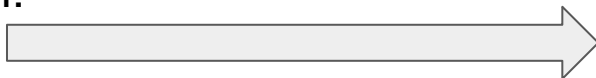


Google Classroom

1. On an **iPad**, you can also access Google Classroom by **downloading the Google Classroom app*** and then opening it directly.
2. You will then need to enter your **full student email address** when prompted in the format:
firstname.lastname<any number>@education.nsw.gov.au



3. Finally, you will then be redirected automatically to your Department of Education Student Login Screen.



*If you do not have the Google Classroom app installed on your iPad, this can be easily installed by typing 'Google Classroom' into Apple's App store search engine and follow the prompts to install.





How to log into
Google Classroom
from the
Google Chrome browser on
a desktop computer or Android
device (tablet)



Google Classroom

1. On a **desktop computer or Android device (tablet)** you can also access Google Classroom by first opening the **Google Chrome browser**.*.
2. Type the following text into the browser's search text box:
classroom.google.com
3. If you are not automatically logged in with your Department of Education student account and cannot see your class's Google Classrooms, please read the next slide carefully.

*If you do not have Google Chrome installed as a browser, this can be easily installed by typing 'Google Chrome' into your search engine and follow the prompts to install. It is always preferable to use the Google Chrome browser when using Google tools.

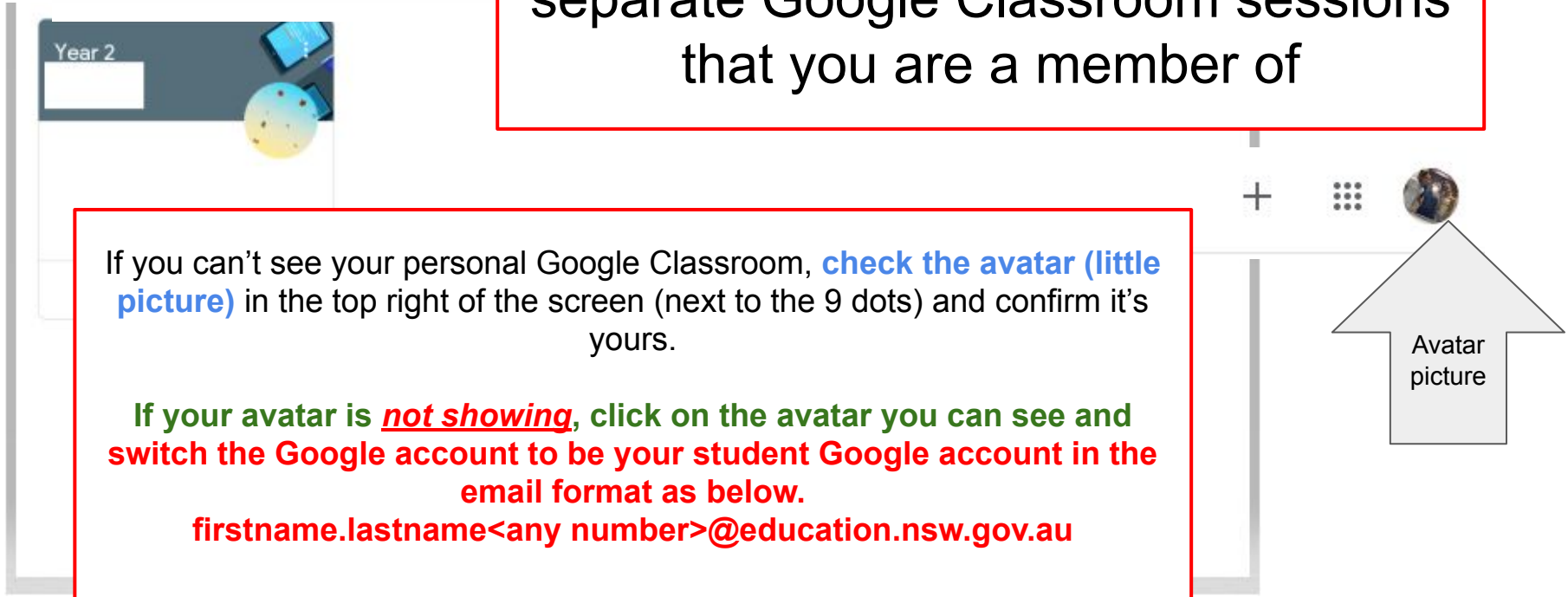
<https://support.google.com/chrome/answer/95346?co=GENIE.Platform%3DDesktop&hl=en>

You should now be in your **personal Google Classroom** and see all of the separate Google Classroom sessions that you are a member of

If you can't see your personal Google Classroom, **check the avatar (little picture)** in the top right of the screen (next to the 9 dots) and confirm it's yours.

If your avatar is **not showing**, click on the avatar you can see and switch the Google account to be your student Google account in the email format as below.

firstname.lastname<any number>@education.nsw.gov.au





The following slides show :



How to log onto
Google Classroom
Through the NSW Department of
Education's Student Portal



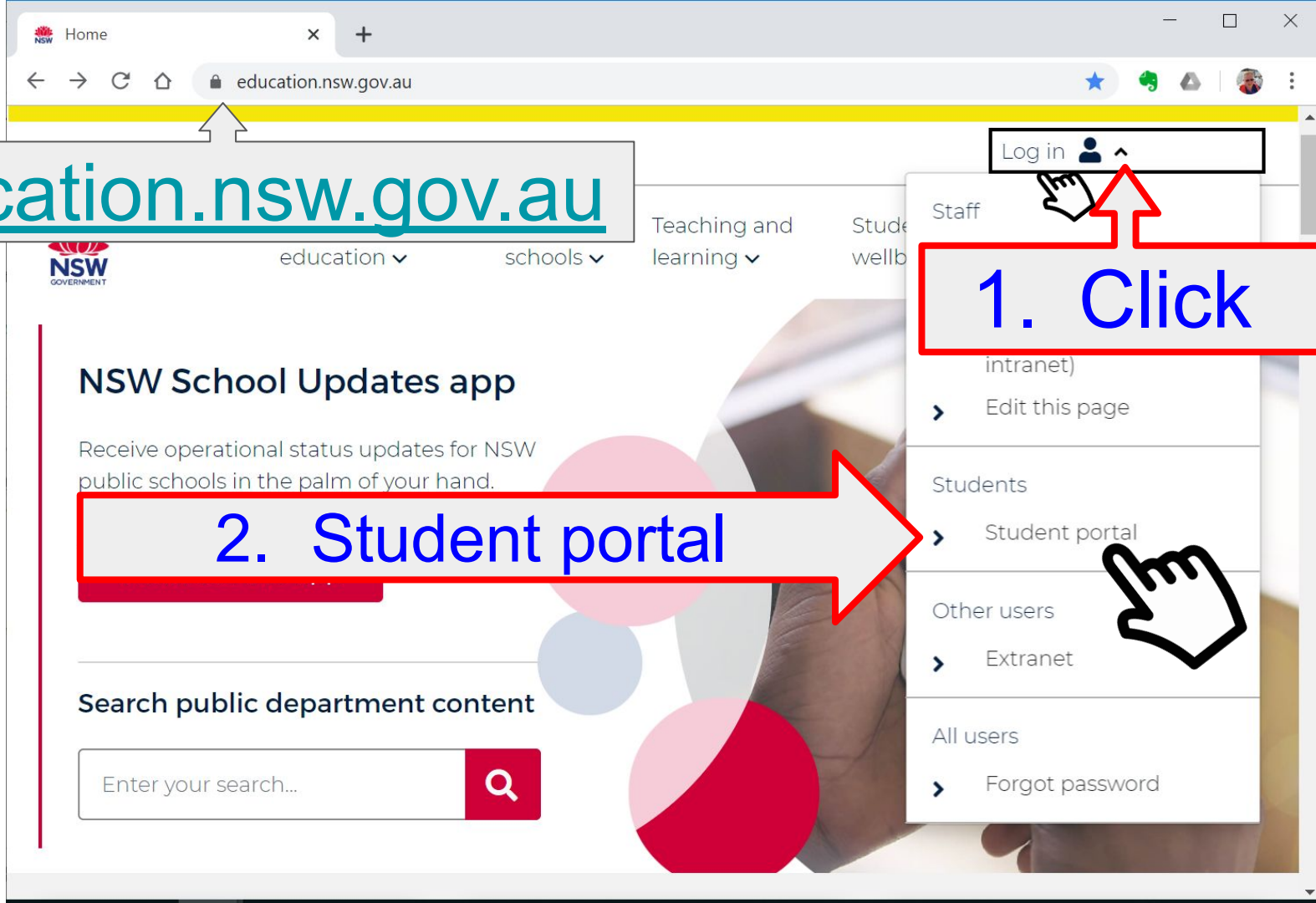
1. On a desktop computer or Android device (e.g. Samsung tablet), open the **Google Chrome** browser*.
2. Navigate to the below website for the **NSW Department of Education Portal**



<https://education.nsw.gov.au/>

*If you do not have Google Chrome installed as a browser, this can be easily installed by typing 'Google Chrome' into your search engine and follow the prompts to install. It is always preferable to use the Google Chrome browser when using Google tools.

<https://support.google.com/chrome/answer/95346?co=GENIE.Platform%3DDesktop&hl=en>



education.nsw.gov.au

Log in

1. Click

2. Student portal

Log into the
Student
portal by
following the
steps to the
right:

A reminder:
the username you use to
log onto the school's
computers
firstname.lastname and
number if you have one
eg **joe.blogs123**

Login with your DoE account

User ID

For example:

Example: jane.citizen1

Password

Log in

[Forgot your password](#)



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

I Agree

I Disagree

Click
'I Agree'

Kidspace

- Home
- Email
- Oliver Library
- Help
- Notifications
- Change password
- Change Colours

Google Search Hide

Google Enter your search words here Search

Calendar Hide

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

Authorise

My bookmarks Hide

List name

Name your custom bookmarks list here...

Create new list

BlogEd Hide

My Posts My Blogs

No posts found

See more BlogEd content

Learning Hide

Premier's Reading Challenge

Watch - The Upstander

eSafety

Show more

Click on 'Show more' in the Learning section

Show more

NSW Department of Education
Kidspace

- Home
- Email
- Oliver Library
- Help
- Notifications
- Change password
- Change Colours

Google Search

Google

Enter your search words here Search

Calendar

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

Authorise

My bookmarks

List name

Name your custom bookmarks list here...

Create new list

BlogEd

My Posts My Blogs

No posts found

See more BlogEd content

Learning

G Suite (Google Apps for Education)

Microsoft Office 365

Premier's Reading Challenge

Show more

Click Google Apps for Education





Home



Email



Oliver Library



Help



Notifications



Change password



Secret Questions



Change Colours



Sign Out



Search

Hide



Q Enter your search words here...

Search



Calendar

Hide

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

Authorise



Games

Hide

Puzzlemaker



Counselling and Support

Hide

Resources to help you right now.



My bookmarks

Hide

List name

Name your custom bookmarks list here...

Create new list



Learning

Hide

eSafety Kids

Microsoft Office 365

Digital Citizenship

Adobe DoE software download

ABC Learn Online

G Suite (Google Apps for Education)

The @itr

Click on 'G Suite
(Google Apps for Education)

Note: Sometimes this step does not appear; however, it may appear at another login session.



Welcome to your new account

Account: tomas.birch@education.nsw.gov.au. Your account is compatible with Google services, but your education.nsw.gov.au administrator decides which services you may use. For tips about using your new account, visit the Google [Help Center](#).

When you use Google services, your domain administrator will have access to your tomas.birch@education.nsw.gov.au account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

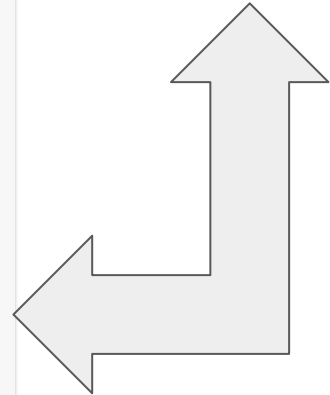
Click "Accept" below to indicate that you understand this description of how your tomas.birch@education.nsw.gov.au account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept



If this is the first time you have used a Google app with your school Google account, you will also see this page.

Click the **Accept** button to continue



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

Click on Classroom





Google Classroom

Classroom helps classes communicate, save time, and stay organized.
[Learn more](#)



[Redacted email address] on...

CONTINUE



Join your first class!

If this is the first time you have used Google Classroom a prompt will display with your school email address

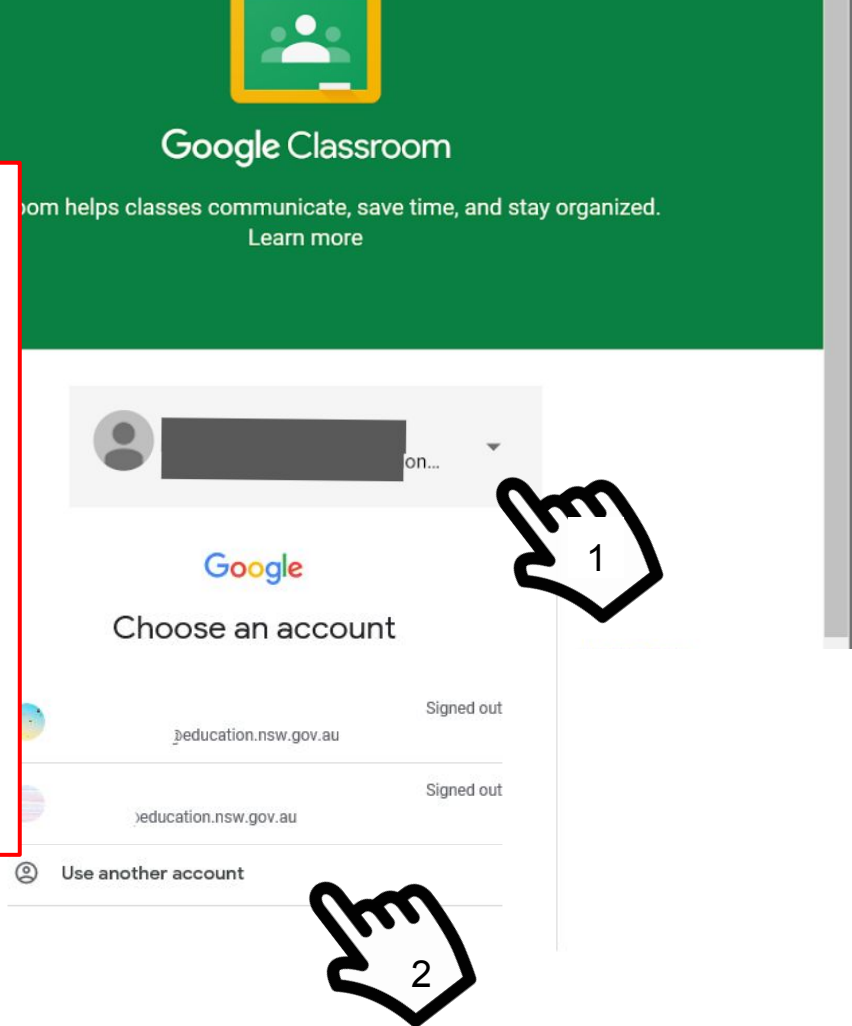
(firstname.lastname@education.nsw.gov.au)

Click **CONTINUE**

If you share your device with siblings that also have Google Classroom you may have to click the down arrow(1) to add another account(2) if the name displayed is not your username.

firstname.lastname@education.nsw.gov.au

Skip to slide 14 if you see your email address.



Type your email address
and then click next.

firstname.lastname@education.nsw.gov.au



Sign in

Use your Google Account

Email or phone

firstname.lastname@education.nsw.gov.au X

[Forgot email?](#)

Not your computer? Use InPrivate windows to sign in.

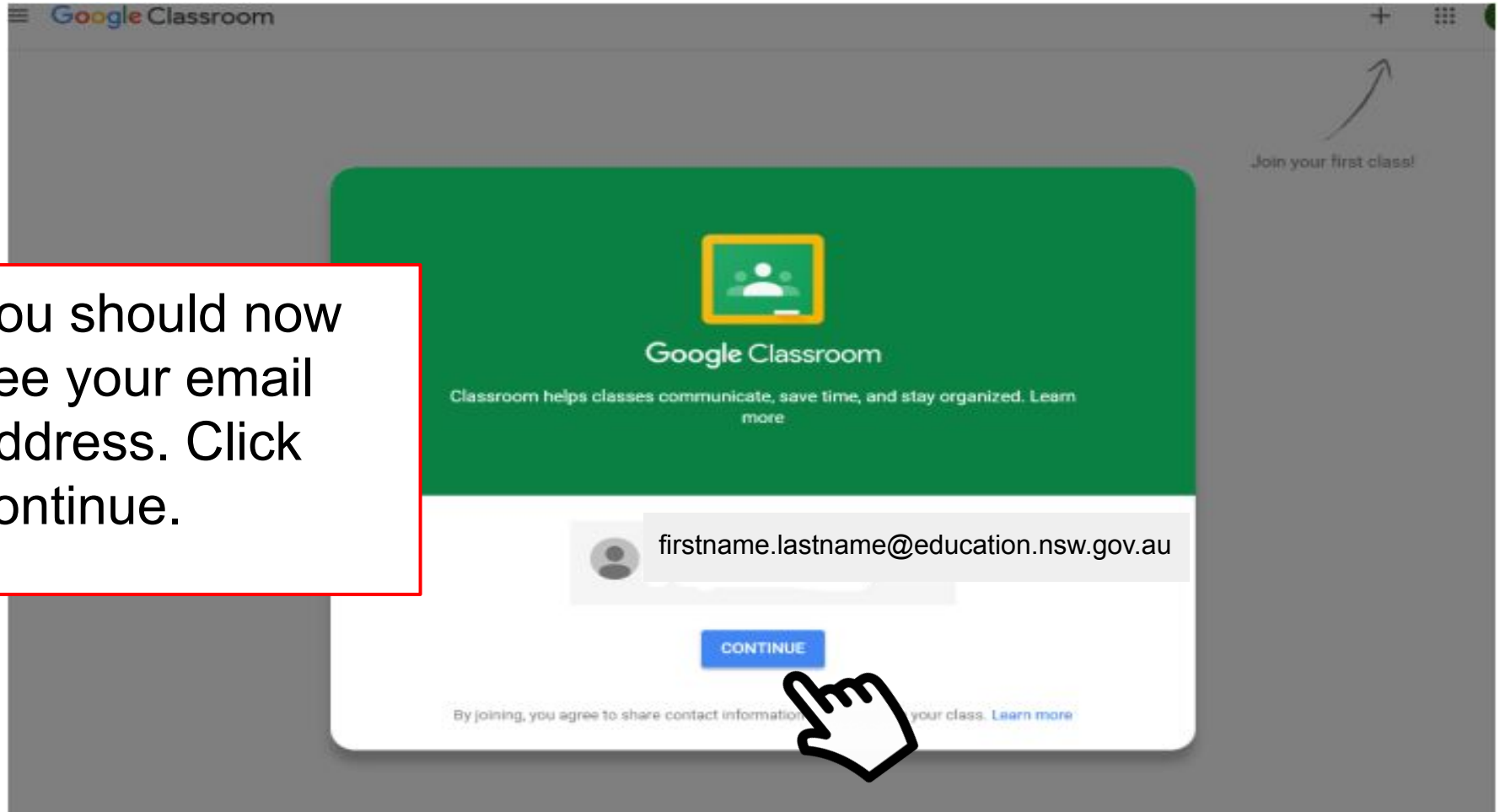
[Learn more](#)

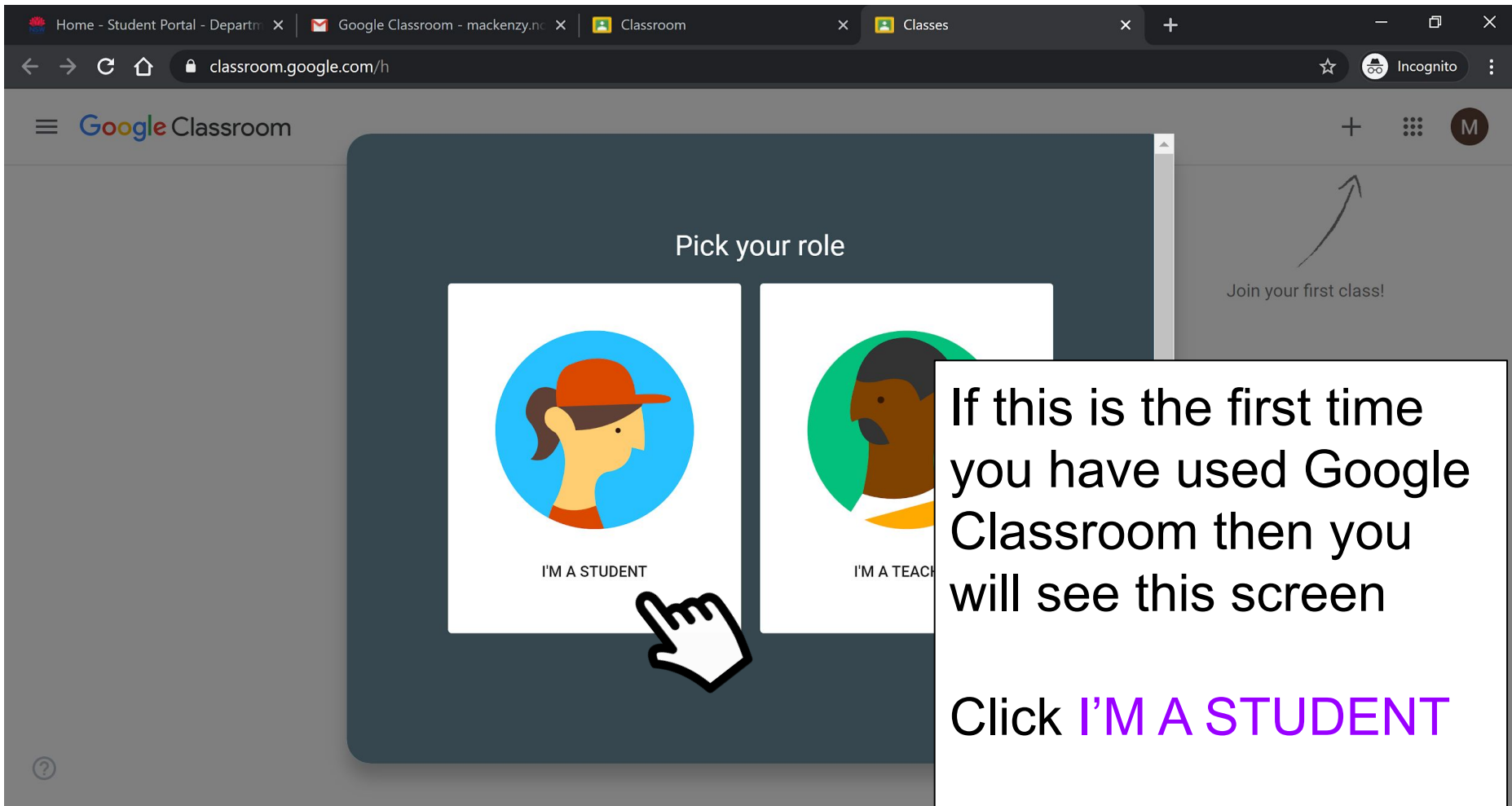
[Create account](#)

Next



You should now see your email address. Click continue.







1.Invitation

Note:

There are two ways to join a classroom your teacher sets up.

By invitation(1) by your teacher or a code(2) is given for you to join.

Join class

2.Join class
with code

Don't see your existing classes?

[TRY ANOTHER ACCOUNT](#)



Click the plus sign to join a class with the classroom code.



Join c...



Join your first class!



Don't see your existing classes?

[TRY ANOTHER ACCOUNT](#)



Type the class code provided by your teacher or school. If you have more than one classroom to join, you will need to repeat this process. For example, you may have your class teacher's classroom and another teacher that you see during the week for other learning.

Note: Look closely at the classroom code as the letter o and the number 0 can look similar. If the code is entered incorrectly, you will need to try again and look more closely at the code provided.

Join class

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

Class code

Cancel Join

TRY ANOTHER ACCOUNT



Type your classroom code and then click 'Join'.

5H 2020

If you joined your online classroom, you will be presented with the name of the classroom. It will also display your teacher's name.

Upcoming

Share something with your class...

Please note this classroom is for training purposes and does not appear for students who are not part of this classroom.



Hamburger icon

Stream

Classwork

People



5H 2020

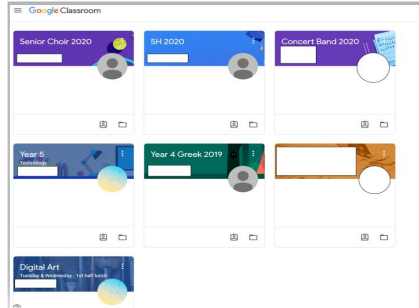
Upcoming

Share something with your class...

If you have been asked to join more than one classroom, you will need to repeat the process again to add additional classrooms. Click on the hamburger icon  to navigate back to where you view your classrooms and also join new classrooms.

Please note this classroom is for training purposes and does not appear for students who are not part of this classroom.

☰ When you click on the hamburger icon, a drop down menu will appear where you can view all the classes you have enrolled in. Navigate back to the classroom session tiles. You may only have one classroom or many, depending on your school programs. In this example below, I have clicked on classes from the drop down menu to display the classes the student is enrolled in.



Please note this classroom is for training purposes and does not appear for students who are not part of this classroom.

Click the plus sign to
join another class.



Join class



Join your first class!

Join class

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

Class code

Cancel

Join

Click the + symbol to
join another class.

Repeat steps from
slide 15 to join
another class.

You should now be in your **personal Google Classroom** and see all of the separate Google Classroom sessions that you are a member of

If you can't see your personal Google Classroom, **check the avatar (little picture)** in the top right of the screen (next to the 9 dots) and confirm it's yours.

If your avatar is **not showing**, click on the avatar you can see and switch the Google account to be your student Google account.

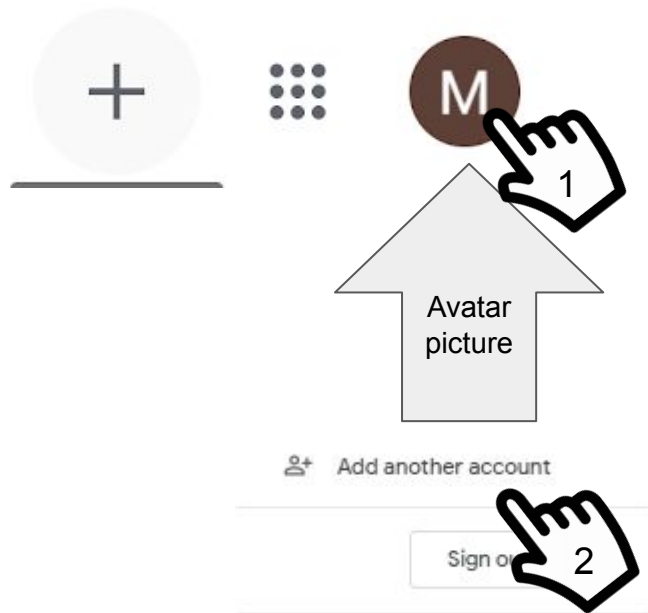
Avatar
picture

If your avatar is **not showing**, click on the avatar you can see and switch the Google account to be your student Google account.

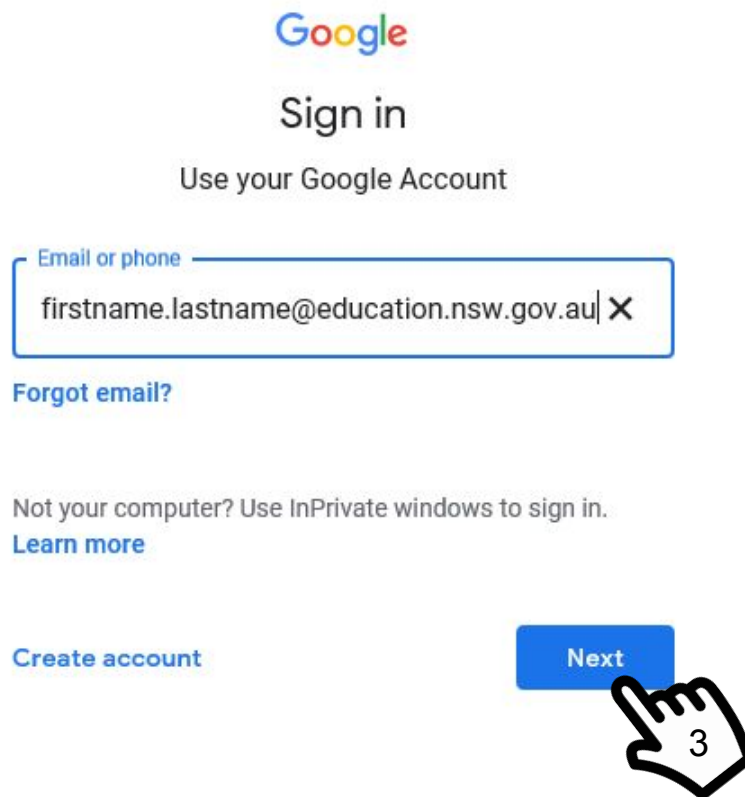
Click add another account to add your account.

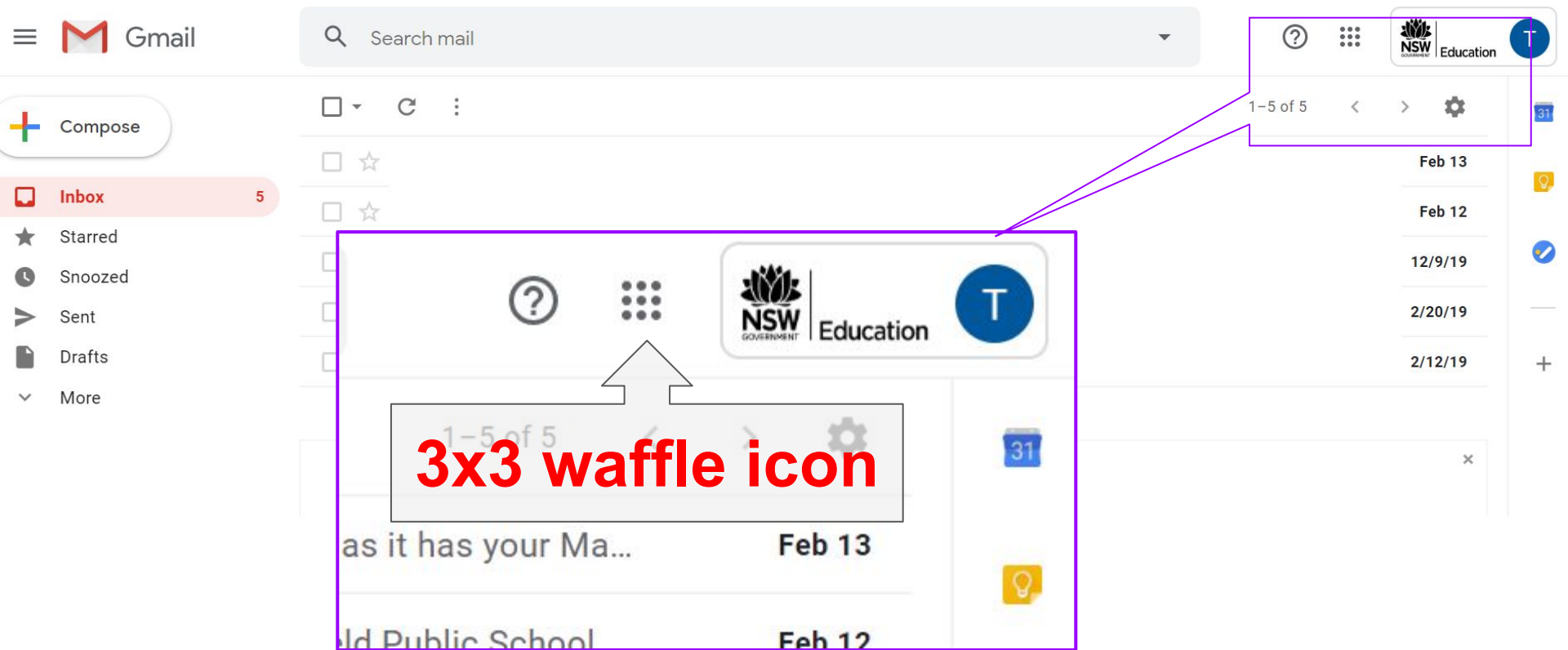
You will need to type your email address which is
firstname.lastname@education.nsw.gov.au

Note: Don't forget to also add the number if you have a number as part of your student login



Note: If you are new to Google apps your avatar will be the first letter of your first name.

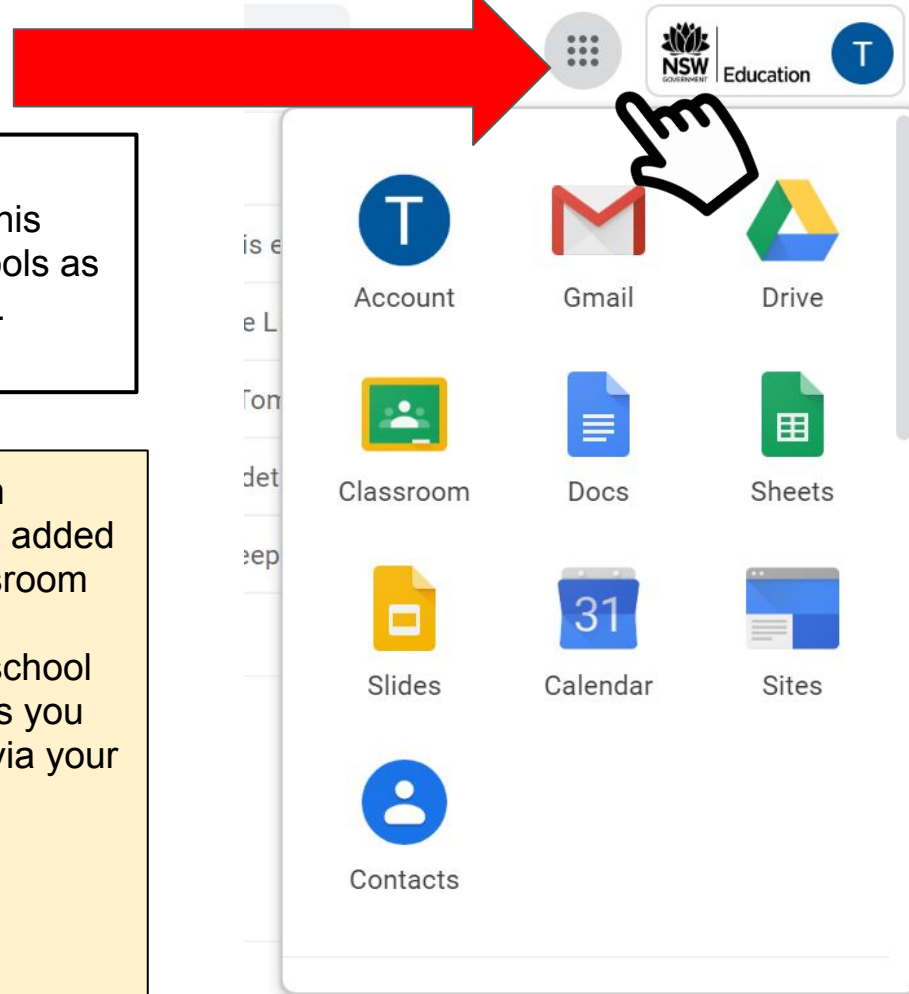




Use the waffle icon to access all of the
GSuite tools ⇒ gMail, gDrive, gDocs,
gSlides, gClassroom, gForms

1. Click on the waffle icon.
2. A drop down menu will then appear. From this menu, you can access any of the Google tools as part of GSuite of Applications for Education.

Note: Any classroom assignments that are added to your Google Classroom will also appear as a notification via your school gMail account, unless you turn off notifications via your classroom settings.





How to use Google Classroom for Students



Note:

Classroom does not display 'About' on the menu bar anymore. The three main navigation links are;

Stream

Classwork

People

This video is very useful to understand how you may use classroom to complete work, turn in, add comments etc.

[How to use Google Classroom for Students](#)



Google Classroom Parents Guide



[Google Classroom Parents Guide](#)