

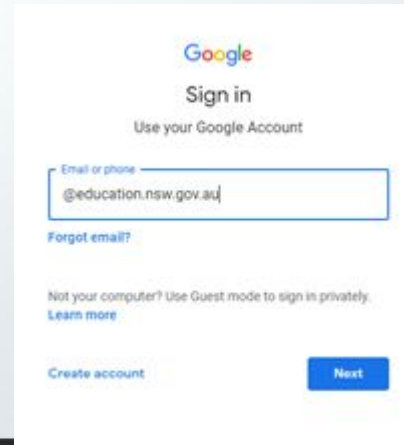
HOW TO LOG ON TO GOOGLE CLASSROOM



FIRST TWO STEPS

1. Go to classroom.google.com or download Google Classroom from your app store or playstore on your device.

2. Students will need to use their student login details eg `firstname.lastname(number if they have one)@education.nsw.gov.au`

A screenshot of the Google Sign in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field with the placeholder "Email or phone" and the text "@education.nsw.gov.au" entered. To the left of the input field is a link "Forgot email?". Below the input field is the text "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".

Google
Sign in
Use your Google Account

Email or phone
@education.nsw.gov.au

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)

STUDENT LOGIN

3. It will then ask you to log on using student portal login eg
firstname.lastname(number if they have one) and password (this should be sgps or their class)



The screenshot shows a login interface with the following elements:

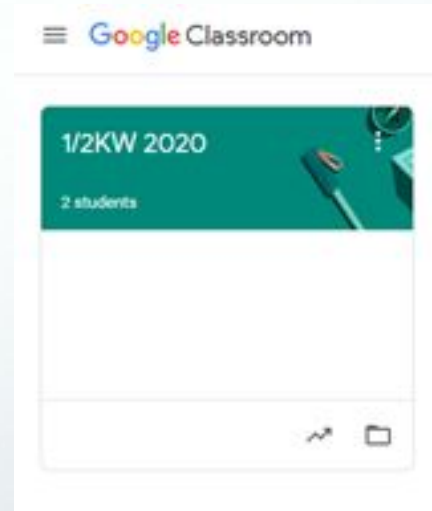
- Title: Login with your DoE account
- User ID label: User ID
- User ID input field: A text box containing the placeholder text "Enter your user ID" and an example "Example: jane.citizen1".
- Password label: Password
- Password input field: A text box containing the placeholder text "Enter your password".
- Log in button: A blue button with the text "Log in".
- Forgot your password? link: A blue link with the text "Forgot your password?".



GOOGLE CLASSROOM ACCEPT INVITATION

4. It will then take you to Google Classroom and you can accept the invitation to join the class

or if you have already joined click on the class!

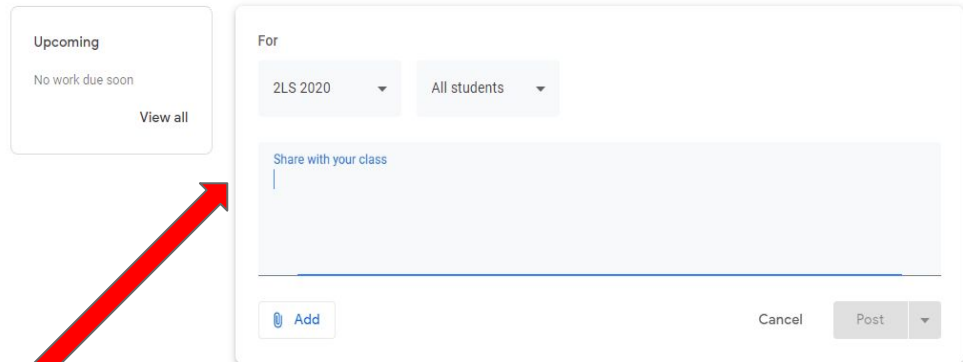


HOW TO SHARE YOUR WORK!

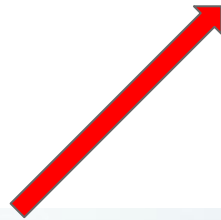


INSTRUCTIONS FOR UPLOADING COMPLETED WORK FROM YOUR COMPUTER

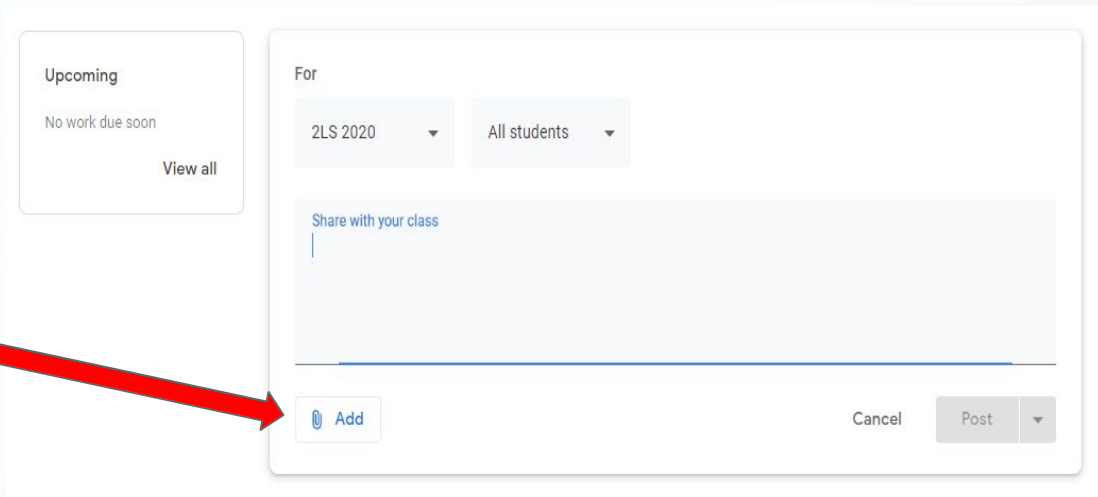
1. Click on the **Comments** box at the top of the screen
2. Type in what you are adding – for example **Maths Week 10 Thursday**



The screenshot shows a user interface for adding a comment. On the left, a box titled 'Upcoming' contains the text 'No work due soon' and a 'View all' link. On the right, a larger box titled 'For' contains two dropdown menus: '2LS 2020' and 'All students'. Below these is a text input field with the placeholder 'Share with your class'. At the bottom of the 'For' box are three buttons: 'Add', 'Cancel', and 'Post'.

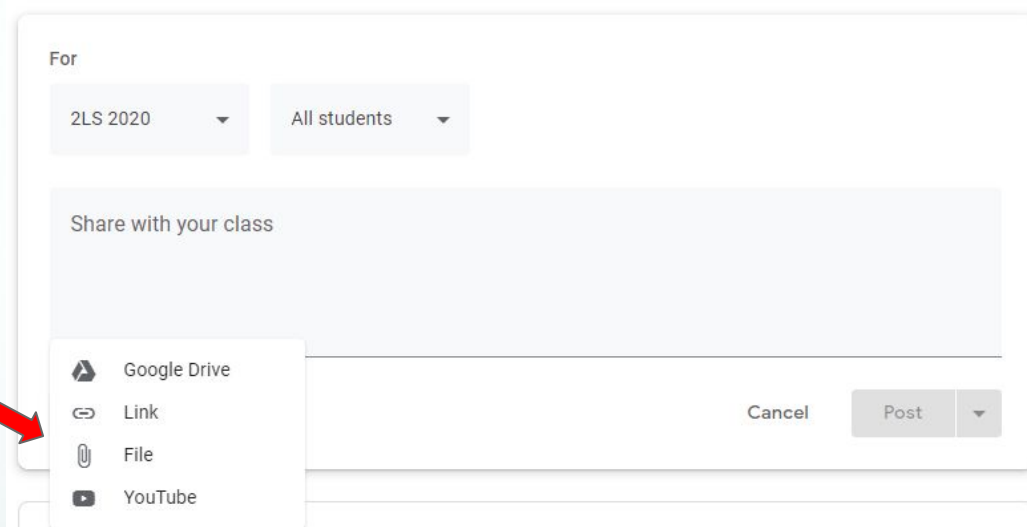


3. Click on the paperclip at the bottom to attach the photos you want



The screenshot shows a digital workspace interface. On the left, there is a sidebar with a section titled "Upcoming" containing the text "No work due soon" and a "View all" link. The main area is titled "For" and contains two dropdown menus: "2LS 2020" and "All students". Below these is a large text input field with the placeholder text "Share with your class". At the bottom of the main area, there is a red arrow pointing to a button with a paperclip icon and the text "Add". To the right of the "Add" button are "Cancel" and "Post" buttons.

4. Select the area where you have saved your work
– Google Drive or File (on the computer)



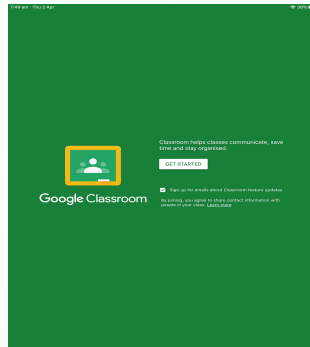
The screenshot shows a sharing interface with the following elements:

- For:** Two dropdown menus, the first containing "2LS 2020" and the second containing "All students".
- Share with your class:** A large, empty text input area.
- Sharing Options:** A list of icons and labels: "Google Drive" (with a drive icon), "Link" (with a link icon), "File" (with a paperclip icon), and "YouTube" (with a play button icon).
- Buttons:** "Cancel" and "Post" buttons are located at the bottom right of the interface.

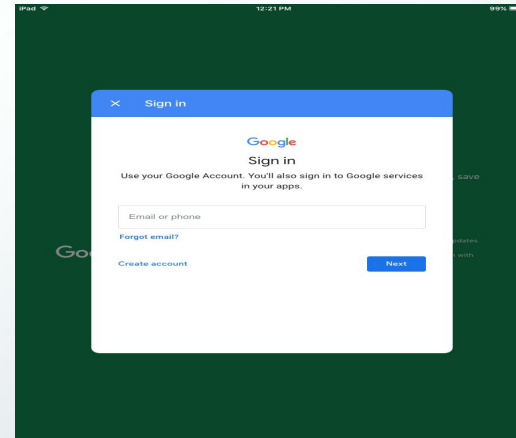
A red arrow points from the left side of the frame to the "File" option in the sharing menu.

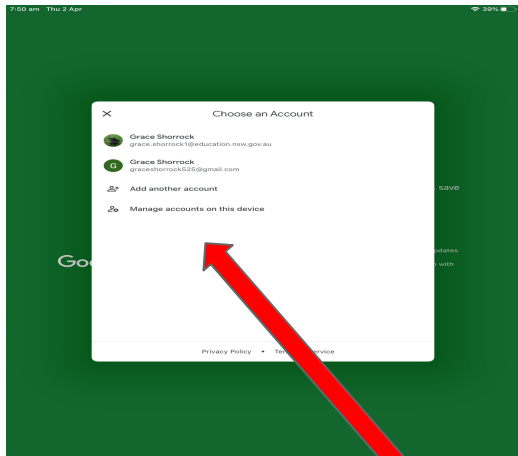
INSTRUCTIONS FOR UPLOADING COMPLETED WORK FROM YOUR PHONE/IPAD USING THE GOOGLE CLASSROOM APP

1. Click on the Classroom app and select Get Started

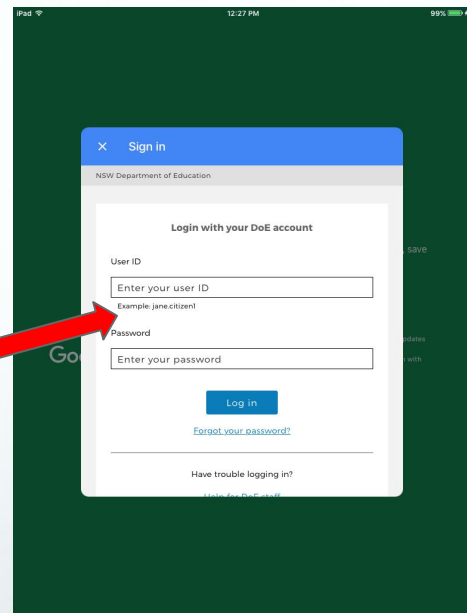


Login using your education email
name.surname#@education.nsw.gov.au

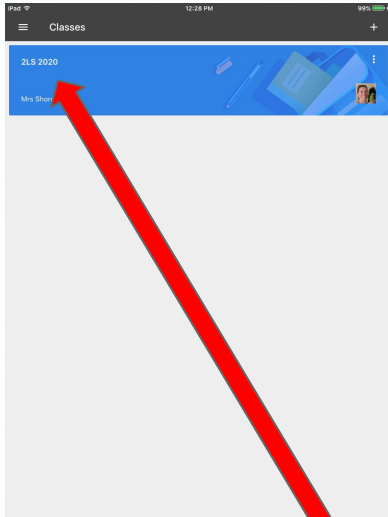




OR
2. Login in using
your
name.surname
and password:
sgps or class

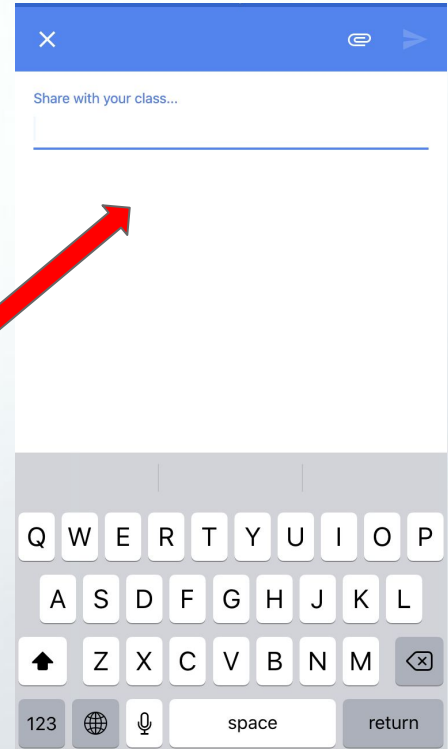


Select the correct account for your child if
you have more than 1 child

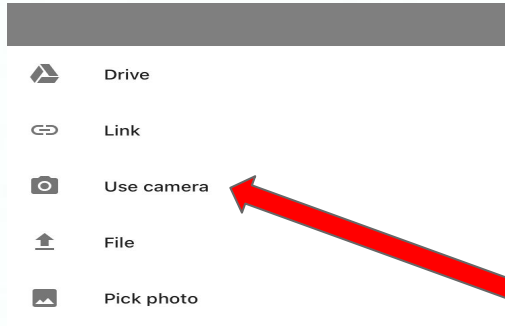
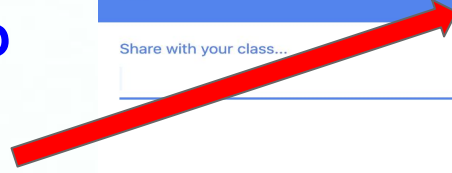
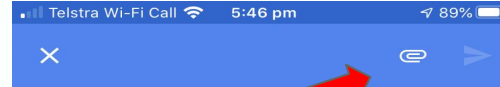


3. Tap on the class to open

4. Tap on **comments** at the top of the screen to type in your comment eg: **Week 10 Maths**



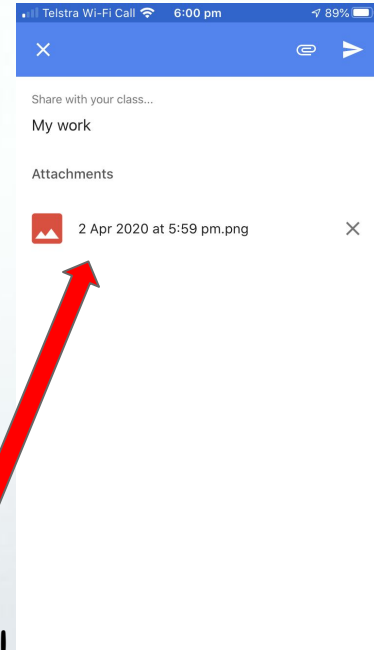
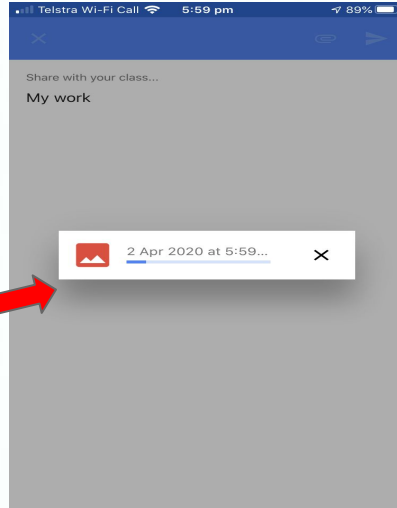
5. Tap on the **paperclip** to add your photos



6. Tap on **Use camera** to take photo of your work



6. Take photo of your work and
Use **photo** to begin upload



Your images have now been added!
You can add more using the **paperclip**

IF YOU HAVE ANY FURTHER QUESTIONS...

Feel free to ask questions in the comment boxes in Google Classroom and your child's teacher will get back to you as soon as they can.

Keep smiling and remember we are all learning!

Stage 1 Teachers

