

**GREENWICH PUBLIC SCHOOL** Partnerships and Opportunity Excellence and Success

# **Google Classroom** Instructions for Accessing a Classroom

Teachers at Greenwich Public School will be using Google Classroom to deliver lesson content and connect with their students during the Learning from Home period.

You can access your child's Google Classroom by following the steps below. Usernames and passwords required to complete this process have been communicated to you with this document.

## Accessing a Google Classroom

1. Using your internet browser (Google Chrome will work best for this), access the login page for your child's Department of Education portal via the link: <u>https://education.nsw.gov.au/</u>

2. Click on the 'Log in' tab and select 'Student portal' from the drop-down menu.



3. Login using your child's user ID (e.g. sam.smith) and password. (These have been communicated to you via Class Dojo messages)

Login with your DoE account

JSer ID	
Enter you	ır user ID
Example: jane	e.citizen1
assword	
Enter you	ır password
	Log in
-	

**Greenwich Public School** Greenwich Road Campus Kingslangley Road Campus W: www.greenwich-p.schools.nsw.edu.au

72a Greenwich Road, Greenwich NSW 2065 32 Kingslangley Road, Greenwich NSW 2065

T 9436 3731 F 9906 4120 E greenwich2-p.school@det.nsw.edu.au T 9436 3217 F 9906 6437 E greenwich-p.school@det.nsw.edu.au 4. On the student portal page under 'learning' on the right-hand side, click on 'G Suite (Google Apps for Education)' to access Google Classrooms. You may need to click on 'show more' to find the G Suite app.

Student Portal	iog Art	stan Ç.	2 300¢	\ <i>F</i>	) 📣 🌪 🤅 🕻 🗖	
💼 Home	ĺ.				Learning	Hide
💼 Email					eSafety Kids	
Oliver Library					LinkedIn Learning	
📲 Help					Digital Citizenship	
A Notifications					Adobe Doe software download	
🕈 Change password					G Suite (Google Apps for Education) The @rtroom	
⑦ Secret Questions					stem.T4L Learning Library	
				ĺ	Show less •	

5. Click on the **Google Classroom** icon to access your child's Google Classroom where teachers will post instructions, activities and communicate with your child.



**Greenwich Public School** 

Greenwich Road Campus - 72a Greenwich Road Greenwich NSW 2065 T 9436 3731 F 9906 4120 E greenwich2-p.school@det.nsw.edu.au Kingslangley Road Campus - 32 Kingslangley Road Greenwich NSW 2065 T 9436 3217 F 9906 6437 E greenwich-p.school@det.nsw.edu.au W www.greenwich-p.schools@det.nsw.edu.au

≡ Google Classroom				Join class
🖹 To review 🛗 Calendar				Create class
5/6AR 2021	AR Maths 2021	2021 Student Leaders	5/6 JD	JD Maths
~ 1	~ □	~ □	~ []	~ 🗅
Arts Alive Choir 2021	Stage 3 Science 2021	Senior Choir 2021	Junior Choir 2021	5/6AR 2020
~ □	~* 🗖	~ □	~~ 🗖	~

## 6. Click on the **'+'** icon and select **'Join class'**.

7. Enter your child's class code and click on 'Join'.

You're currently signed in as         Amelia Rutherford         amelia nutherford@education.nsw.gov.au         Class code         Ask your teacher for the class code, then enter it here.         Class code         Sold         To sign in with a class code         • Use an authorized account	Join
Class code Ask your teacher for the class code, then enter it here. Class code To sign in with a class code	
To sign in with a class code	
<ul> <li>Use a class code with 5-7 letters or numbers, and no spaces or symbols</li> </ul>	
If you have trouble joining the class, go to the Help Center article	

**Greenwich Public School** 

Greenwich Road Campus - 72a Greenwich Road Greenwich NSW 2065 T 9436 3731 F 9906 4120 E greenwich2-p.school@det.nsw.edu.au Kingslangley Road Campus - 32 Kingslangley Road Greenwich NSW 2065 T 9436 3217 F 9906 6437 E greenwich-p.school@det.nsw.edu.au W www.greenwich-p.schools@det.nsw.edu.au

## **Using Google Classroom**

Your child's Google Classroom page will have a number of tabs.

#### 'Stream' Tab

The 'Stream' tab will display communication from teachers as well as lessons and work that has been posted for completion. This tab is also where your child will need to sign-in and out at the beginning and end of the day.

5/6AR 2021 Class code d3c7m4y [] Meet link Generate Meet link		Select theme Upload photo
Upcoming No work due soon	Announce something to your class	ţţ
View all	Amelia Rutherford posted a new material: Instructions for Online Learning -	Term 3, Week 1
	Posted Jul 7	
	Google Classroom - Assig PDF	
	Add class comment	

### 'Classwork Tab'

The 'Classwork' tab is where you will locate your child's lesson materials.



#### **Additional Information**

For some stages, students will be required to submit their work online. Please refer to the document 'Google Classroom – Assignment Submission Instructions.'

**Greenwich Public School** 

Greenwich Road Campus - 72a Greenwich Road Greenwich NSW 2065 T 9436 3731 F 9906 4120 E <u>greenwich2-p.school@det.nsw.edu.au</u> Kingslangley Road Campus - 32 Kingslangley Road Greenwich NSW 2065 T 9436 3217 F 9906 6437 E <u>greenwich-p.school@det.nsw.edu.au</u> W www.greenwich-p.schools@det.nsw.edu.au