



Google Classroom

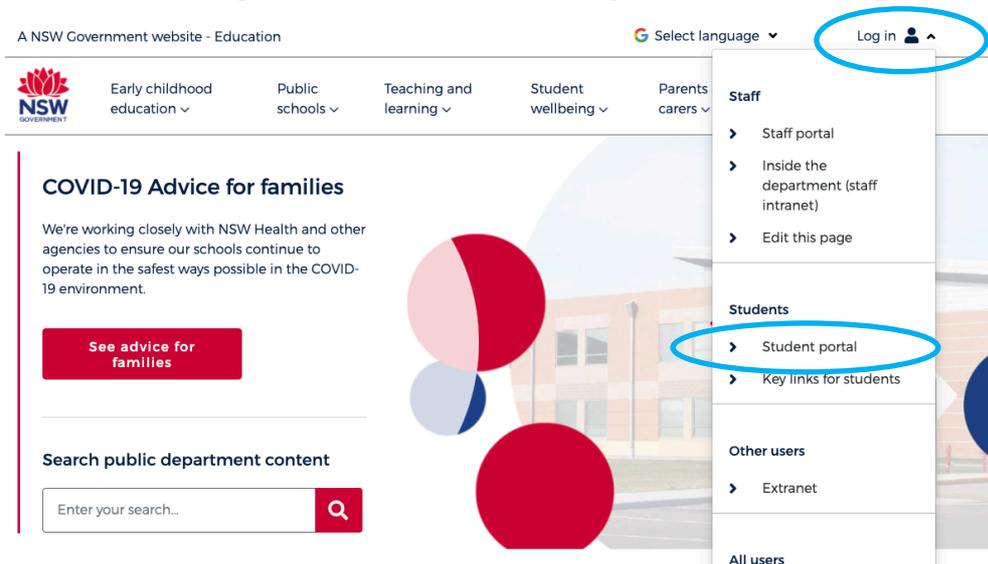
Instructions for Accessing a Classroom

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

User ID

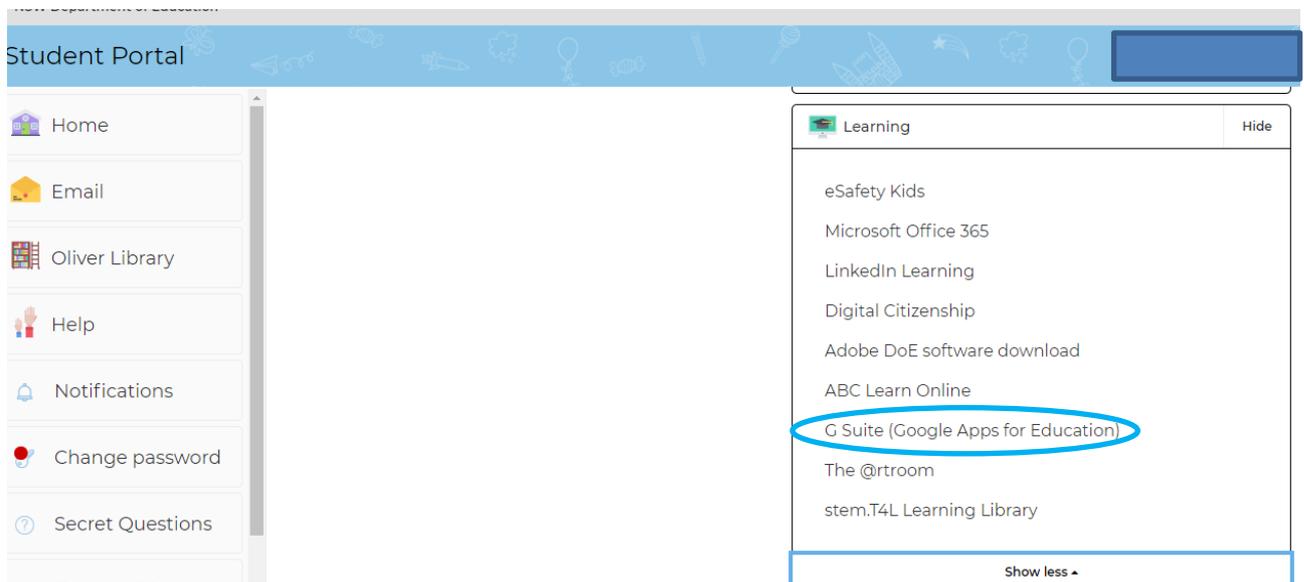
Example: jane.citizen1

Password

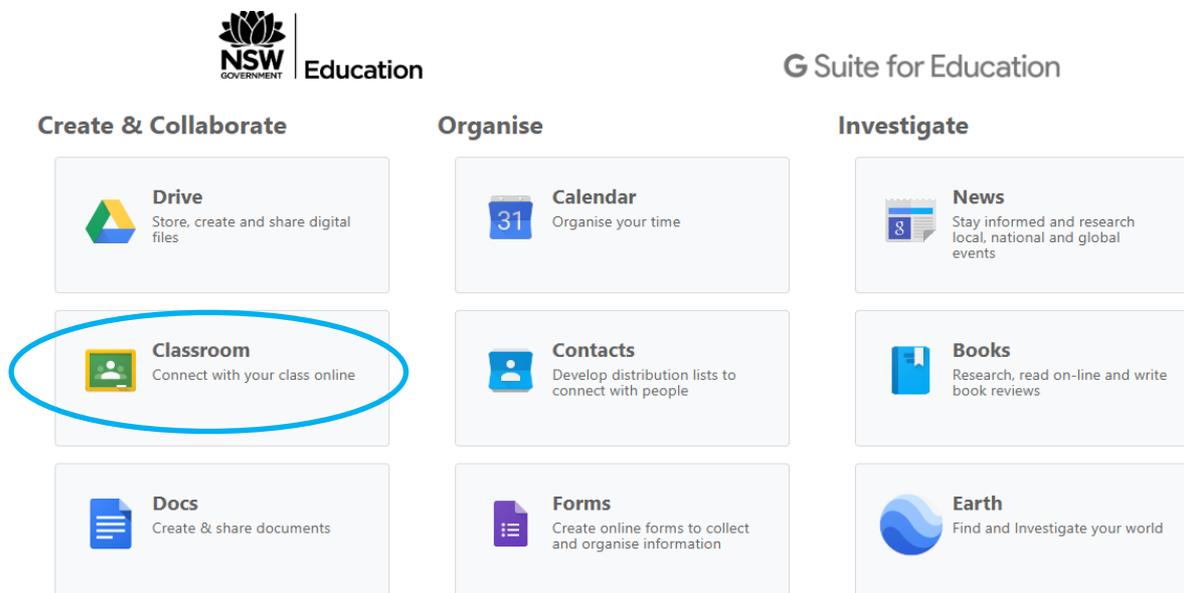
Log in

[Forgot your password?](#)

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.



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.



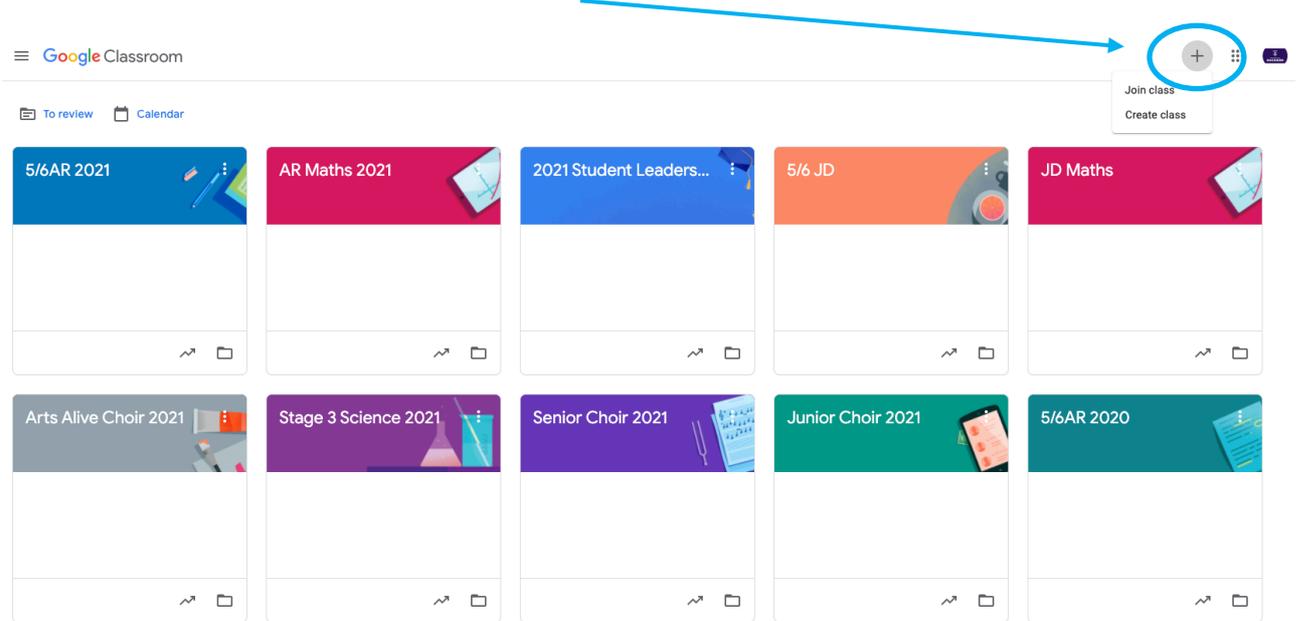
Greenwich Public School

Greenwich Road Campus - 72a Greenwich Road Greenwich NSW 2065 T 9436 3731 F 9906 4120 E greenwich2-p.school@det.nsw.edu.au

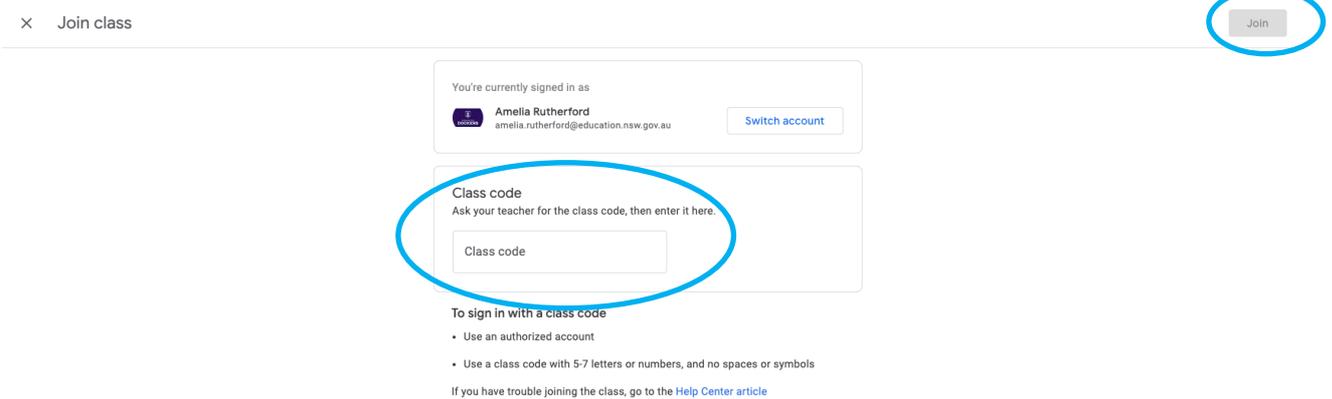
Kingslansley Road Campus - 32 Kingslansley Road Greenwich NSW 2065 T 9436 3217 F 9906 6437 E greenwich-p.school@det.nsw.edu.au

W www.greenwich-p.schools@det.nsw.edu.au

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



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



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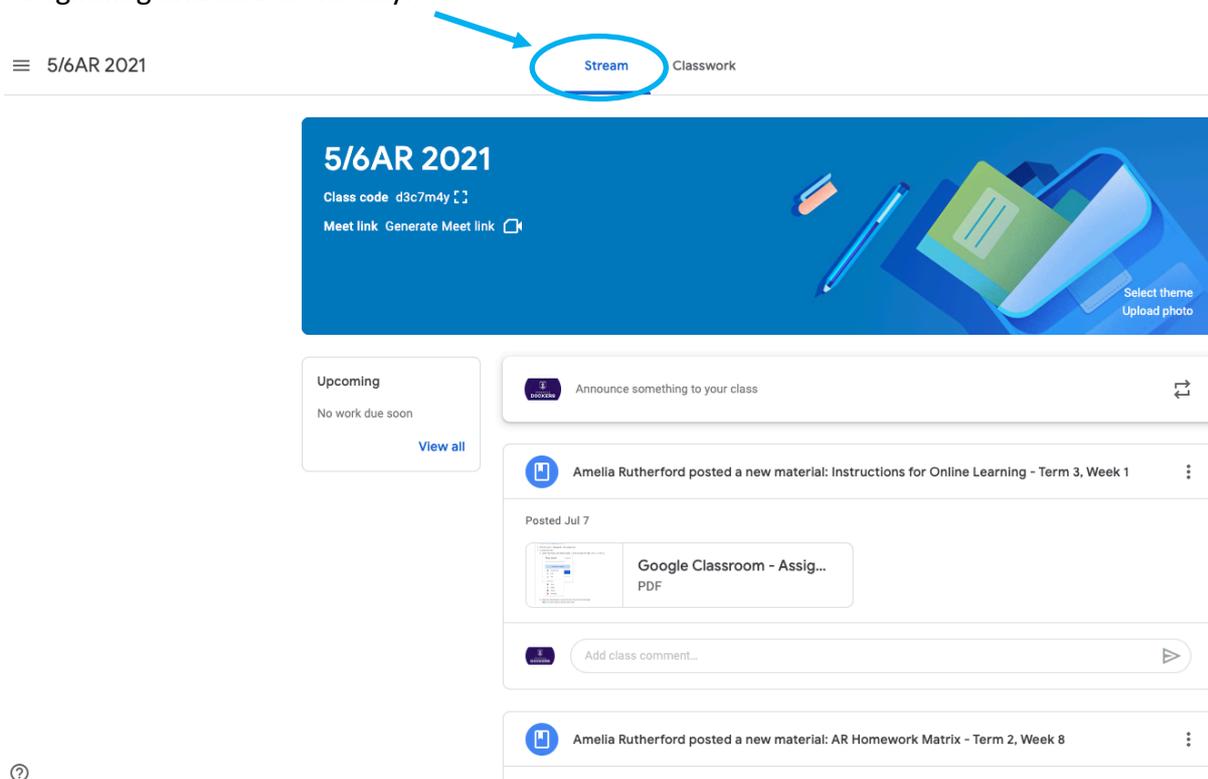
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Using Google Classroom

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

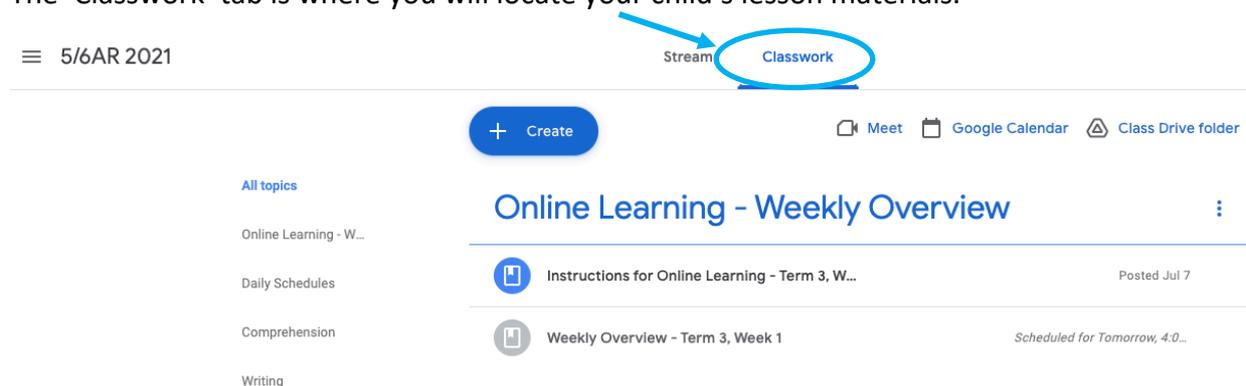
'Stream' Tab

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.



'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.'**

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