How to use Google Classroom

Hello Stage 2 students!

Stage 2 teachers have not yet taught you how to use Google Classroom, we were going to do this a little later in the year. Anyway, we thought it would be a great idea for you to try it out during your time at home.

All of the resources you have been receiving from the school are available in your 'Google Classroom' account, as well as some really cool links to other learning material.

If you have access to the Internet via 4G or wifi, you can access your Google Classroom using a phone, iPad, computer or tablet.

As you haven't used Google Classroom before, the follow pages are a guide to help you navigate to Google Classroom and access the teaching resources we are developing of you.

Follow these steps to log in Google Classroom- using a desktop computer or laptop
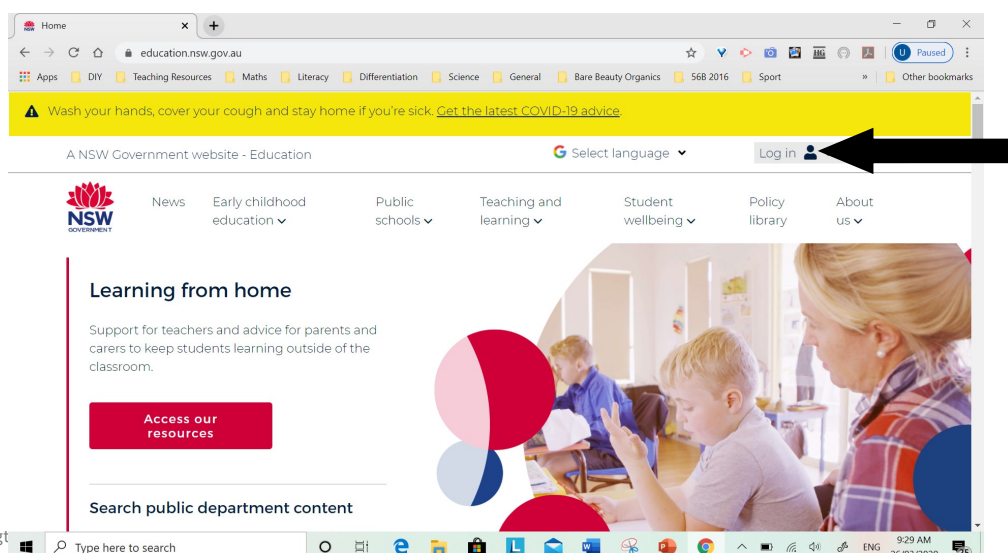
Step 1:

Log into the student portal. Google 'education nsw' and click the link 'Department of Education'
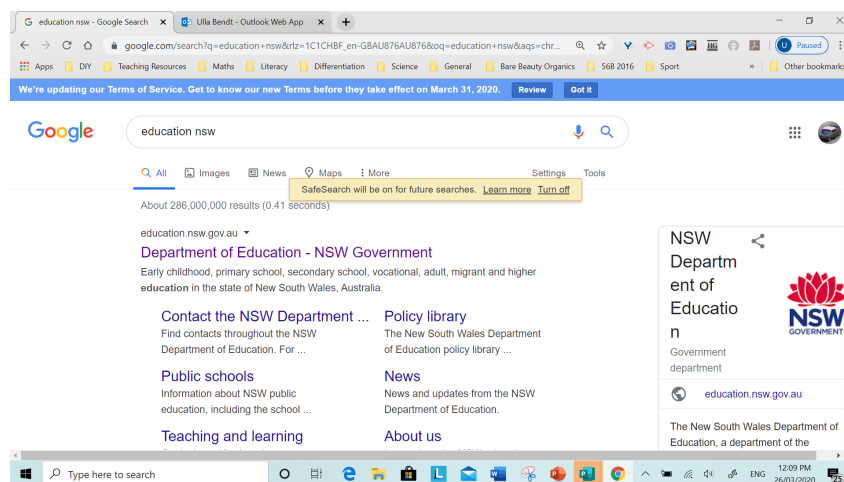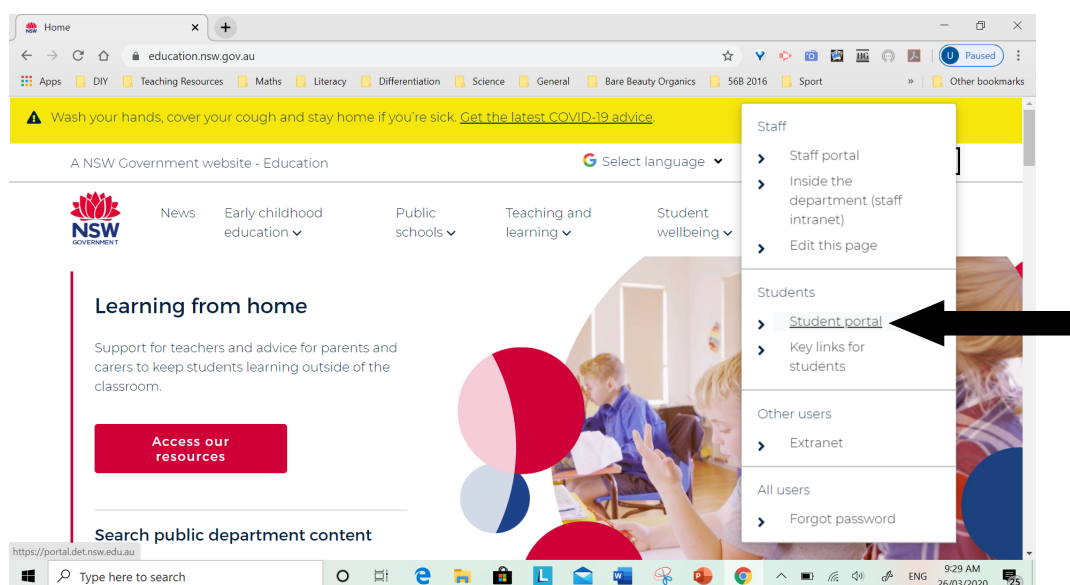

Step 2:

Click on 'Log in'.

Step 3:

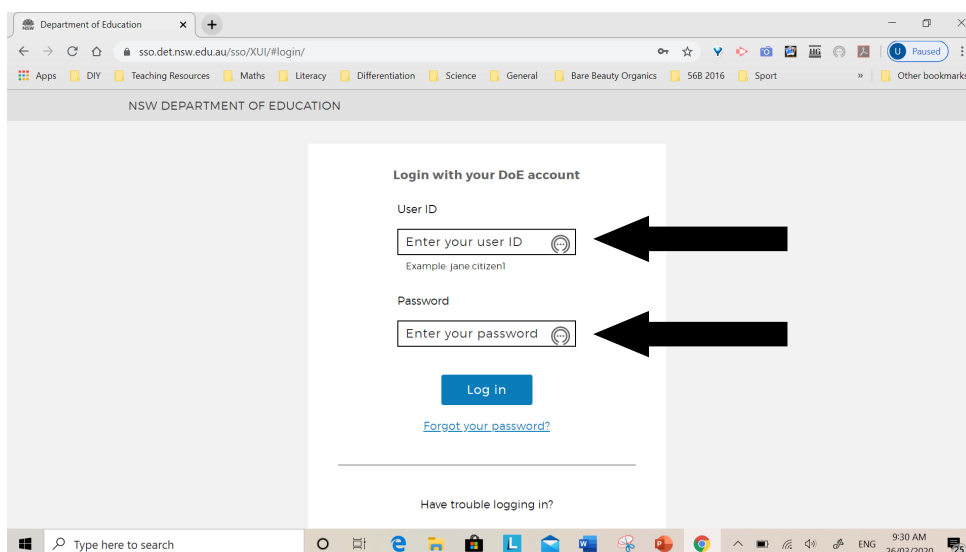Scroll down the dropdown menu and click on 'student portal'

Step 4:

Enter your log in details-

User Id: **firstname.lastname (followed by a number– if you have one)**

Password: **enter your password**

Step 5:

Accept your agreement to use technology appropriately.

You should now be on your student portal homepage. Go over to the 'Learning' window. The picture below shows 'premier's reading challenge', 'esafety kids' and 'g suite (google apps for education). If you do not see the list, click the arrow and the menu will drop down.
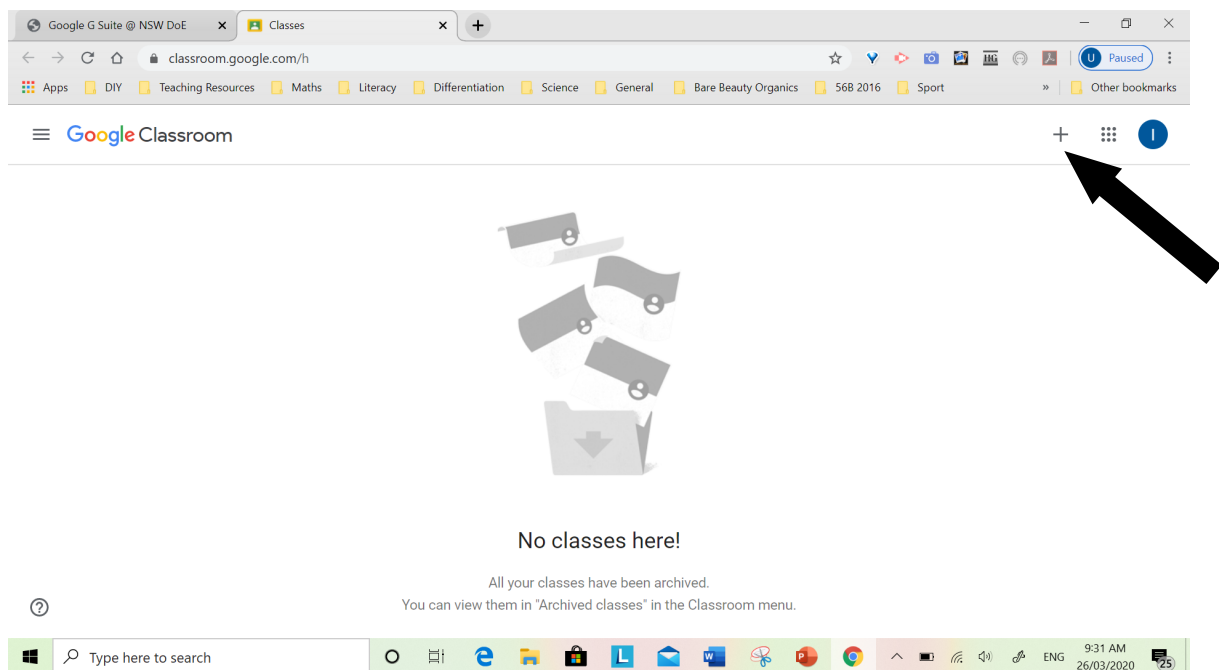
Click on 'G Suite– Google Apps for Education'
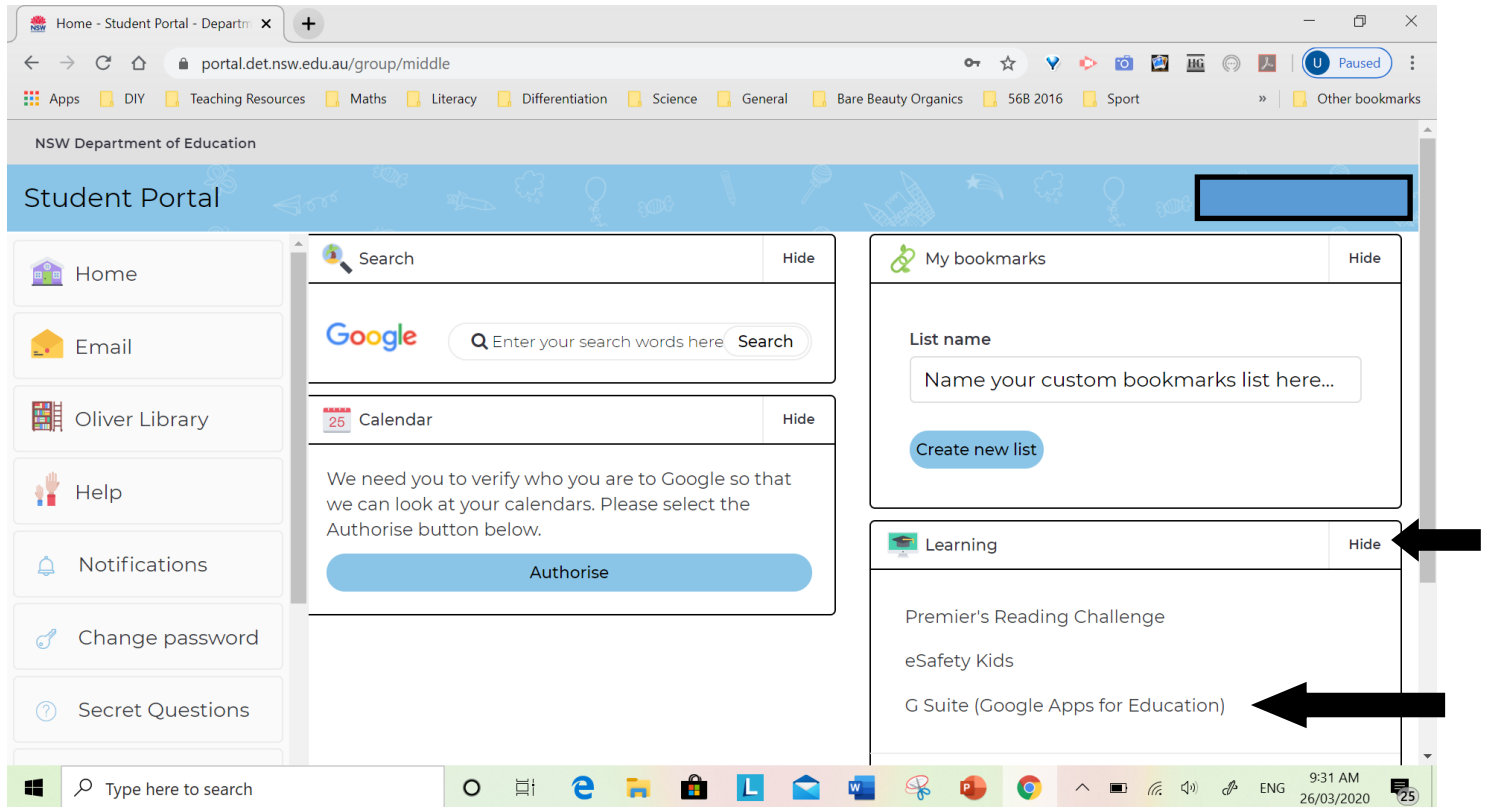
Step 6:

Click on 'Classroom'
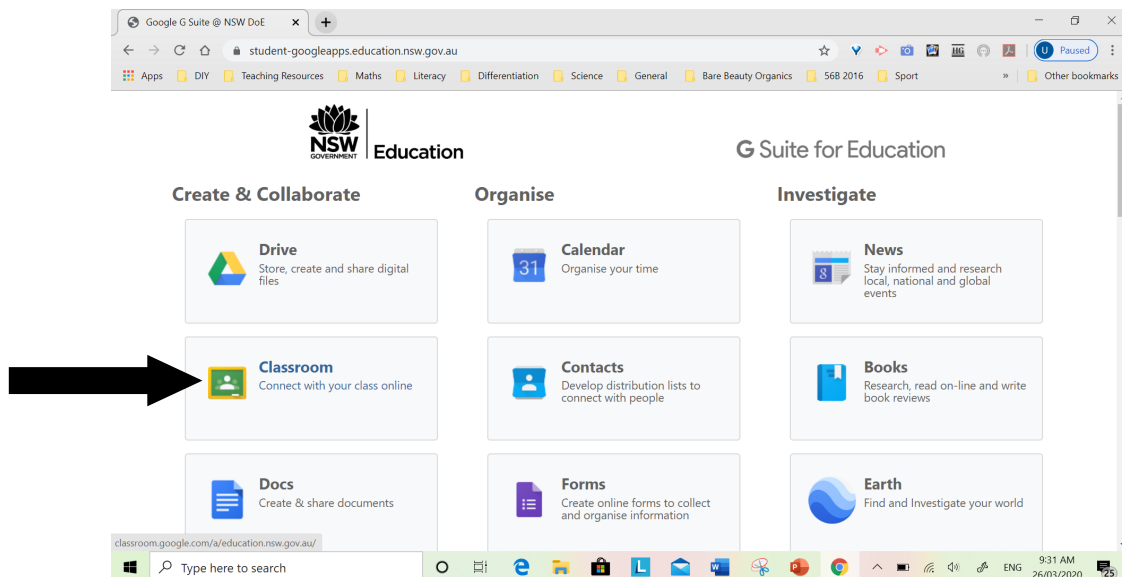
Step 7: You will land here…

Navigate to the **+** sign on the right hand side

Step 8:

You are now going to add the classrooms your teachers have created for you. Each classroom represents a different key learning area, so you will see one for English, one for Maths, one for History…

- Click on the + sign

- A 'join class' box will appear. In this box you are going to add each code that is listed on the next page. You can only add one code at a time. When you add a code you will see the different classrooms appearing on your page. If the code doesn't work, try it again, make sure you have got it exactly the same as the one on the list.


Created by Ulla Bendt
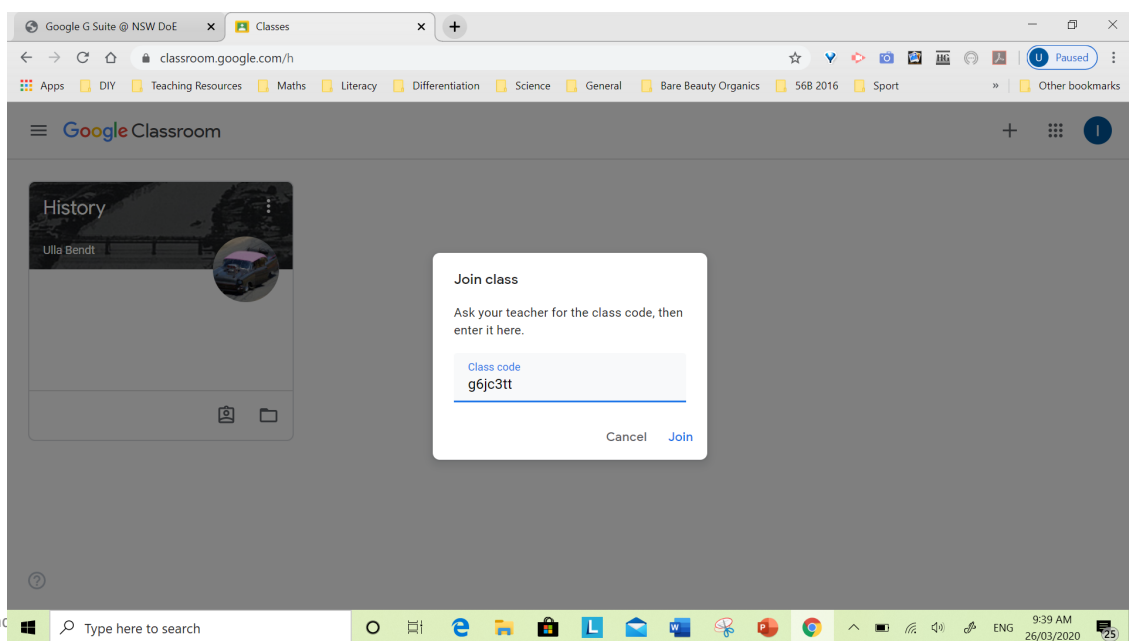
Step 9

Add the following codes are only for Stage 2. Stage 3, you will find your codes on the school Facebook posts.

|	
Stage 2:	anjt6nj
For History add the code:	efr5zou
Maths:	cbv2t26
English:	g6jc3tt
Science & Tech:	jf4mmz4
Creative Arts:	y2wcx6a
Brain Breaks:	ljciwlg (1st letter is an l for leo)

Every time you add a classroom code, the classroom will come up on your page. For example, when you add the History code you will land on the History page. See below

To go back to your original classroom landing page, click the menu button next to the title 'History'. Then click on 'classroom' and you will return to the first page where you can add the rest of the codes.
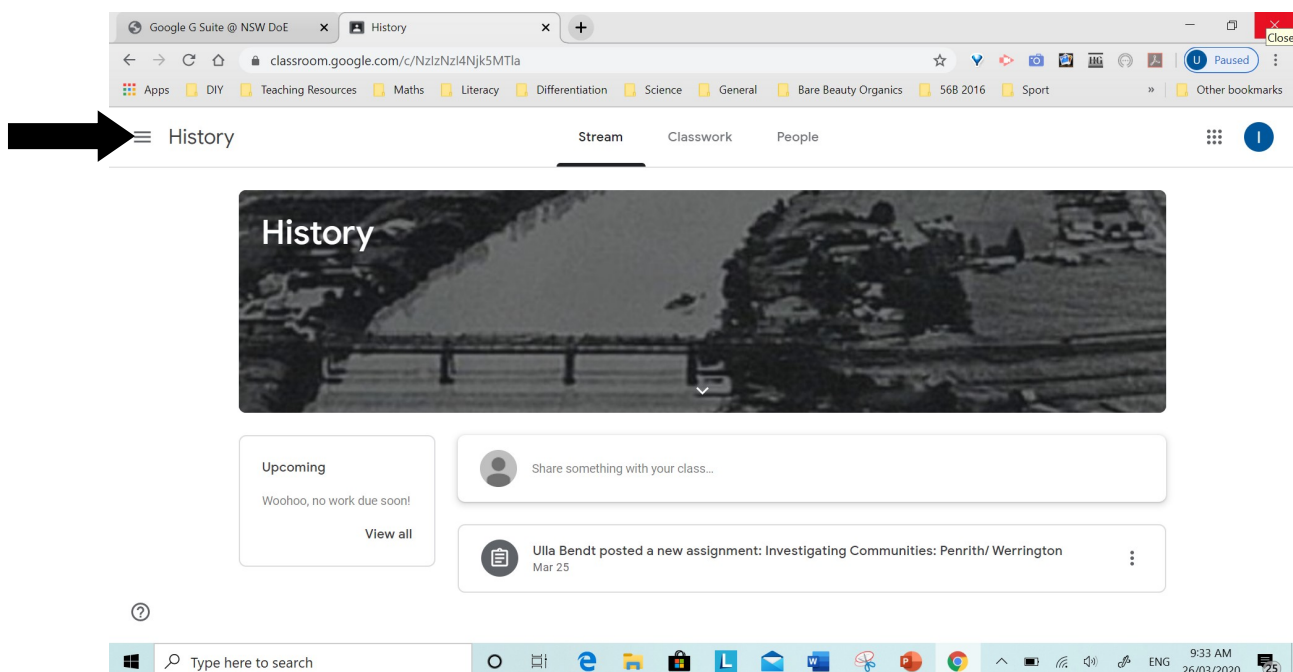
Every time you add a classroom code, you will need to return to the original page to add another code. When you have added the codes your classroom page should look similar to this.
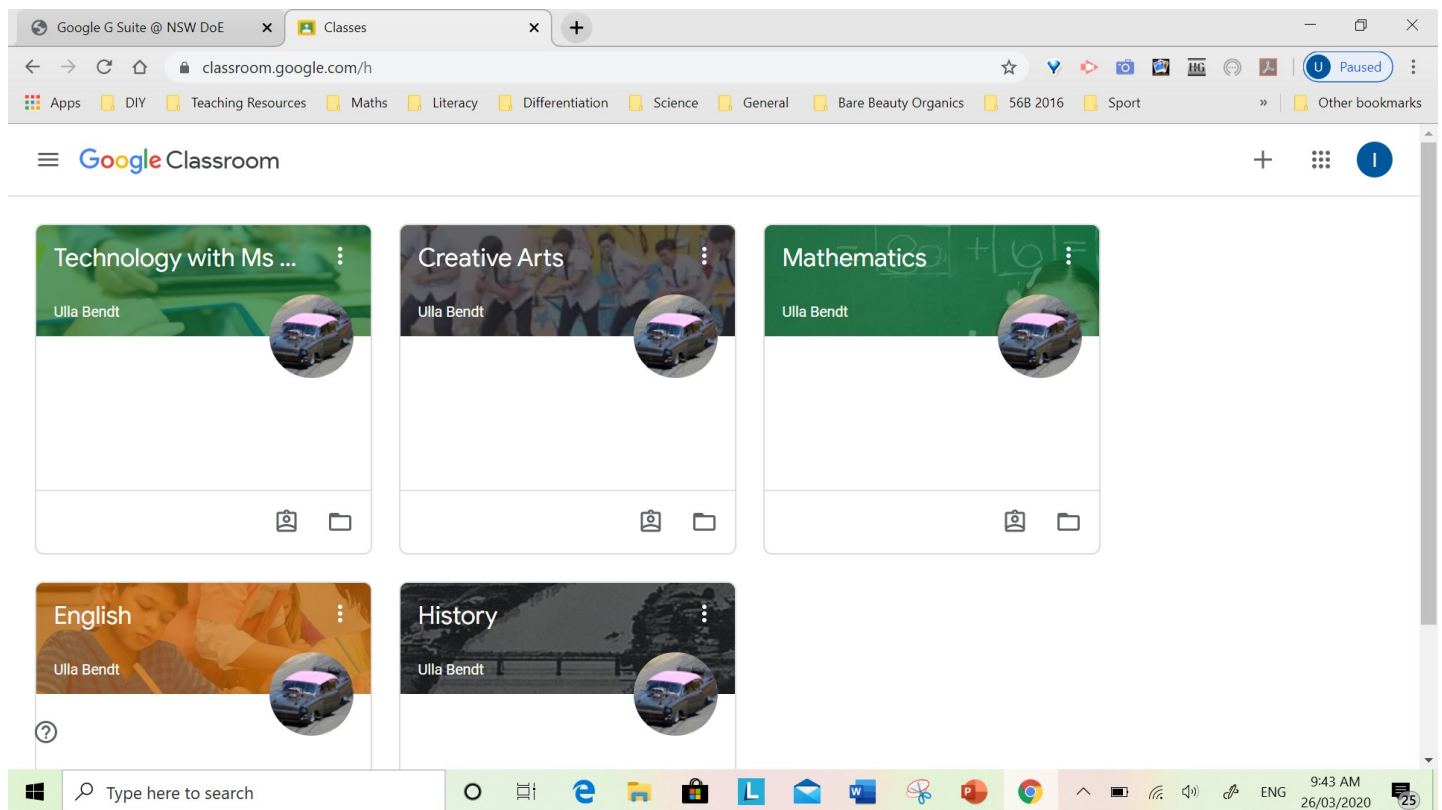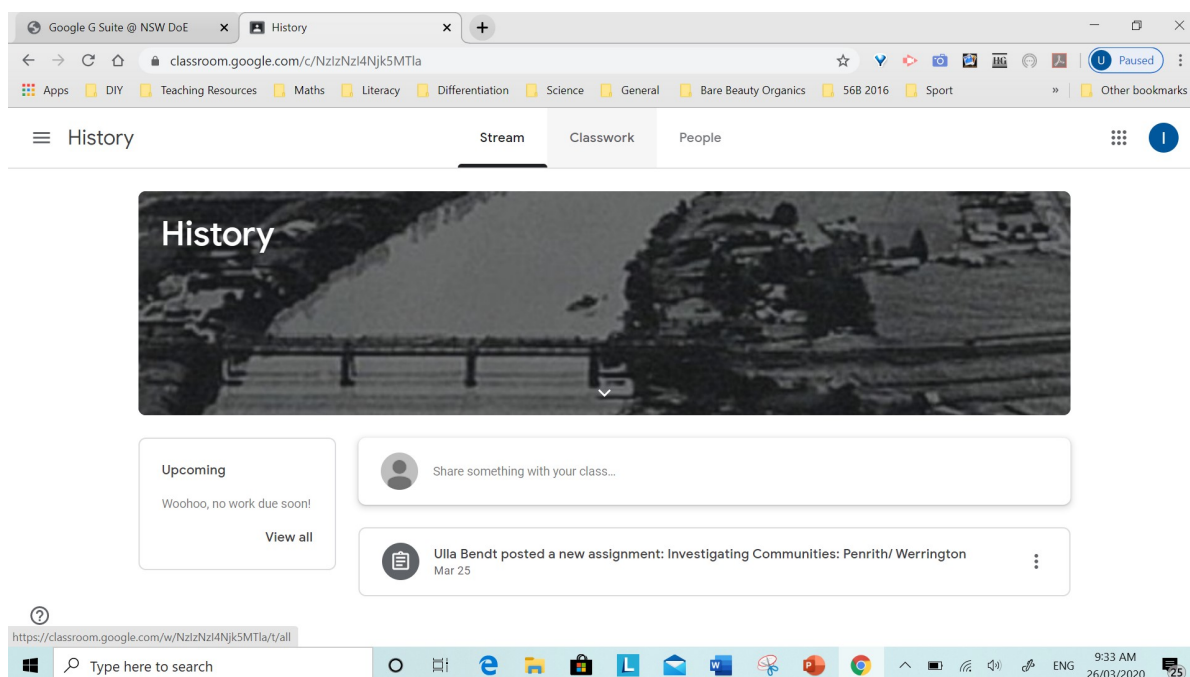
How do you use the classrooms? A good question... keep reading!

Click on the History classroom...

Below is a picture of the History classroom. The background of Nepean Bridge will always be the same, but the information listed will always be changing. It will list posts that the teachers, or you- the students, add to the classroom.

Let's explore the History classroom...

To find your learning resources, click on 'classwork' at the top of the page, in the middle. To see other students from Stage 2, click on 'People', to talk to other teachers and students click on 'Stream'.
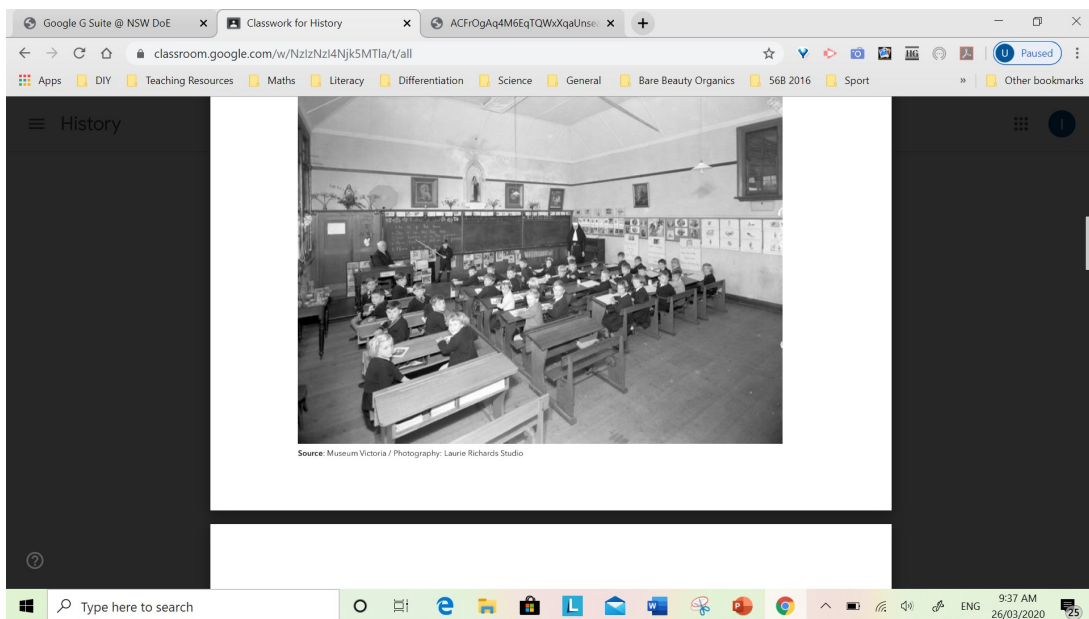
Let's look at 'classwork'
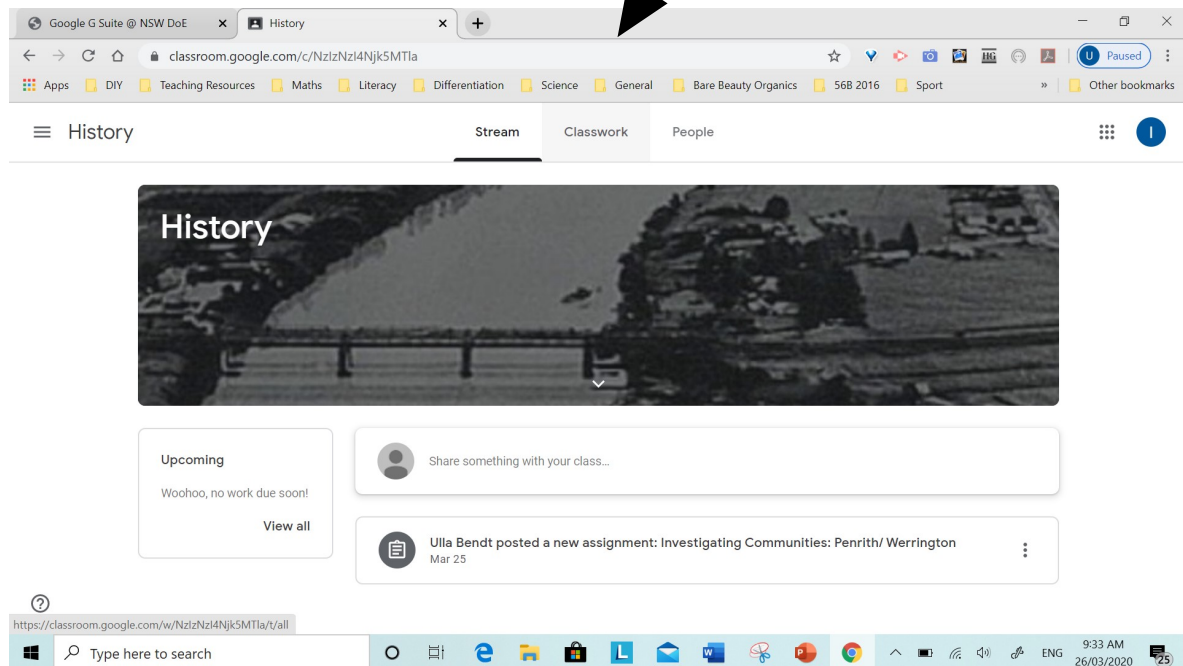
Under the 'Classwork' heading you can access digital copies of your work. Click 'View your work'. Under this heading you will see a list of the work created by your teachers.
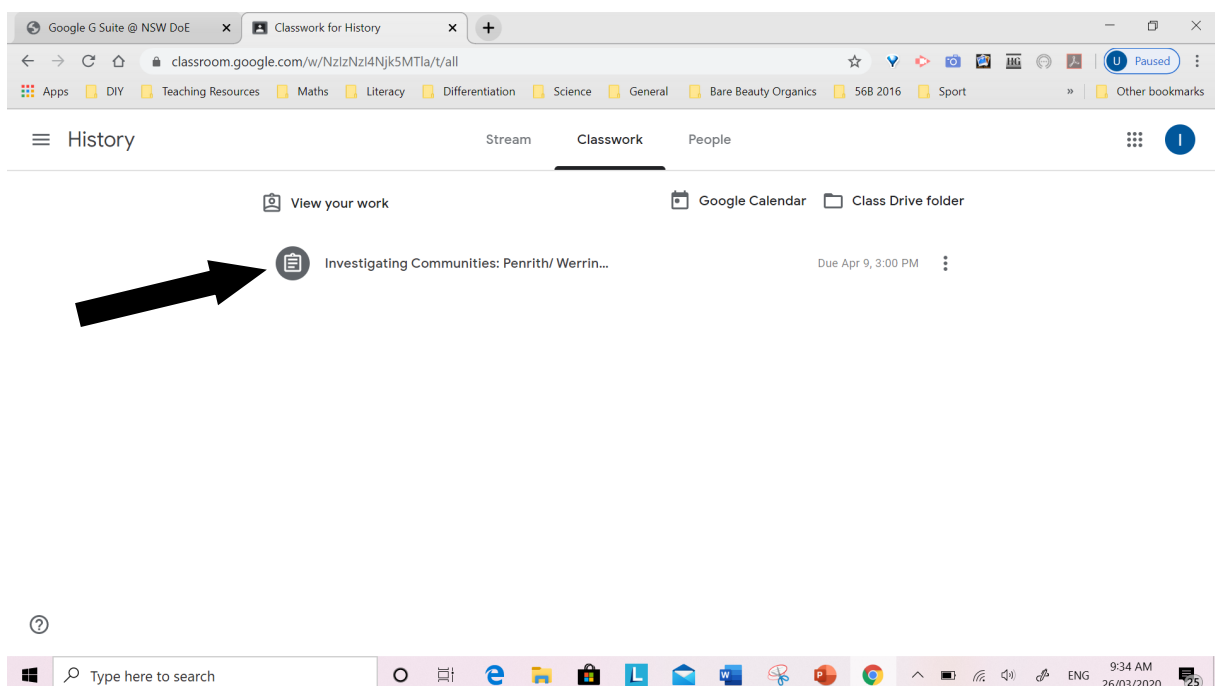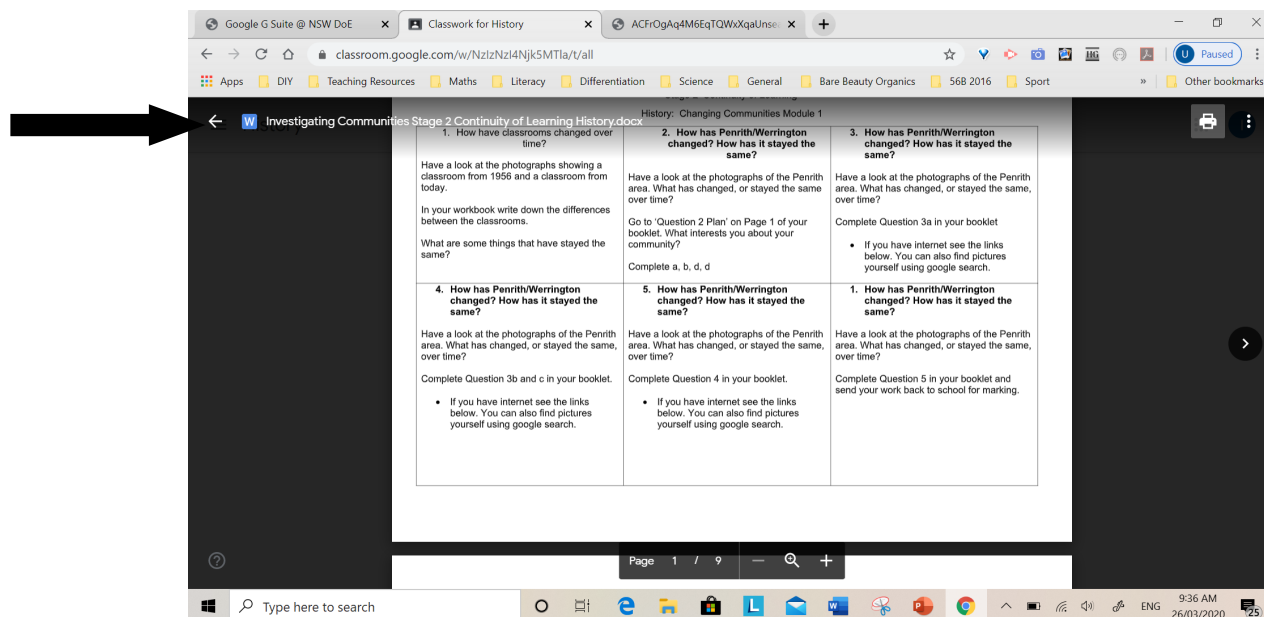
You will see different documents, some might be Word documents, PDFs, You Tube clips, pictures … whatever files your teacher has posted for you.

There are two files below, one is a Word document about 'Investigating communities' and the other is a PDF of your worksheets related to 'investigating communities'. Click on the files and explore.

Click the back arrow to go back to the previous page.

Let's look at 'Stream'

If you would like to ask your teachers a question, or share something with the class, you can click on 'Stream' it's the tab next to the 'classwork' tab. When you are on 'stream' you will see a box that says 'share something with your class' click on it and add your question or comment. This is a great way to stay in touch with your teachers whilst you are at home :) *You can also talk to your Stage 2 friends!!*
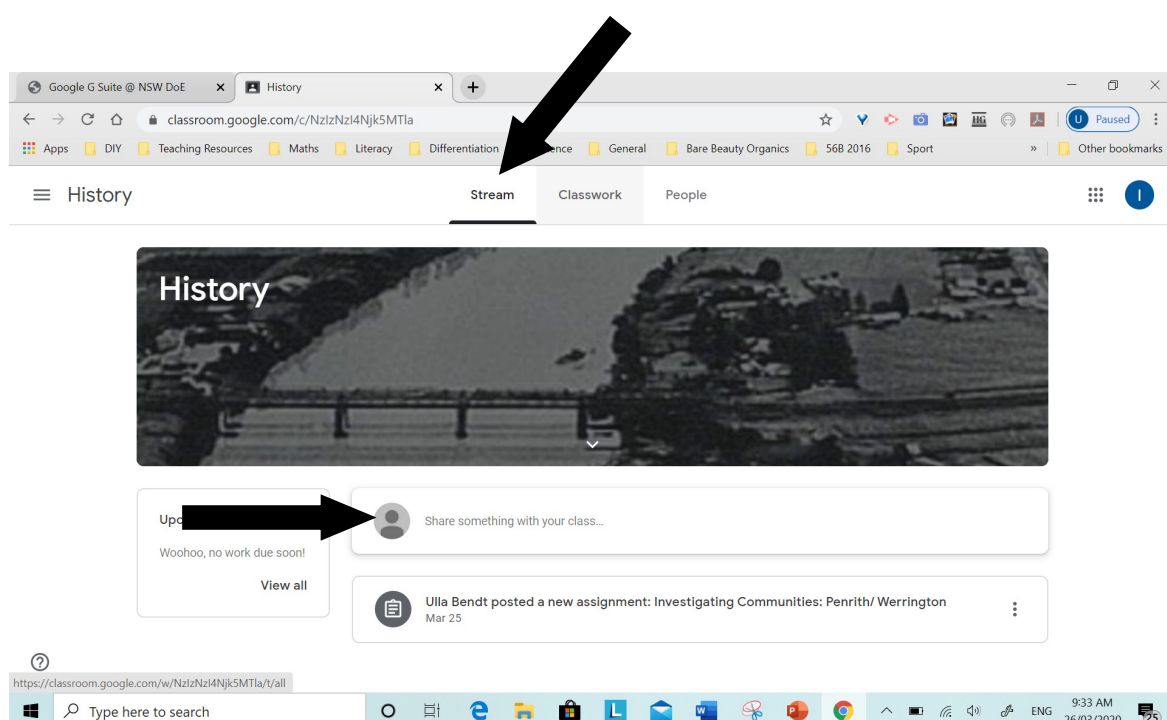
Remember: To go back to your original classroom landing page, the one that shows all of your class-rooms, click on the menu button next to the title of the classroom you are in. Clicking on 'classroom' will take you back to your landing page, or you can click on any other classroom listed in the menu.
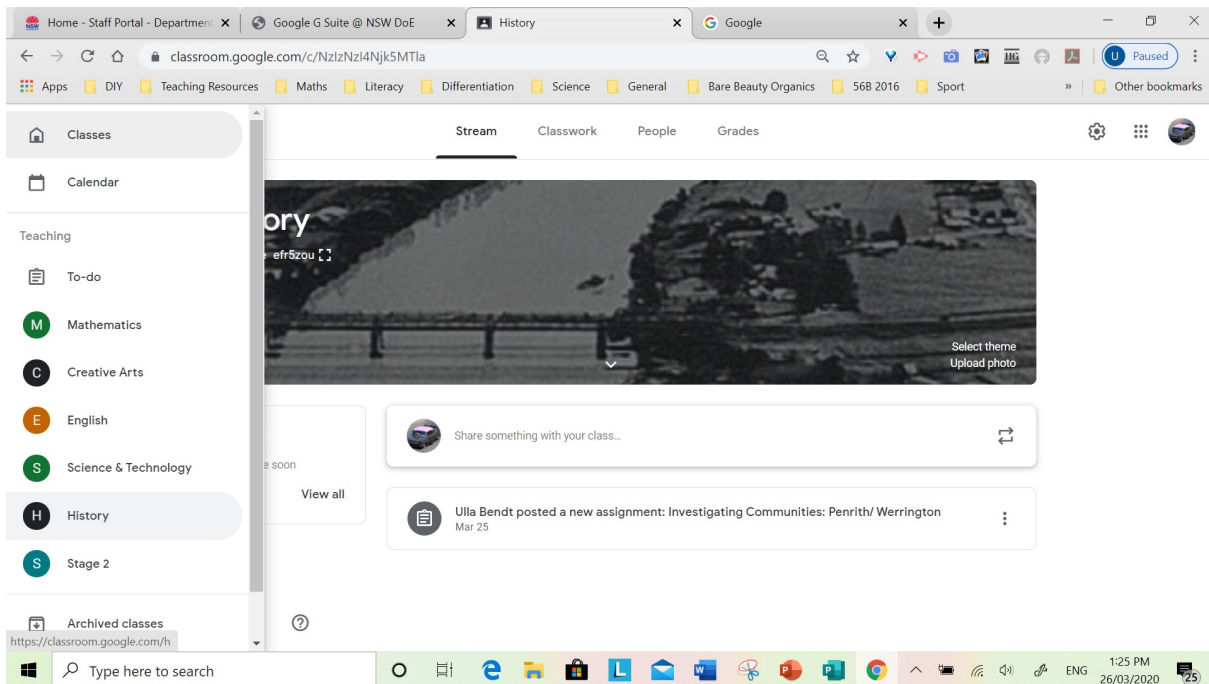
Now you can go and explore all the other classrooms, they all work the same way as the History class-room. Have fun, enjoy your on-line learning. Your teachers are only a click away, so please ask any questions you have. If you have a question about History, ask it in the History classroom. If you have a question about maths, ask it in the Maths classroom... you get the idea :)

If you want to have a chat to your teacher, or keep in touch with your friends, you can do that in the 'Stage 2' classroom :)

Follow these steps to log in Google Classroom- using a phone, ipad or tablet

1. Download the 'Google Classroom' app from the app store (Apple or Android, depending on your device)

2. You will be asked to enter an email address. Enter your DET student user name followed by the DET email address

<div align="center">sally.smith@education.nsw.gov.au</div>

3. You will then be taken to your usual Student portal log in page. Enter…

<div align="center">Username: Sally.smith</div>

<div align="center">Password: enter your password</div>

4. You will now be taken into Google Classroom

5. Go to Step 7 of this guide to enter your classroom codes. The page will look a little different but just look for the + sign in the top right hand corner to enter codes.