

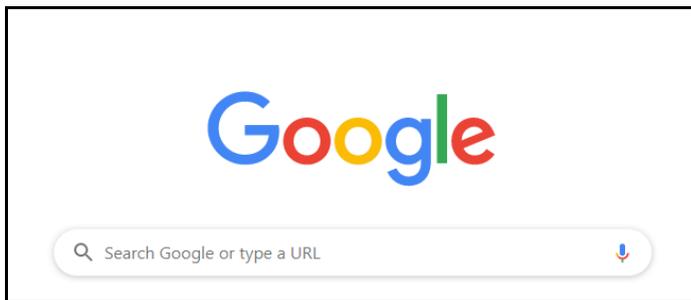
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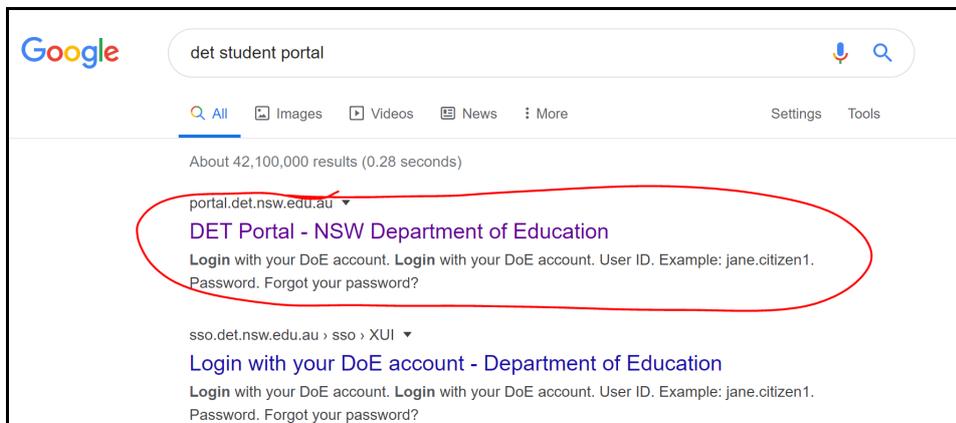
Accessing Google Classroom from home computers

Google Classroom is the online learning platform that will be used by students at Metella Road Public School to access their classwork. **Google Classroom can only be accessed via the Student Portal.**

1. Click on your web browser (for example, Chrome)



2. Search for "DET student portal"



3. Log in using your username and password (this is your child's username and password):

Username: _____

Password: _____

Login with your DoE account

User ID

Example: jane.citizen1

Password

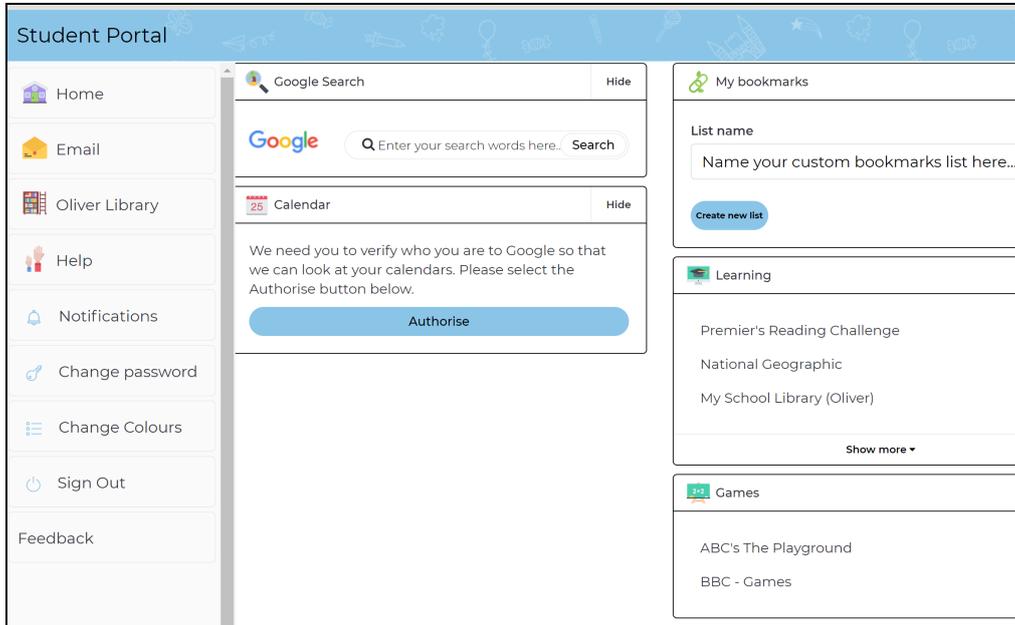
[Log In](#)

[Forgot your password?](#)

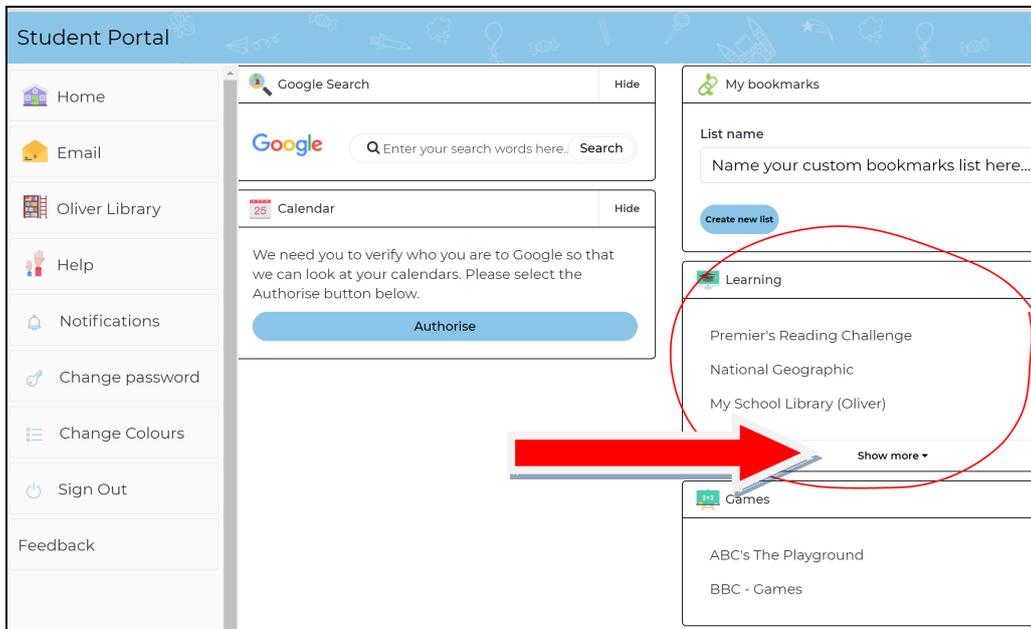
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4. You should be able to access the **Student Portal** now.



5. To get onto Google Classroom, find the **Learning** component located on the right hand side of the portal and click on **Show more**.



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6. Locate and click on the **G Suite (Google Apps for Education)** link.

A screenshot of a 'Learning' menu. The menu is titled 'Learning' and has a 'Hide' button in the top right corner. The menu items are listed as follows: Premier's Reading Challenge, National Geographic, My School Library (Oliver), eSafety Kids, Microsoft Office 365, Discovery Kids, Digital Citizenship, NSW anti-bullying website, ABC LearnOnline, Adobe DoE software download, G Suite (Google Apps for Education), and stem.T4L Learning Library. A red arrow points to the 'G Suite (Google Apps for Education)' link. At the bottom of the menu, there is a 'Show less' button with a downward arrow.

7. Locate and click on **Classroom**.

A screenshot of the 'G Suite for Education' dashboard. The dashboard is titled 'G Suite for Education' and features the NSW Government logo. It is organized into three columns: 'Create & Collaborate', 'Organise', and 'Investigate'. The 'Create & Collaborate' column contains 'Drive' (Store, create and share digital files), 'Classroom' (Connect with your class online), and 'Docs' (Create & share documents). The 'Organise' column contains 'Calendar' (Organise your time) and 'Forms' (Create online forms to collect and organise information). The 'Investigate' column contains 'News' (Stay informed and research local, national and global events), 'Books' (Research, read on-line and write book reviews), and 'Earth' (Find and Investigate your world). A red arrow points to the 'Classroom' link, which is also highlighted with a blue border.

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Navigating Google Classroom

8. Once you are in Google Classroom, if your child has **already joined** you should see a tile with the current classroom.



9. If your child has **not already joined**, click on the + symbol and click on **Join Class** that is located at the top right hand of the page.



10. Type the following code into the class code section:

11. This will allow you access content that the classroom teacher posts. You can upload, add comments and contribute to the class' learning. Follow the prompts and directions on your child's Google Classroom.

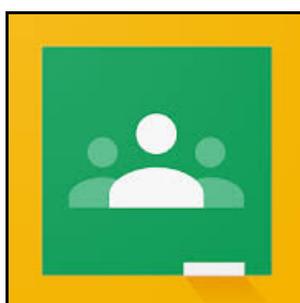
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Accessing Google Classroom from other devices

Google Classroom can be accessed via the **Google Classroom application**.

1. Download the **Google Classroom app**.



2. Once downloaded, click the icon and log into **Google**. The login details for Google are username@education.nsw.gov.au. The *username* component of the login is your child's DoE username.
3. Log in using your username and password (this is your child's username and password).

A screenshot of the Google Classroom login interface. At the top, it says 'Login with your DoE account'. Below this are two input fields: 'User ID' with a placeholder 'Enter your user ID' and an example 'Example: jane.citizen1', and 'Password' with a placeholder 'Enter your password'. A blue 'Log in' button is positioned below the password field. At the bottom, there is a blue link that says 'Forgot your password?'. Two blue arrows point from the top left towards the 'User ID' and 'Password' fields.

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2. If your child has **not already joined**, click on the + symbol and click on **Join Class** that is located at the top right hand of the page.



3. Enter the class code.
4. This will allow you access content that the classroom teacher posts. You can upload, add comments and contribute to the class' learning. Follow the prompts and directions on your child's Google Classroom.