

# Google Classroom

## How to Access Google Classroom

Option 1: using a desktop browser  
on a Windows or Mac computer

Option 2: using apps on an iPad or  
Android device

**Note:** if you do not know what your Department of Education (DoE) user ID and password is please contact your teacher or the school.

## DoE Student Login

Login with your DoE account

User ID

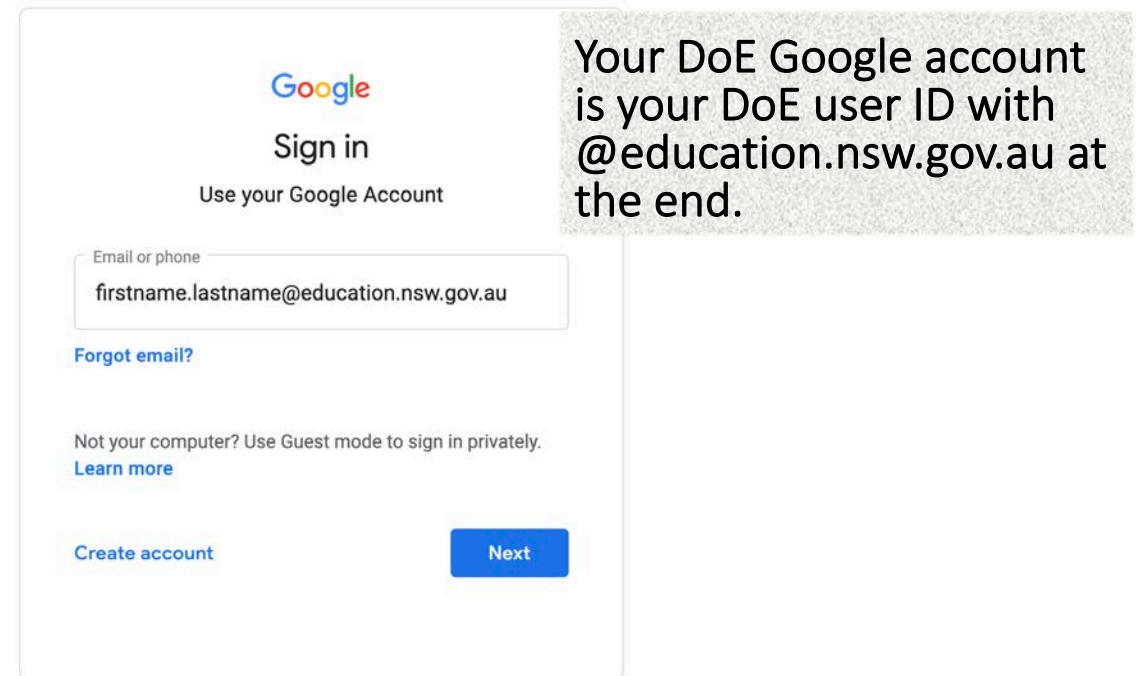
Example: jane.citizen1

Password

Log in

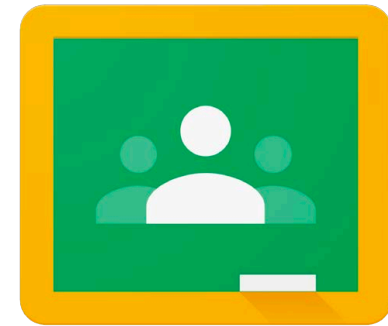
[Forgot your password?](#)

## DoE Google account



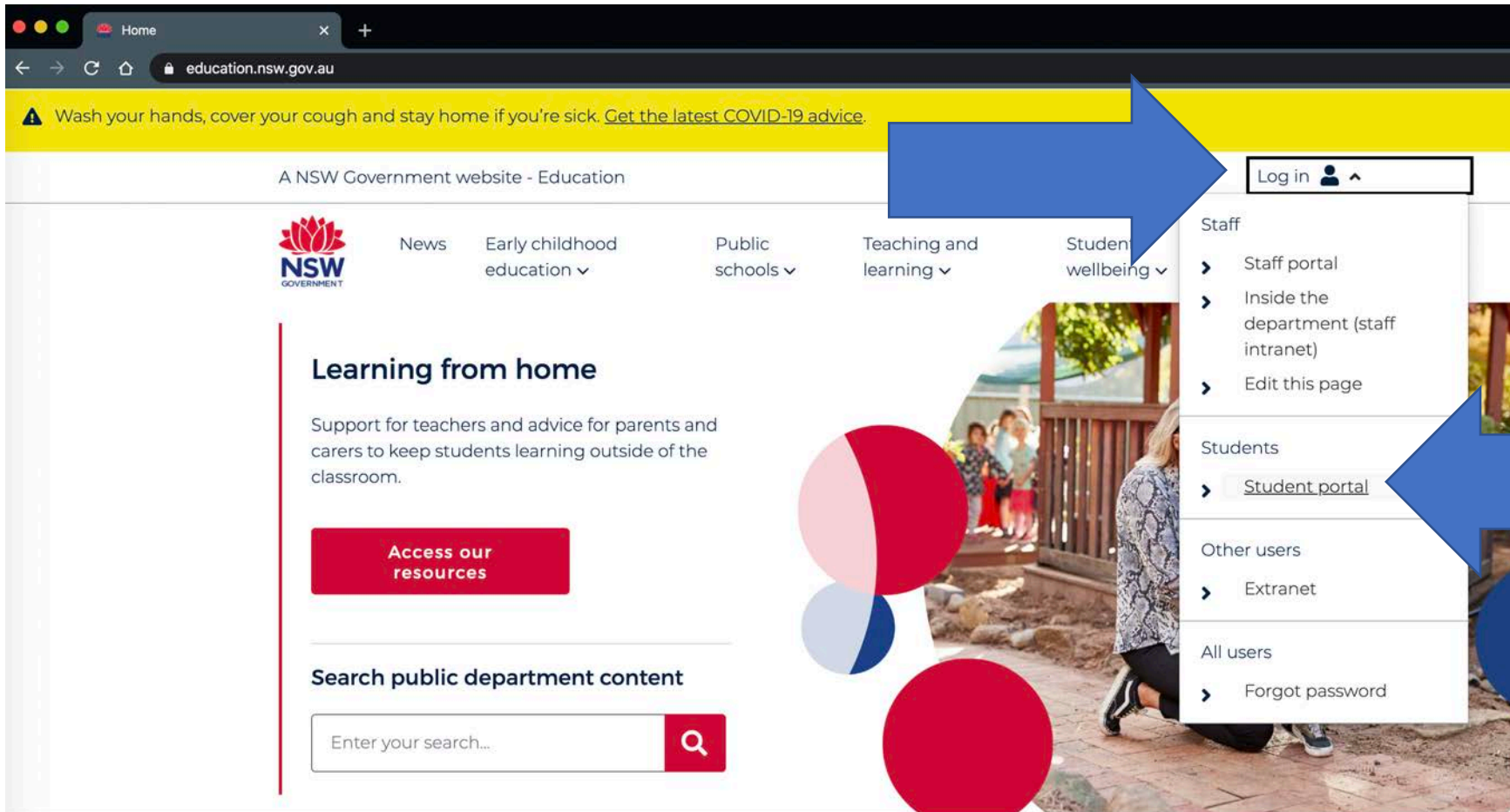
The screenshot shows the Google Sign in interface. At the top, the Google logo is displayed, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone" containing the text "firstname.lastname@education.nsw.gov.au". To the right of the input field, a grey callout box contains the text: "Your DoE Google account is your DoE user ID with @education.nsw.gov.au at the end." Below the input field are links for "Forgot email?", "Not your computer? Use Guest mode to sign in privately. Learn more", and "Create account". At the bottom right, there is a blue "Next" button.

Using a desktop browser on a Windows or Mac computer to access Google Classroom



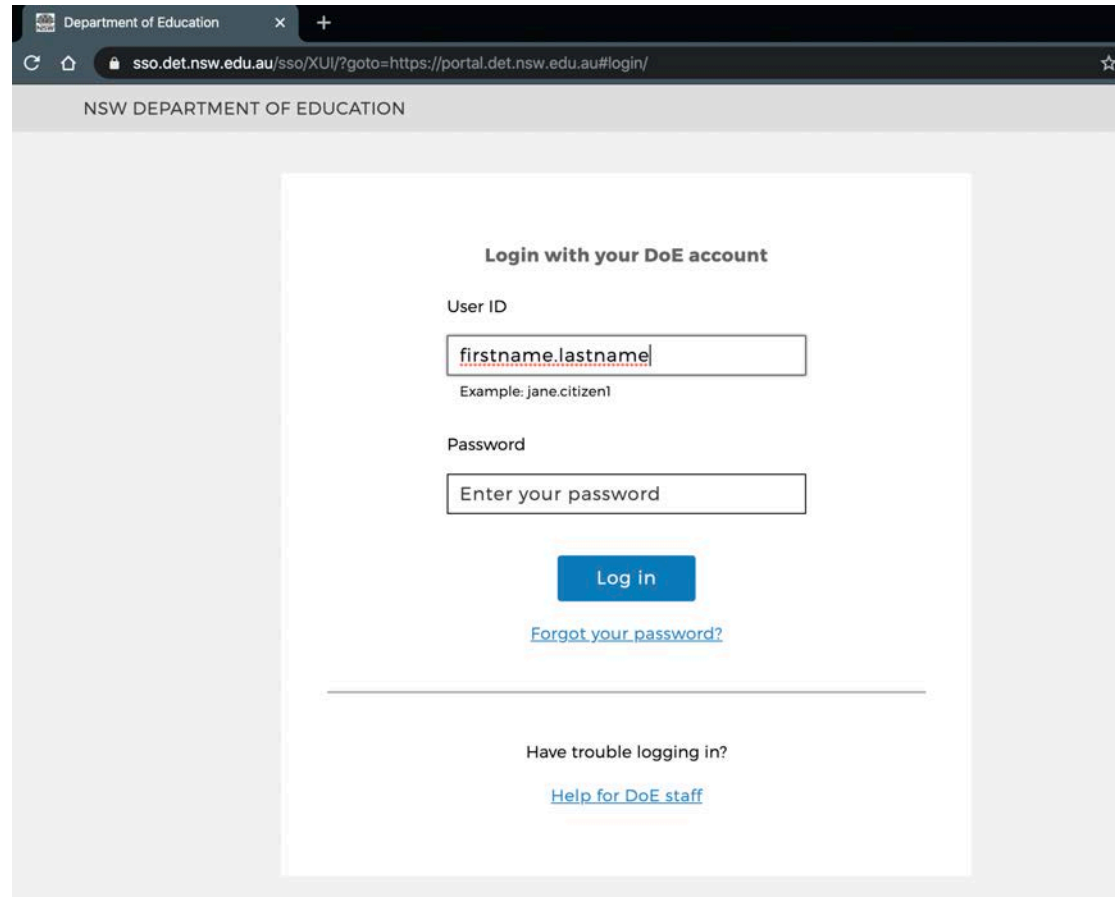
Google Classroom

Step 1. Go to <https://education.nsw.gov.au/>. Click on Log in and a drop down box will appear. Then click on Student Portal.



The screenshot shows the NSW Government Education website. The browser address bar displays 'education.nsw.gov.au'. A yellow banner at the top contains a COVID-19 warning. Below the banner, the text 'A NSW Government website - Education' is visible. The NSW Government logo is on the left, and navigation links for 'News', 'Early childhood education', 'Public schools', 'Teaching and learning', and 'Student wellbeing' are in the center. On the right, a 'Log in' button with a user icon is highlighted by a blue arrow. A dropdown menu is open, showing options for 'Staff' (Staff portal, Inside the department (staff intranet), Edit this page), 'Students' (Student portal), 'Other users' (Extranet), and 'All users' (Forgot password). A blue arrow points to the 'Student portal' option. Below the navigation, a 'Learning from home' section features a red button labeled 'Access our resources' and a search bar for public department content.

**Step 2.** Use your department username and password to login. If you do not know these please contact your teacher or the school.



The image shows a web browser window displaying the login page for the NSW Department of Education. The browser's address bar shows the URL `sso.det.nsw.edu.au/sso/XUI/?goto=https://portal.det.nsw.edu.au/#login/`. The page header reads "NSW DEPARTMENT OF EDUCATION". The main content area is titled "Login with your DoE account" and contains the following elements:

- User ID:** A text input field containing the placeholder text "firstname.lastname". Below the field, an example is provided: "Example: jane.citizen1".
- Password:** A text input field with the placeholder text "Enter your password".
- Log in:** A blue button with the text "Log in".
- Forgot your password?:** A blue hyperlink.
- Have trouble logging in?:** A section header with a blue hyperlink below it: "Help for DoE staff".

Step 3. On the right hand side, click on the Learning tab. Find the G Suite (Google Apps for Education) and click on this.

The screenshot displays the NSW Department of Education Student Portal. On the left is a navigation menu with links for Home, Email, Oliver Library, Help, Notifications, Change password, Secret Questions, Change Colours, Sign Out, and Feedback. The main content area is divided into three sections: a Search bar with a Google logo and a search input field; a Calendar section with a date of 25 and an 'Authorise' button; and a 'My bookmarks' section with a 'Create new list' button. Below these is the 'Learning' tab, which contains a list of resources. The 'G Suite (Google Apps for Education)' link is highlighted with a blue background and a blue arrow pointing to it from the right. Another blue arrow points to the 'Learning' tab header.

NSW Department of Education

Student Portal

Home

Email

Oliver Library

Help

Notifications

Change password

Secret Questions

Change Colours

Sign Out

Feedback

Search

Hide

Google

Enter your search words here Search

Calendar

Hide

We need you to verify who you are to Google so that we can look at your calendars. Please select the Authorise button below.

Authorise

My bookmarks

Hide

List name

Name your custom bookmarks list here

Create new list

Learning

Premier's Reading Challenge

eSafety Kids

**G Suite (Google Apps for Education)**

ABC LearnOnline

Adobe DoE software download

National Geographic

Microsoft Office 365

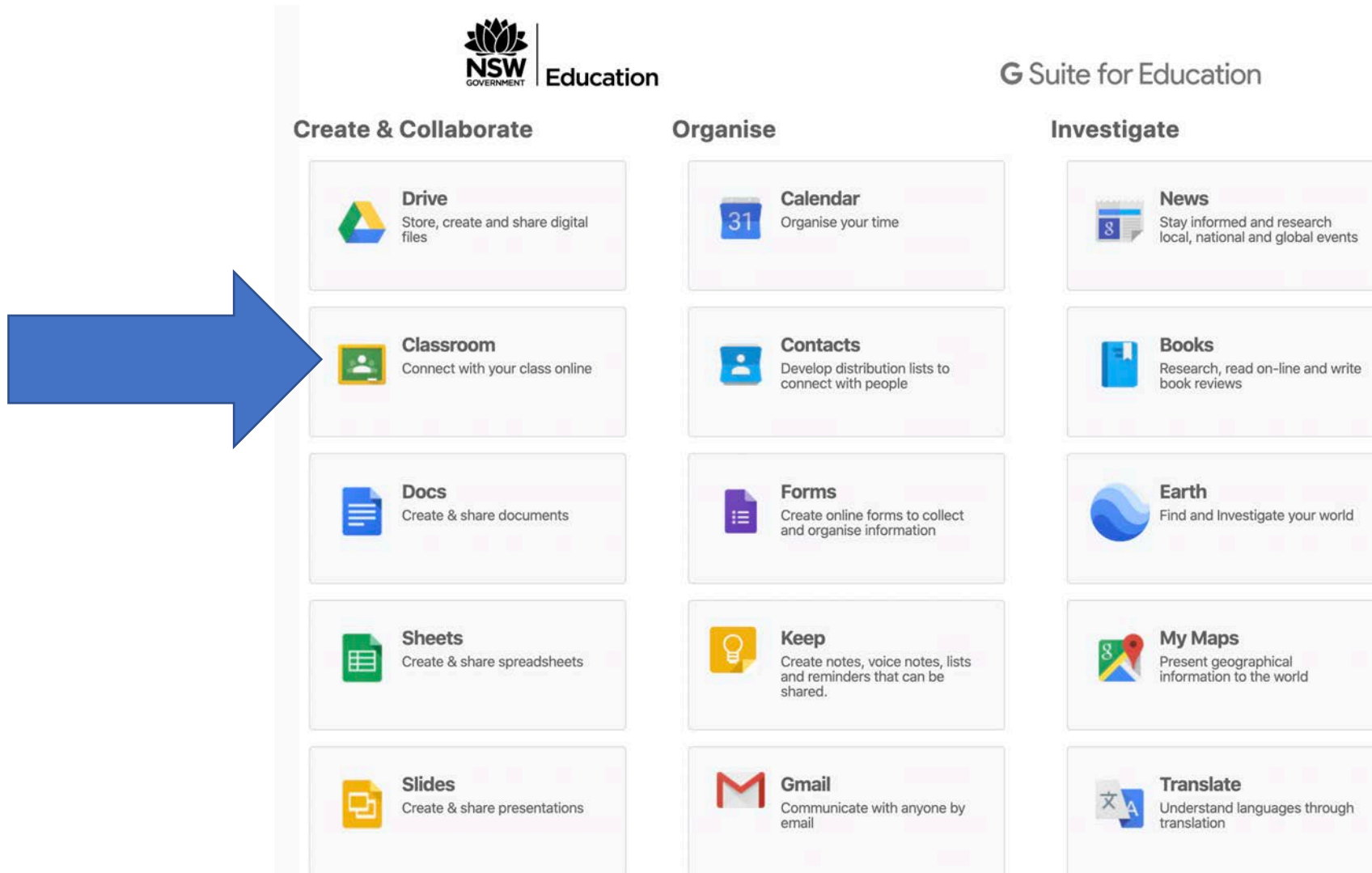
Digital Citizenship

NSW anti-bullying website

Discovery Kids

M. School Websites (Click on the link)

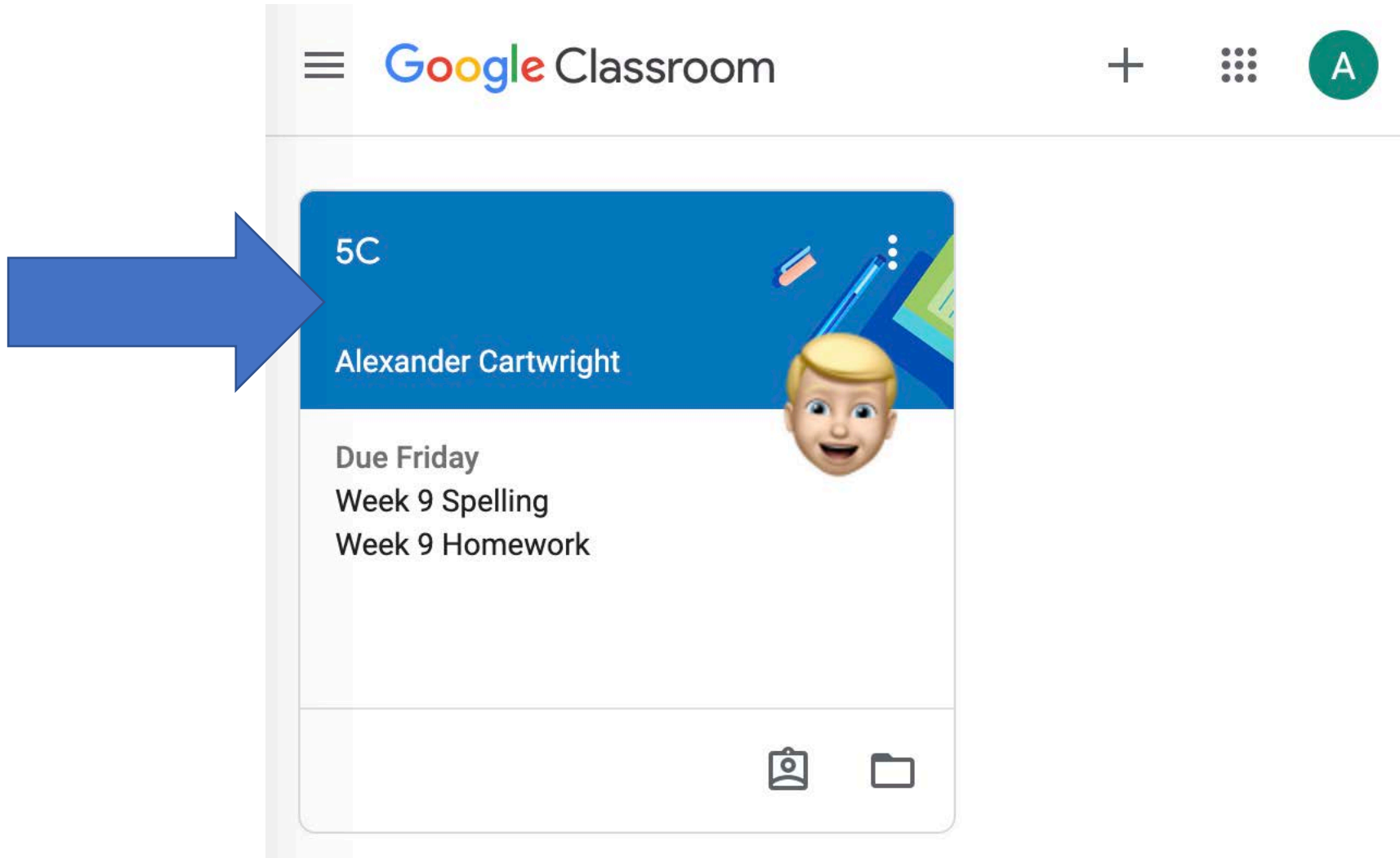
# Step 4. On this page, click on Classroom.



The image shows the NSW Education G Suite for Education dashboard. At the top left is the NSW Government Education logo. At the top right is the G Suite for Education logo. The dashboard is organized into three columns: 'Create & Collaborate', 'Organise', and 'Investigate'. Each column contains several application tiles with icons and brief descriptions. A large blue arrow points from the left towards the 'Classroom' tile in the 'Create & Collaborate' column.

Category	Application	Description
Create & Collaborate	Drive	Store, create and share digital files
	Classroom	Connect with your class online
	Docs	Create & share documents
	Sheets	Create & share spreadsheets
	Slides	Create & share presentations
Organise	Calendar	Organise your time
	Contacts	Develop distribution lists to connect with people
	Forms	Create online forms to collect and organise information
Investigate	News	Stay informed and research local, national and global events
	Books	Research, read on-line and write book reviews
	Earth	Find and Investigate your world
	My Maps	Present geographical information to the world
	Translate	Understand languages through translation

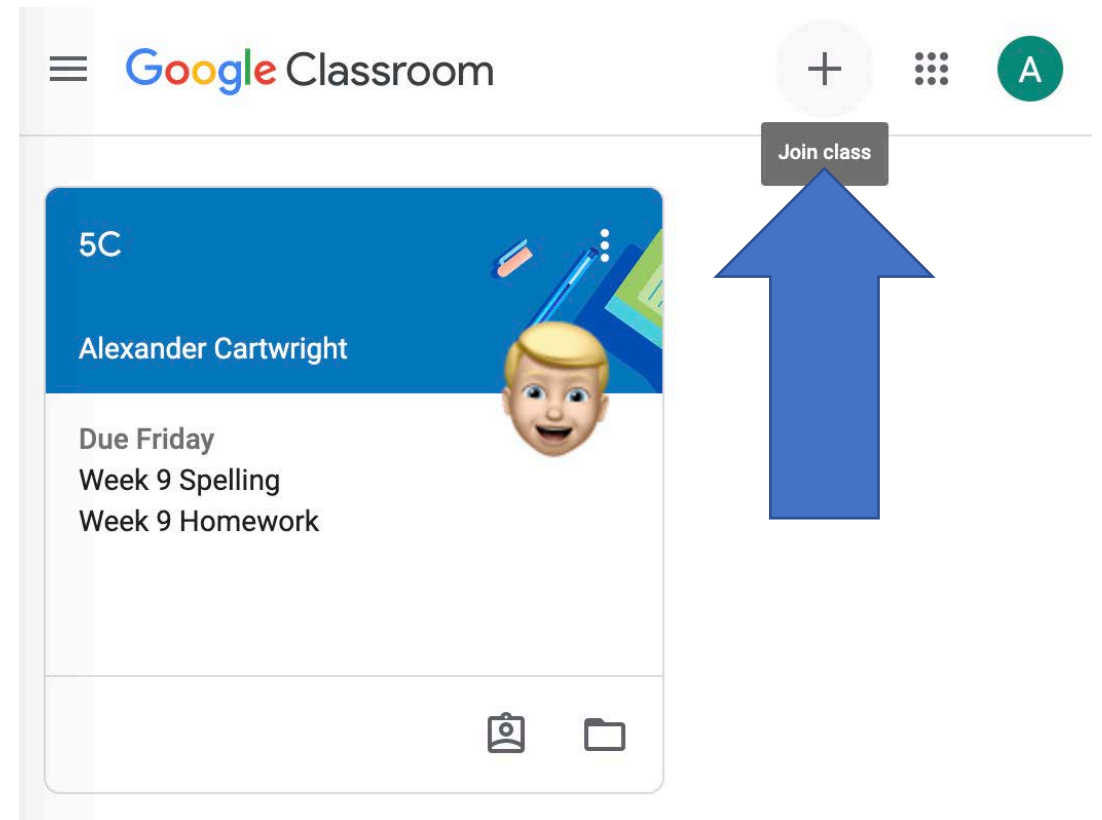
**Step 5.** If you have logged on before, your class will be here.





If you have not logged on before, you will need to click on the + sign in the top corner and Join class.

It will then ask you for a code. If you do not have this code, contact your teacher or the school.



# Using apps on an iPad or Android device to access Google Classroom



Google Classroom

**Step 1.** Install these four apps to your device:



Google Drive



Google Docs

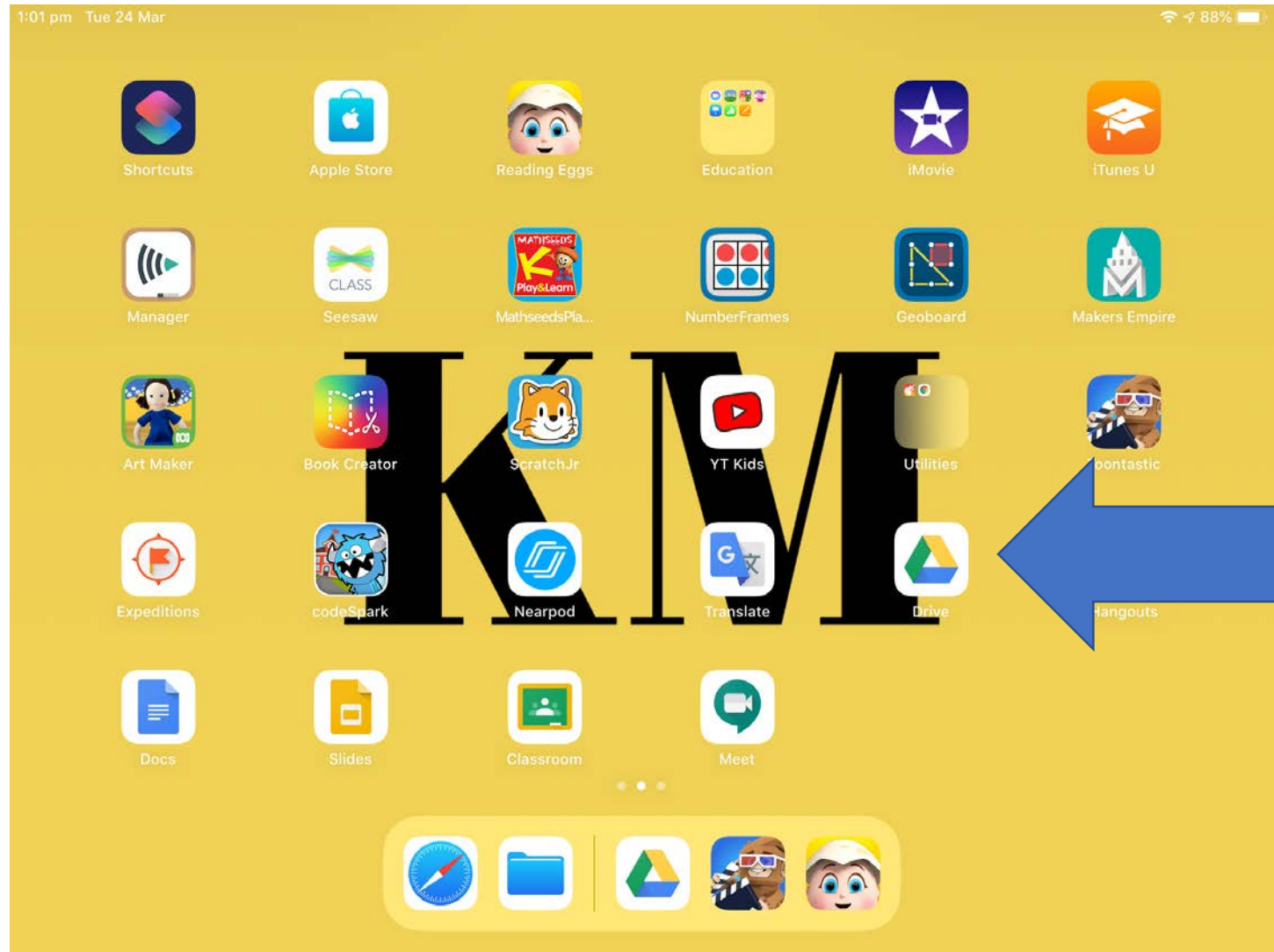


Google Slides

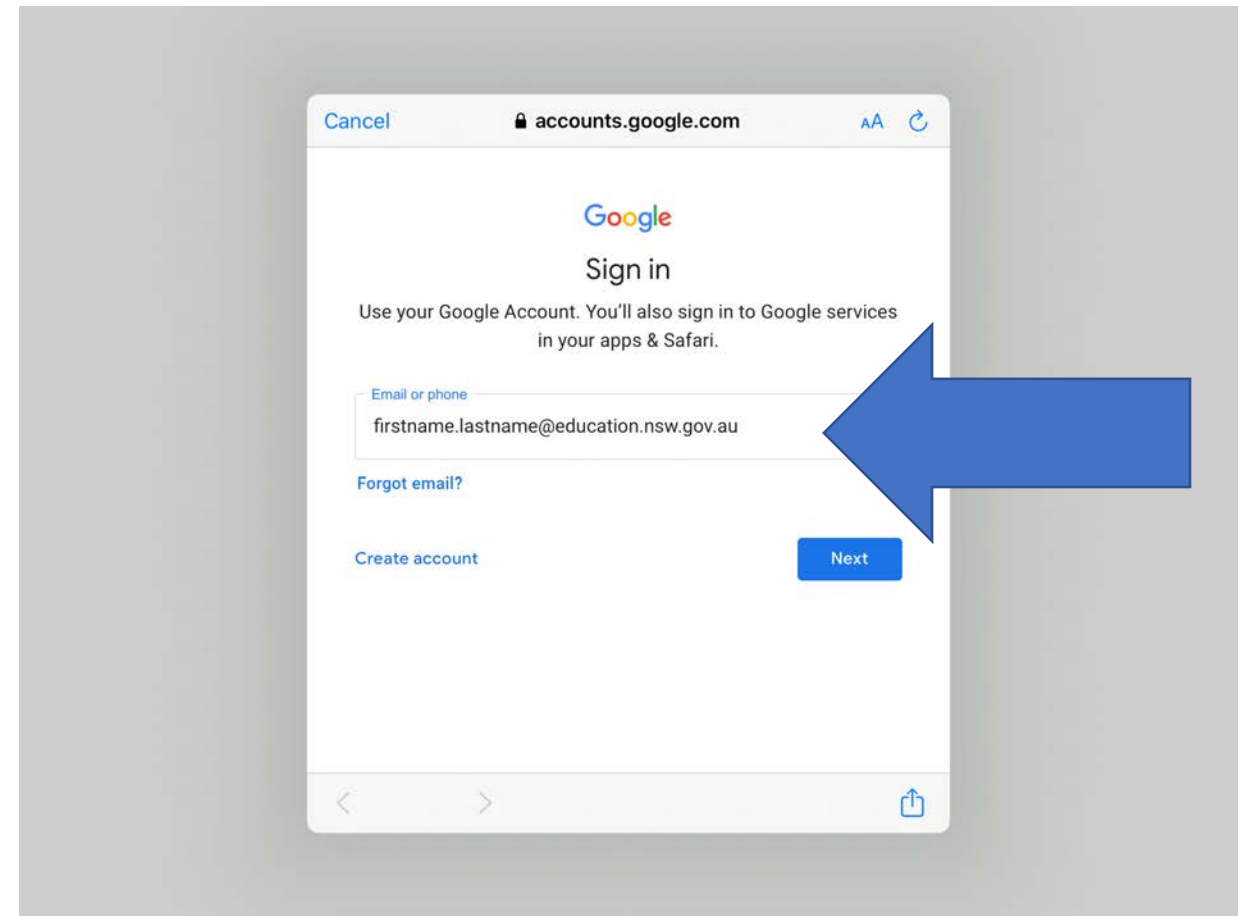
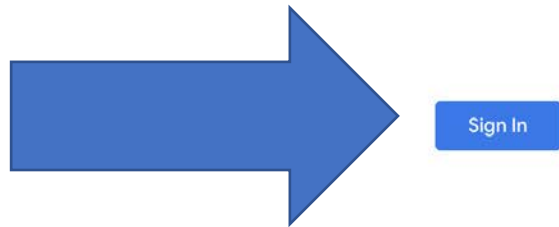


Google Classroom

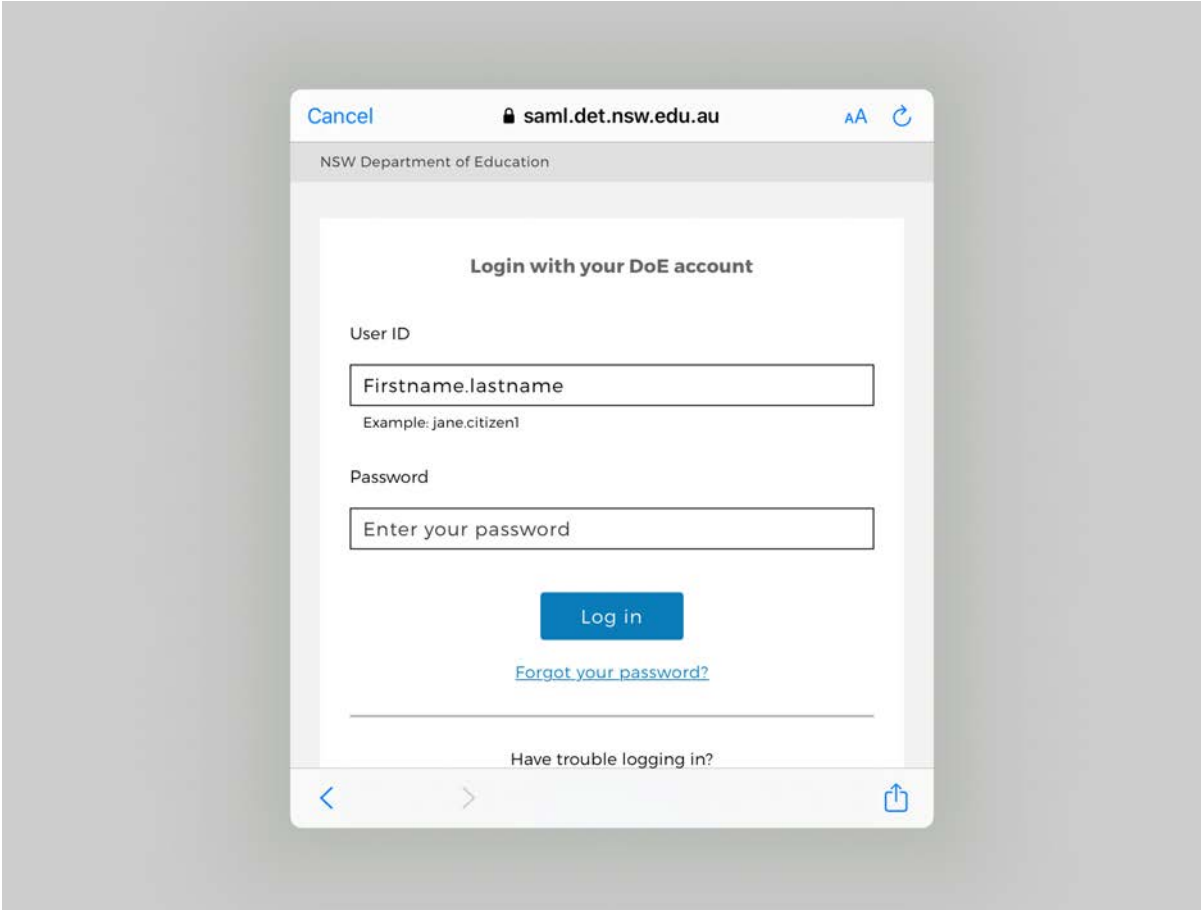
# Step 2. Open the Google Drive app.



**Step 3.** Click Sign in. Enter your DoE Google account and click Next. If you do not know this please contact your teacher or the school.

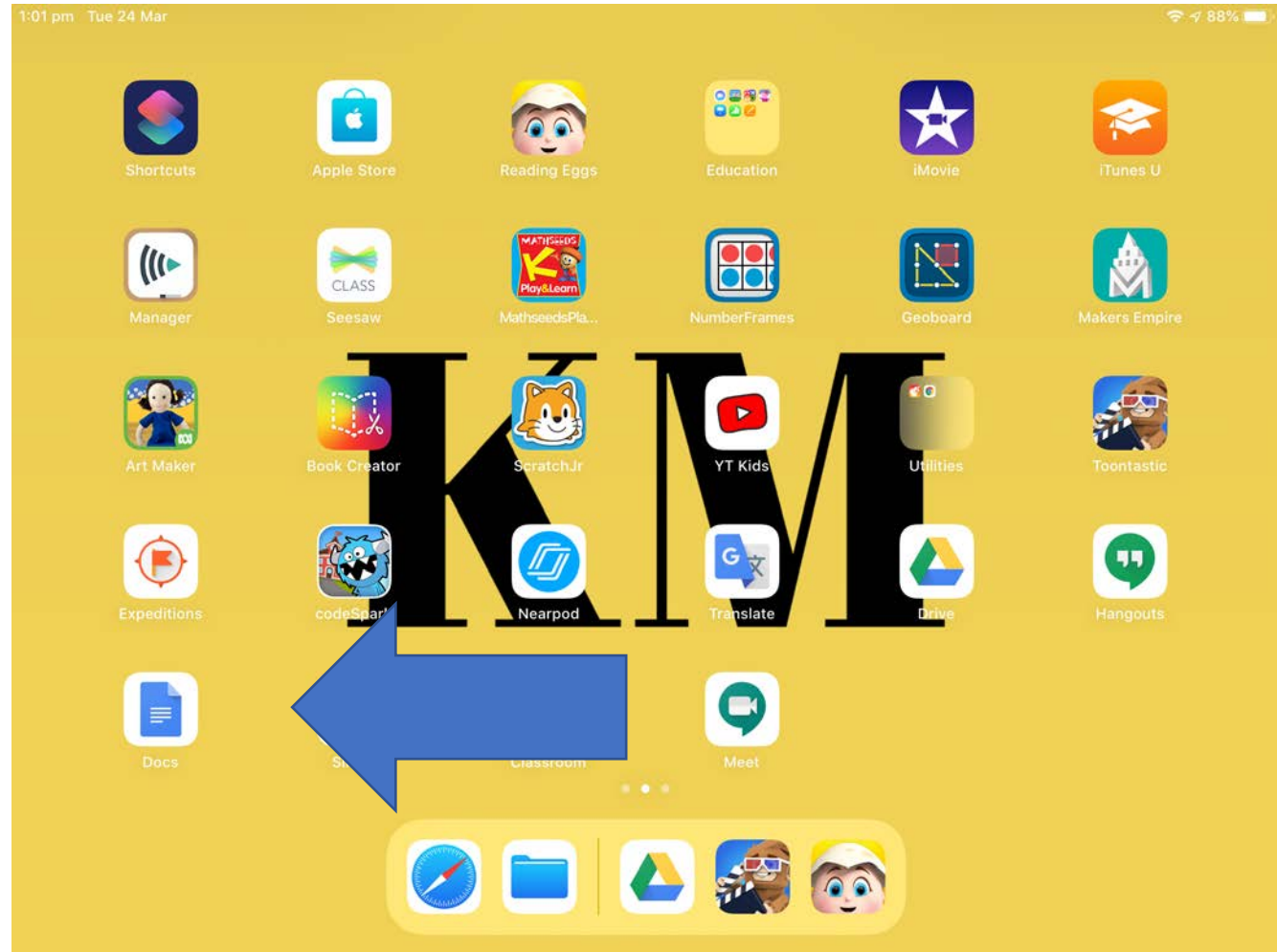


**Step 3.** Enter your department username and password to login. If you do not know these please contact your teacher or the school.

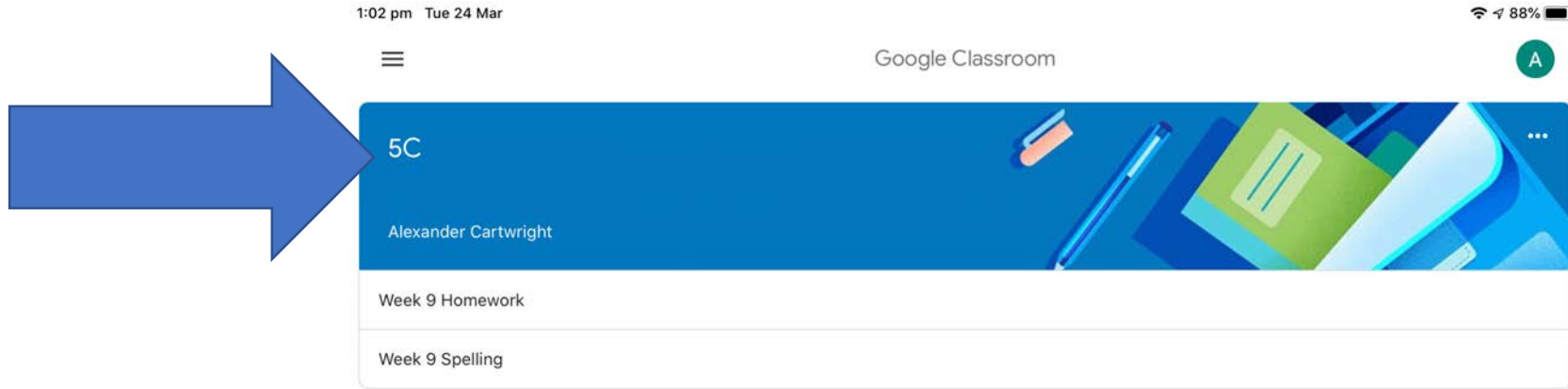


The image shows a mobile browser interface for the NSW Department of Education login page. The address bar at the top displays "saml.det.nsw.edu.au". The page title is "NSW Department of Education". The main heading is "Login with your DoE account". Below this, there are two input fields: "User ID" with a placeholder "Firstname.lastname" and an example "Example: jane.citizen1", and "Password" with a placeholder "Enter your password". A blue "Log in" button is centered below the fields. A link for "Forgot your password?" is located below the button. At the bottom of the form area, there is a link "Have trouble logging in?". The mobile interface includes a "Cancel" button in the top left, a "AA" icon and a refresh icon in the top right, and a back/forward navigation bar at the very bottom.

**Step 4.** Once signed in, all four Google G Suite apps will be ready for use. Open the Google Classroom app.

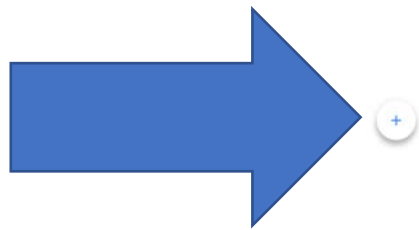
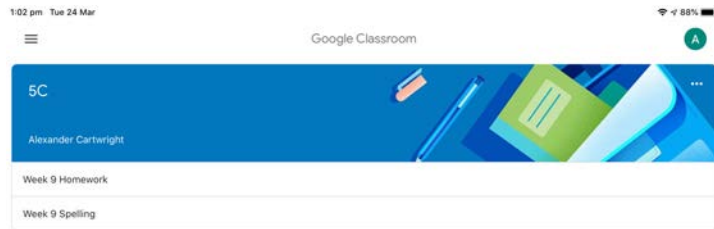


Step 5. If you have logged on before, your class will be here.





If you have not logged on before, you will need to click on the  $\pm$  sign in the bottom corner to join the class.



It will then ask you for a code. If you do not have this code, contact your teacher or the school.

