



# Instructions to use/join **GOOGLE CLASSROOM**



1. Go to <https://education.nsw.gov.au/>

The screenshot shows the NSW Government website with a navigation menu. A dropdown menu is open under the 'Log in' button, showing options for Staff, Students, and Other users. The 'Student portal' option under the 'Students' category is circled in red. A red arrow points from a box labeled 'Log in here' to the 'Student portal' option.

Log in here

2. Enter your username and password to log in

## Login with your DoE account

User ID

Example: jane.citizen1

Password

### 3. Read the conditions of use and click 'I Agree'

### 4. You are now on your homepage 'Kidspace'

The screenshot shows the Kidspace homepage with a navigation menu on the left and several widget sections on the right. A red arrow points from a text box to the 'Show more' link in the Learning section.

**Click on show more**

- Google Search
- Calendar
- My bookmarks
- BlogEd
- Learning
  - Premier's Reading Challenge
  - eSafety
  - Cybersmart Kids Online
  - Show more

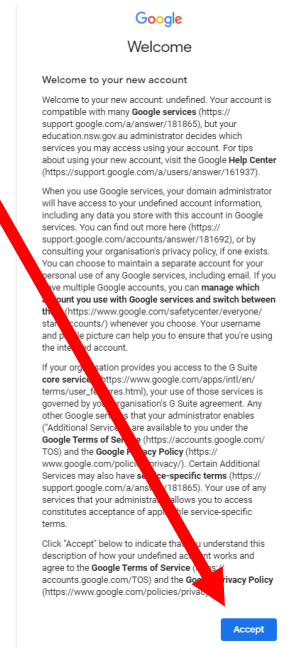
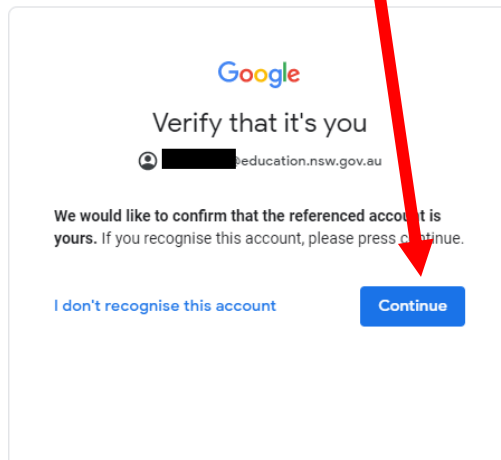
### 5.

The screenshot shows the Kidspace homepage with the Learning section expanded. A red arrow points from a text box to the 'GSuite' link in the list of resources.

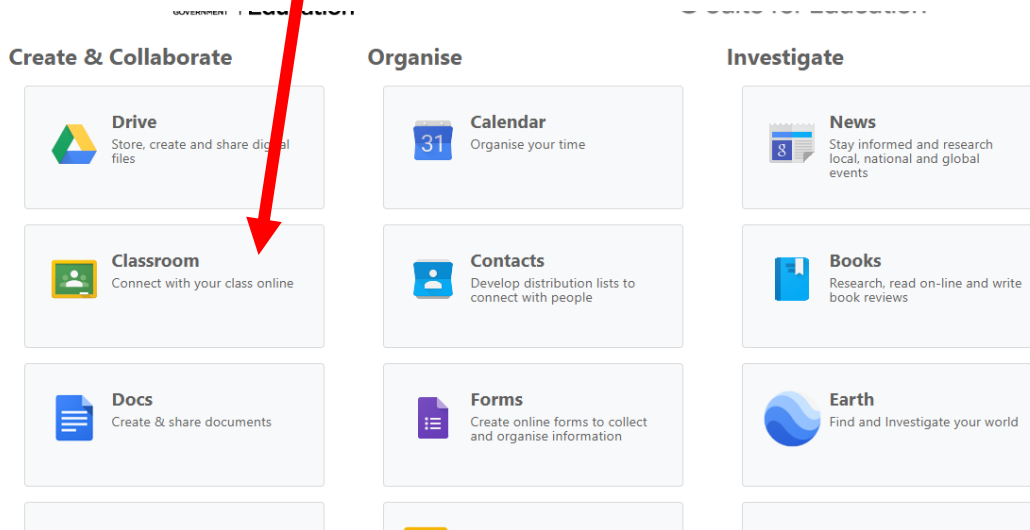
**Click on GSuite**

- Premier's Reading Challenge
- eSafety
- Cybersmart Kids Online
- National Geographic
- My School Library (Oliver)
- Microsoft Office 365
- Discovery Kids
- Bridgit
- NSW anti-bullying website
- ABC LearnOnline
- Anti-bullying student survey
- Watch - The Upstander
- Adobe DoE software download
- GSuite (Google Apps for Education)
- stem.T4L Learning Library

## 6. It will ask if it is you. Click continue then accept

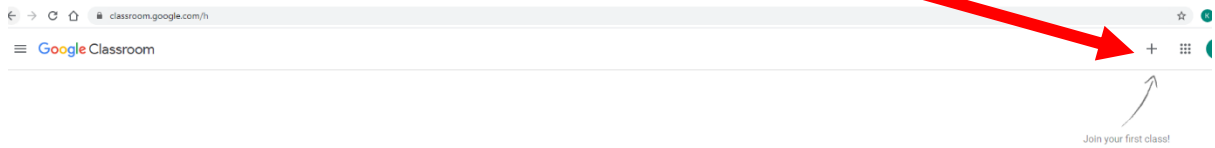


## 7. Click on classroom



All students should have joined their classroom and will be able to access it.

**If you have not yet joined, follow the instructions to join.**  
You will get to this page. Click join class



You will need a class code to join your class. Please contact the school office if this is necessary.

**\*\*If you have multiple children using the same device they need to log out of Google each time they finish working \*\***

They can do this by clicking on the circle at the top righthand corner (it has their first initial in it). They then click on log out. Another child can then log in through the student portal and will be able to access their Google Classroom. This needs to be repeated each time a different child uses the device.