

# How to join a Google classroom



Google Classroom

Created by Mrs Thomas for EPS students and parents



education.nsw.gov.au

Log into the  
Student  
portal by  
following the  
steps to the  
right:



## COVID-19 Advice for families

We're working closely with NSW Health and other agencies to ensure our schools continue to operate in the safest ways possible in the COVID-19 environment.

See advice for  
families

Search public department content

Enter your search...



Log in



Staff

- > Staff portal
- > Inside the department (staff intranet)
- > Edit this page

Students

- > Student portal

Other users

- > Extranet

All users



Type **education.nsw.gov.au** in the address bar of your web browser window and press enter/return on your keyboard. Then click Log in(1) followed by Student portal(2).

1.Type your firstname.lastname and number if you have one after your last name.

Eg sam.brown30 or linda.green etc

**Your username and password is the same as your Premier's reading challenge password.**

2. Press tab or click in the password box(field) to type your password.

3. Click on the button

Log in

Call the school if your student username and password does not work.

## Login with your DoE account

User ID

For example:

Enter your user ID

Example: jane.citizen1



sam.brown30

Password

Enter your password



.....

Log in

[Forgot your password](#)



## Conditions of Use

When going online I agree to follow these rules.

- **No** to looking for, reading, sending or linking to anything rude, scary or unkind
- **Go** to a responsible adult if I see anything rude, scary or unkind
- **Tell** a responsible adult about anything I receive, send or read that makes me feel uncomfortable

I Agree

I Disagree



Read the conditions of use  
and click 'Agree'.



Home - Kidspace - Department of Education

portal.det.nsw.edu.au/group/kidspace

NSW Department of Education

# Kidspace

Home

Email

Oliver Library

Help

Notifications

Change password

Change Colours

Google Search

Google

Quick Access

G Suite

Microsoft Office 365

Premier's Reading Challenge

Everyday Maths Hub

Student Voices

My bookmarks

List name

Name your custom bookmarks list here...

Create new list

BlogEd

My Posts

My Blogs

No posts found

See more BlogEd content

Learning

G Suite (Google Apps for Education)

Microsoft Office 365

Premier's Reading Challenge

eSafety Kids

Show more

Click on GSuite  
(Google Apps for Education)  
There are two places on the student portal that  
allows you to do this.



Create & Collaborate

Organise

Investigate



Drive

Store, create and share digital files



Calendar

Organise your time



News

Stay informed and research local, national and global events



Classroom

Connect with your class online



Contacts

Develop distribution lists to connect with people



Books

Research, read on-line and write book reviews



Docs

Create & share documents



Forms

Create online forms to collect and organise information



Earth

Find and Investigate your world



Sheets

Create & share spreadsheets



Keep

Create notes, voice notes, lists and reminders that can be shared.



My Maps

Present geographical information to the world



Slides

Create & share presentations



Gmail

Communicate with anyone by email



Translate

Understand languages through translation

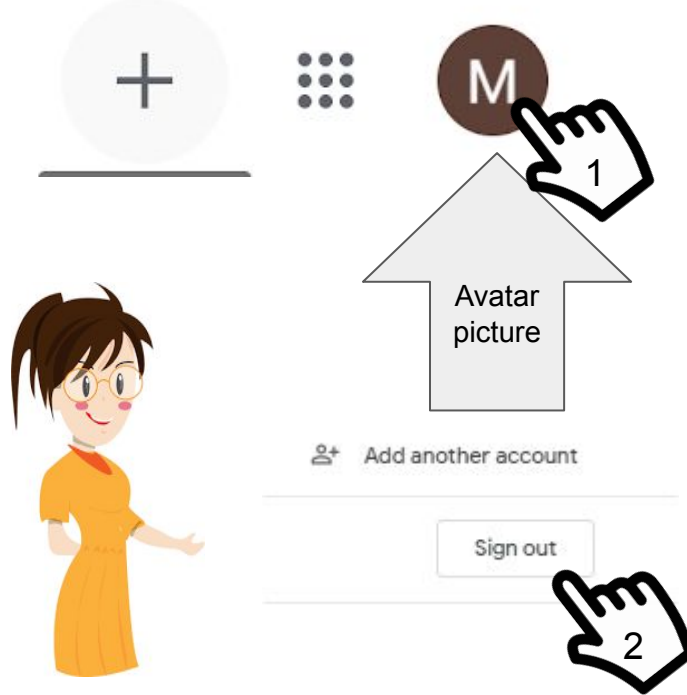
Click on Classroom



If you can't see Classroom as an app you are probably logged into someone's personal account within your family. View next page to resolve account issues. If you can see Classroom skip slide 7-9.



If your avatar is not showing, click on the avatar you can see(1) and **sign out** (2) the other Google account user. To work with Google Education you need to be signed into your student Google account.



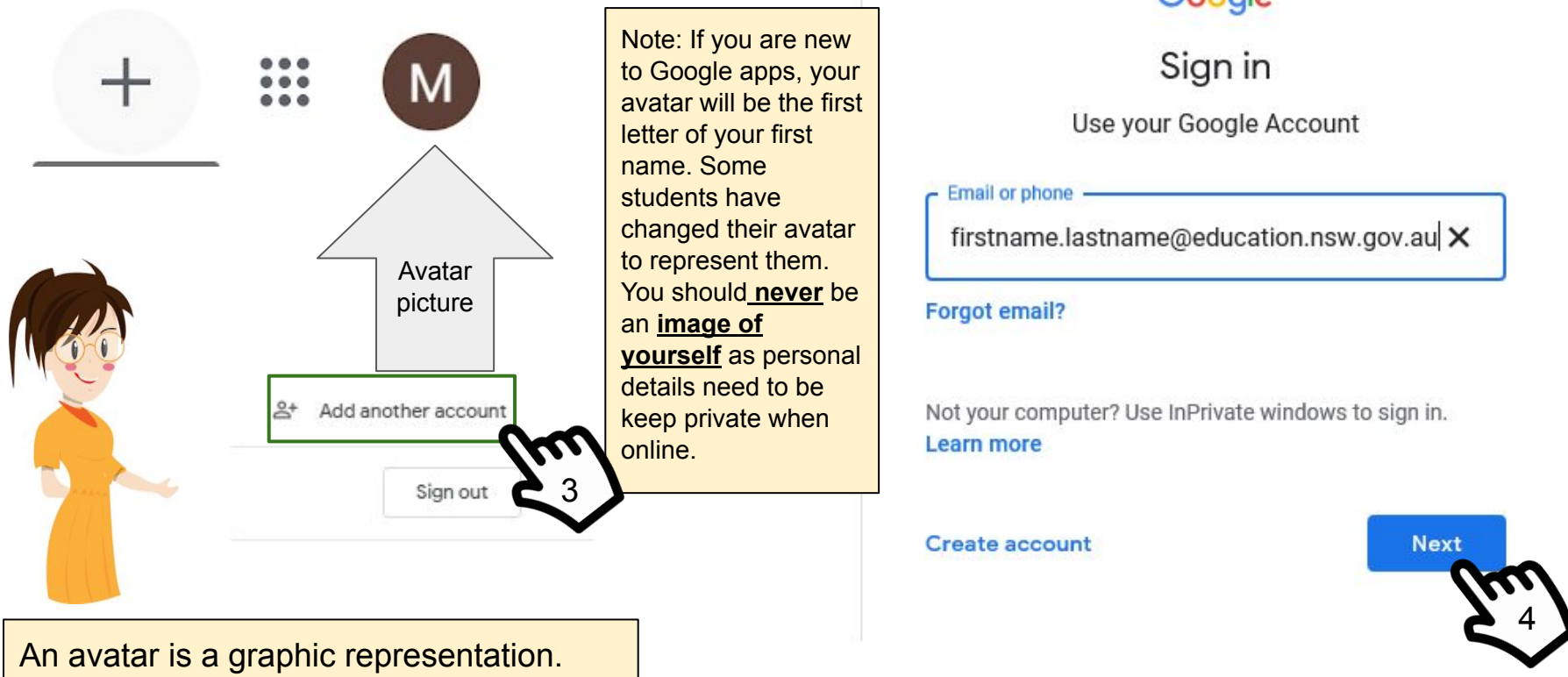
An avatar is a graphic representation. Like this teacher avatar on this page.

Note: If you are new to Google apps your avatar will be the first letter of your first name. Some students have changed their avatar to represent them. It should never be an image of themselves as personal details need to be kept private.

Click **add another account**(3) to add your account if your account isn't on the list of accounts.

You will need to type your email address which is [firstname.lastname@education.nsw.gov.au](mailto:firstname.lastname@education.nsw.gov.au) (4)

**Note:** Don't forget to also add the number if you have a number as part of your student login



The image shows a Google sign-in page with several annotations. On the left, a cartoon woman in an orange dress points towards the 'Add another account' button, which is highlighted with a green box and a hand icon labeled '3'. Above this button is a large grey arrow pointing upwards, labeled 'Avatar picture'. To the right of the arrow is a yellow box containing a note about avatars. Below the 'Add another account' button is a 'Sign out' button. On the right side of the page, the 'Sign in' section is visible, featuring a text input field for 'Email or phone' containing the address 'firstname.lastname@education.nsw.gov.au' and a close button 'X'. Below the input field are links for 'Forgot email?', 'Not your computer? Use InPrivate windows to sign in.', and 'Learn more'. At the bottom right, there is a 'Create account' link and a blue 'Next' button, which is highlighted with a hand icon labeled '4'.

Note: If you are new to Google apps, your avatar will be the first letter of your first name. Some students have changed their avatar to represent them. You should **never** be an **image of yourself** as personal details need to be kept private when online.

Avatar picture

Add another account

Sign out

Sign in

Use your Google Account

Email or phone  X

Forgot email?

Not your computer? Use InPrivate windows to sign in. [Learn more](#)

Create account

Next

An avatar is a graphic representation.

The avatar icon will change to your first name initial or an avatar you have selected previously.



1. Click on the waffle icon.
2. A drop down menu will then appear. From this menu, you can access any of the Google tools as part of G Suite of Applications for Education. Select Google Classroom.



Classroom

**Note:** Any classroom assignments and announcements that are added to your Google Classroom will also appear as a notification via your school Gmail account, unless you turn off notifications via your classroom settings.



Gmail



Education



Account



Gmail



Drive



Classroom



Docs



Sheets



Slides



Calendar



Sites



Contacts



1.Invitation

### Note:

There are two ways to join a classroom your teacher sets up.

By invitation(1) by your teacher or a code(2) is given for you to join.

Join class

2.Join class with code

Most teachers will select to invite students when learning from home. Click 'Join' to add your classroom to Classroom. You may have more than one Classroom. Eg Your class, Library, Computer, Greek etc.

5H 2020


If you joined your online classroom, you will be presented with the name of the classroom. It will also display your teacher's name.

Upcoming

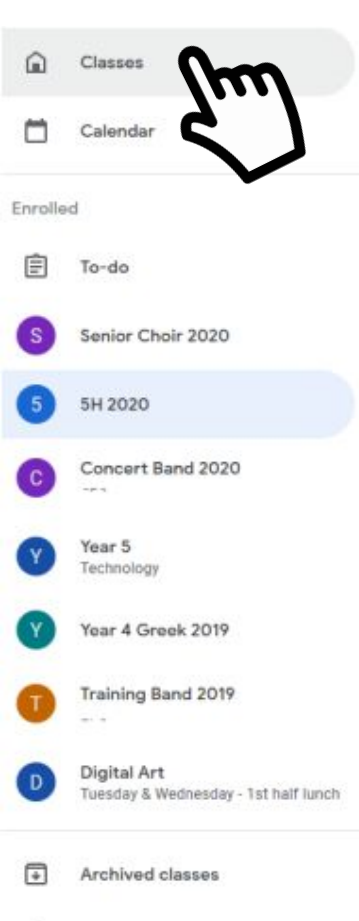
Share something with your class...

Please note this classroom is for training purposes and does not appear for students who are not part of this classroom.

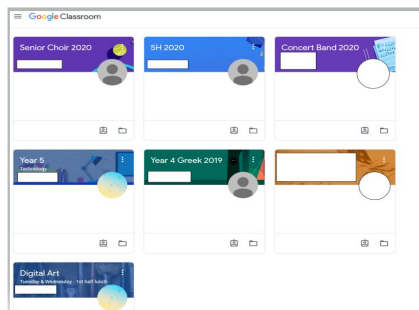


If you have been asked to join more than one classroom, you will need to repeat the process again to add additional classrooms. Click on the hamburger icon  to navigate back to where you view your classrooms and also join new classrooms.

Please note this classroom is for training purposes and does not appear for students who are not part of this classroom.



☰ When you click on the hamburger icon, a drop down menu will appear where you can view all the classes you have enrolled in. Navigate back to the classroom session tiles. You may only have one classroom or many, depending on your school programs. In this example below, I have clicked on classes from the drop down menu to display the classes the student is enrolled in.



Please note this classroom is for training purposes and does not appear for students who are not part of this classroom.

What do I do if I can't see the classroom  
I need to join?

Click the plus sign to  
join another class.



Join class



Join your first class!

Click the + symbol to  
join another class.

## Join class

Ask your teacher for the class code, then  
enter it here.

Class code

Cancel

Join

Type the class code provided by your teacher or school. If you have more than one classroom to join, you will need to repeat this process. For example, you may have your class teacher's classroom and another teacher that you see during the week for other learning.

Note: Look closely at the classroom code as the letter o and the number 0 can look similar. If the code is entered incorrectly, you will need to try again and look more closely at the code provided.

## Join class

Ask your teacher for the class code, then enter it here.

Class code

Cancel Join

TRY ANOTHER ACCOUNT



Type your classroom code and then click 'Join'.