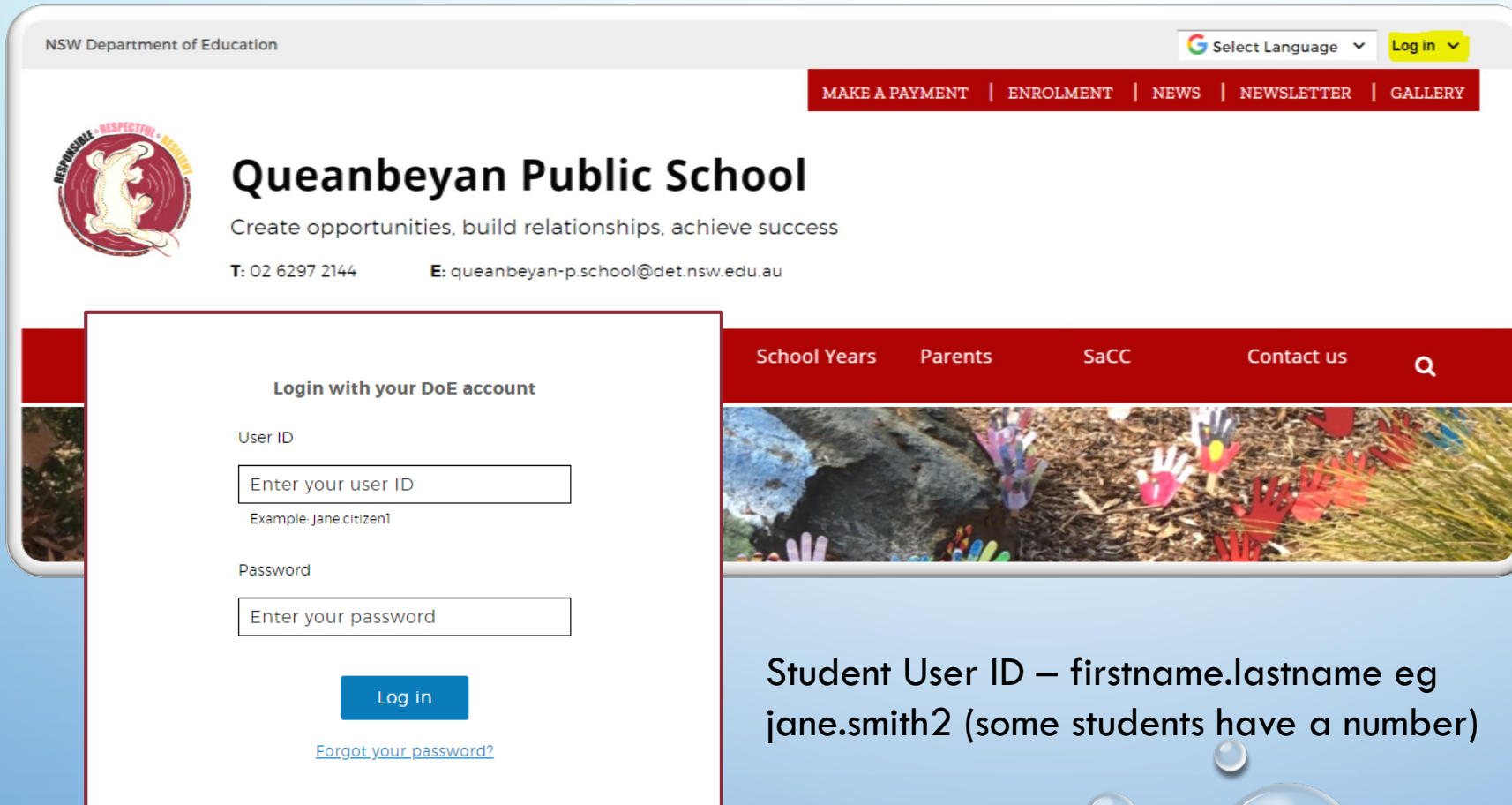


PARENTS GUIDE – ACCESS ONLINE LEARNING

G-SUITE (GOOGLE CLASSROOM)

Open Internet browser Google Chrome (or Edge)
Go to <https://queanbeyan-p.schools.nsw.gov.au/> (bookmark)



The screenshot shows the website for Queanbeyan Public School, part of the NSW Department of Education. The header includes navigation links: MAKE A PAYMENT, ENROLMENT, NEWS, NEWSLETTER, and GALLERY. The school's logo and name are prominently displayed, along with the tagline 'Create opportunities, build relationships, achieve success' and contact information. A red navigation bar contains links for School Years, Parents, SaCC, and Contact us. A login overlay is centered on the page, titled 'Login with your DoE account'. It features input fields for 'User ID' (with an example 'jane.citizen1') and 'Password', a 'Log in' button, and a link for 'Forgot your password?'. The background of the website shows a garden with colorful handprints.

NSW Department of Education

Select Language Log in

MAKE A PAYMENT | ENROLMENT | NEWS | NEWSLETTER | GALLERY

Queanbeyan Public School
Create opportunities, build relationships, achieve success
T: 02 6297 2144 E: queanbeyan-p.school@det.nsw.edu.au

School Years Parents SaCC Contact us

Login with your DoE account

User ID

Enter your user ID
Example: jane.citizen1

Password

Enter your password

Log in

[Forgot your password?](#)

Step 1: Log in

Step 2: Click 'Student portal'

Step 3: Enter Student User ID and password

Please contact the classroom teacher if you have not been provided with this information.

Student User ID – firstname.lastname eg jane.smith2 (some students have a number)

Welcome to the Student Portal

□ . Student Emails

- send and receive emails
- opens up in Gmail format

□ . Learning Apps (Click 'Show More')

- Then you will see G Suite

The screenshot shows the NSW Department of Education Student Portal. The left sidebar contains links: Home, Email, Oliver Library, Help, Notifications, Change password, Secret Que, Change Co, Sign Out, and Feedback. The main content area includes a Search bar, a Google search box, a Calendar, and a Google verification message with an 'Authorise' button. The right sidebar has 'My bookmarks' and 'Learning' sections. The 'Learning' section lists 'Premier's Reading Challenge', 'Watch - The Upstander', and 'eSafety', with a 'Show more' button circled in red. A dropdown menu for 'Learning' is open, showing a list of apps including 'G Suite (Google Apps for Education)', which is highlighted in blue. Other apps in the list include ABC LearnOnline, Adobe DoE software download, National Geographic, Microsoft Office 365, NSW anti-bullying website, Anti-bullying student survey, Cybersmart Kids Online, Discovery Kids, My School Library (Oliver), Bridgit, and stem.T4L Learning Library.

Home - Student Portal - Departm x +

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

NSW Department of Education

Student Portal

Home

Email

Oliver Library

Help

Notifications

Change password

Secret Que

Change Co

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

Hide

Premier's Reading Challenge

Watch - The Upstander

eSafety

Show more

Games

Hide

ABC's The Playground

BBC - Games

G Suite (Google Apps for Education)

ABC LearnOnline

Adobe DoE software download

National Geographic

Microsoft Office 365

NSW anti-bullying website

Anti-bullying student survey

Cybersmart Kids Online

Discovery Kids

My School Library (Oliver)

Bridgit

stem.T4L Learning Library

Show less



In G-suite for Education, students can access



Drive (Cloud Based Storage)



Docs (Google version of Word)



Forms (Create fillable forms)



Sheets (Google's version of Excel)



Google Maps



Google Classroom (Virtual classroom – work can be posted, marked and comments given)

student-googleapps.education.nsw.gov.au



Education

G Suite for Education

Create & Collaborate



Drive

Store, create and share digital files



Classroom

Connect with your class online



Docs

Create & share documents



Sheets

Create & share spreadsheets

Organise



Calendar

Organise your time



Contacts

Develop distribution lists to connect with people



Forms

Create online forms to collect and organise information



Keep

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

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

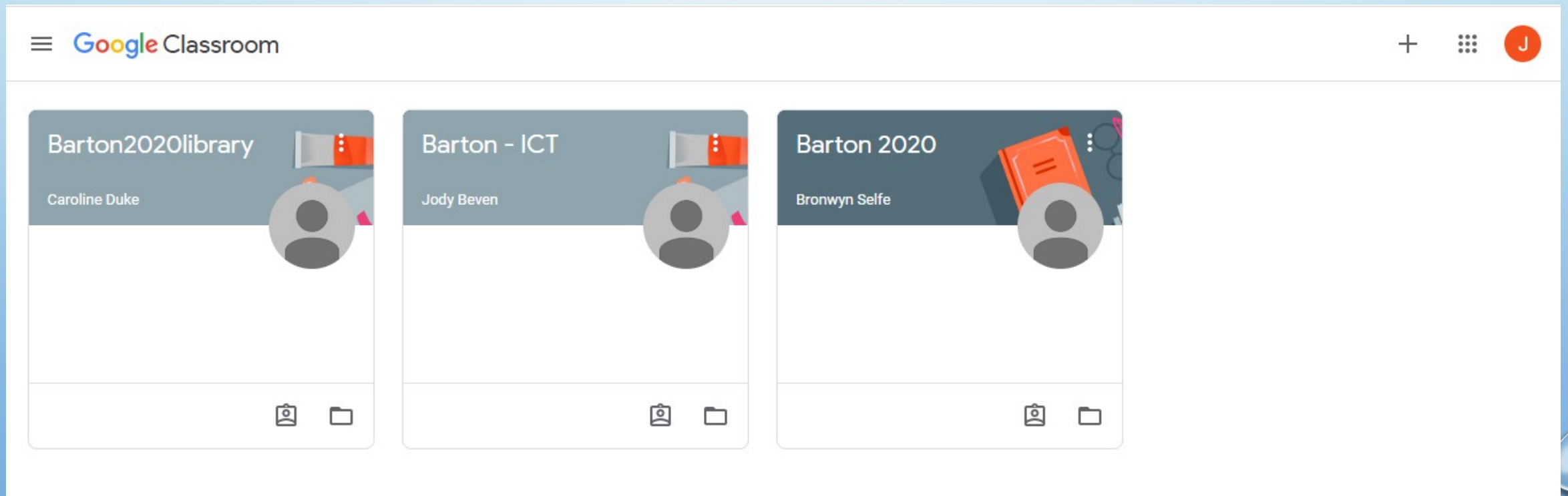
Present geographical information to the world

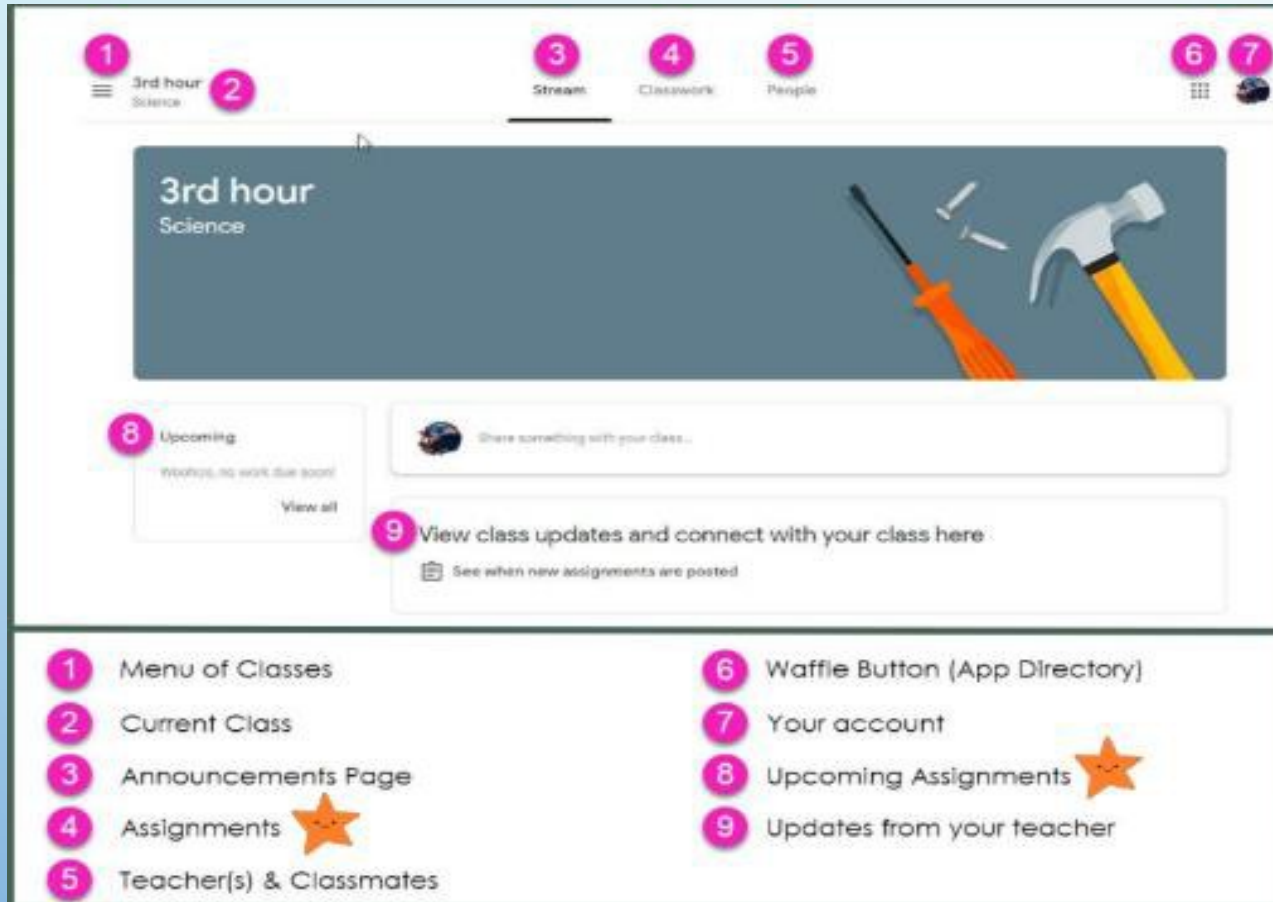
This is where the learning packages will be available.

Google Classroom

This screens shows the classroom/s your child is in

If you have been given a code to join a class. Press the + and 'Join class'



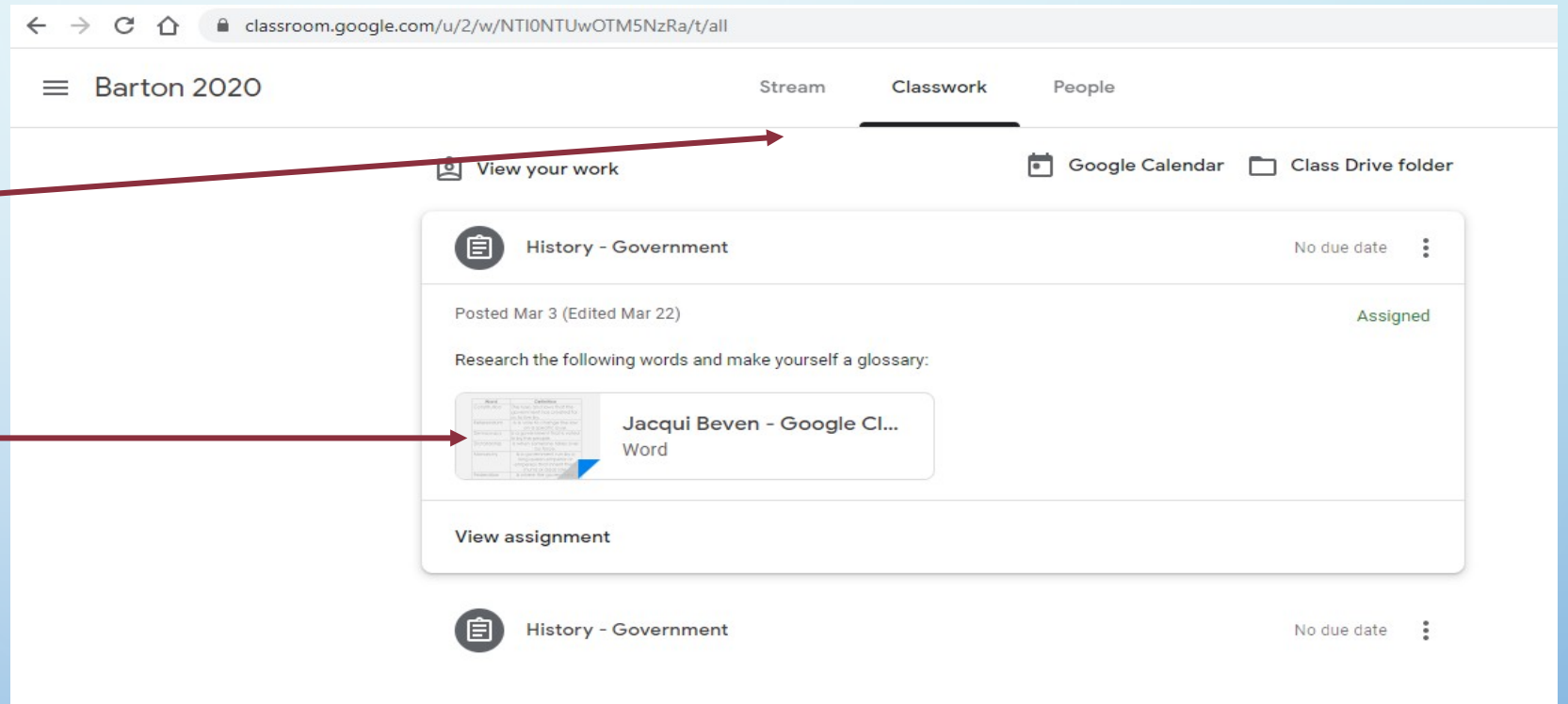


Google Classroom

1. Classes - the student is in
3. Main page – announcements and communicate with the class.
4. Classwork and assignments that have been posted by the teacher
5. All teachers and students that are linked to the class
- 6 Waffle Button - Quick access to other Google apps ie Drive, Docs, Sheets.

Classwork

- ❑ All classwork and documents uploaded by teacher.
- ❑ Click on document and will open in Google Docs, for student to edit and turn in.
- ❑ If it does not open in google docs, but onto a new tab in browser, go to next slide.



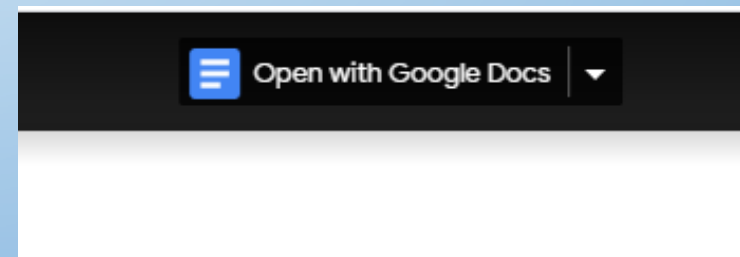
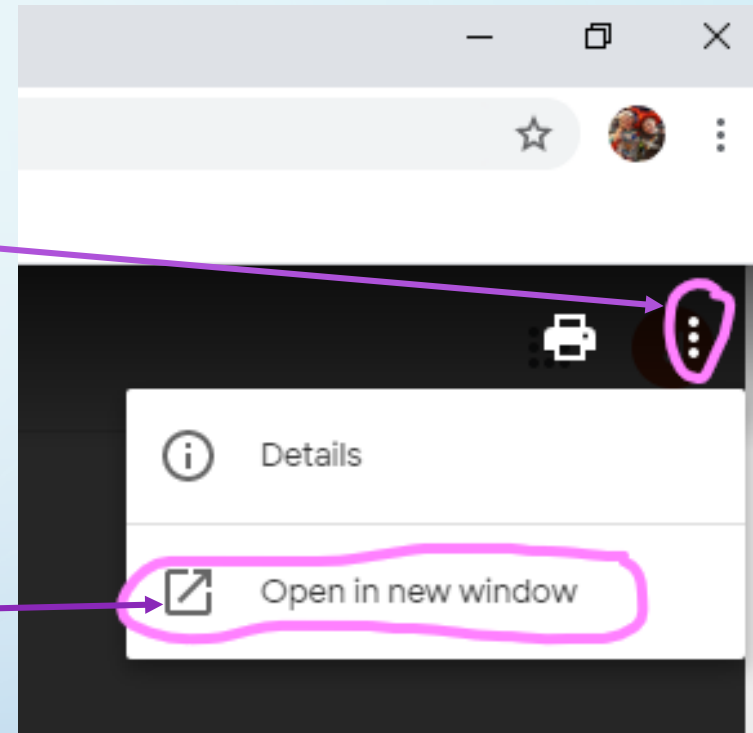
Classwork

If it does not open in Google Docs, but in a new tab in browser, click the 3 dots in the top right hand corner, then open in a new window.

In the new window click, 'Open with Google Docs' in the middle

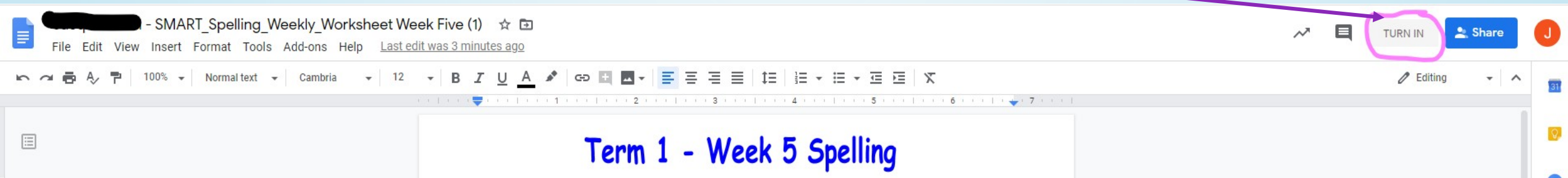
The document now opens in Google Docs and all work that is added or edited by the student is automatically saved

The document can be seen in their Google Drive.



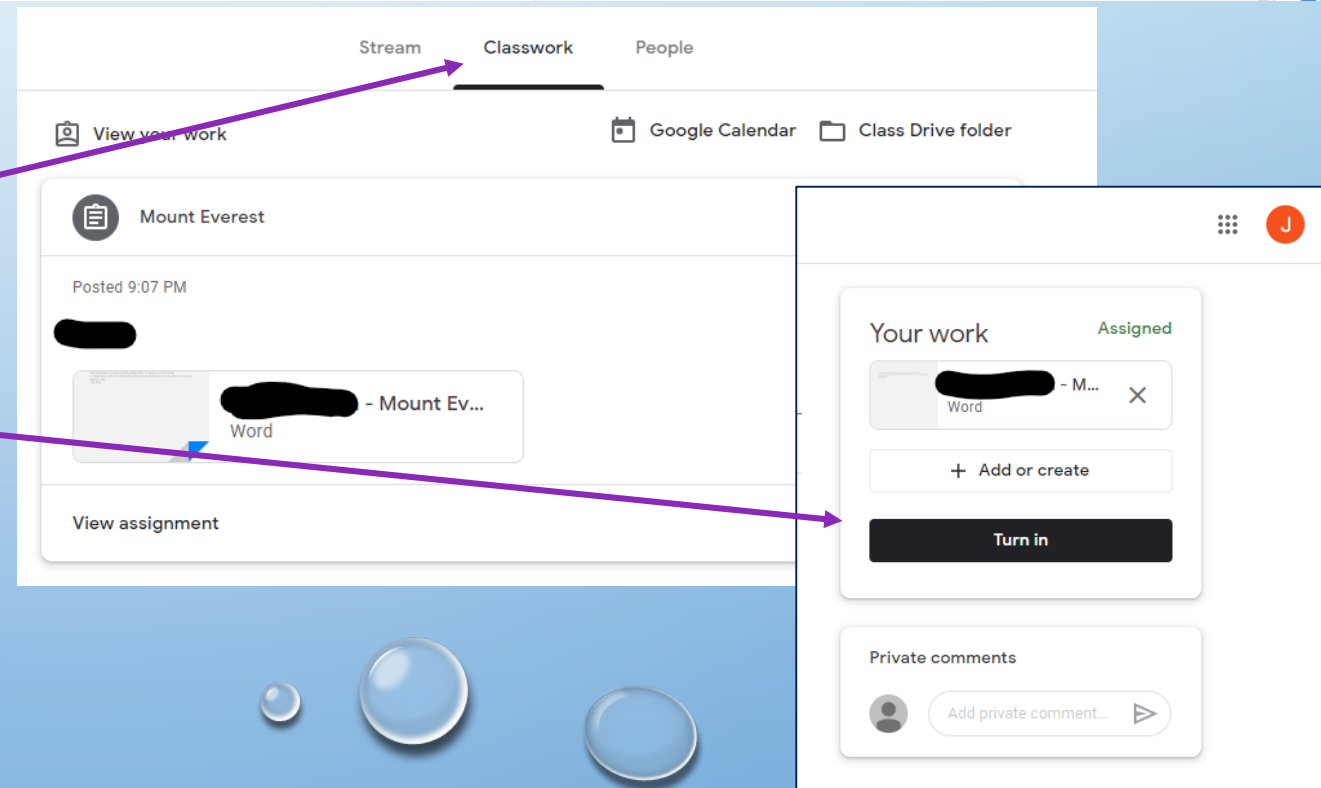
Turning in Completed Classwork

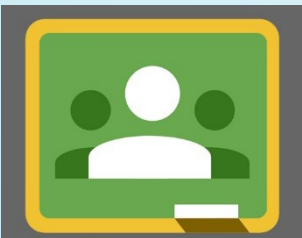
When the work is ready to submit to teacher there are 2 different ways to Turn In depending on the document. If the document has a TURN IN button, click that,



If there is no TURN IN button, go back into your Google Classroom

- Click on Classwork – View Assignment
- A Turn In Box will appear in the next window-hover over the name of the doc to make sure it is the correct Doc
- Press the black Turn in Button – confirm on the pop-up box
- Black Turn In box will now be white with Unsubmit.





HOW **STUDENTS** CAN ACCESS GOOGLE CLASSROOM

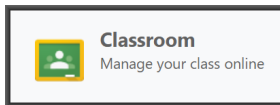
?

Need help using Google Classroom?
- Ask your teacher!

Sign into Google Classroom with a desktop browser



1. Use a **modern browser** in Windows, MacOS or Linux
2. Browse to your DoE Portal at:
<https://portal.det.nsw.edu.au>
3. Sign in with your **department credentials** **B**
4. Select **Google G Suite** from the **Learning** box at the right
5. Choose **Classroom** from the list of apps



DoE Google Account is your
username@education.nsw.gov.au
Eg. jane.smith2@education.nsw.gov.au

A

B

Accessing Google Classroom using mobile Apps

1. Multiple **G Suite apps** are needed:



- Google **Drive**
- Google **Docs**
- Google **Slides**
- Google **Classroom**

[LINK](#)
[LINK](#)
[LINK](#)
[LINK](#)

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[LINK](#)
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[LINK](#)

2. Install the **four** correct apps to your device
3. Open **Google Drive** and sign in with your **DoE GOOGLE account** and choose **Next**. **A**
4. The **DoE log on screen** **B** will appear. Sign in with your normal department credentials
5. Once signed in **all four Google G Suite apps** will be ready for use!

If using mobile devices (iPads or tablets) and the Google Apps,

The apps are free to download.

Download all apps – Drive, Classroom, Docs, Slides and Sheets

Log into all apps – If more than one child is using the device – you will need to repeat the steps for each child and then swap between accounts when accessing the online materials.



Google Classroom – Helpful links

- ❑ <https://www.youtube.com/user/eduatgoogle>
- ❑ <https://www.youtube.com/watch?v=TbCAzdTGAvY>
- ❑ <https://www.youtube.com/watch?v=jMWrsRNveSI>