



NEWTOWN PUBLIC SCHOOL  
**HOW TO GUIDE**



**DEPARTMENT OF  
EDUCATION  
GOOGLE CLASSROOM**



# HOW TO GUIDE GOOGLE CLASSROOM



## INSIDE THE STUDENT PORTAL

NSW Department of Education

Student Portal

- Home
- Email
- Oliver Library
- Help
- Notifications
- Change password
- Secret Questions
- Change Colours
- Sign Out
- Feedback

Search

Google

Enter your search words here... Search

Calendar

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

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
- My School Library (Oliver)
- stem.T4L Learning Library

Show less

Games

- ABC's The Playground
- BBC - Games

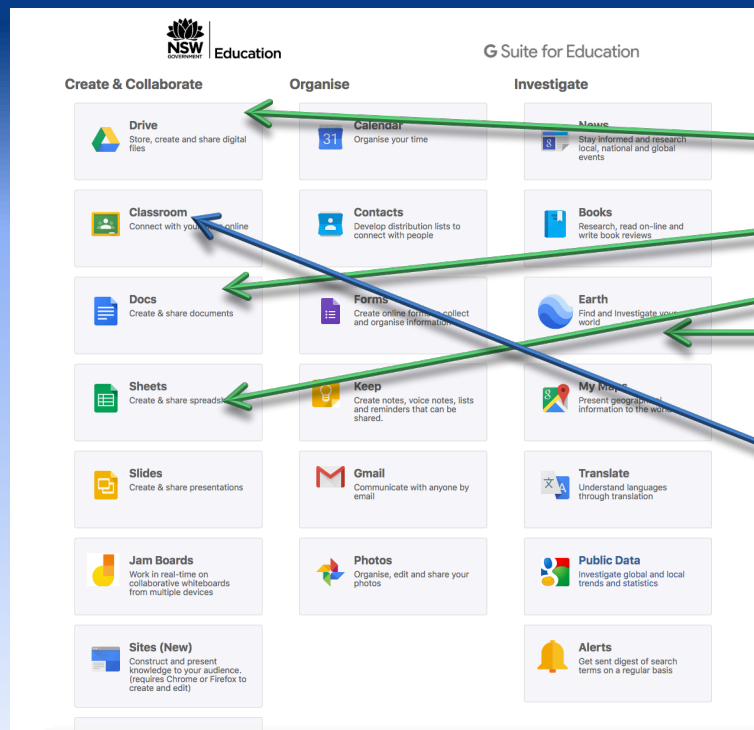
Students can access G Suite ( Google classroom) from inside the Student Portal.



# HOW TO GUIDE GOOGLE CLASSROOM



## G SUITE FOR EDUCATION



G Suite provides students access to:

- Drive (Cloud based storage)
- Docs (Google's version of Word)
- Sheets (Google's version of Excel)
- Google Earth
- Plus lots more

**Google Classroom is a virtual classroom. It is a monitored forum for class conversation. Teachers**

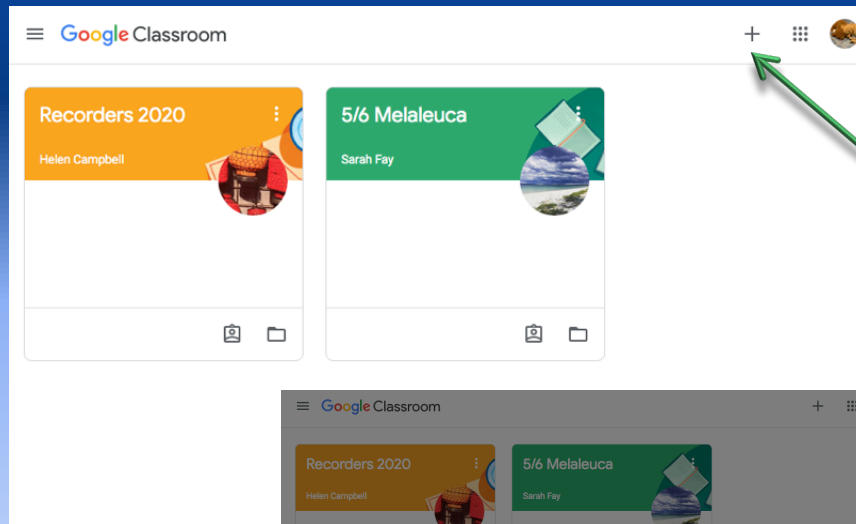
- Post work here
- Set assignments
- Mark work
- Can give comments in real-time



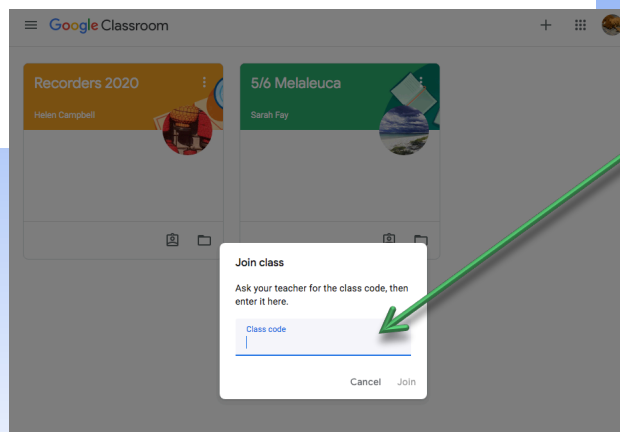
# HOW TO GUIDE GOOGLE CLASSROOM



## INSIDE GOOGLE CLASSROOM



This screen shows you all the classrooms your child is in



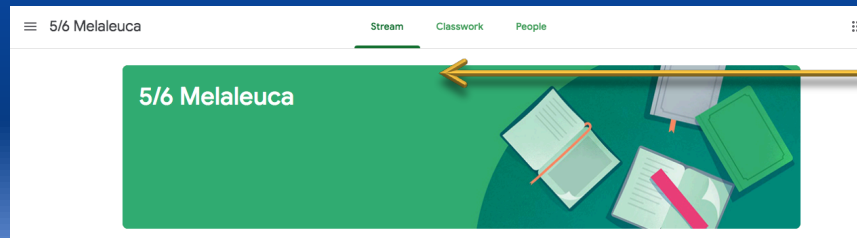
If you have been given a code to join a class press the + and the class code to join your child's class



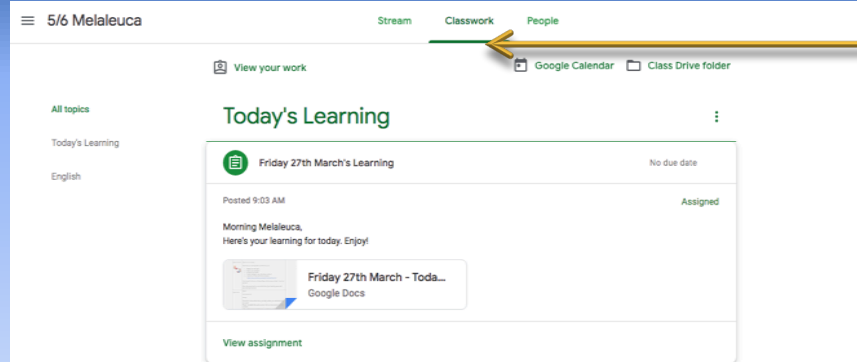
# HOW TO GUIDE GOOGLE CLASSROOM



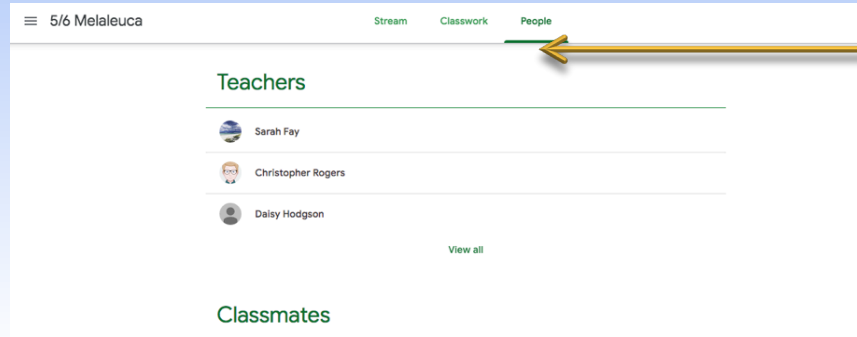
## INSIDE GOOGLE CLASSROOM



**COMMUNICATIONS:** This is where the teacher and students post messages and share their work.



**WORK & ASSIGNMENTS:** This is where the teacher posts class work.



**COMMUNITY:** All the classmates and teachers that are linked with this class.



# HOW TO GUIDE GOOGLE CLASSROOM



## CLASSWORK

5/6 Melaleuca

Stream Classwork People

View your work Google Calendar Class Drive folder

All topics

Today's Learning

English

### Today's Learning

- Friday 27th March's Learning No due date
- Thursday 26th March's Learning No due date
- Wednesday 25th March Week 9 Stage 3 ... 2 No due date
- Stage 3 Week 9 Tuesday's Learning No due date

### English

- Narrative Writing 1 No due date

Posted Mar 24 (Edited 7:07 AM) Assigned

This document is where you will plan, draft edit and revise a narrative during Week 9 and 10.

I'm looking forward to reading your creative ideas!

Google Docs

1 class comment

View assignment

- Reading Homework No due date

### DOCUMENTS:

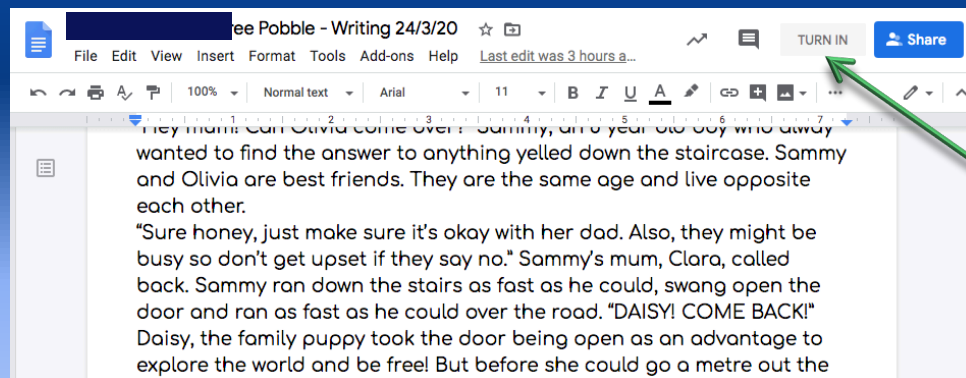
- Are uploaded by the teacher
- Click on the document and it will open in Google Docs, for students to edit and turn in.



# HOW TO GUIDE GOOGLE CLASSROOM



## COMPLETED CLASSWORK



### TURNING IN CLASSWORK:

- When work is completed and ready to be reviewed by the teacher, click on the 'TURN IN' button