



Student Online Learning Handbook



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1. Student Login

- When accessing any of the websites listed in this guide, please use your school email address
 - e.g. john.smith1@education.nsw.gov.au

2. Logging onto Student Portal

- Access the Student Portal using this link: [Student Portal](#)
- Enter your **User ID** and **password** in the fields provided
 - E.g. User ID: john.smith1
- Your portal should look like the image below:



Login with your DoE account

User ID

Example: jane.citizen1

Password

[Forgot your password?](#)

3. G Suite for Education

- You will have access to Docs, Sheets, Slides etc. and are able to store your work on Google Drive
- This is also where you will find Google Classroom, our online learning system!

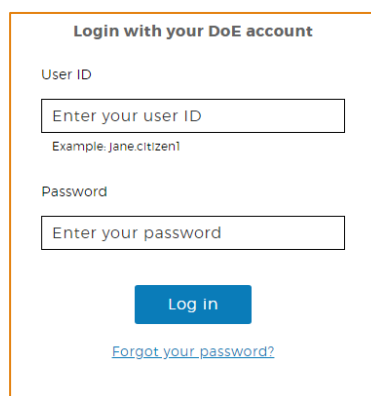
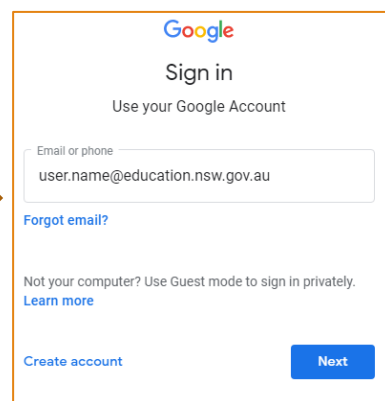
4. Google Classroom, our Online Learning System

4.1 Accessing Google Classroom

- We recommend using the latest version of Google Chrome
- The address to Google Classroom is:
 - <https://classroom.google.com/>

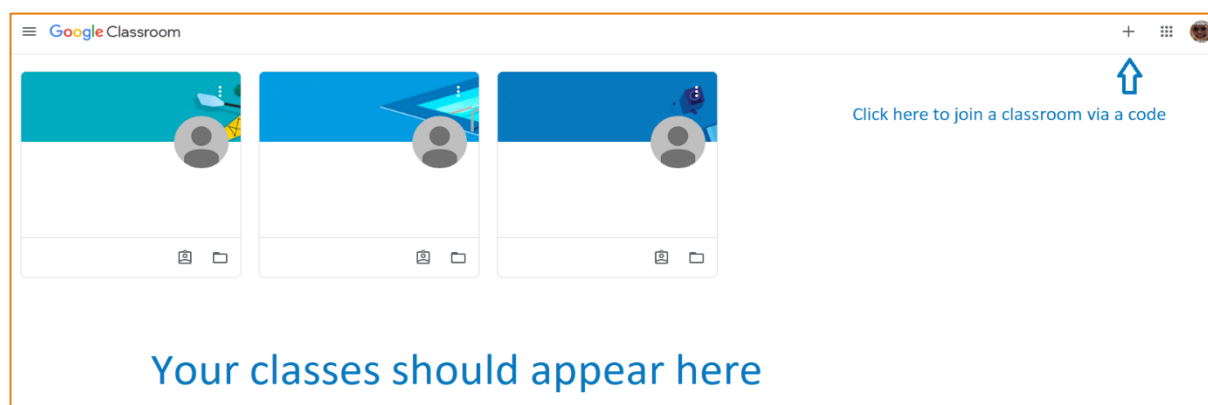
4.2 Logging onto Google Classroom

- Sign in with your school email address and password
- **IMPORTANT:** Please ensure you do not login with a personal Gmail account – make sure to use your DoE email!
 - E.g. john.smith1@education.nsw.gov.au
- Once successful, you will be redirected to the DoE login page where you now enter your User ID and password



4.3 The Google Classroom Dashboard

- Once logged in, you will be taken to this page:



- Here is where you will join your classes if you have already been invited by clicking 'join', or you can also click the "+" on the top of the screen to join via a code provided to you

4.4 In a Class

- Once you have joined a class, you should see these tabs at the top of the screen



Stream

- This is where the action happens
- Use this space for class discussions and read teacher instructions

Classwork

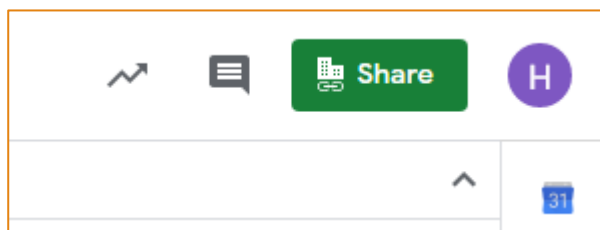
- You will find your assignments, worksheets and tasks here

People

- Here, you will find the teachers and students that are part of this particular class

4.5 Uploading and Sharing Documents

- While in a class, you can store your documents through clicking “Class Drive”
- To share a document:
 - You should be able to see this on the top right corner of any Google Doc
 - Click Share to allow your teacher to see the document
 - Through this, they can mark your work or even help you if required



5. Further Assistance

- If you still run into any trouble after following this guide, you can get in contact with our friendly IT guys
- Their details are here:
 - Howard – available 8am to 4pm, Monday to Friday
 - Email: howard.lim1@det.nsw.edu.au
 - Jean-Claude – available 8am to 4pm, Monday and Friday
 - Email: jean.elbatti@det.nsw.edu.au
- The IT office extension is 141