

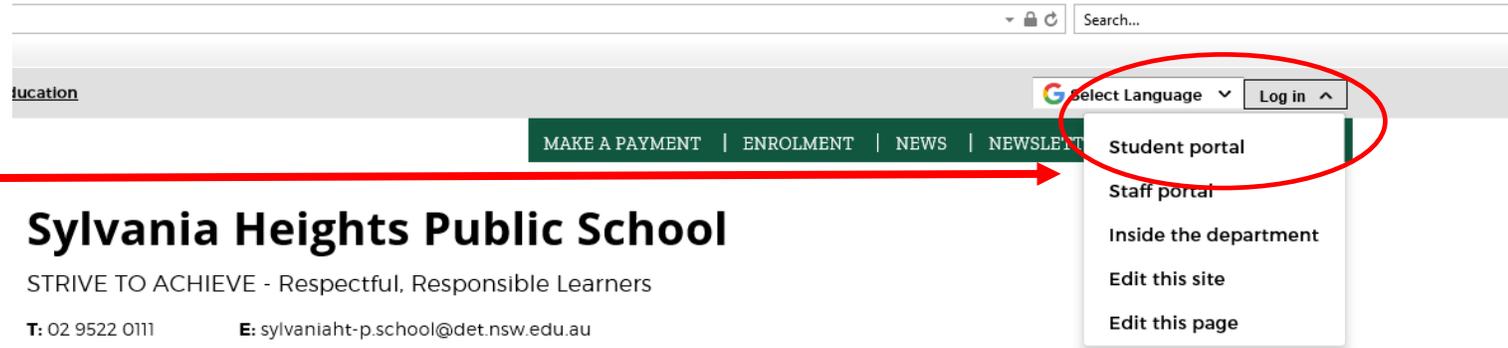
# HOW TO ACCESS GOOGLE CLASSROOM



# FOLLOW THE INSTRUCTIONS TO ACCESS GOOGLE CLASSROOM VIA THE SCHOOL WEBSITE AND STUDENT PORTAL.

Step 1: Go to the school website <https://sylvaniaht-p.schools.nsw.gov.au/>

Step 2: Click on student portal



Step 3: Type in username and password that has been provided. Login.

The screenshot shows the login form titled 'Login with your DoE account'. It contains two input fields: 'User ID' with a placeholder 'Example: jane.citizen1' and 'Password' with a placeholder 'Enter your password'. Below the fields is a blue 'Log in' button and a link for 'Forgot your password?'. At the bottom of the page, there is a link for 'Help for DoE staff'.

Step 4: Click on 'I agree' to Conditions of Use.

Please note: if your child has logged in before this may not appear.

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](#)

Step 5: Go the 'Learning' box

Kidspace

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

Google Search [Hide](#)

Google  [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  
  
[Create new list](#)

BlogEd [Hide](#)

My Posts | My Blogs

[See more BlogEd content](#)

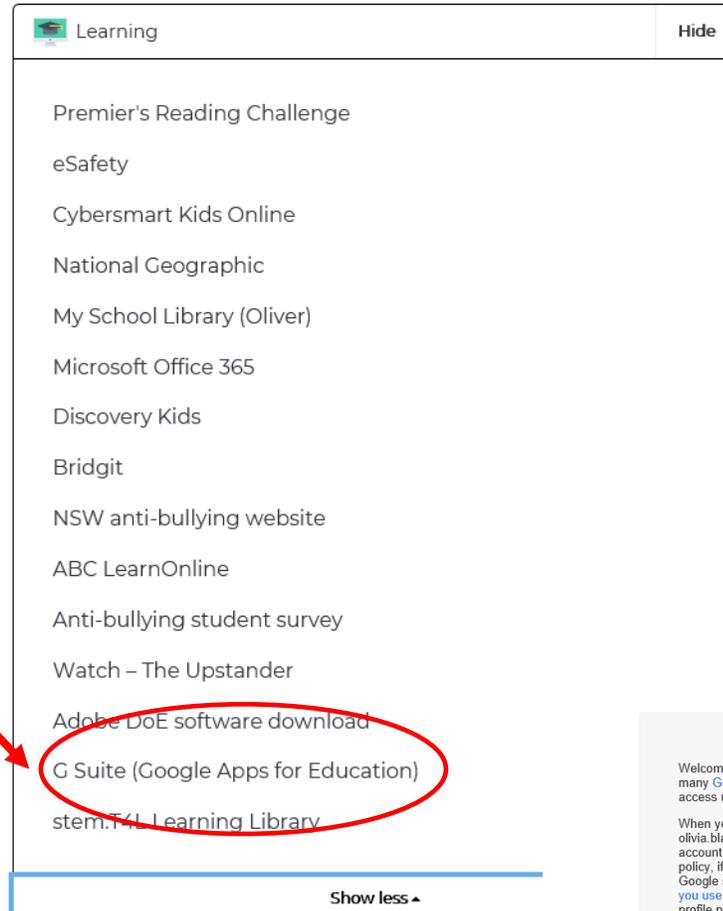
Learning [Hide](#)

Premier's Reading Challenge  
eSafety  
Cybersmart Kids Online

[Show more ▾](#)

Step 6: Click on 'show more'.

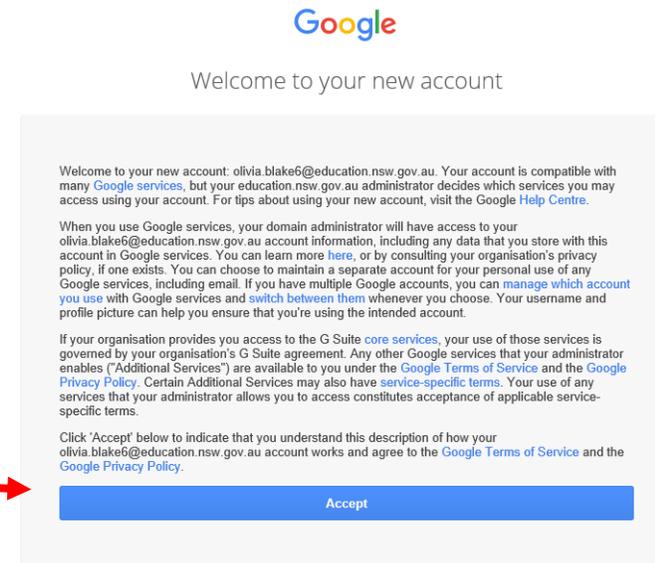
## Step 7: Click on G Suite (Google Apps for Education)



A screenshot of a 'Learning' menu. The menu is titled 'Learning' and has a 'Hide' button in the top right corner. The menu items are listed vertically: 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, G Suite (Google Apps for Education), and stem.T4L Learning Library. The 'G Suite (Google Apps for Education)' item is circled in red. At the bottom of the menu, there is a 'Show less' button with a downward arrow.

## Step 8: Click on 'Accept'

Please note: if your child has logged in before this will not appear.



A screenshot of a Google account welcome page. The page features the Google logo at the top, followed by the text 'Welcome to your new account'. Below this, there is a block of text providing information about the account and services. At the bottom of the page, there is a blue button labeled 'Accept'.

Welcome to your new account: olivia.blake6@education.nsw.gov.au. Your account is compatible with many [Google services](#), but your education.nsw.gov.au administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Centre](#).

When you use Google services, your domain administrator will have access to your olivia.blake6@education.nsw.gov.au account information, including any data that you store with this account in Google services. You can learn more [here](#), or by consulting your organisation's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organisation provides you access to the G Suite [core services](#), your use of those services is governed by your organisation's G Suite agreement. Any other Google services that your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services that your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click 'Accept' below to indicate that you understand this description of how your olivia.blake6@education.nsw.gov.au account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

Step 9: Click on 'Classroom'.

### Create & Collaborate

 **Drive**  
Store, create and share digital files

 **Classroom**  
Connect with your class online

 **Docs**  
Create & share documents

### Organise

 **Calendar**  
Organise your time

 **Contacts**  
Develop distribution lists to connect with people

 **Forms**  
Create online forms to collect and organise information

### Investigate

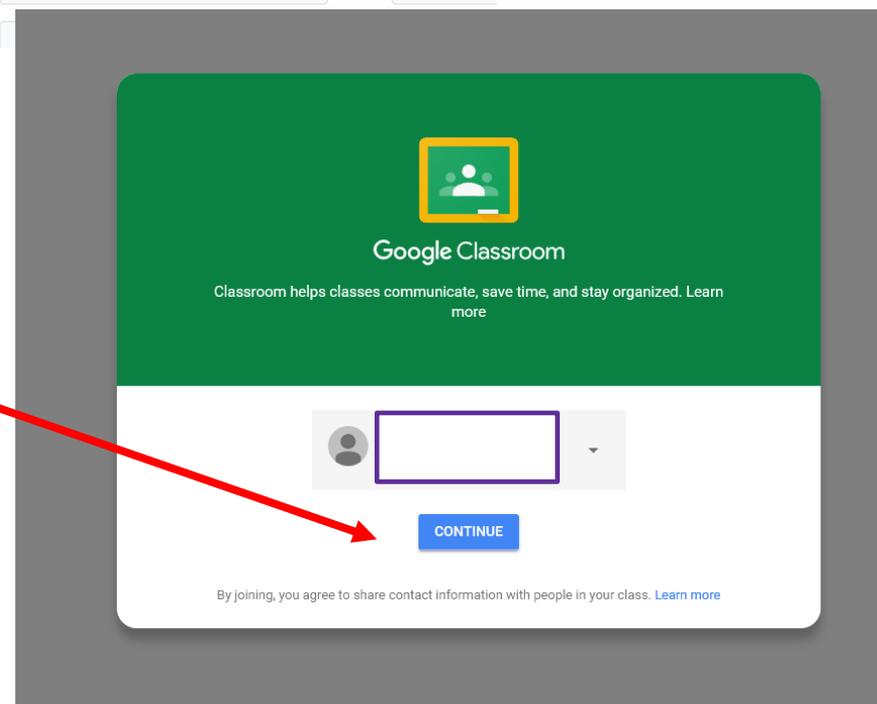
 **Maps**  
Discover locations

 **Books**  
Read and discover

 **Earth**  
Explore the world

Step 10: Click on 'Continue'.

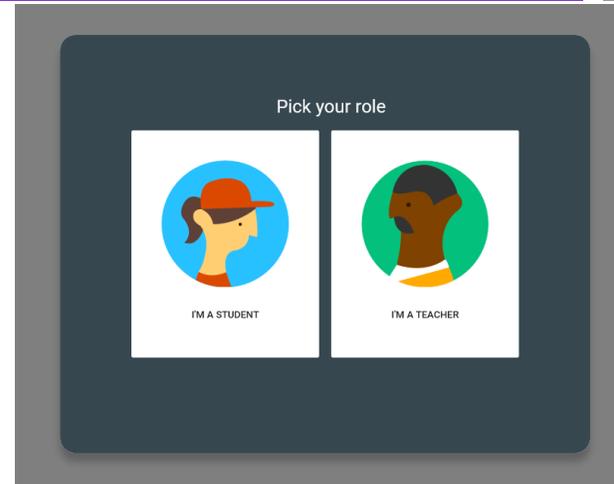
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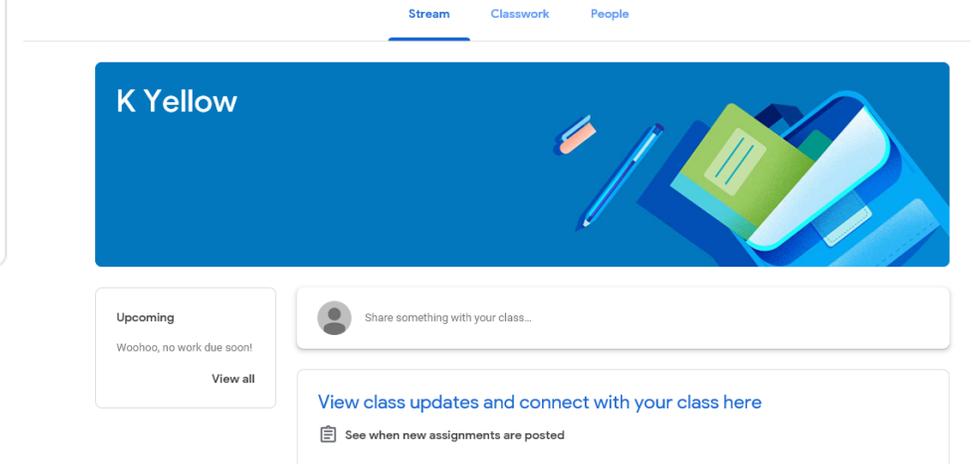
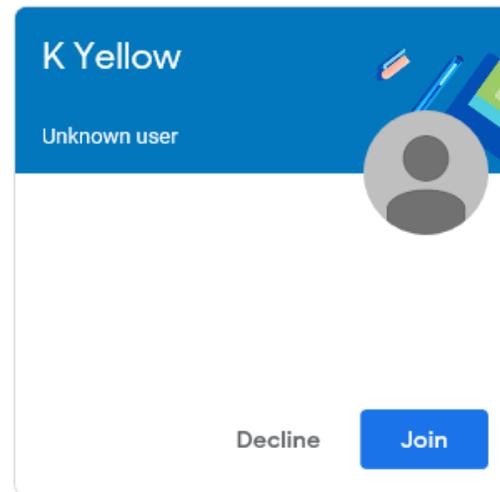
The image shows a Google Classroom sign-up screen. At the top, there is a green header with the Classroom icon and the text "Google Classroom". Below this, a message states: "Classroom helps classes communicate, save time, and stay organized. Learn more". The main content area is white and features a profile picture placeholder (a grey circle with a person icon) and a text input field for a name. Below the input field is a blue button labeled "CONTINUE". At the bottom of the screen, there is a small disclaimer: "By joining, you agree to share contact information with people in your class. [Learn more](#)". A red arrow from the text "Step 10: Click on 'Continue'." points to the "CONTINUE" button.

Step 11: Click on 'I'm a student'.

Please note: if your child has logged in before this will not appear.



Step 12: Click on 'Join'. If you have joined previously, simply click in the box.



You will now be in your stream and see your class posts.