



Google Classroom

# How to Access Google Classroom

Option 1: using a desktop browser  
on a Windows or Mac computer

Option 2: using apps on an iPad or  
Android device

Note: When logging onto a school laptop use Department of Education (DoE) user name@detnsw and password. Contact the school if you are having trouble.

## DoE Student Login

Login with your DoE account

User ID

firstname.lastname@detnsw

Example: jane.citizen1

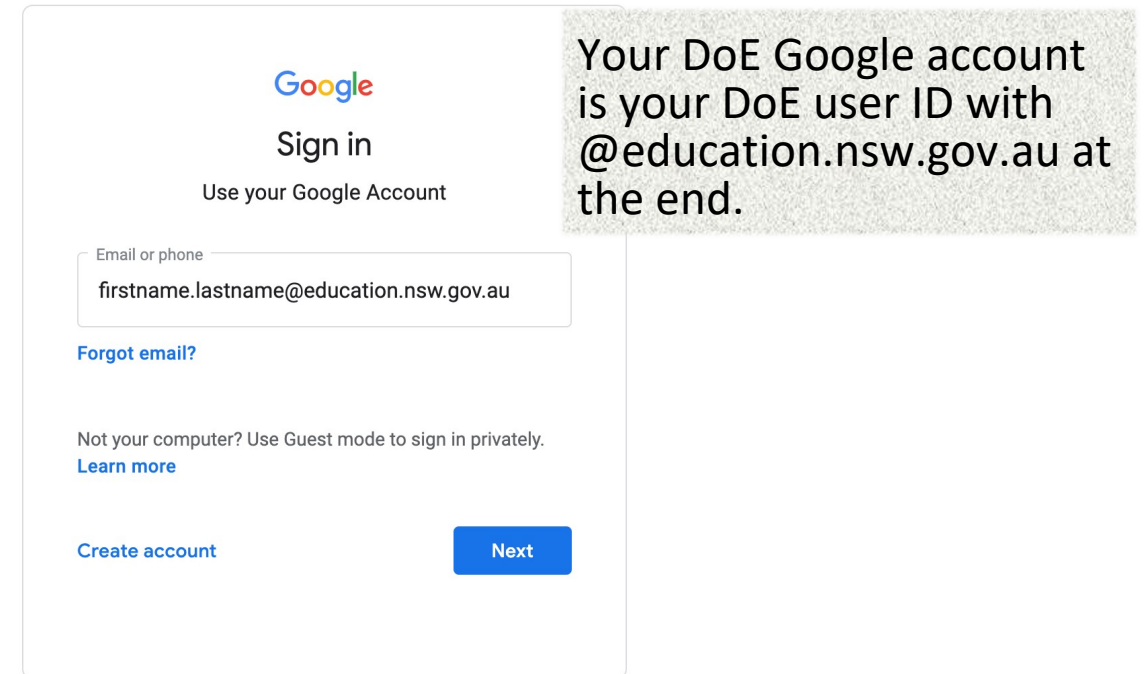
Password

Enter your password

Log in

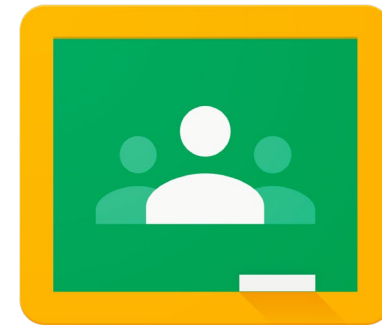
[Forgot your password?](#)

## DoE Google account



The screenshot shows the Google sign-in interface. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is an input field for "Email or phone" containing the text "firstname.lastname@education.nsw.gov.au". To the right of the input field, a grey callout box contains the text: "Your DoE Google account is your DoE user ID with @education.nsw.gov.au at the end." Below the input field are links for "Forgot email?", "Not your computer? Use Guest mode to sign in privately.", and "Learn more". At the bottom are two buttons: "Create account" and "Next".

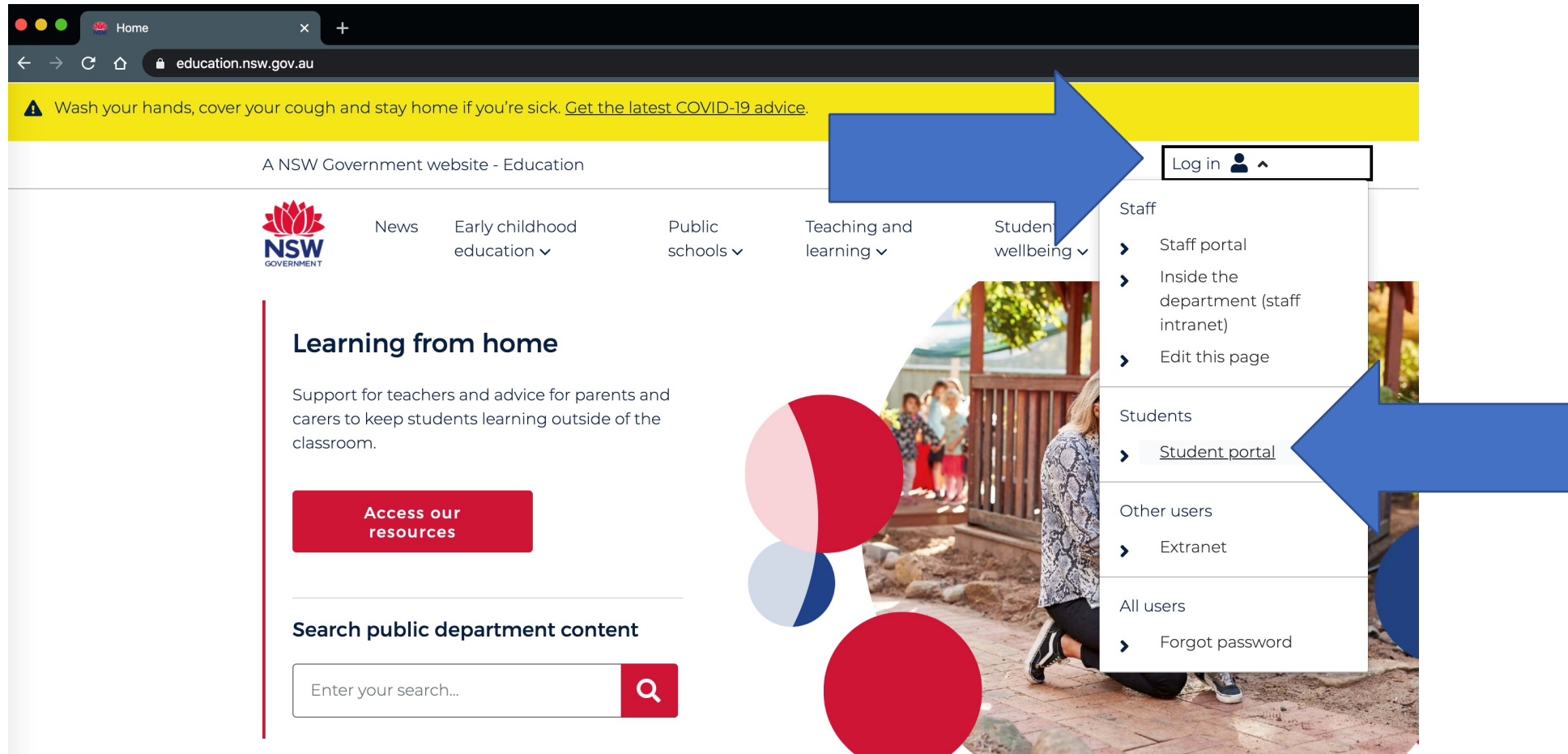
# Using a desktop browser on a Windows or Mac computer to access Google Classroom



Google Classroom

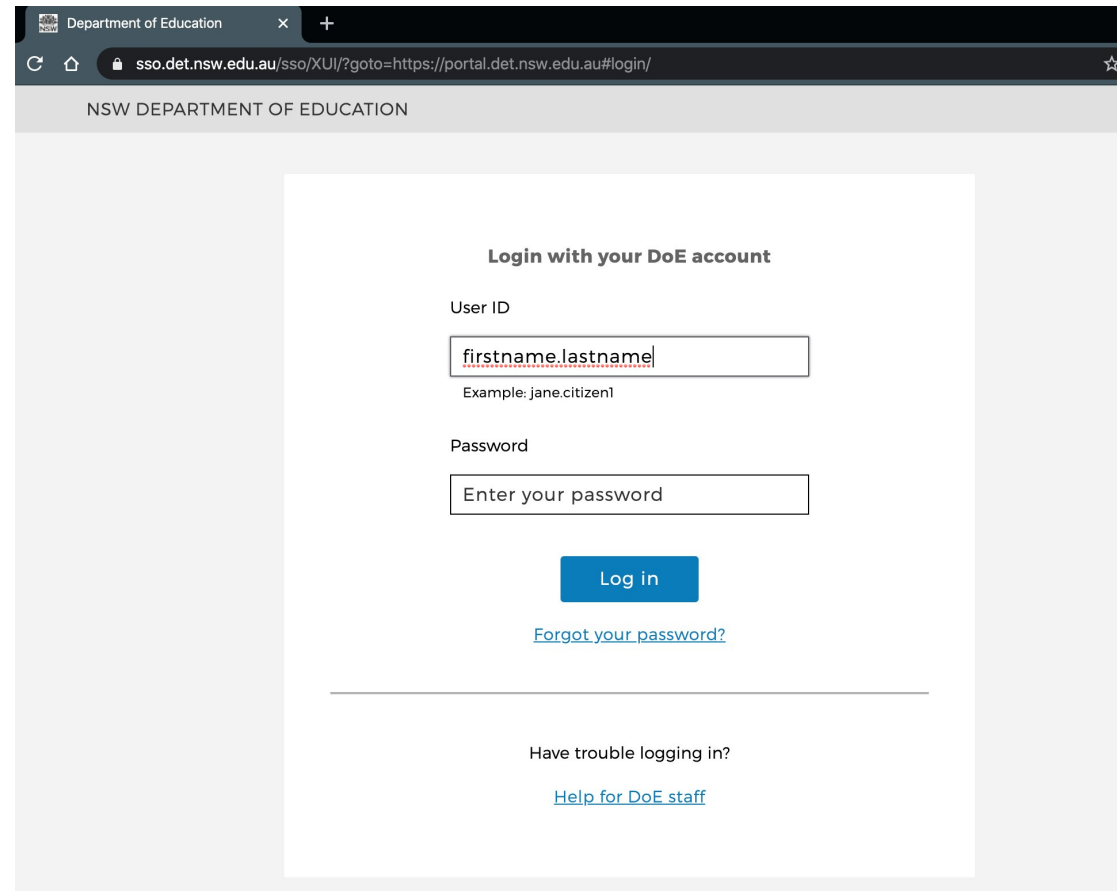


**Step 1.** Go to <https://education.nsw.gov.au/>. Click on Log in and a drop down box will appear. Then click on Student Portal.



The screenshot shows the NSW Government website for Education. At the top, there is a yellow banner with a COVID-19 warning. Below that, the navigation menu includes 'News', 'Early childhood education', 'Public schools', 'Teaching and learning', and 'Student wellbeing'. A 'Log in' button with a user icon is located in the top right corner. A blue arrow points to this button, which has opened a dropdown menu. The menu is divided into sections: 'Staff' (with links for 'Staff portal', 'Inside the department (staff intranet)', and 'Edit this page'), 'Students' (with a link for 'Student portal'), 'Other users' (with a link for 'Extranet'), and 'All users' (with a link for 'Forgot password'). A second blue arrow points to the 'Student portal' link in the 'Students' section. The main content area features a 'Learning from home' section with a red 'Access our resources' button and a search bar for public department content.

**Step 2.** Use your department username and password to login. If you do not know these please contact your teacher or the school.



The screenshot shows a web browser window with the URL `sso.det.nsw.edu.au/sso/XUI/?goto=https://portal.det.nsw.edu.au/#login/`. The page header reads "NSW DEPARTMENT OF EDUCATION". The main content area is titled "Login with your DoE account" and contains the following elements:

- User ID:** A text input field containing the placeholder text "firstname.lastname". Below the field, an example is provided: "Example: jane.citizen1".
- Password:** A text input field with the placeholder text "Enter your password".
- Log in:** A blue button with the text "Log in".
- Forgot your password?:** A blue hyperlink.
- Have trouble logging in?:** A blue hyperlink labeled "Help for DoE staff".

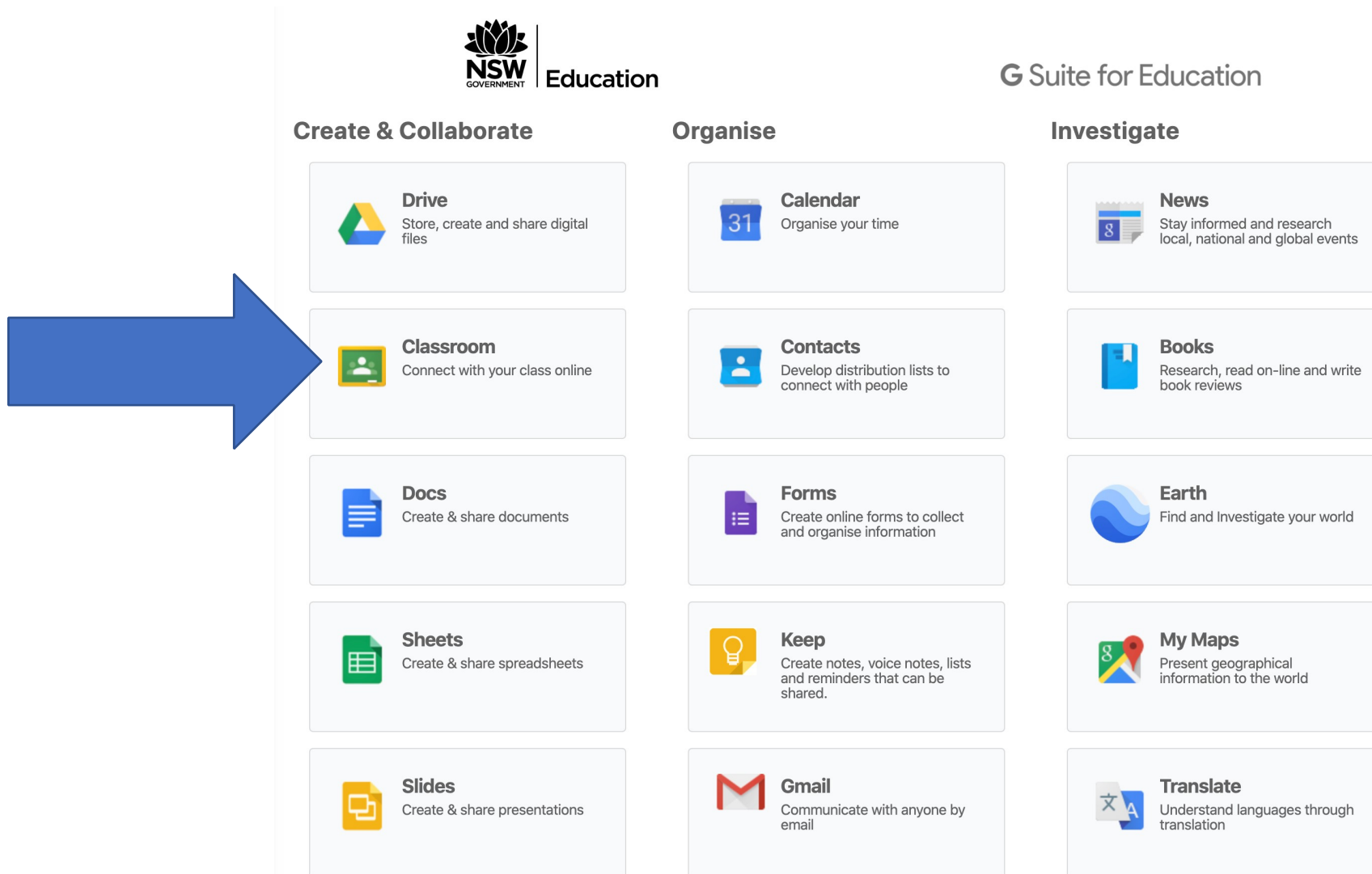
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Have trouble logging in?  
[Help for DoE staff](#)

**Step 3.** On the right hand side, click on the Learning tab. Find the G Suite (Google Apps for Education) and click on this.

The screenshot displays the NSW Department of Education Student Portal interface. On the left is a navigation menu with items: Home, Email, Oliver Library, Help, Notifications, Change password, Secret Questions, Change Colours, Sign Out, and Feedback. The main content area is divided into three sections: Search, Calendar, and My bookmarks. The Search section contains a Google search bar. The Calendar section shows a date of 25 and a message requiring Google verification with an 'Authorise' button. The My bookmarks section includes a 'List name' input field, a 'Create new list' button, and a 'Learning' tab. The Learning tab is active and contains a list of resources: 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, and Discovery Kids. Two large blue arrows point to the 'Learning' tab and the 'G Suite (Google Apps for Education)' link.

Step 4. On this page, click on Classroom.



The image shows a screenshot of the NSW Education G Suite for Education dashboard. At the top left is the NSW Government Education logo. The dashboard is organized into three columns: 'Create & Collaborate', 'Organise', and 'Investigate'. A large blue arrow points to the 'Classroom' icon in the 'Create & Collaborate' column.

**NSW GOVERNMENT 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
- Slides**  
Create & share presentations

**Organise**

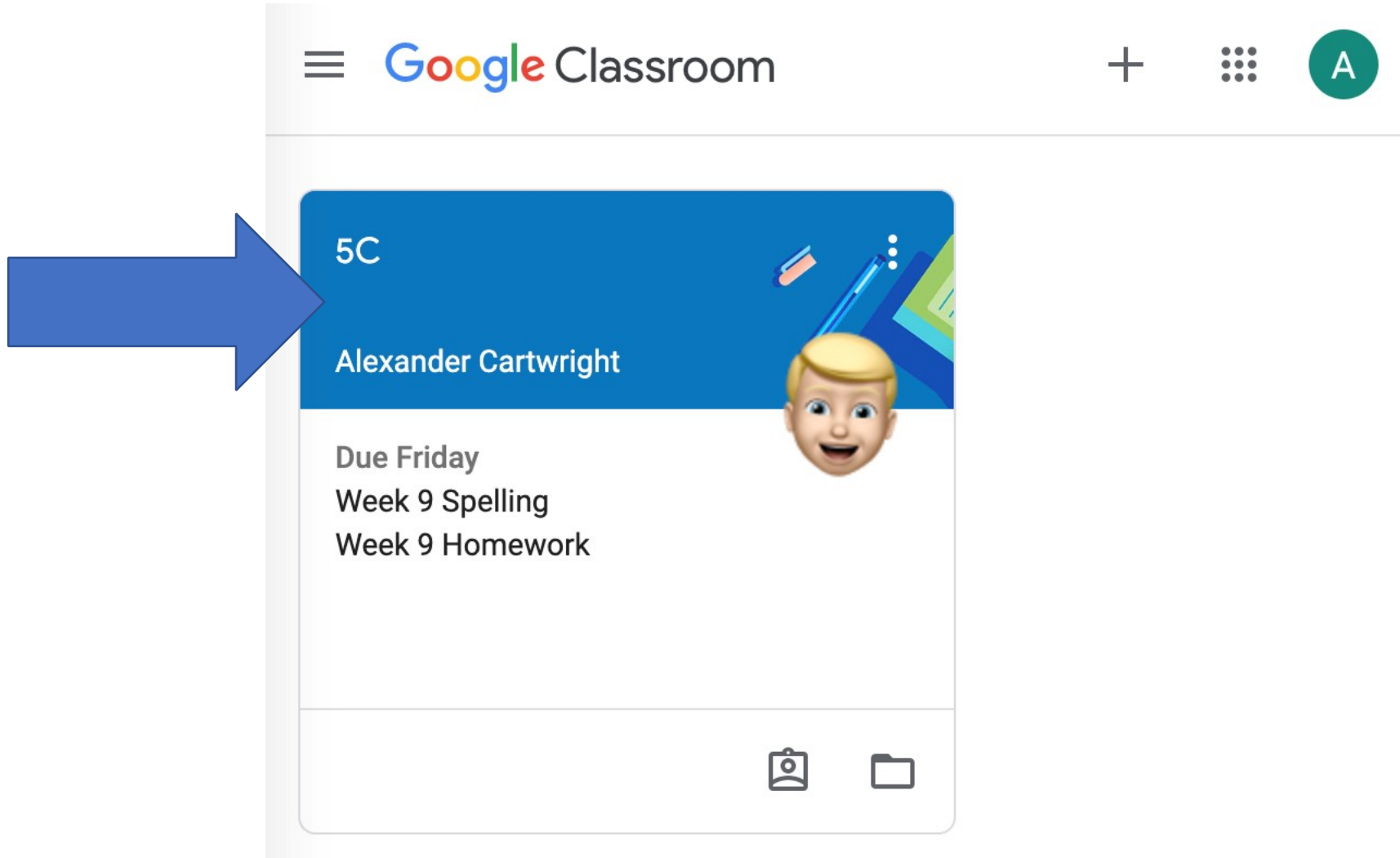
- Calendar**  
Organise your time
- Contacts**  
Develop distribution lists to connect with people
- Forms**  
Create online forms to collect and organise information
- Keep**  
Create notes, voice notes, lists and reminders that can be shared.
- Gmail**  
Communicate with anyone by email

**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
- Translate**  
Understand languages through translation



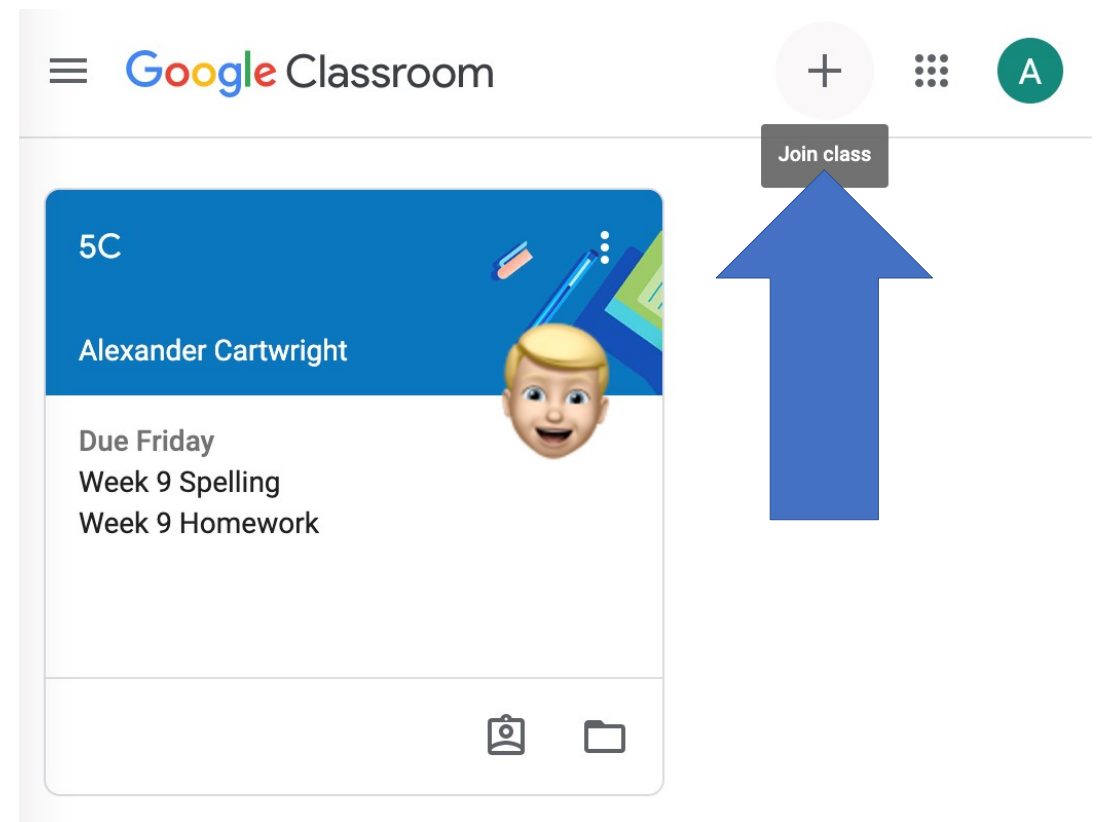
**Step 5.** If you have logged on before, your class will be here.



The screenshot shows the Google Classroom interface. At the top, there is a navigation bar with the Google Classroom logo, a plus sign, a grid icon, and a circular profile icon with the letter 'A'. Below the navigation bar, a class card is displayed. The card has a blue header with the text '5C' and 'Alexander Cartwright'. To the right of the text is a small illustration of a desk with a pencil and a blue pen. Below the header, the card lists 'Due Friday', 'Week 9 Spelling', and 'Week 9 Homework'. At the bottom of the card, there are two icons: a camera icon and a folder icon. A large blue arrow points from the left towards the '5C' text in the class card header.

If you have not logged on before, you will need to click on the + sign in the top corner and Join class.

It will then ask you for a code. If you do not have this code, contact your teacher or the school.



# Using apps on an iPad or Android device to access Google Classroom



Google Classroom

Step 1. Install these four apps to your device:



Google Drive



Google Docs



Google Slides

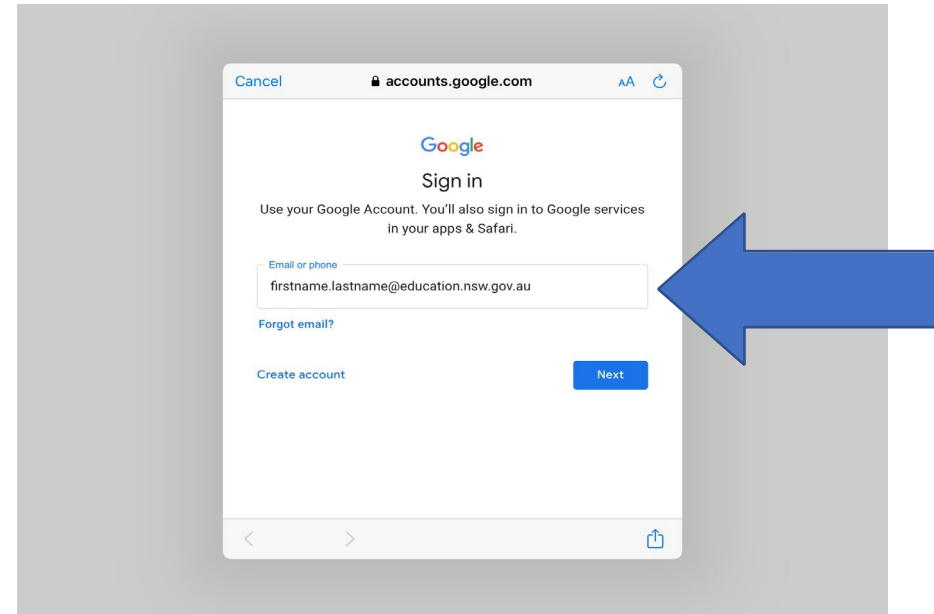
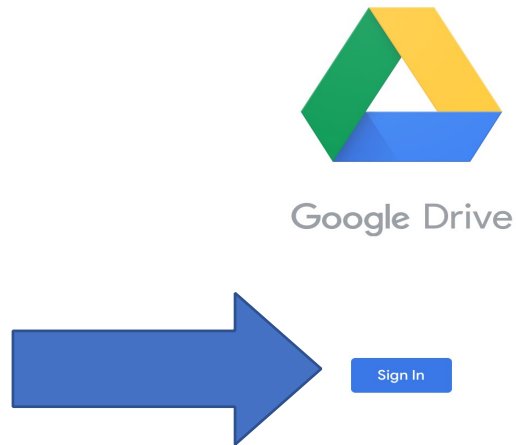


Google Classroom

# Step 2. Open the Google Drive app.



Step 3. Click Sign in. Enter your DoE Google account and click Next. eg [user.name@education.nsw.gov.au](mailto:user.name@education.nsw.gov.au) If you do not know this please contact your teacher or the school.



Enter your department username and password to login. If you do not know these please contact your teacher or the school.

Cancel   saml.det.nsw.edu.au   AA   ↻

NSW Department of Education

**Login with your DoE account**

User ID

Firstname.lastname  
Example: jane.citizen1

Password

Enter your password

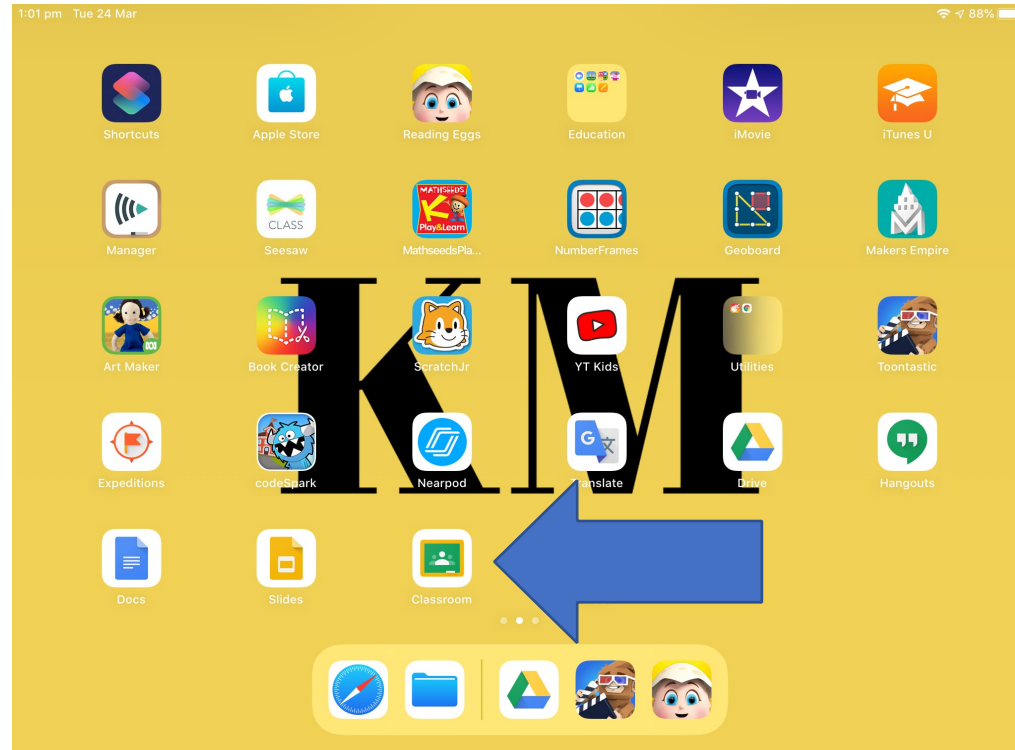
Log in

[Forgot your password?](#)

[Have trouble logging in?](#)

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**Step 4.** Once signed in, all four Google G Suite apps will be ready for use. Open the Google Classroom app.





# Step 5. If you have logged on before, your class will be here.

1:02 pm Tue 24 Mar 88%

Google Classroom A

5C ⋮

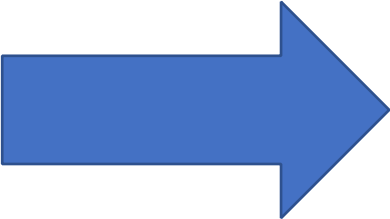
Alexander Cartwright

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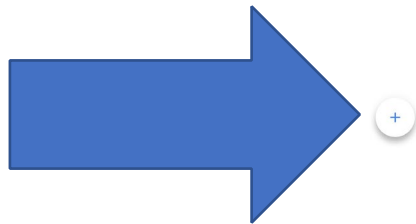
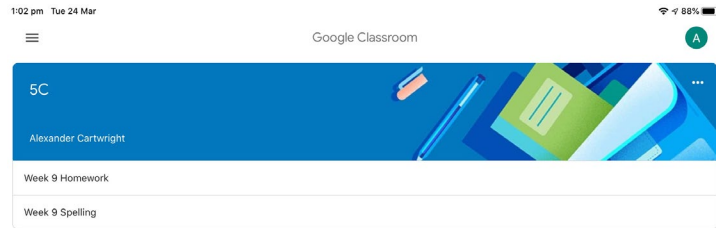
Week 9 Homework

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Week 9 Spelling



If you have not logged on before, you will need to click on the + sign in the bottom corner to join the class.



It will then ask you for a code. If you do not have this code, contact your teacher or the school.

