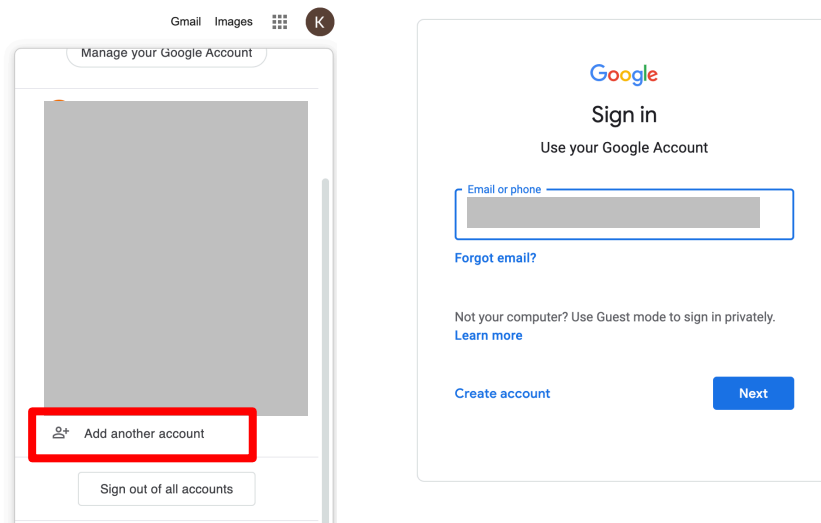


# Google Classroom Help Sheet

1. Using your internet browser, go to [classroom.google.com](https://classroom.google.com) (Google Chrome will work best).

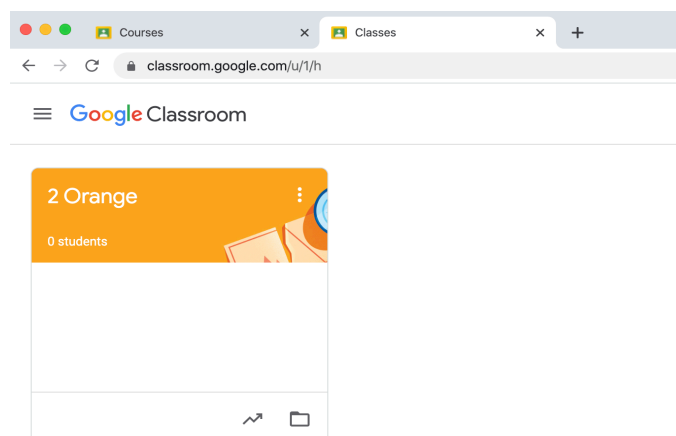


2. If you are logged into another Google / Gmail account, you will need to log out. Click on the letter in a coloured circle in the top right corner. Select “Sign out” or “Add another account”.

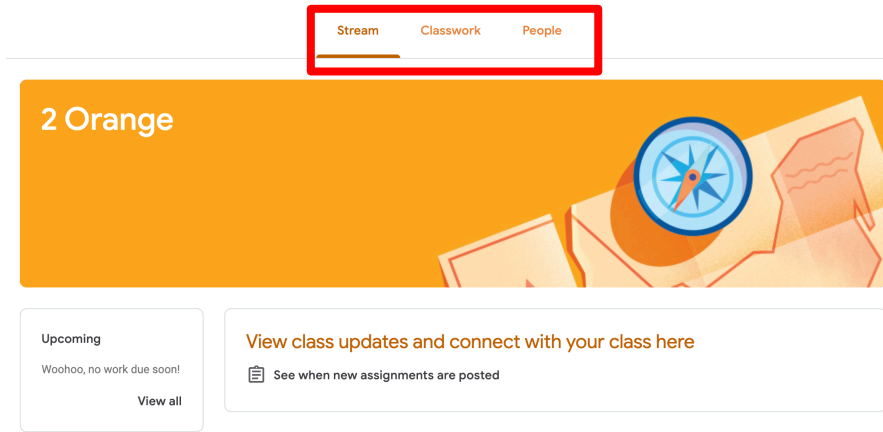


3. You must be logged into your child’s Department of Education account to access Google Classroom. This email is [firstname.lastname\[number\]@education.nsw.gov.au](mailto:firstname.lastname[number]@education.nsw.gov.au) . You should also have access to their passwords; this is only for Year 2. Not all students have a number following their name.

4. Once you have successfully logged into your child’s Google Classroom, you will see your child’s class. It will look like this:

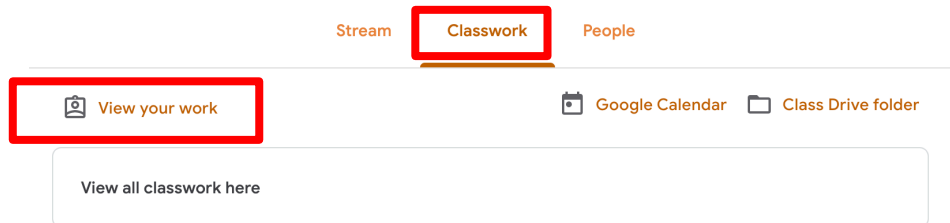


5. Click on the class name to enter.



When you enter, there are tabs along the top that show which section of Google Classroom you are in: Stream, Classwork & People. When you enter, you will automatically find yourself on Stream.

**STREAM** is a timeline of posts made. When announcements are parent specific, the post will say “Parent Notice”.



**CLASSWORK** is where class activities & homework will be assigned. In this tab, you will be able to see all the work your child has been assigned and their completed work.

You can also filter to see all Parent Notices in Classwork. Click on the “Parent Notices” tab on the left of the page.

