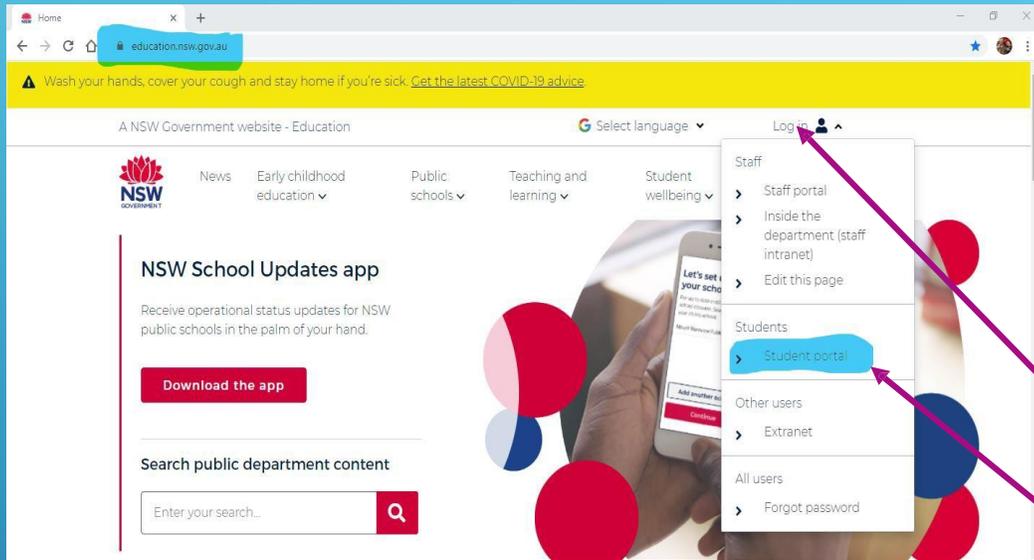


PARENTS GUIDE TO NSW DET STUDENT PORTAL

- * Student Emails
- * Oliver Library
- * G- Suite (google classroom)
- * Office 365 (Microsoft)

Student User Id – firstname.lastname (number if required). Eg. *jane.smith3*

Student Email Address – Username@education.nsw.gov.au. Eg. *Jane.smith3@ education.nsw.gov.au*



Student Logon

- ❑ Open internet browser Google Chrome (or edge)
- ❑ www.education.nsw.gov.au
- ❑ Log In
- ❑ Student Portal
- ❑ Student User Id and Password that is supplied by the school (please see classroom teacher)

Login with your DoE account

User ID

Example: jane.citizen1

Password

[Log in](#)

[Forgot your password?](#)

Student Portal

- ❑ 1. Student Emails (page 4)
 - send and receive emails
 - opens up in Gmail format
- ❑ 2. Oliver Library (page 5)
 - can check current books on loan
 - can see what books available to borrow in the library
- ❑ 3. Learning Apps (Click 'Show More')
 - Microsoft Office Suite
 - G Suite (page 7)

The screenshot shows the NSW Department of Education Student Portal. The left sidebar contains navigation links: Home, Email (1), Oliver Library (2), Help, Notifications, Change password, Secret Questions, Change Colours, Sign Out, and Feedback. The main content area has a search bar, a Google search widget, a calendar, and a 'My bookmarks' section. The 'Learning' section (3) lists various resources, with a 'Show more' link. A zoomed-in view of the 'Learning' section is shown below, listing items like 'G Suite (Google Apps for Education)', 'Microsoft Office 365', and various educational websites.

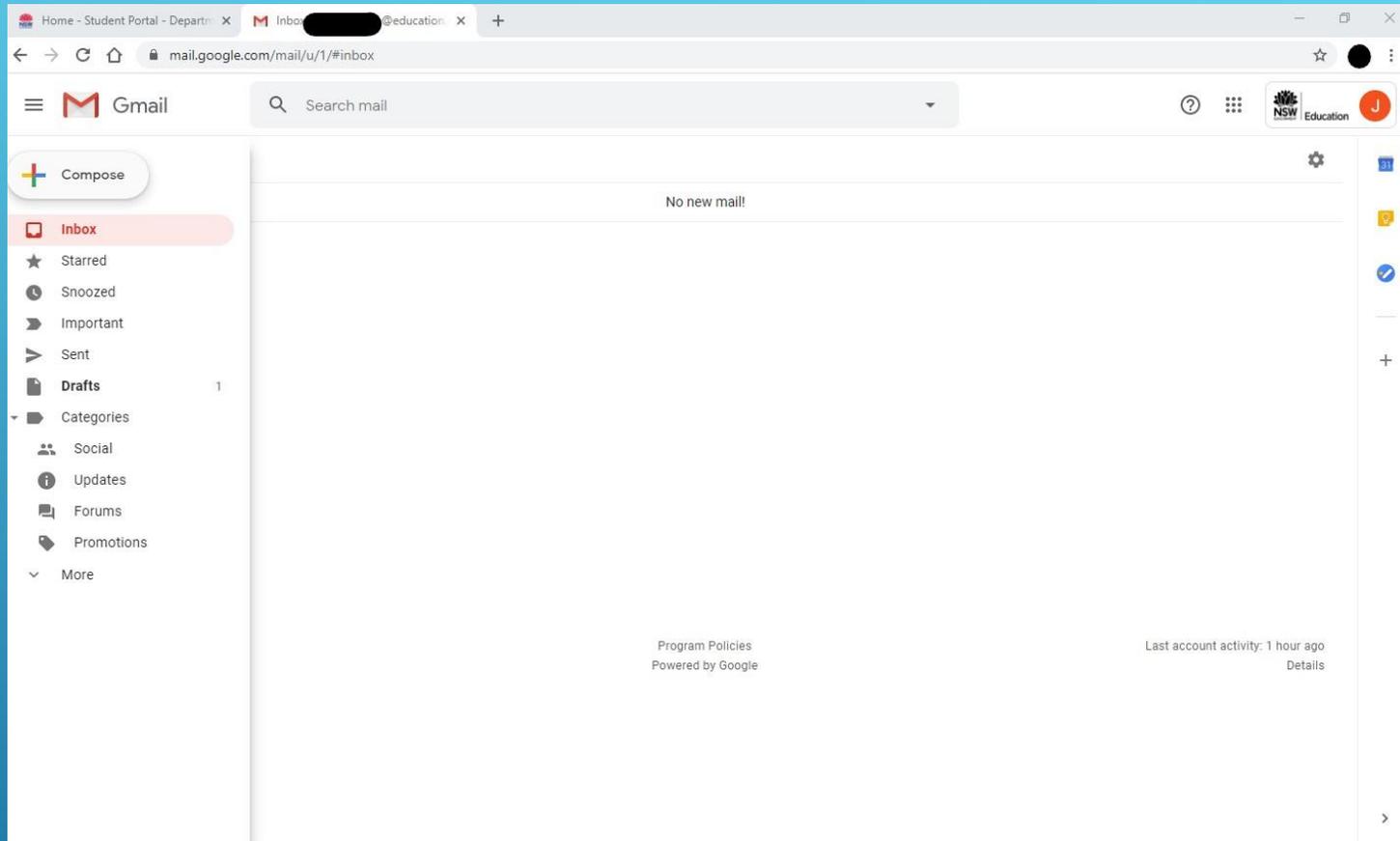
1. Student Emails (page 4)

2. Oliver Library (page 5)

3. Learning Apps (Click 'Show More')

Learning

- Premier's Reading Challenge
- Watch - The Upstander
- eSafety
- G Suite (Google Apps for Education)
- ABC LearnOnline
- Adobe DoE software download
- National Geographic
- Microsoft Office 365
- NSW anti-bullying website
- Anti-bullying student survey
- Cybersmart Kids Online
- Discovery Kids
- My School Library (Oliver)
- Bridgit
- stem.T4L Learning Library



Emails

- Compose emails
- Receive emails
- Reply to emails

Oliver Library

4

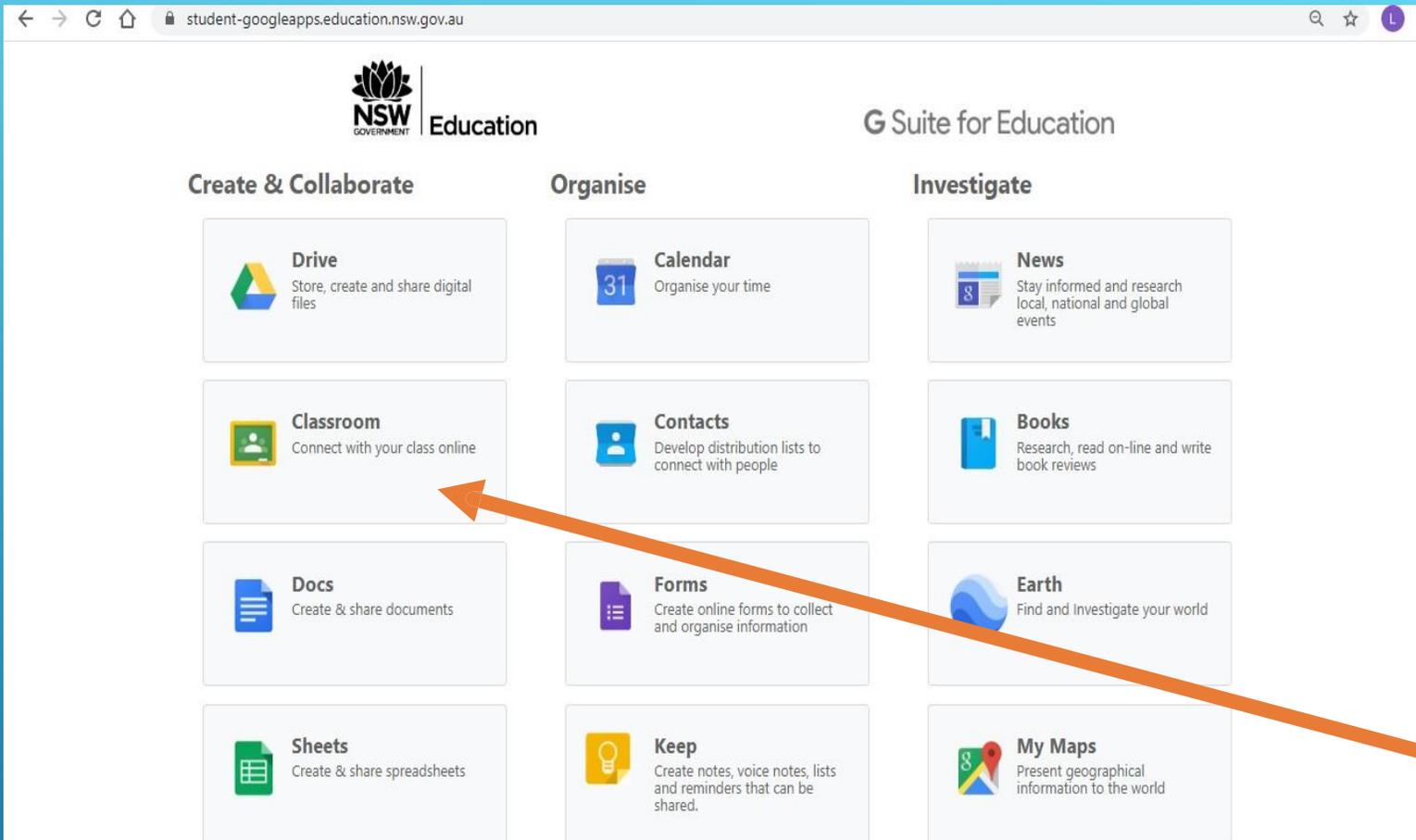
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1

- ❑ Click arrow next to student's name
- ❑ 1. Shows current books on loan
- ❑ 2. 'Red X' shows the book is unavailable to borrow
- ❑ 3. 'Green ✓' shows that the book is available to borrow
- ❑ 4. Search for a book via title, author etc
- ❑ To log into Literacy Pro (Lexile Reading) Click the Orbit button, top right, next to Logout.



G - Suite

- In G-Suite for education, students can access
 - Drive (Cloud based storage)
 - Docs (Google's version of Word)
 - Forms (Create fillable forms)
 - Google Earth
 - Sheets (Google's version of Excel)
 - Google Maps
 - Google Classroom (Virtual classroom, teachers can post work, mark work, set assignments and give comments and feedback in 'real-time')
- Click on Google Classroom

Google Classroom

4

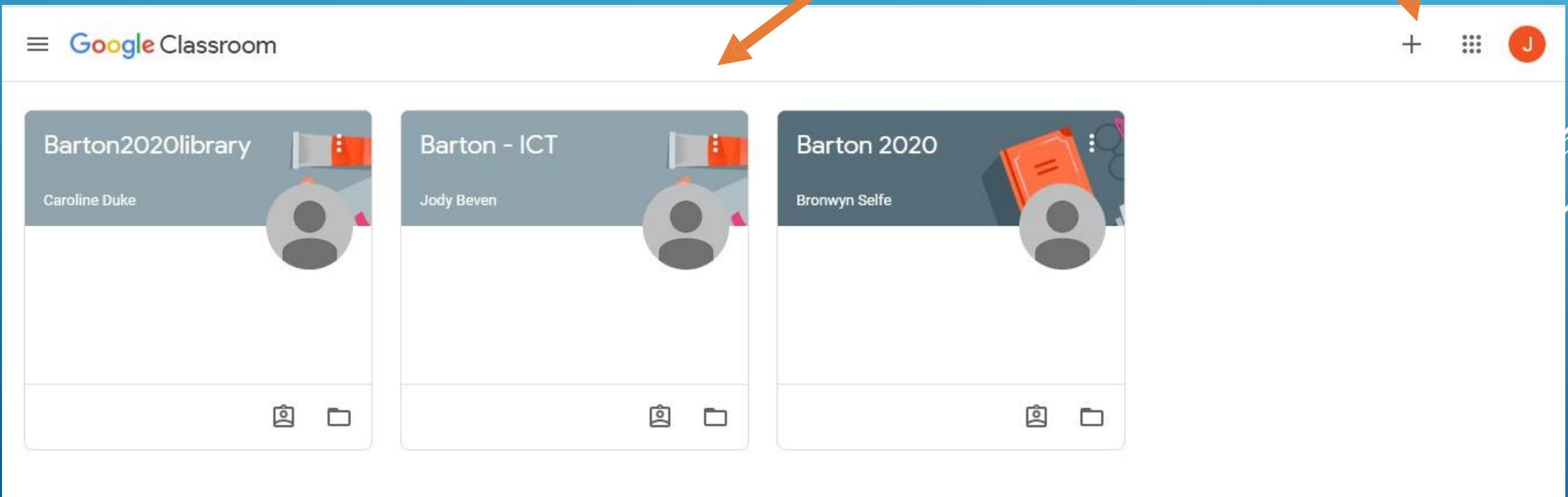
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- This screen shows all the classrooms that your child is in
- If you have been given a code to join a class. Press the + and 'Join Class'



Google Classroom

- 1 – All classes the student is in.
- 3 – Main Page, announcements and communicate with class
- 4 – Classwork and assignments that have been posted by the teacher.
- 5 – All students and teachers that are linked with this class
- 6 – Waffle Button: Quick access to other google apps ie. Google Drive, Google Docs etc

Click on Classwork.

1 3rd hour Science 2

3 Stream 4 Classwork 5 People 6 7

3rd hour Science

8 Upcoming
Nothing to work due soon
View all

9 View class updates and connect with your class here
See when new assignments are posted

1 Menu of Classes

2 Current Class

3 Announcements Page

4 Assignments

5 Teacher(s) & Classmates

6 Waffle Button (App Directory)

7 Your account

8 Upcoming Assignments

9 Updates from your teacher

Google Classroom

4

1

2

Classwork

- All classwork and documents uploaded by teacher.
- Click on document and will open in Google Docs, for student to edit and turn in.
- If it does not open in google docs, but onto a new tab in browser, go to next slide.

The screenshot shows a web browser window with the URL `classroom.google.com/u/2/w/NTI0NTUwOTM5NzRa/t/all`. The page title is "Barton 2020". The navigation tabs are "Stream", "Classwork" (which is selected), and "People".

At the top right, there are links for "View your work", "Google Calendar", and "Class Drive folder".

The main content area displays an assignment card for "History - Government" with a "No due date" and a three-dot menu. The assignment was "Posted Mar 3 (Edited Mar 22)" and is marked as "Assigned". The instructions are: "Research the following words and make yourself a glossary:". Below the text is a document thumbnail with a blue corner, and a "Word" document icon labeled "Google Cl...".

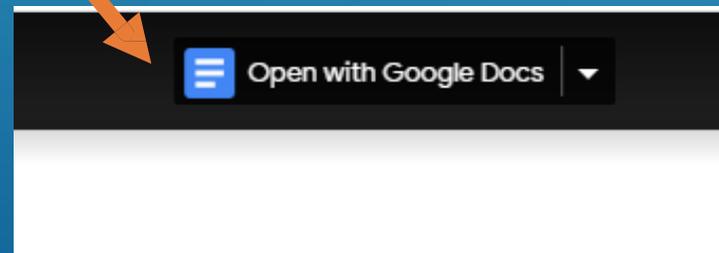
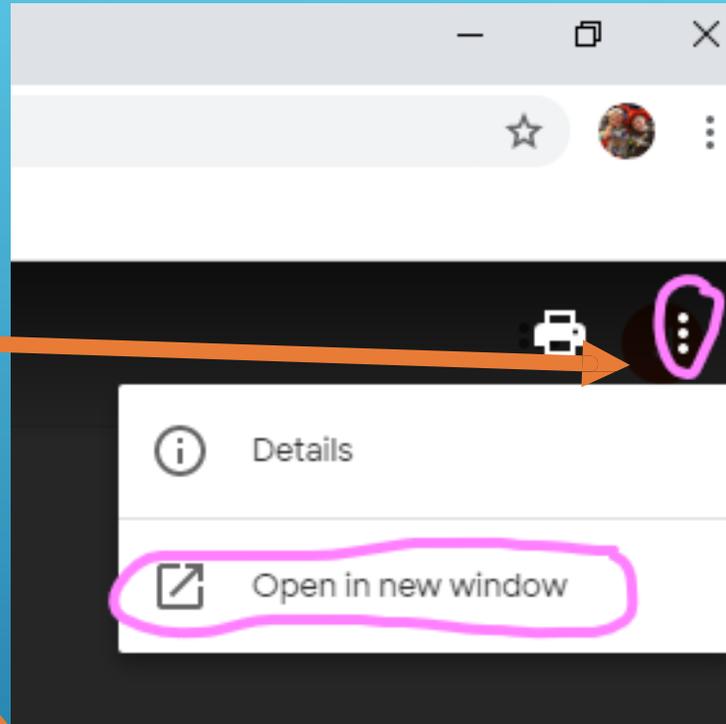
At the bottom of the assignment card is a "View assignment" link. Below the card, another "History - Government" assignment card is partially visible.

Google Classroom

4

1 Classwork

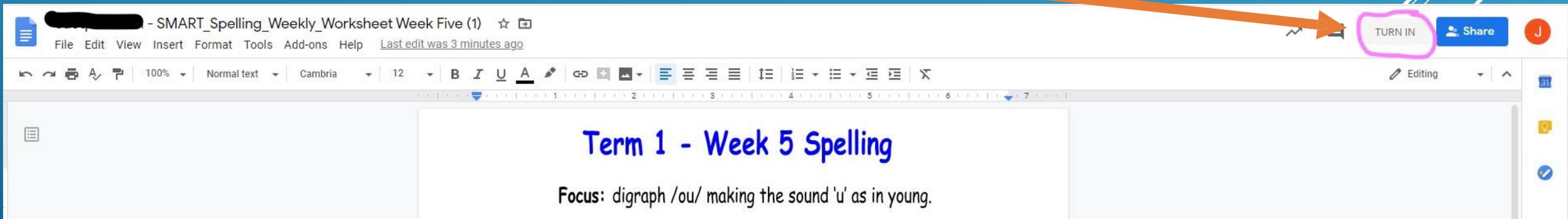
- If it doesn't open in google docs, but onto a new tab in browser, click the 3 dots in the top right hand corner, then open in new window.
- In new window, click 'Open with Google Docs' in the middle.
- The document now opens in Google Docs and all work that is added or edited by the student is automatically saved.
- The document can be seen in their Google Drive.



Google Classroom

Turning in Completed Classwork

- When complete work is ready to submit to teacher there are 2 different ways to Turn In depending on document.
- If the document has a TURN IN button, click that.



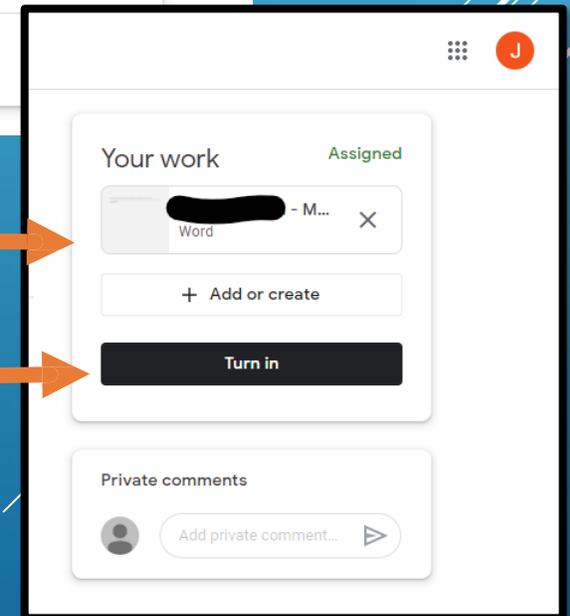
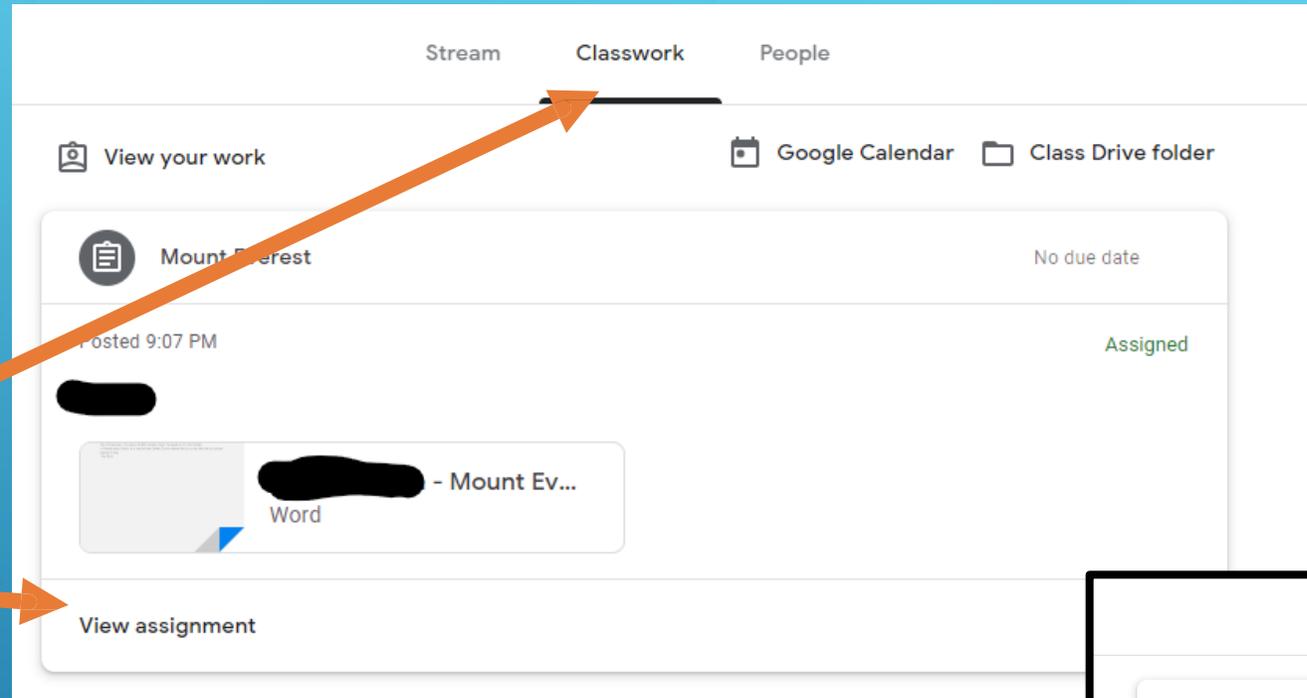
The screenshot shows a Google Docs document titled "SMART_Spelling_Weekly_Worksheet Week Five (1)". The document content includes the heading "Term 1 - Week 5 Spelling" and the text "Focus: digraph /ou/ making the sound 'u' as in young." In the top right corner of the document, a "TURN IN" button is circled in pink, with an orange arrow pointing to it from the text above. Other visible elements include the Google Docs menu bar, a toolbar with various editing tools, and a "Share" button next to the "TURN IN" button.

- If it does not have a TURN IN option, go to next slide.

Google Classroom

1 Turning in 2 Completed 3 Classwork

- Once you are ready to submit your work and if there is no TURN IN button on your doc, go back into your Google Classroom.
- Click on Classwork
- Then View assignment.
- A Turn In box will appear in the next window on the right. Your completed work will be showing in the box, hover over the top for the file name to appear and make sure it is the correct Doc.
- Press the black Turn In Button, confirm on the pop-up box
- Black Turn In box will now be white with Unsubmit. Your work has now been submitted to your teacher.



Google Classroom

4

1

2

2

1

Helpful You Tube Links

- ❑ <https://www.youtube.com/user/eduatgoogle>
- ❑ <https://www.youtube.com/watch?v=TbCAzdTGAvY>
- ❑ <https://www.youtube.com/watch?v=jMWrsRNveSI>