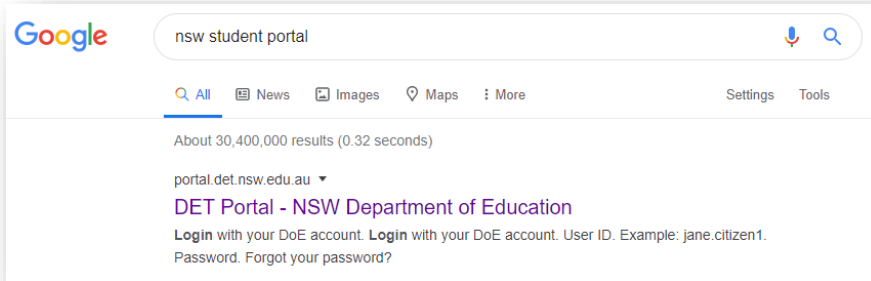


How students can access Google Classroom from home

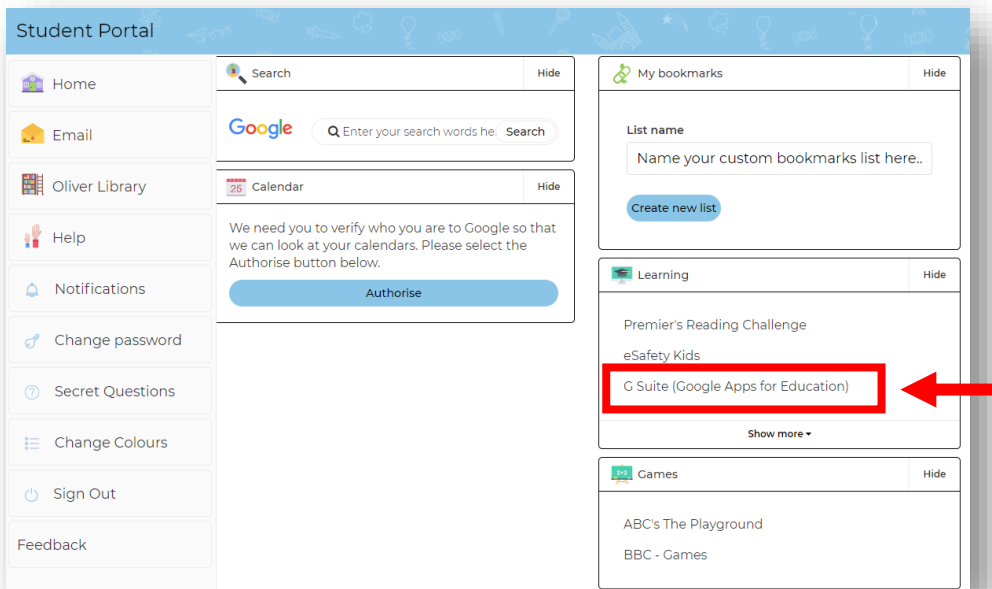
1. Open Google Chrome (download it if you don't have it)
2. Go to portal.det.nsw.edu.au or Google 'NSW Student Portal'



3. Sign in as normal with your school username and password.

A screenshot of the login page for the NSW Department of Education. The page is titled 'Login with your DoE account'. It has two input fields: 'User ID' with the placeholder text 'Enter your user ID' and an example 'Example: jane.citizen1', and 'Password' with the placeholder text 'Enter your password'. There is a blue 'Log in' button and a link for 'Forgot your password?'.A diagram showing the format for the user ID and password. On the left, there is a cartoon laptop with a smiling face. To its right, the text 'FIRSTNAME.LASTNAME' is shown in a box, followed by 'Password' in another box. This indicates that the user ID should be the first name followed by the last name, separated by a period.

4. Student Portal will look like the image below. Click on G Suite (Google Apps for Education)



Please Turn Over

5. 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. At the top right is the G Suite for Education logo. The dashboard is organized into three columns: 'Create & Collaborate', 'Organise', and 'Investigate'. Each column contains three tiles. A red arrow points to the 'Classroom' tile in the 'Create & Collaborate' column.

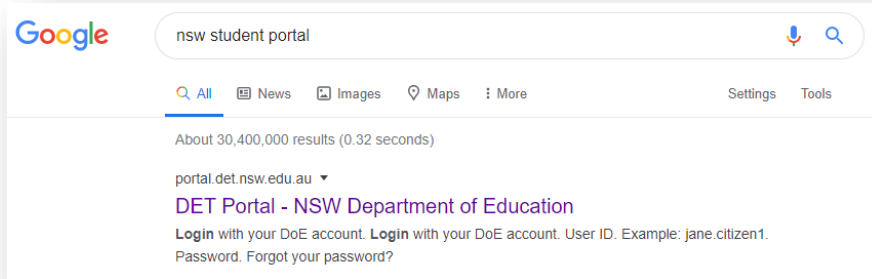
Category	Tile Name	Description
Create & Collaborate	Drive	Store, create and share digital files
	Classroom	Connect with your class online
	Docs	Create & share documents
Organise	Calendar	Organise your time
	Contacts	Develop distribution lists to connect with people
	Forms	Create online forms to collect and organise information
Investigate	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

How students can access Microsoft Office 365 from home

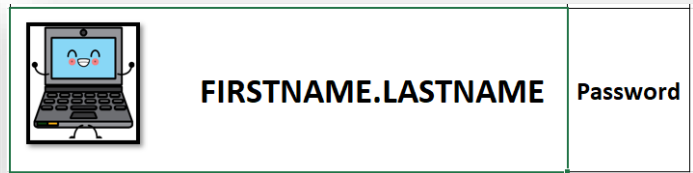
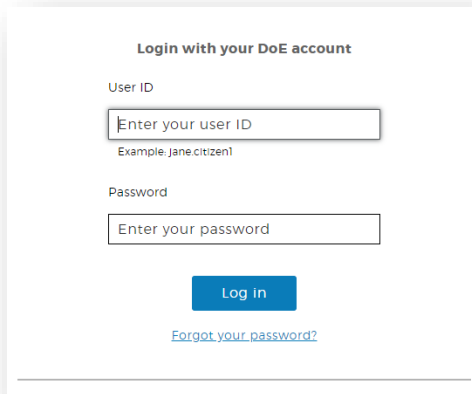
What is Microsoft Office 365?

Microsoft Office 365 is a set of web-based applications that enable collaboration and creation in the classroom. This service includes online versions of Office products such as: Word, Excel, Powerpoint and OneNote. Students are able to share and access documents created by other users.

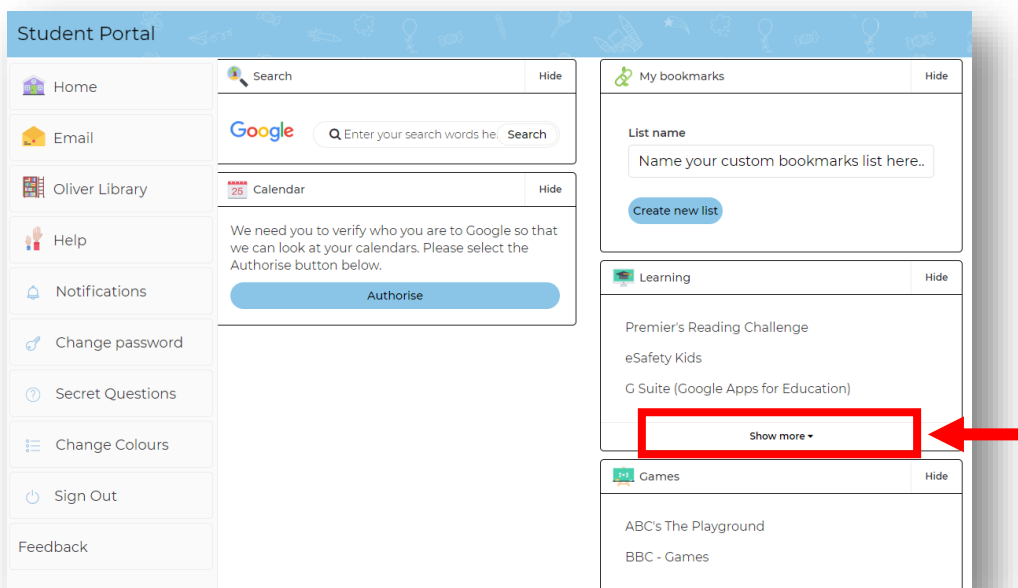
1. Go to portal.det.nsw.edu.au or Google 'NSW Student Portal'



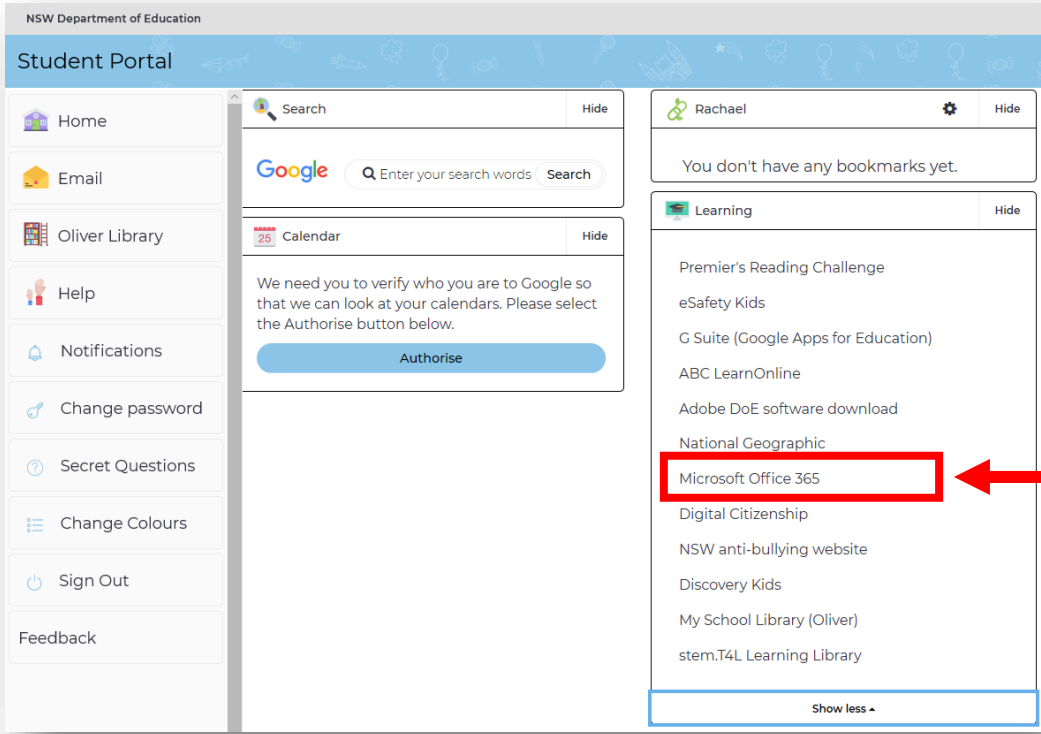
2. Sign in as normal with your school username and password.



3. Student Portal will look like the image below. Click on Show More.

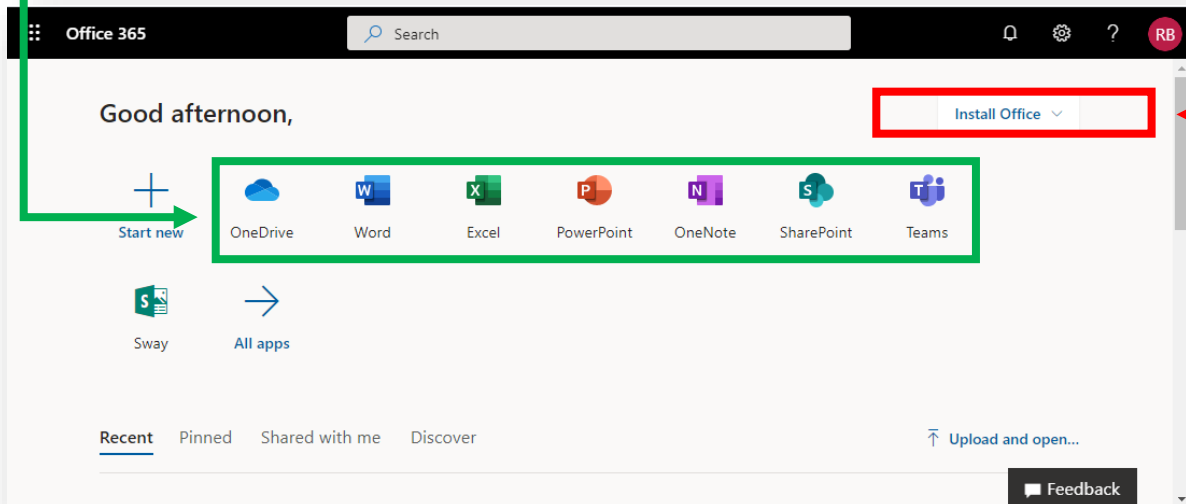


4. Click on Microsoft Office 365



5. Students will be taken to their Office 365 suite of tools. They have a number of options from here:

- a. Install versions of their Microsoft Office 365 tools onto their home computers.
- b. Use these online and save all that they create to OneDrive which is a space for storing documents in the cloud. Student can access any work they have created or that has been shared with them through their OneDrive.



6. Clicking the Online Versions for Word, will take you to the screen below.

