GOOGLE CLASSROOM

Google classroom is an online platform that can be used by teachers to support student learning in the classroom and during periods when students need to work from home. Some students have been using this program at school; however, they will need some assistance accessing this from home.

All NSW Public school students have access to an education email address.
You will need this email to access your child's google account.

Your child's email address is:
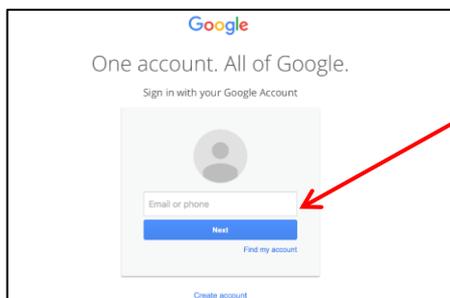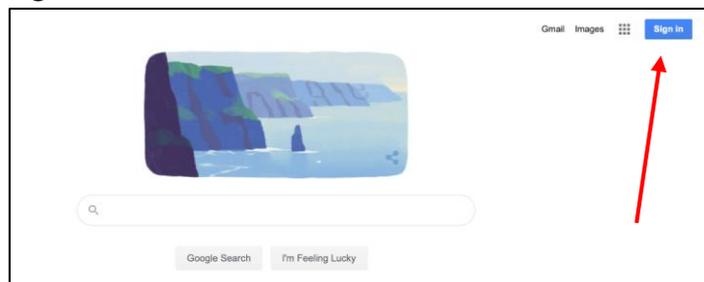
firstname.lastname@education.nsw.gov.au

Some students may have a number after their last name, which is required to access their account. In the event that your child is unsure and you are unable to access the account, please contact the school. This address allows access to the Google Suite.

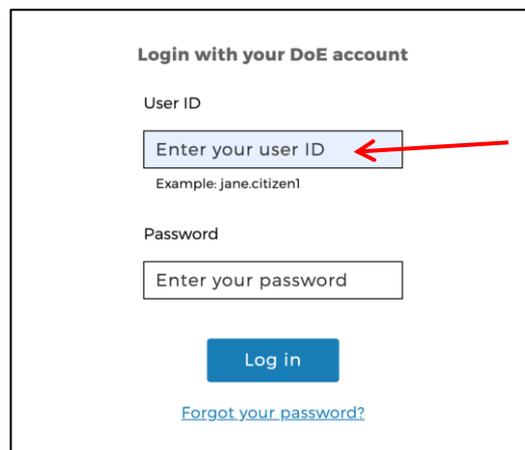## HOW TO OPEN GOOGLE CLASSROOM

1. Open up a browser on the google homepage.
   (Google Chrome works better for this)

2. Click on the Sign in button

(note: if you already have a google account active of that computer you will need to drop the menu and select add another account)

3. Enter your child's email address as listed above and select NEXT
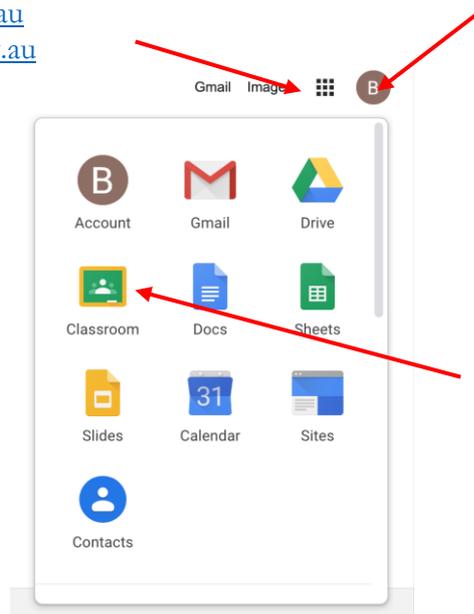
4. You will then be prompted to the departments log in page. Enter your child's user name, this is the first part of their email e.g. first.lastname (a number if your child has one in their email) and password. Your child's password was reset at the start of the year to their class name. e.g. 2M, 3K
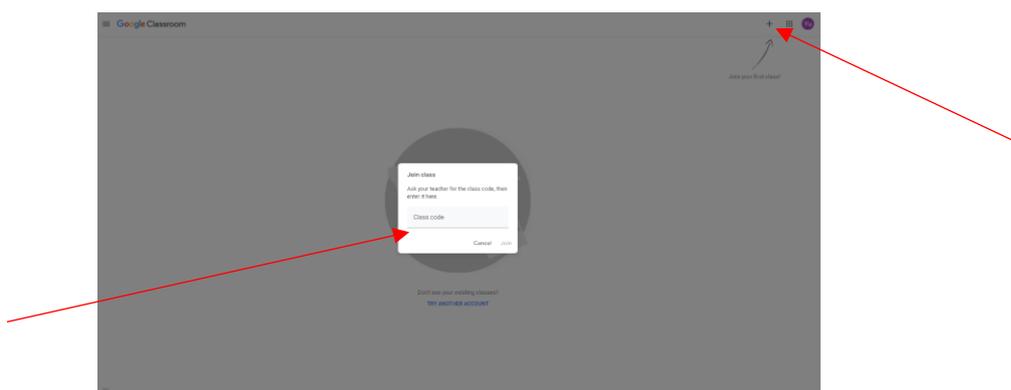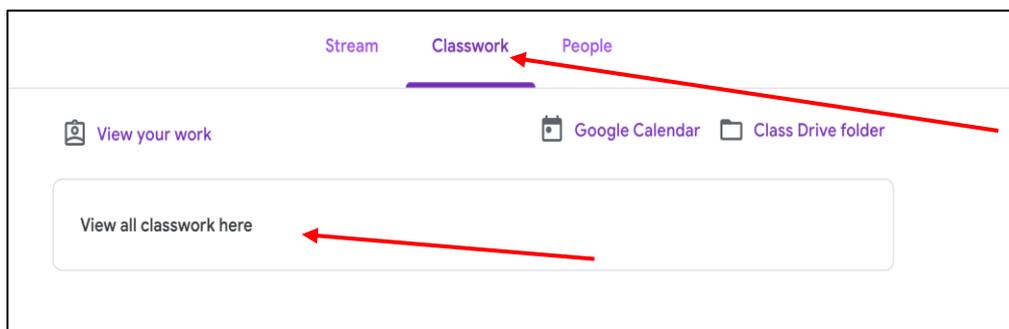
Gmail   Image

5. Select log in and confirm

6. Now you will return to the google home screen. In the top right-hand corner, you will now see a coloured letter. This will be the letter of you child's first name and indicates that you are in their account.

7. Click on the apps button (this is the icon with 9 small squares) and select classroom.

8. This will open the classroom application. You will be required to join a class using the class code. Please select your child's class code from the attached sheet.

9. Within this classroom you can navigate to see messages, classwork and students. Use the tabs on the top of the screen to explore work and messages from teachers.

Now you can **complete work, turn it in and post messages and responses** to the classroom teacher. Please note that we discourage students from using this platform as a forum for social chat, rather used as a learning tool. We appreciate parents support with this.

This account should remain active on your computer even after you close it down. By going through Google, your log in should be available when you click sign in and you should not need to complete these steps every time.

GOOGLE CLASSROOM CODES

Class	Code
KB	vsrpqe7
KD	zv6uttu
KM	ovtu2wg
KN	uerjidl
KR	pypdej2
KS	iwemgck
1A	ulzgtlx
1B	dehutmg
1N	wopgjrx
1R	t2iquzr
1S	ewvsd3g
1/2W	kxiwtbl
2A	2kqlctn
2B	s67uoto
2G	ylfl3cs
2M	5qensax
2P	oa3ozms
2R	au3pgcr
3/4K	gufazpa
3B	rqp2gil
3D	xe5ea57
3S	erhehso
3T	pin6tmm
4C	j3hutfr
4H	mc6ls7v
4M	ec66cdl
4Y	2zupxv6
5/6F	4ijptbb
5G	5embhb2
5H	cknlb3t
5I	24ecezb
5W	gmhgp4p
6A	jxqqwlq
6G	b7kjhz3
6K	h44bzzv
SB	7xmrmcx
SK	d4zwbzi
SL	37avzcb
SM	bsnsxuo
SN	mmghdrx

Remote learning guidelines for students and parents

Stay connected

Workspace

Work in a quiet area, at a desk or table and try to limit distractions.

Focus

During calls with your teacher, stay focused on the call. Avoid reading chats or looking at other tabs.

Your normal routine

Eat breakfast, brush your teeth and get dressed in the morning.

Ask questions

If you don't understand something, ask your teacher or classmates online.

Use classroom language

Talking to your teachers and in class is different from how you speak to your friends online. Use proper grammar and avoid excessive emojis.

Take breaks

Take breaks away from screen. Move around and try not to sit all day.

NSW GOVERNMENT

Learning environment checklist

In setting up this space the following should be considered:

☐ Is the area free of distraction?

☐ Is there excessive noise in the area?

☐ Are there trip hazards in the area?

☐ Is the area exposed to direct glare or reflections?

☐ Does the area have sufficient power points available?

☐ Is equipment (extension cords etc.) in good, safe, working condition?

☐ Is there a proper desk and chair and other necessary equipment (light, stationery and devices)?

☐ Is the chair adjusted correctly?

- Feet should be flat on the floor and knees bent at right angles with thighs parallel to the floor.
- The chair backrest should support the lower back and allow your child to sit upright.
- The chair should move freely and not be restricted by hazards such as mats and power cords.
- Chair arm rests should be removed or lowered when typing.

☐ Is the computer adjusted correctly?

- The screen should be positioned directly in front of your child.
- The screen should be at a distance where your child can see clearly and easily without straining. The top of the screen should be slightly lower than eye level.
- The keyboard should be positioned at a distance where elbows are close to your child's body and their shoulders should be relaxed.
- The mouse should be placed directly next to the keyboard.

☐ Are their most frequently used items within easy reach from a seated position?