

Henry Fulton Public School

Google Classroom Support



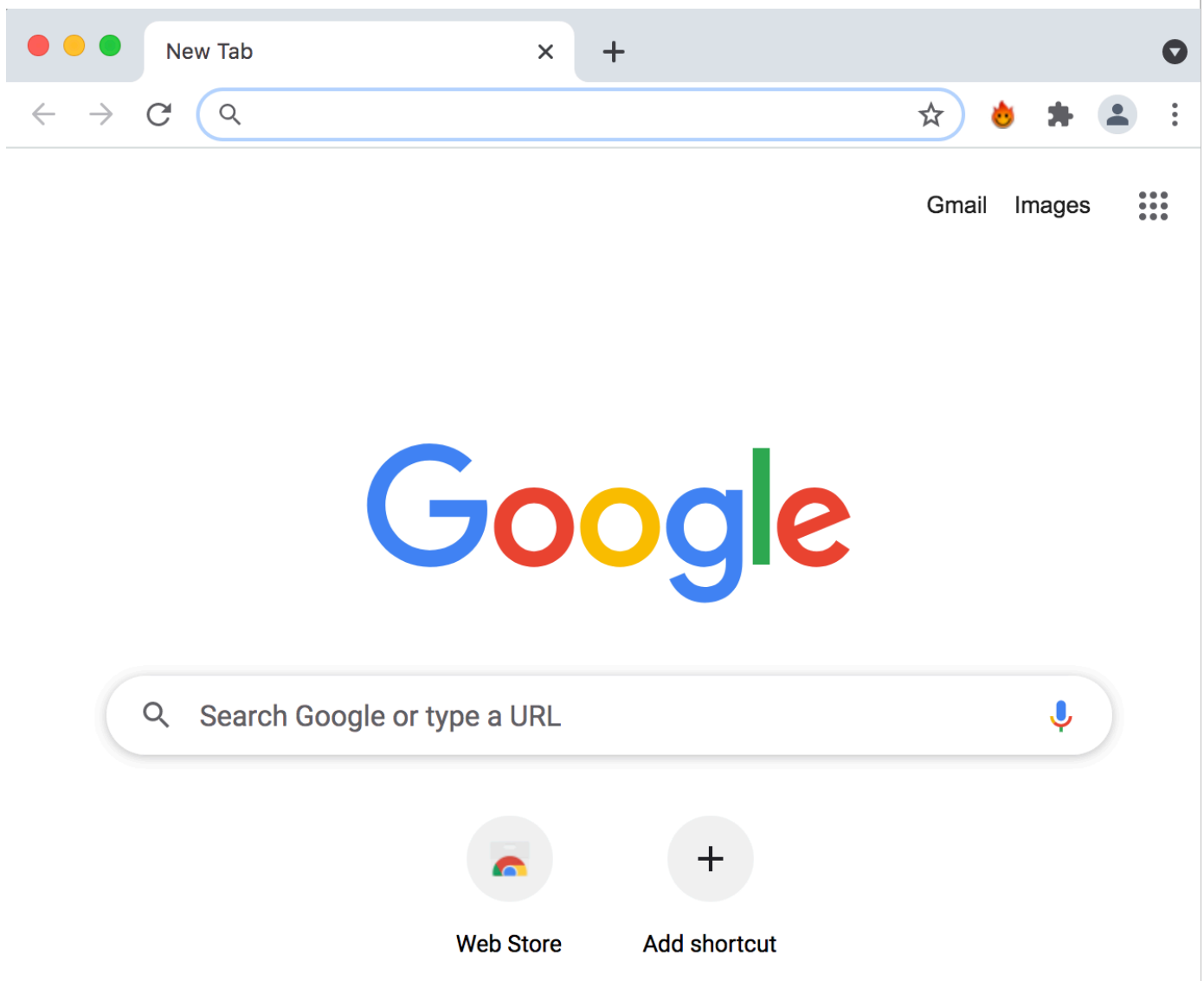
Logging in to Google Classroom on a computer

You will need to download the internet browser Google Chrome. Google Chrome is available as an app on the mac app store for iMac and Macbook. It can be downloaded from the internet for Windows laptop and desktop computers. This document will show you how to login to Google Classroom using Google Chrome. It will continue to show you how to login a second child and then how to switch between your children's accounts on a computer.



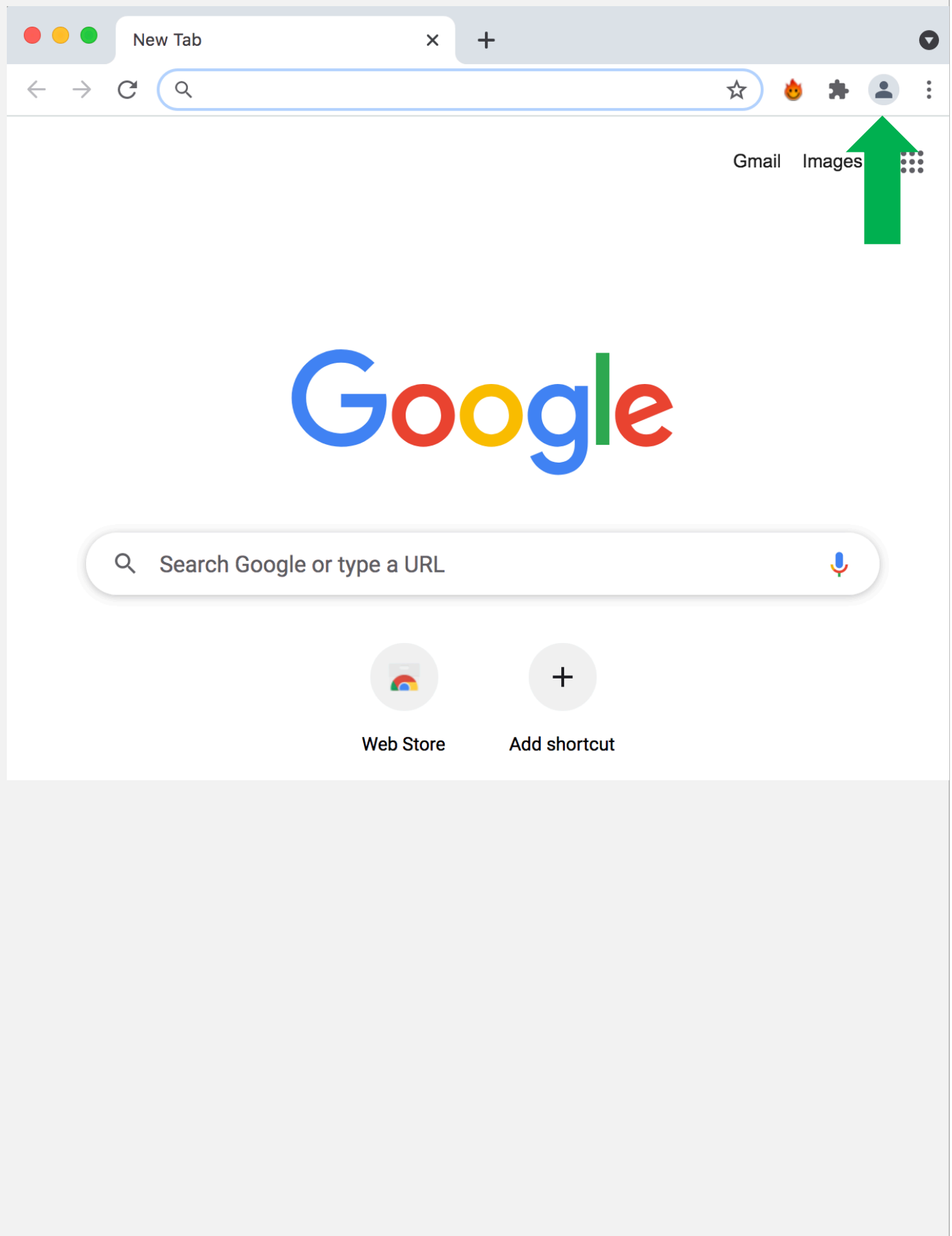
STEP 1

Open google chrome.



STEP 2

Click on the grey avatar in the top right-hand corner.



STEP 3

Click 'add'

The image shows a Chrome browser window with a 'New Tab' open. The address bar contains the text 'Search Google or type a URL'. The main content area displays the Google logo and a search bar. A profile menu is open on the right side of the browser, showing the profile 'Person 2'. The profile is currently 'Not signed in'. Below this, there are icons for a key, a document, and a location pin. A blue button labeled 'Turn on sync...' is visible. Under the heading 'Other profiles', there are three existing profiles: 'Ella' (with a colorful icon), 'Ella' (with a red icon), and 'Guest' (with a grey icon). At the bottom of the list is an '+ Add' option, which is highlighted by a green arrow pointing from the left. A search bar at the bottom left contains the text 'Google and the AFL are par'.

STEP 4

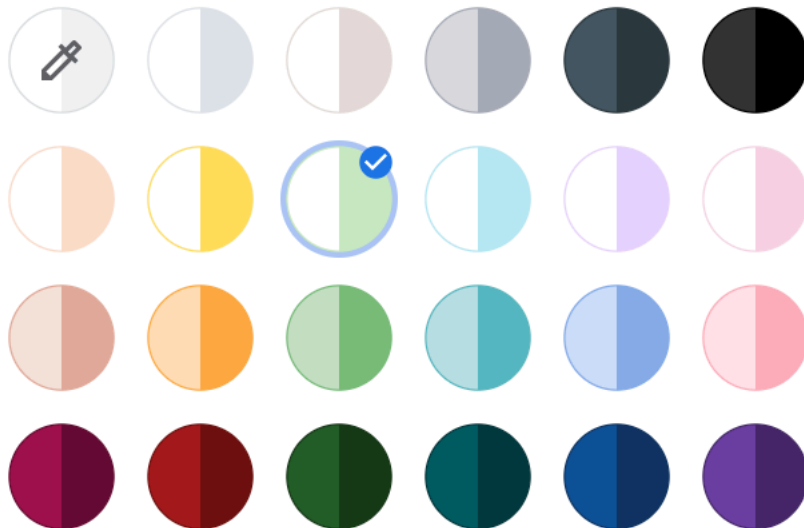
Type your child's name and click on the pencil to choose an avatar. **Tip: if you have more than one child who will be using this device to access Google Classroom, make sure they all choose different avatars.**

Customise your Chrome profile



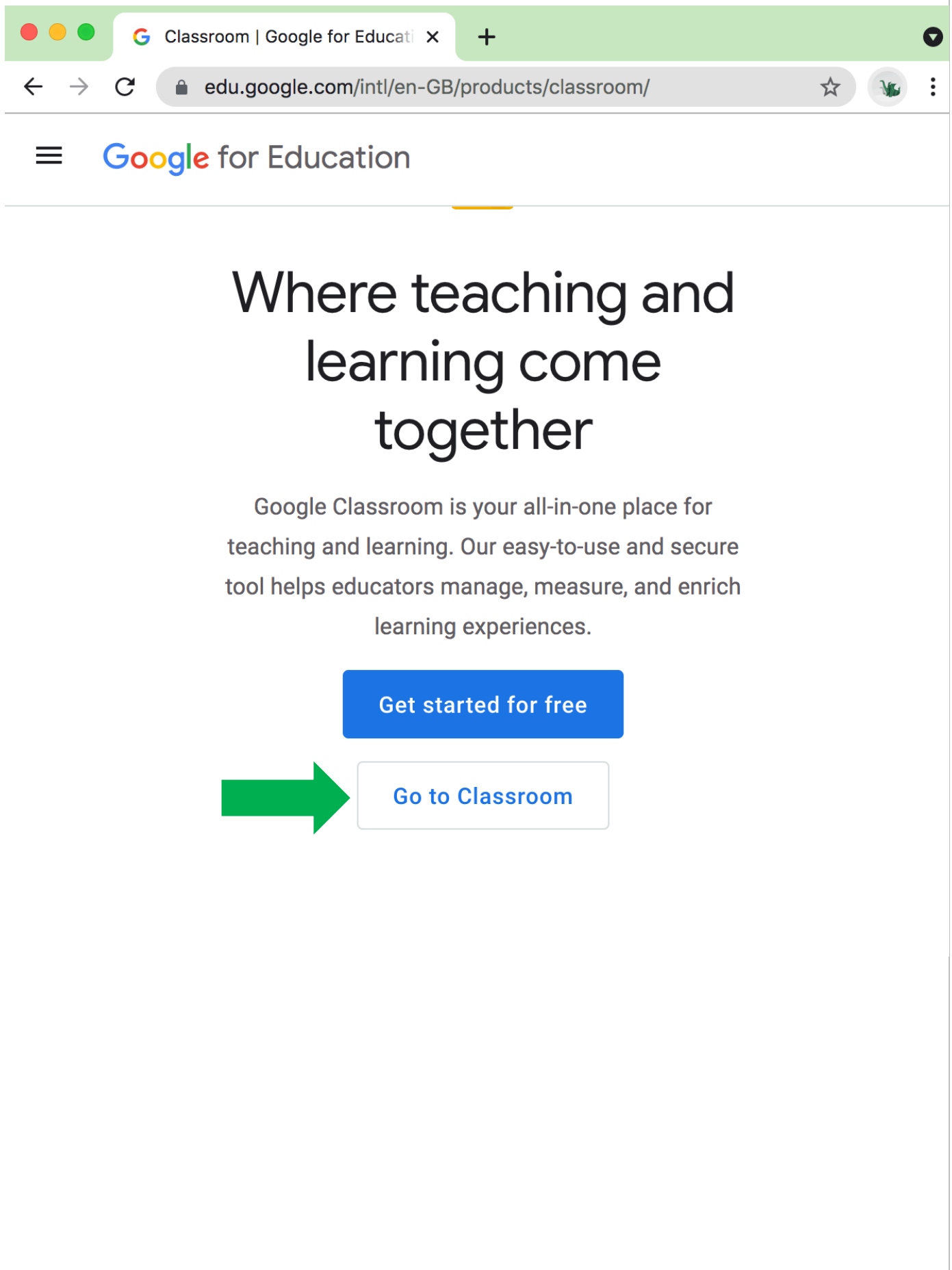
Child's Name

Pick a theme colour



STEP 5

In the address bar, type in **classroom.google.com**. Press 'enter' and then click 'go to classroom'



The screenshot shows a web browser window with the following elements:

- Address Bar:** Contains the URL `edu.google.com/intl/en-GB/products/classroom/`. To the right of the address bar are icons for back, forward, refresh, star, and a user profile icon.
- Header:** Features the Google logo followed by the text "Google for Education".
- Main Content:**
 - Section Header:** "Where teaching and learning come together" in a large, bold, black font.
 - Text:** "Google Classroom is your all-in-one place for teaching and learning. Our easy-to-use and secure tool helps educators manage, measure, and enrich learning experiences."
 - Buttons:**
 - A blue button with the text "Get started for free".
 - A white button with a blue border and the text "Go to Classroom".

A large green arrow points from the left towards the "Go to Classroom" button, indicating the next step in the process.

STEP 6

Type in your child's department **username** followed by **@education.nsw.gov.au**
for example: *john.smith12.@education.nsw.gov.au*

Click 'next'



Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.

[Learn more](#)

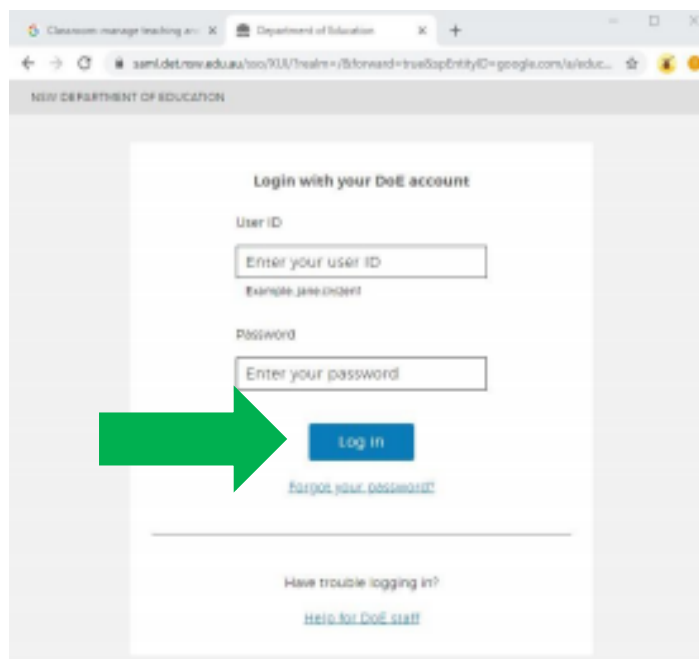
[Create account](#)



Next

STEP 7

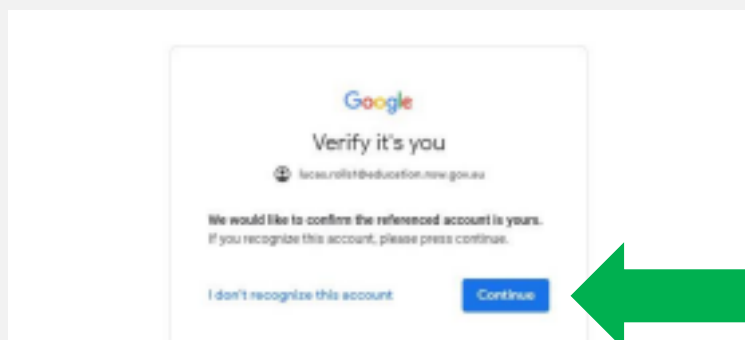
The Department of Education login box will appear. Your child should type their username in the first box (*for example: john.smith12*) and their department password into the second box, and then click 'log in'.



A screenshot of a web browser showing the Department of Education login page. The page title is "NEW DEPARTMENT OF EDUCATION". The main heading is "Login with your DoE account". There are two input fields: "User ID" with the placeholder "Enter your user ID" and "Password" with the placeholder "Enter your password". Below the password field is a blue "Log in" button. A green arrow points to the "Log in" button. There are also links for "forgot your password?" and "Have trouble logging in? Help for DoE staff".

STEP 8

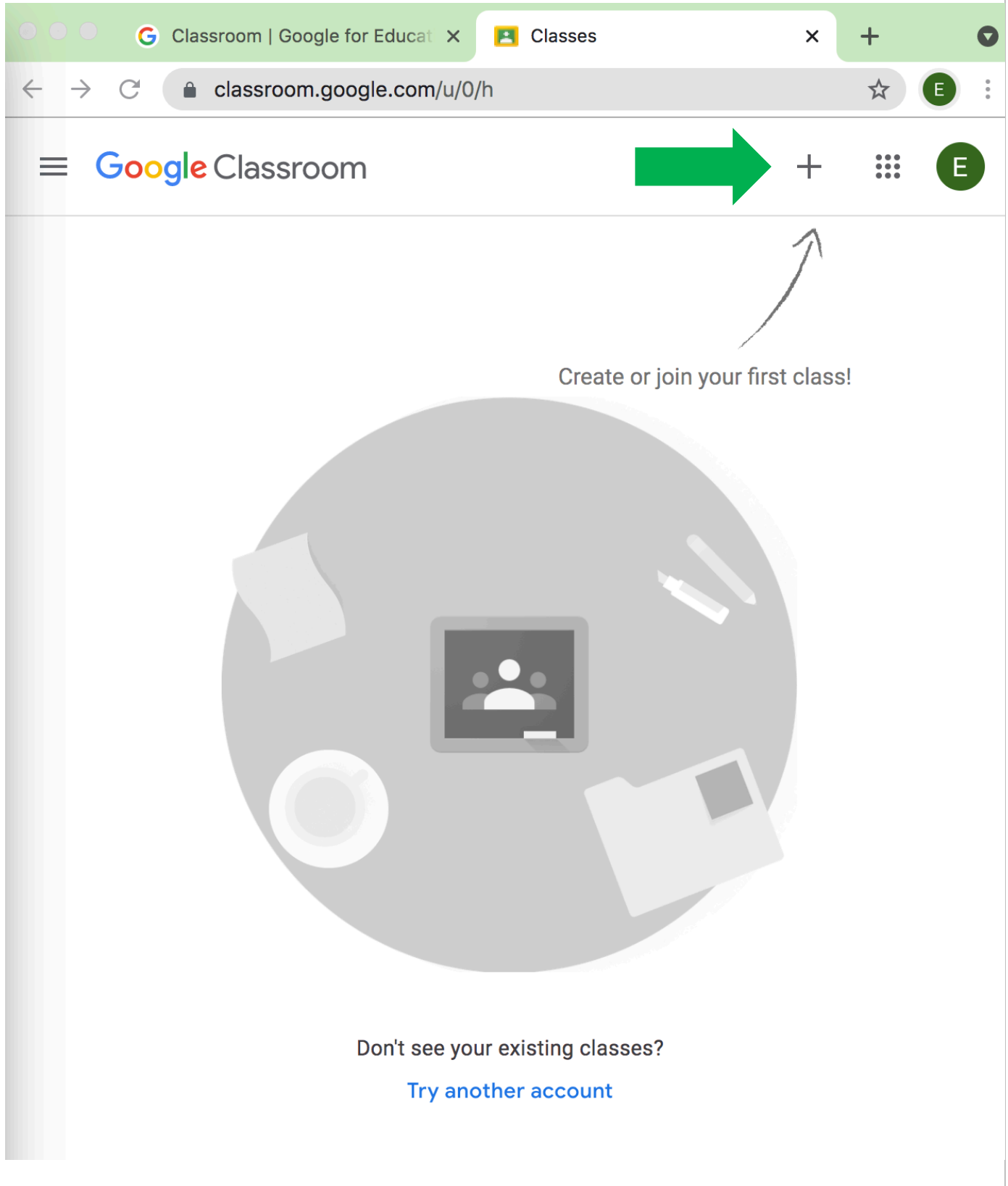
Check that your child's name is listed in the 'verify it's you' pop-up, then click 'continue'



A screenshot of a Google "Verify it's you" pop-up window. The window has the Google logo at the top, followed by the text "Verify it's you" and the URL "https://itl.education.nsw.gov.au". Below this, it says "We would like to confirm the referenced account is yours. If you recognize this account, please press continue." There are two buttons: "I don't recognize this account" and "Continue". A green arrow points to the "Continue" button.

STEP 9

Your child should now be in their google classroom. Their class name should be visible on this page. If it is not, click on the plus button on the top right, then enter the class code provided to you. *NB you will only need to enter the class code once for each child. You should not need to use it again.



The screenshot shows a web browser window with the Google Classroom interface. The browser's address bar displays 'classroom.google.com/u/0/h'. The page header includes the 'Google Classroom' logo and a navigation bar with a plus sign (+), a grid icon, and a user profile icon (E). A large green arrow points to the plus sign, and a curved arrow points from the text 'Create or join your first class!' to the plus sign. Below the text is a large circular graphic containing icons for a document, a coffee cup, a folder, and a tablet displaying a group of people. At the bottom, there is a link that says 'Try another account'.

Create or join your first class!

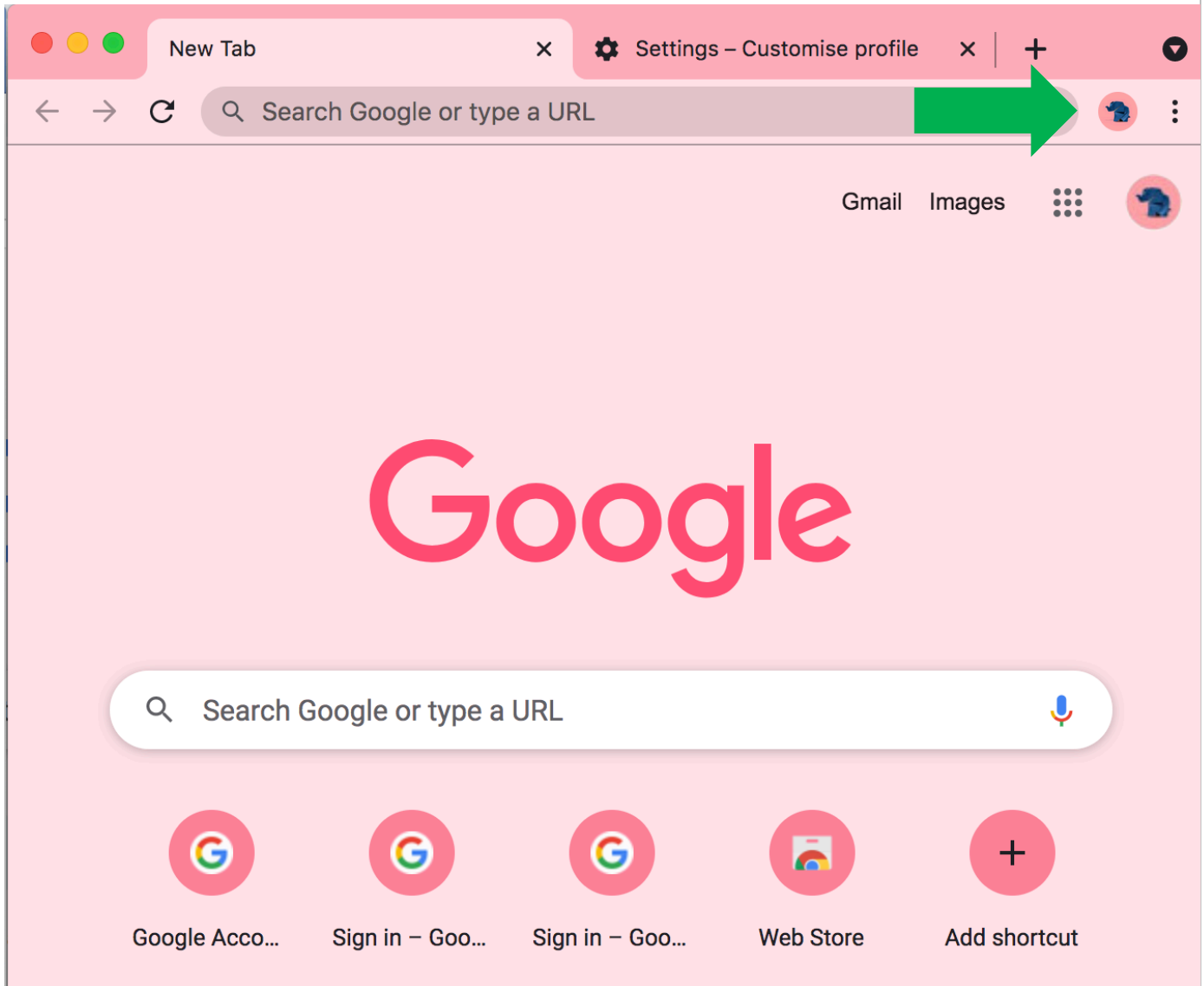
Don't see your existing classes?
[Try another account](#)

Logging in additional children

You may have multiple children who each need access to a different google classroom. This walkthrough will show you how to set up multiple student accounts and how to quickly switch between them.

STEP 1

Click on the small avatar at the top right-hand corner of the browser. ****N.B. make sure you are not clicking the second, slightly larger icon****



STEP 2

Now follow steps 3 – 9 of the previous instructions to add your second child's details.

STEP 3

When you click on the small avatar icon, you should be able to see multiple accounts listed at the bottom of the menu. Use these icons to switch between your children's accounts.

