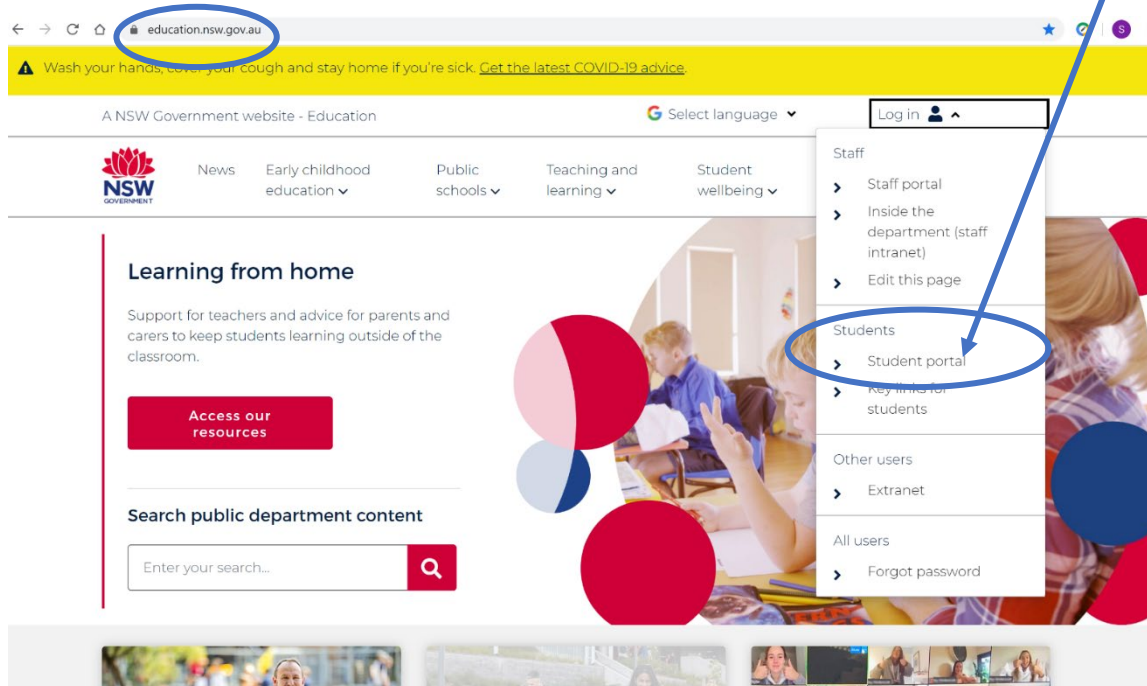
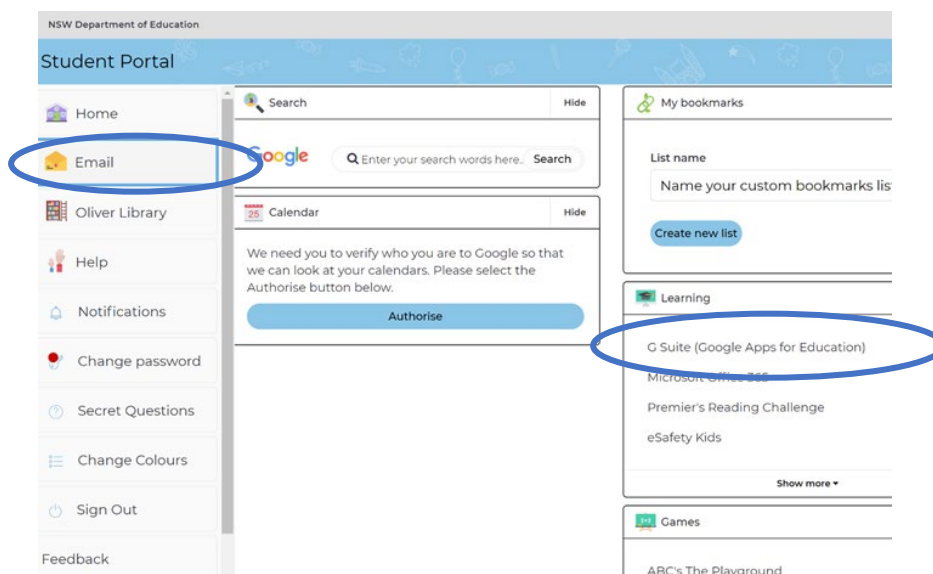


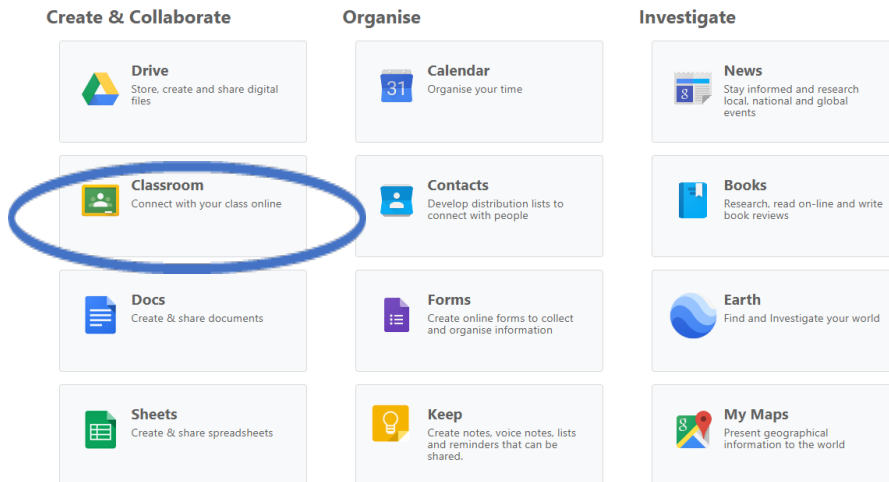
Accessing the Student Portal for Student Emails and Google Classrooms (G Suite)- Years 3-6 Only

1. Search **education.nsw.gov.au** in the URL bar. Link <https://education.nsw.gov.au/>
2. Click the log in button on the top right for a dropdown screen. Select **Student Portal**.
3. Students log in with their username and password that they log in at school with (some students have numbers after their surname, some do not). They will need to include the entire username - **firstname.lastname12@det.nsw.edu.au**. Students should all know their passwords. Please use Seesaw, email or call the school if your child has forgotten their username or password.



4. Once logged in, the student's portal will be displayed.
5. Emails can be accessed on the left-hand side of the screen.
6. G Suite can be accessed under **Learning** on the right-hand side of the screen. This is where you will find Google Classrooms. If G Suite does not appear, click the Show More tab.

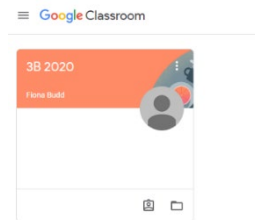




7. Remember if parents have a Google account, they will need to sign out first, or change sign it. This is done easily by clicking on the circle top right. You will notice who is signed in, as it will have the initial of the person signed in.

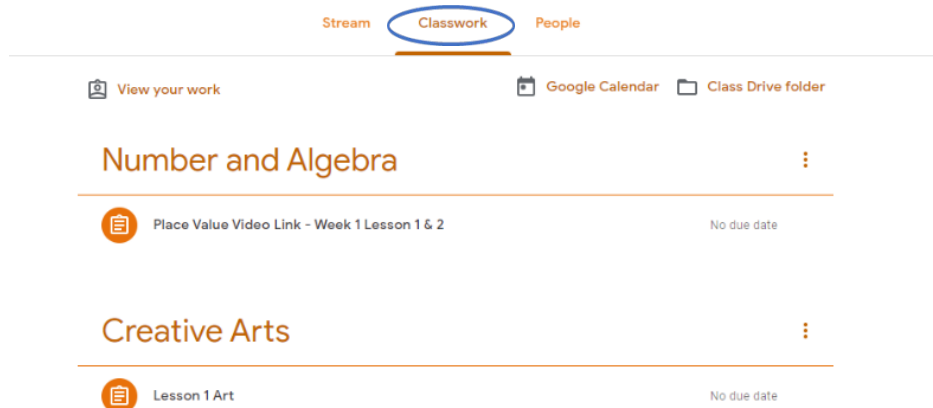


8. Your class will appear, just like Mrs Budd's 3B class. Click on your class.

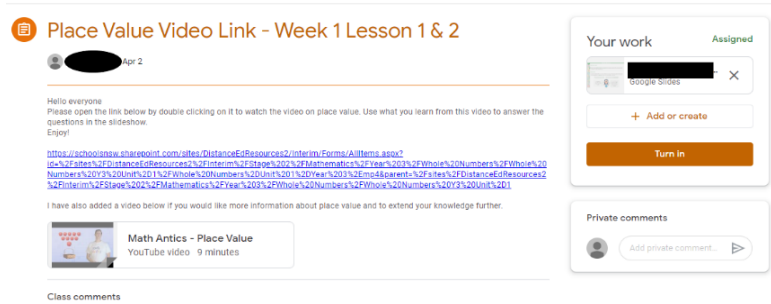


9. Click on Classwork at the top and variety of tasks will appear. They may appear as different Key Learning Areas, such as Mathematics and English, or Week 1, Week 2.

NOTE: **Stream** is used when typing messages with your teacher and classmates. Your teacher will be available online for communication using the Stream tab. The time that your teacher will be online to communicate with is written below.



10. Click on the KLA or Week and an activity will appear. There may be a link to a video on the Internet, an activity to click on. Note on the right side, your name will appear with your assignment (activity) where it allows you to 'turn in' your work. This means hand it in electronically to your teacher.



Daily work will be uploaded each morning at 6am.

If you have any issues at all, please contact your class teacher via email, Seesaw or call the school. You should receive a response between 8.55am and 3.25pm. We are happy to help. Please note: If you change your mind and want to collect a booklet instead, please contact the school office. This is not a problem. The work offered online and offline is the same.

Your teacher online: Week 1 and 2

Your classroom teacher will be on Google Classroom, using the Stream Tab, at the following times:

Year 3 – 9.30 – 10.30am

Year 4 – 10.30- 11.30am

Year 5 – 11.30- 12.30pm

Year 6 – 12.30- 1.30pm

Seesaw

If using Seesaw to print Home Learning Packages (K-2, or if requested by parents for Years 3-6), please follow the instructions below.

