PARENTS GUIDE TO NSW DET STUDENT PORTAL

*Student Emails

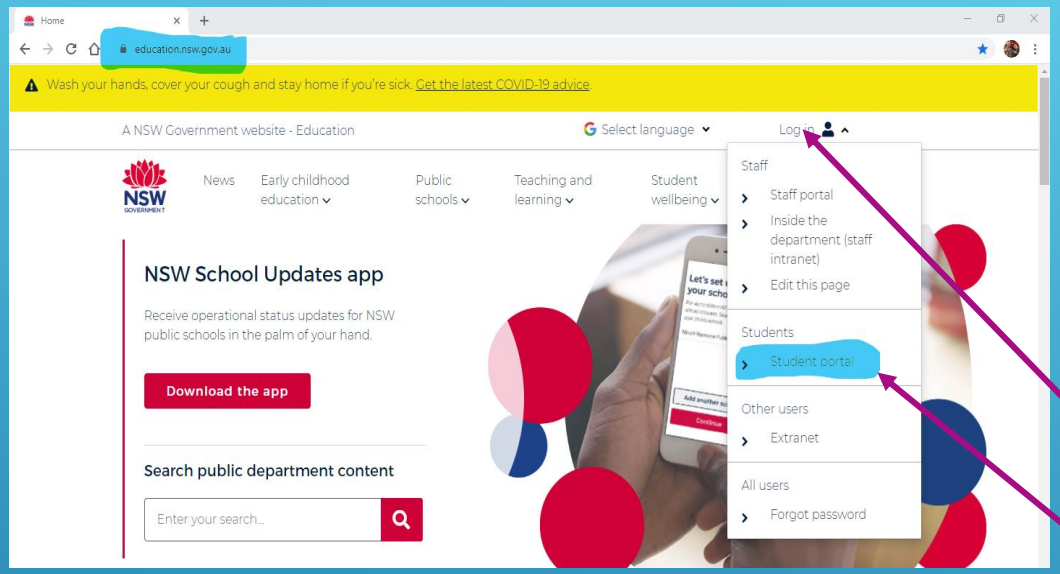
Oliver Library

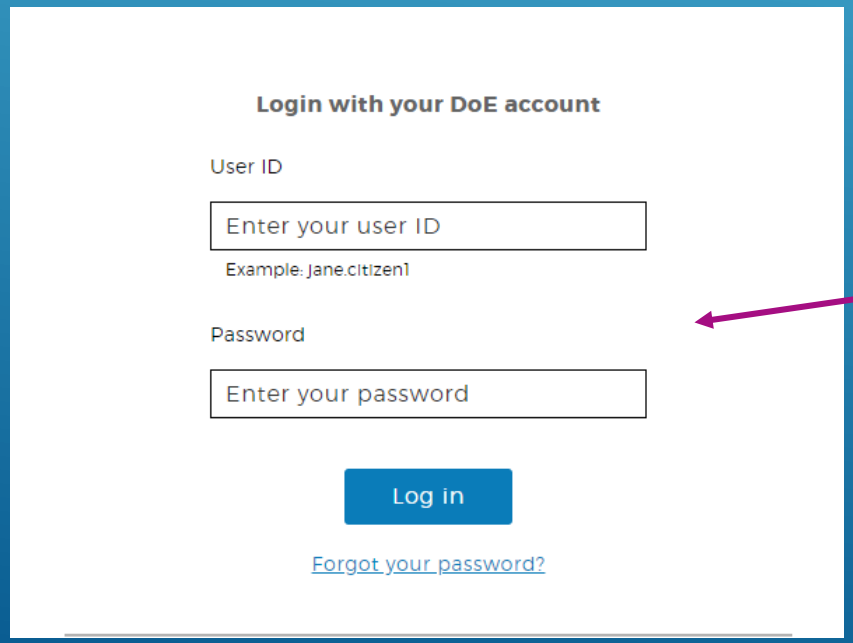
*Literacy Pro (Lexile reading)

*G- Suite (google classroom)

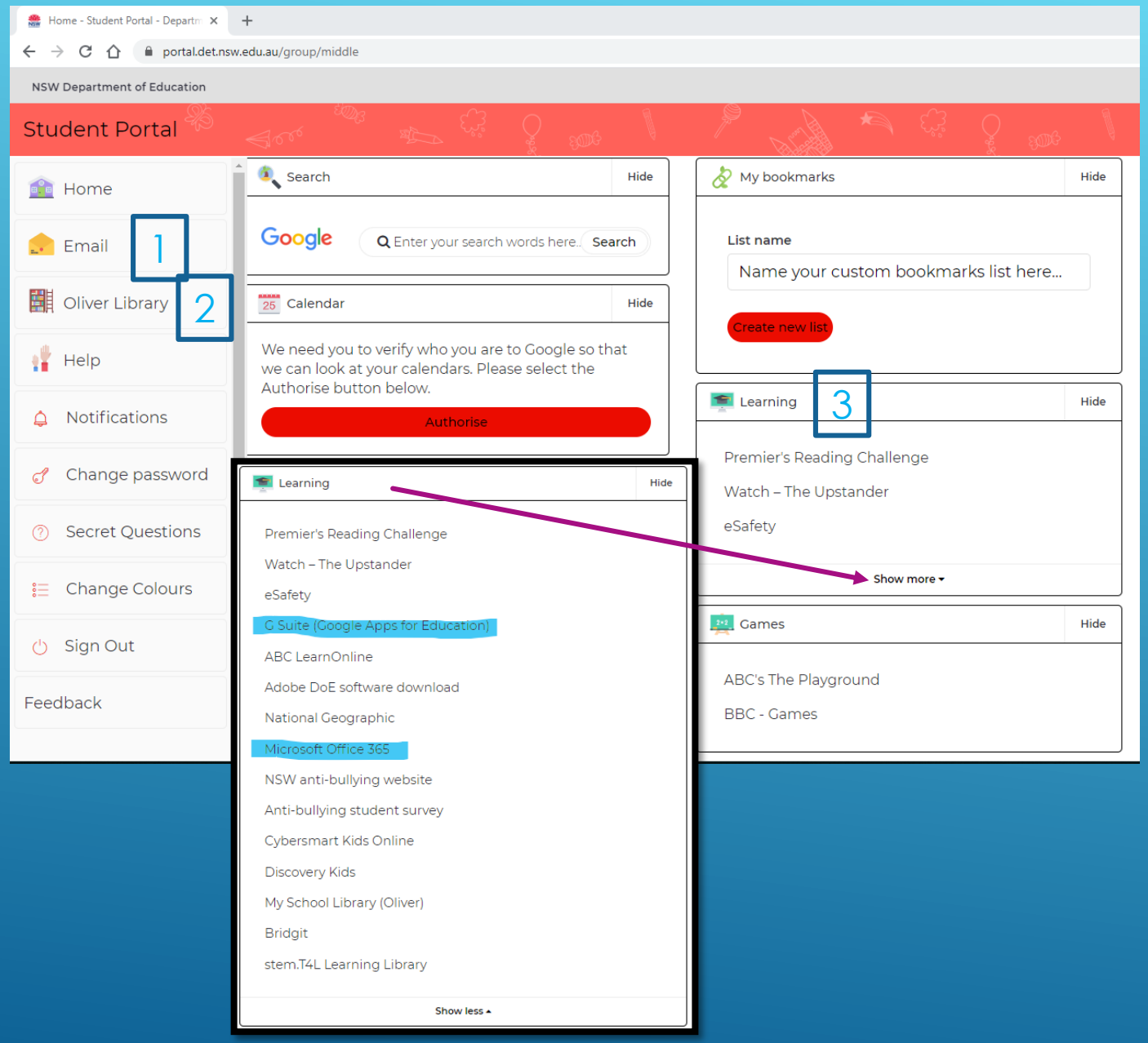
Student User Id – firstname.lastname (number if required). Eg. *jane.smith3*
Student Email Address – Username@education.nsw.gov.au. Eg. Jane.smith3@ education.nsw.gov.au

Student Logon



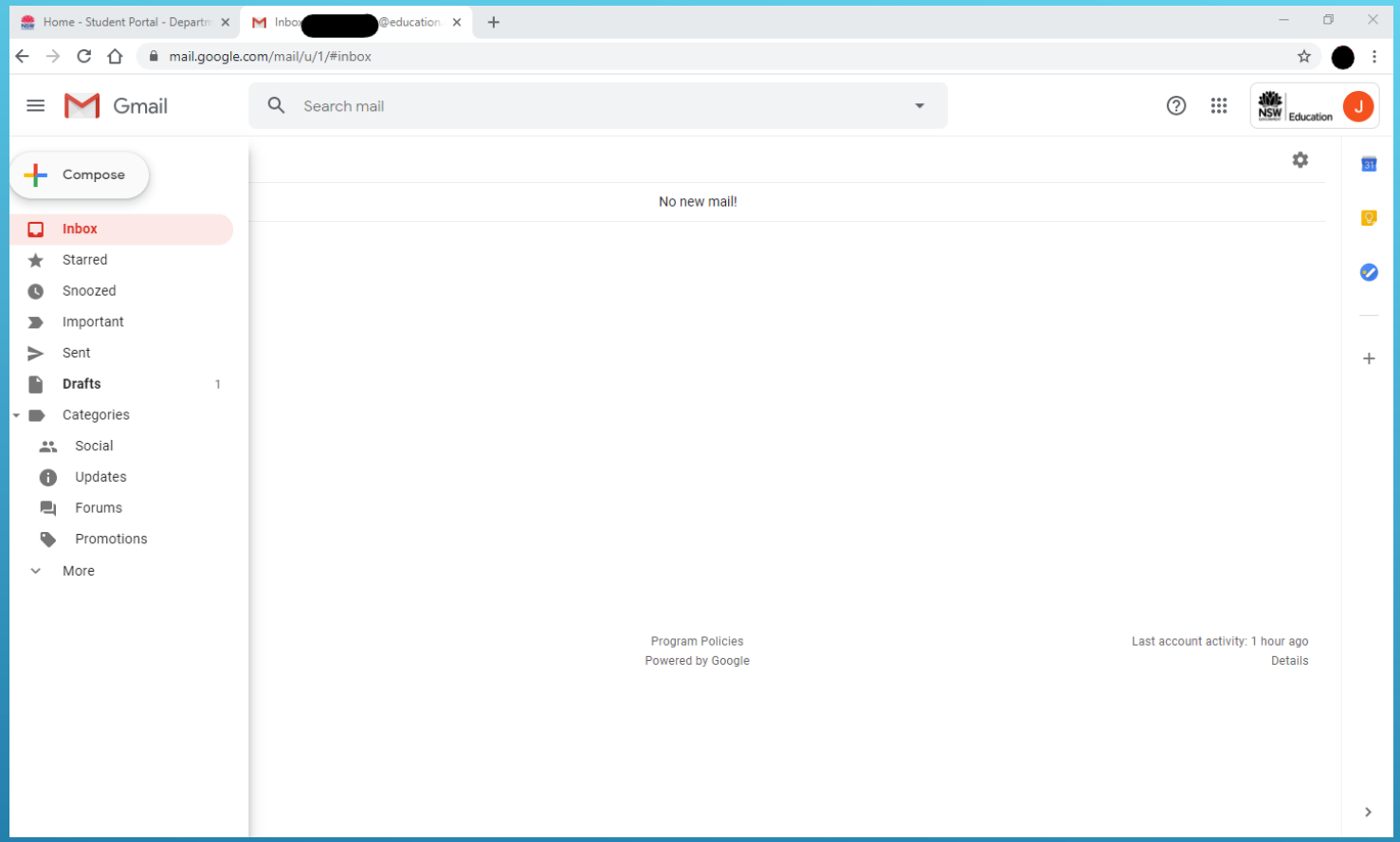


- Open internet browser Google Chrome (or edge)
- www.education.nsw.gov.au
- Log In
- Student Portal
- Student User Id and Password that is supplied by the school (please see classroom teacher)



Student Portal

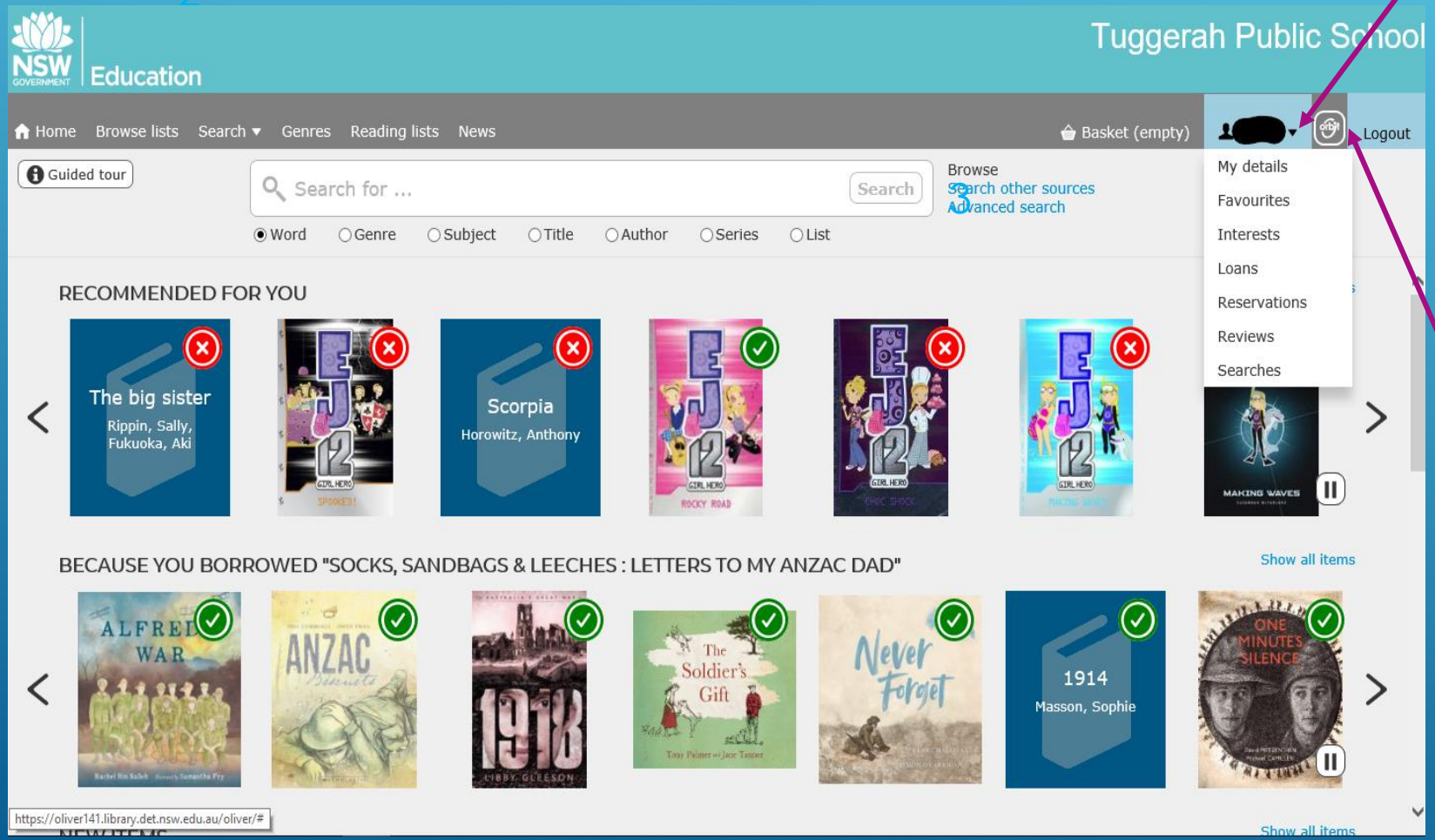
- 1. Student Emails (page 4)
  - send and receive emails
  - opens up in Gmail format
- 2. Oliver Library (page 5)
  - can check current books on loan
  - can see what books available to borrow in the library
  - access Literacy Pro – Lexile reading
- 3. Learning Apps (Click 'Show More)
  - Microsoft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



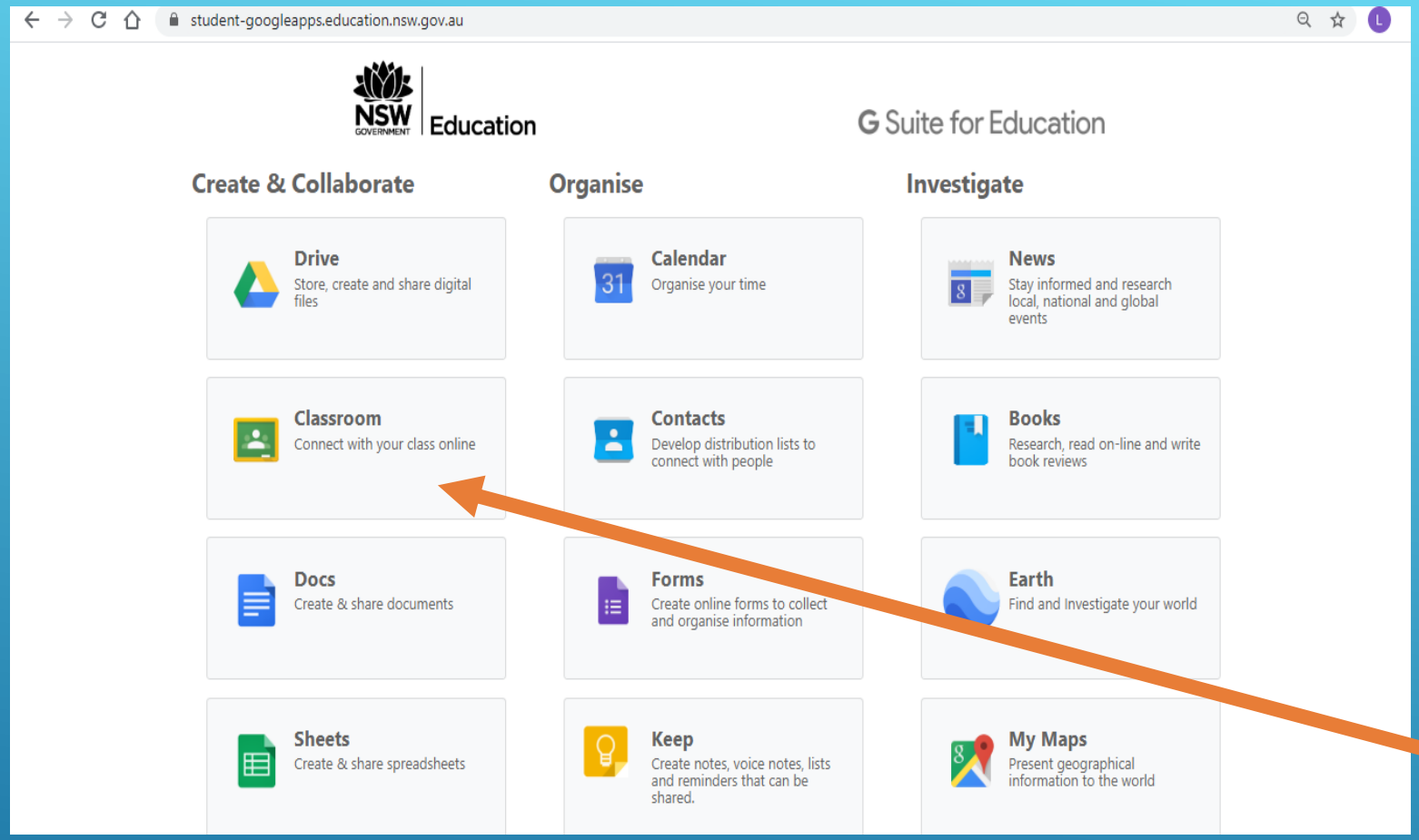
Emails

- Compose emails
- Receive emails
- Reply to emails

Oliver Library



- 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.

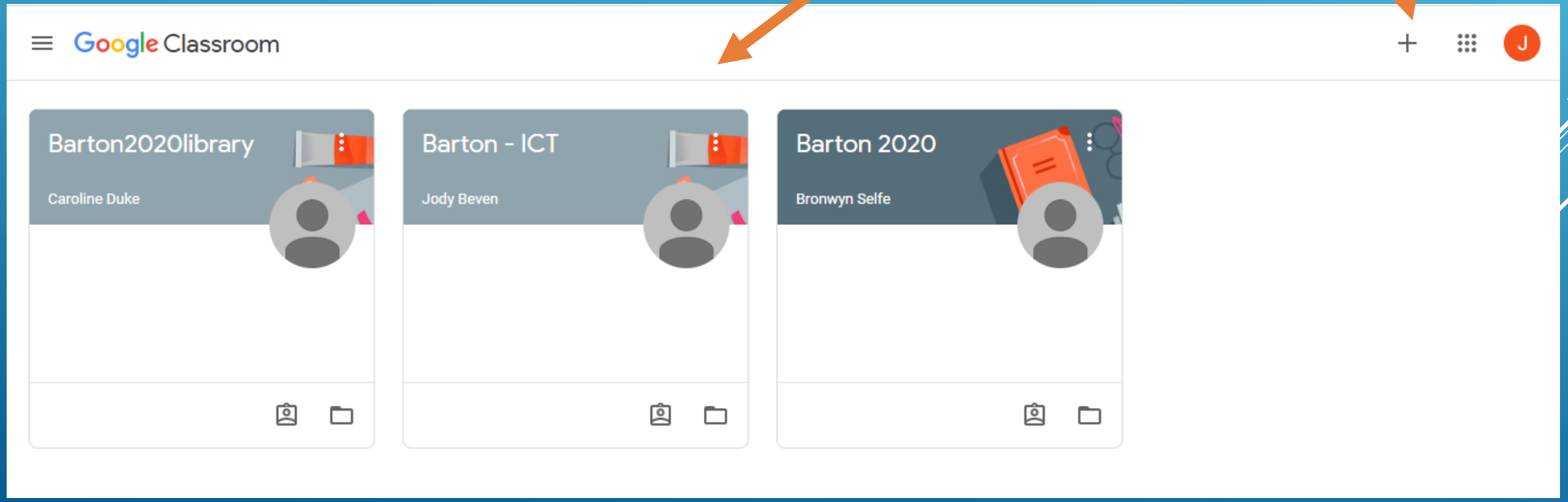


G - Suite

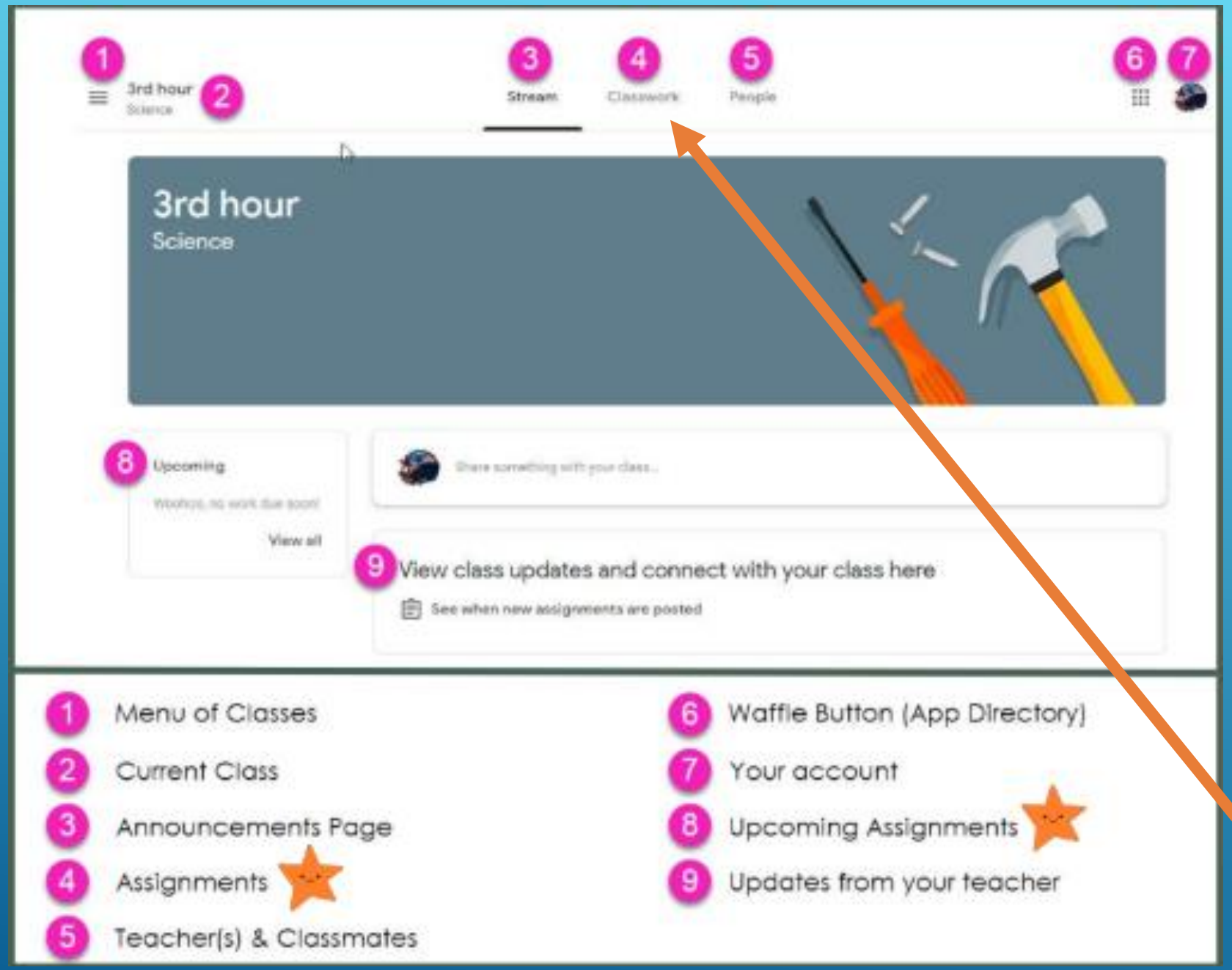
- In G-Suite for education, students can access
  - Drive (Cloud based storage)
  - Docs (Google's version of Word)
  - Forms (Create fillable forms)
  - Google Earth
  - Sheets (Google's version of Excel)
  - Google Maps
  - Google Classroom (Virtual classroom, teachers can post work, mark work, set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

Google Classroom

- 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



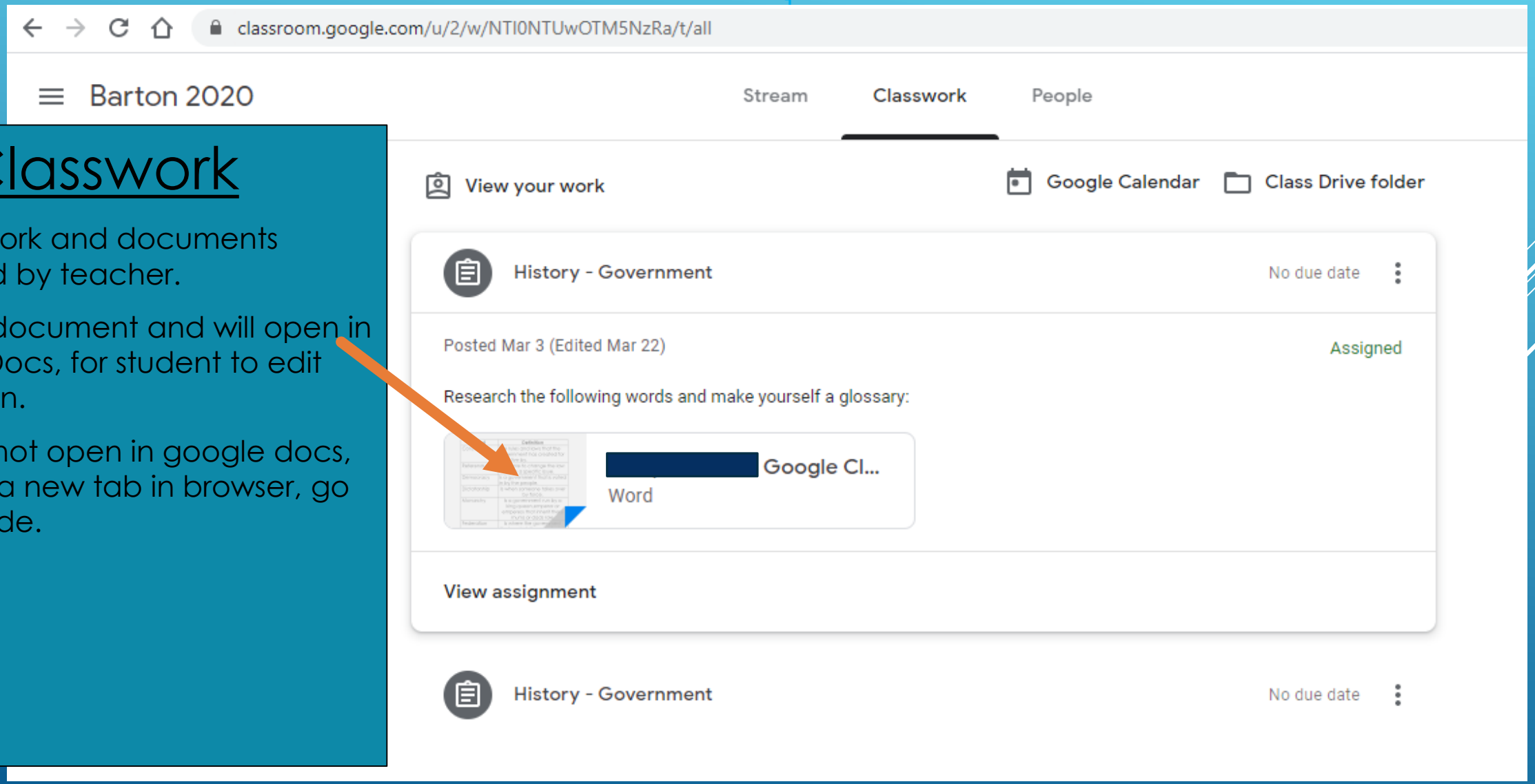
- 1 – All classes the student is in.
- 3 – Main Page, announcements and communicate with class
- 4 – Classwork and assignments that have been posted by the teacher.
- 5 – All students and teachers that are linked with this class
- 6 – Waffle Button: Quick access to other google apps ie. Google Drive,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

Click on Classwork.

Google Classroom

Classwork

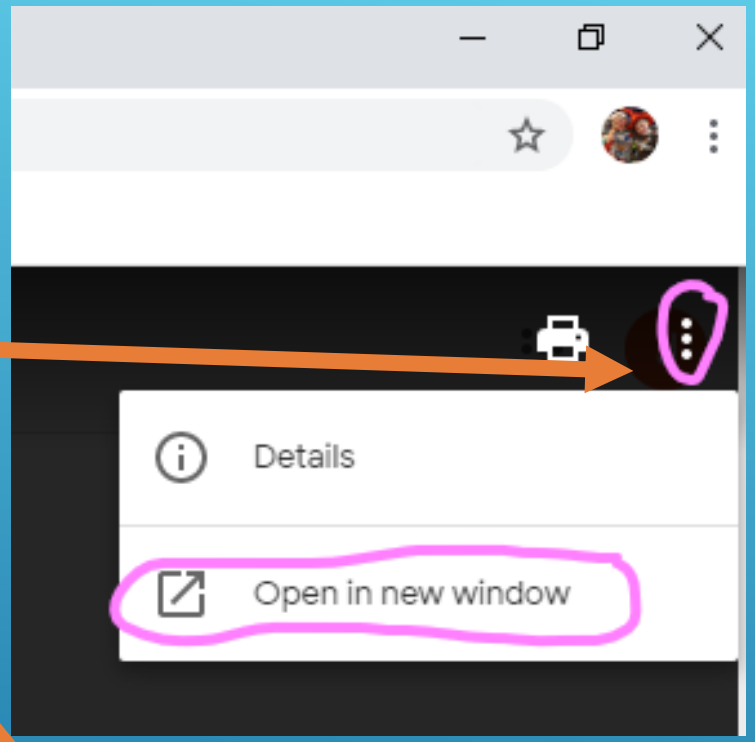
- All classwork and documents uploaded by teacher.
- Click on document and will open in Google Docs, for student to edit and turn in.
- If it does not open in google docs, but onto a new tab in browser, go to next slide.

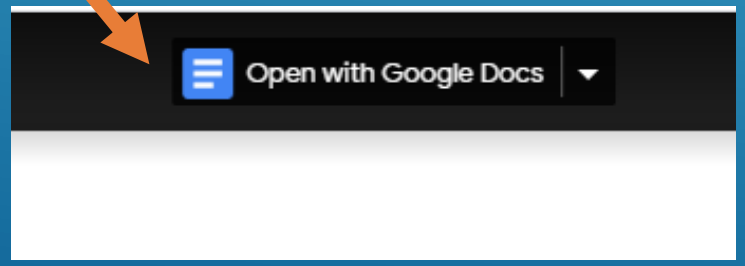


Google Classroom

Classwork

- If it does not 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.

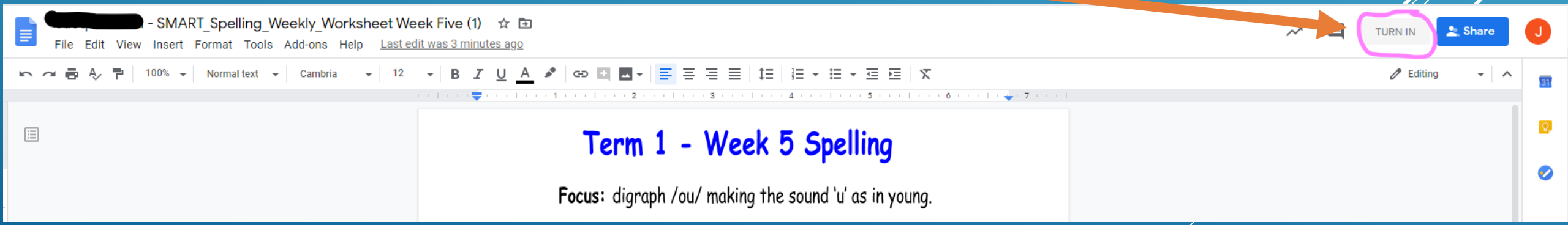




Google Classroom

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.

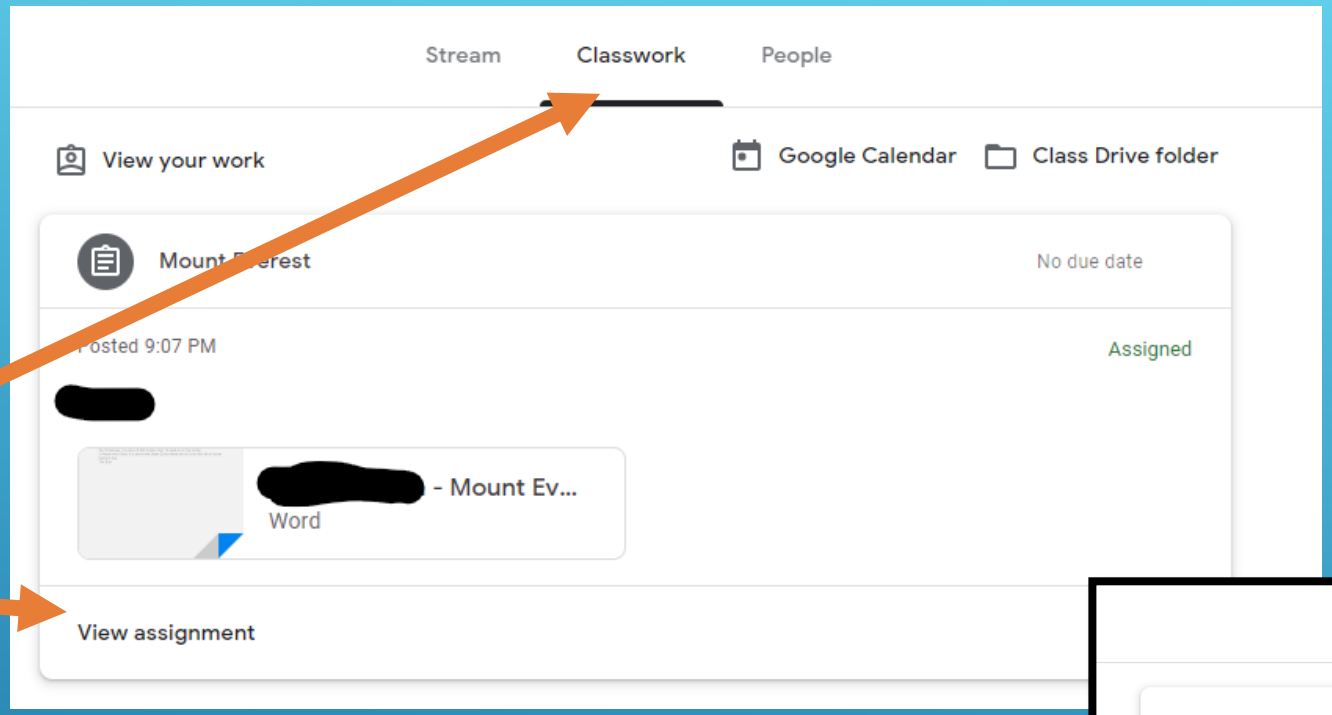


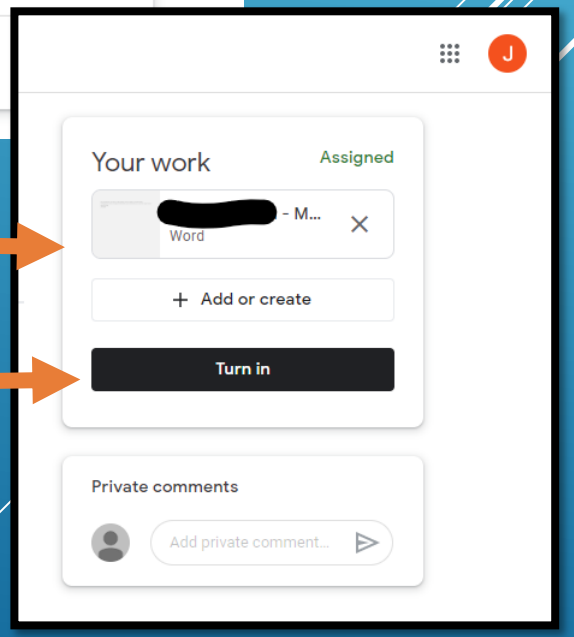
- If it does not have a TURN IN option, go to next slide.

Google Classroom

Turning in Completed 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 with now be white with Unsubmit. Your work has now been submitted to your teacher.





Google Classroom

Helpful You Tube Links

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