

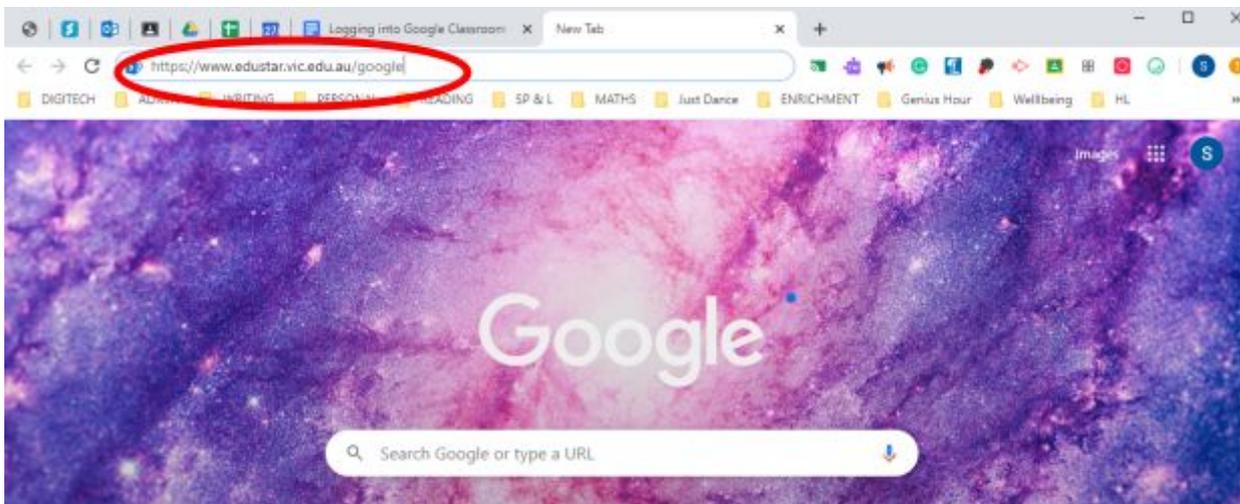
BVPS Google Classroom Login Cheat Sheet

1/ Click on **GOOGLE CHROME** on your desktop (main screen).



2/ Type the following address in your top search bar (this search bar is called the Omnibox).

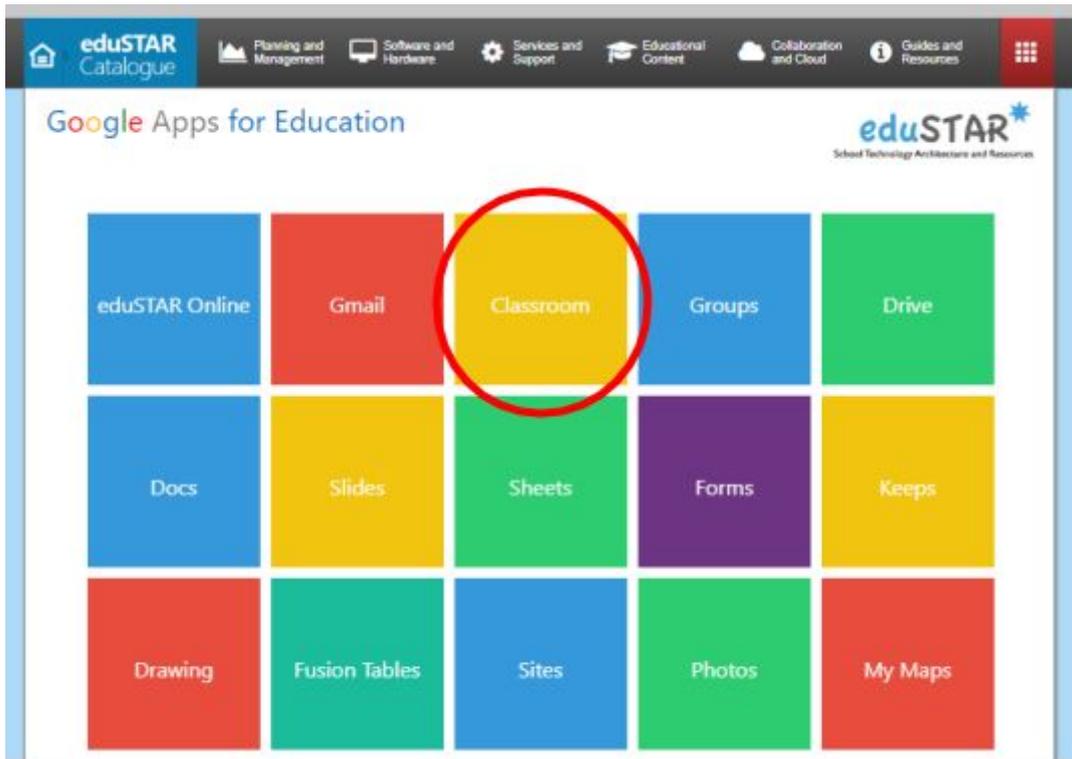
<https://www.edustar.vic.edu.au/google>



3/ The Edustar login box will then appear. Type in your User ID (username) into the first box and your Password into the second box. Then click on **LOGIN**.

A screenshot of the Edustar login page. The header includes the Victoria State Government logo, "Education and Training", and "eduPass". Below the header, there is a "Security (show explanation)" section with two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". There are two input fields for "User ID:" and "Password:". Below the password field, there are links for "Reset Forgotten Password" and "Log in". At the bottom, there are links for "Copyright", "Disclaimer", and "Privacy".

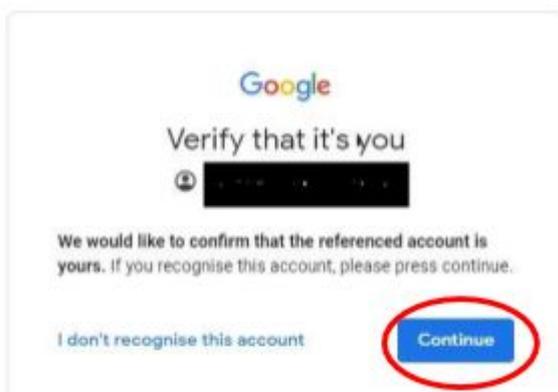
4/ You will then see the coloured tiles. This is the **GOOGLE APPS HOMEPAGE**.



5/ Click on the yellow **GOOGLE CLASSROOM** tile.

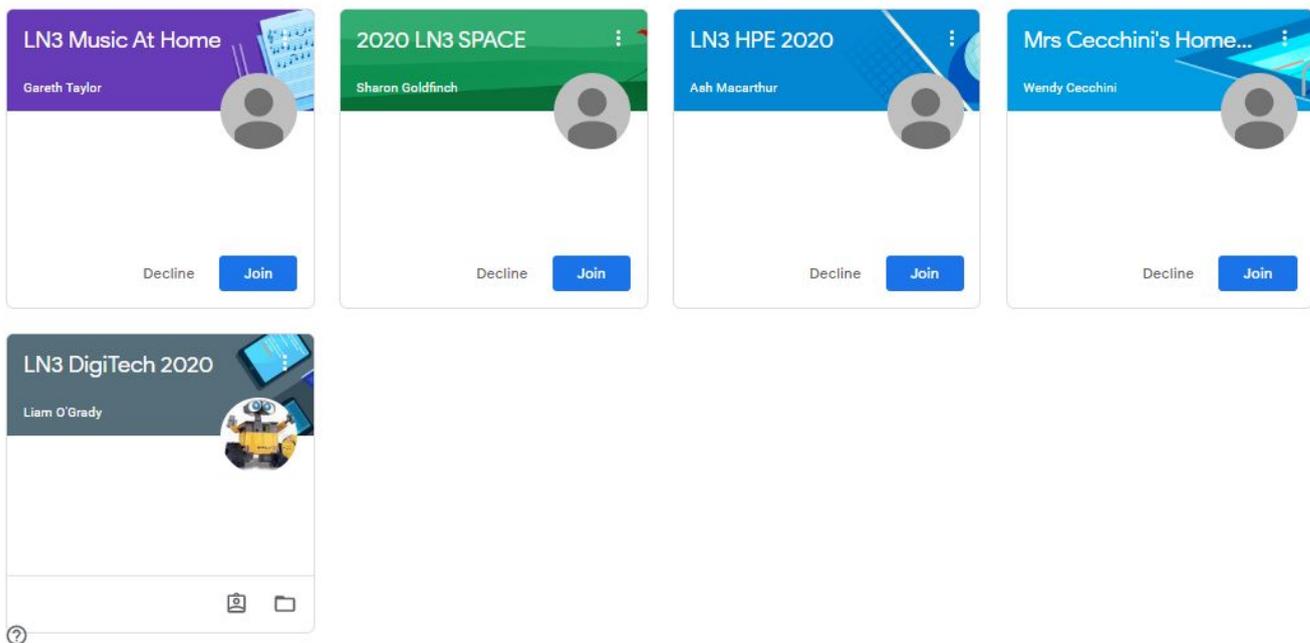


6/ Check that your email address is correct and then click **CONTINUE**. Your email address is your username@schools.vic.edu.au



7/ You will then see your **GOOGLE CLASSROOM HOMEPAGE**. This is where you find all of your Google Classrooms.

☰ Google Classroom



8/ The first time you login will need to click on the **JOIN** button to go into your classroom.



9/ When you enter a classroom you will see three **TABS** at the top: **STREAM**, **CLASSWORK** and **PEOPLE**.



10/ **STREAM** is where your teachers will post announcements for your class.



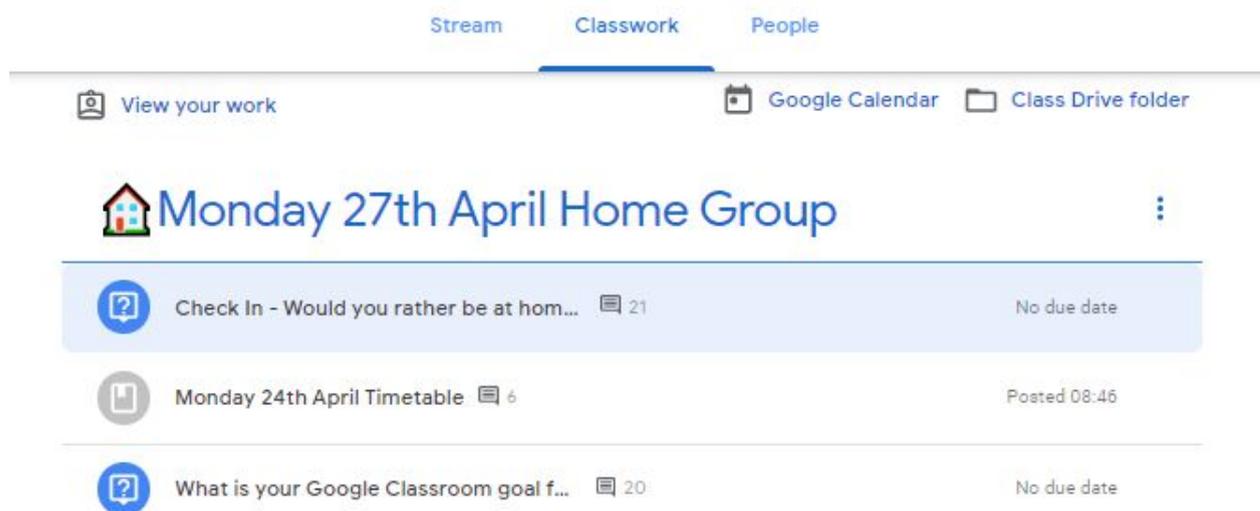
A screenshot of a classroom announcement post. On the left is a circular profile picture of a person. To its right is a rectangular box containing the name 'L. ...' and the date '22 Apr (Edited 24 Apr)'. Further right is a vertical ellipsis menu icon. Below this header is the text of the announcement: 'Hello everyone! This is where our home-group are going to check in every day from now on. I hope you are all excited to be doing our school work on-line now. Everyone has a laptop or i-pad now so we can get started on doing our learning'.

11/ You can reply to your teacher's announcements by typing where it says **ADD CLASS COMMENT** and then clicking on **SEND**. The **SEND** button looks like an arrow or paper plane. You will then see you comment appear above with the rest of your classmates' comments.



A screenshot of the 'Add class comment' input field. On the left is a circular profile picture of a person. To its right is a rounded rectangular text input field containing the placeholder text 'Add class comment...'. On the far right of the input field is a right-pointing arrow icon, which is the 'SEND' button.

12/ **CLASSWORK** is where your teacher will post work for you to complete and hand in. You just click on the activity to look at and read the instructions.



A screenshot of the 'Classwork' tab in Google Classroom. At the top, there are three tabs: 'Stream', 'Classwork' (which is selected and underlined), and 'People'. Below the tabs are three utility links: 'View your work' with a folder icon, 'Google Calendar' with a calendar icon, and 'Class Drive folder' with a folder icon. The main heading is 'Monday 27th April Home Group' with a house icon and a vertical ellipsis menu icon to its right. Below the heading is a list of three classwork items:

- Item 1: 'Check In - Would you rather be at hom...' with a question mark icon, 21 comments, and 'No due date'.
- Item 2: 'Monday 24th April Timetable' with a document icon, 6 comments, and 'Posted 08:46'.
- Item 3: 'What is your Google Classroom goal f...' with a question mark icon, 20 comments, and 'No due date'.

13/ If you want to change to a different Google Classroom click on the 3 lines in the top left corner (next to the classroom name).



14/ Click on CLASSES and it will take you back to your Google Classroom **HOMEPAGE**.



Enrolled



15/ When you are finished using Google Classroom remember to sign out by clicking on the letter in the top right hand corner.



16/ Then click on **SIGN OUT**.

