

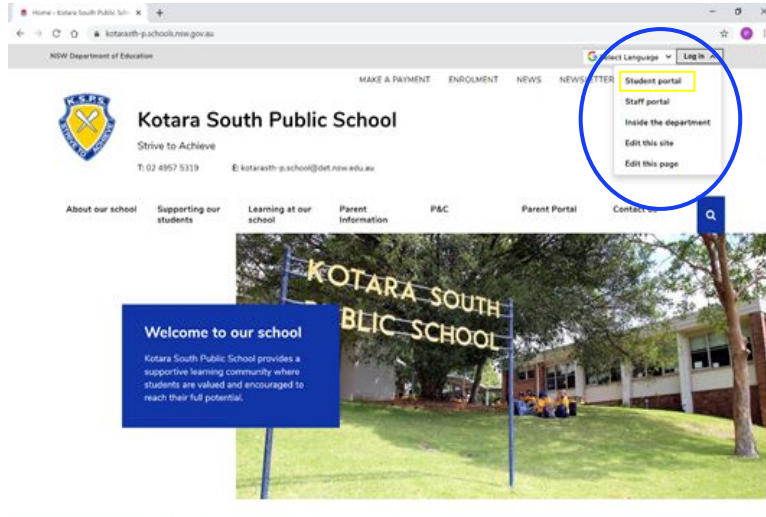


KSPS PARENTS GUIDE TO G'SUITE AND MICROSOFT 365





Accessing the Student Portal



From the school website
(<https://kotarasth-p.schools.nsw.gov.au/>)
select the **Log in** option in the top
right of the screen.

Select **Student portal** from the drop
down menu.



Accessing the Student Portal

Login with your DoE account

User ID

Example: jane.citizen1

Password

[Log in](#)

[Forgot your password?](#)

Have trouble logging in?

[Help for DoE staff](#)

Enter the student log in credentials.

Username: Firstname.lastname

Password:

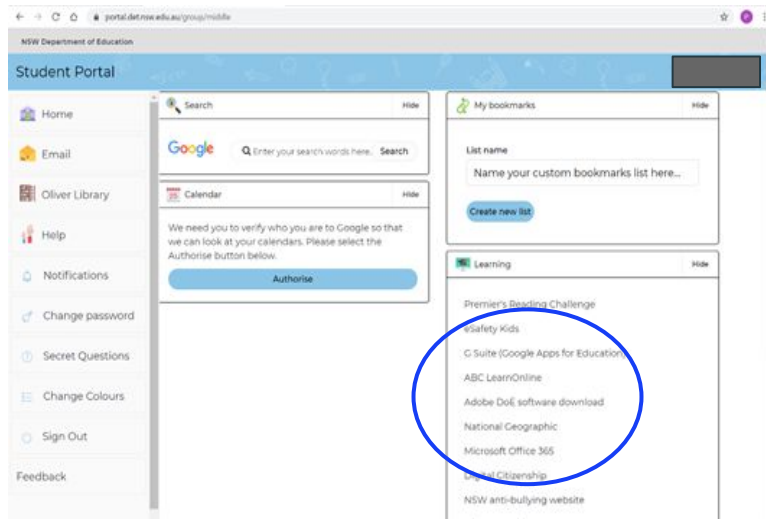
Don't know your log in details:

1. Ask an older brother or sister for help (or a trusted friend)
2. If you are unable to log on or don't know your username or password then please complete this [form](#) and we will send you their credentials:

www.shorturl.at/hkS34



Accessing the Student Portal



Students in years 3-6 already use Google Classroom in some capacity and they can access their Google Classroom using the G Suite (Google Apps for Education).

Microsoft 365 is another platform that student can use for word processing and PowerPoint use. Currently, Years 5 and 6 have begun to explore Microsoft Teams as another platform. None of these are explicitly required for work at home. They are just extra options.

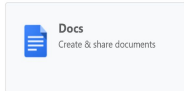
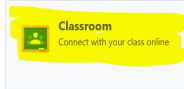
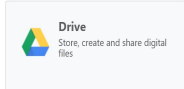


G'Suite - Google Classroom

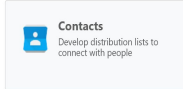
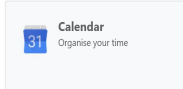


G Suite for Education

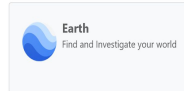
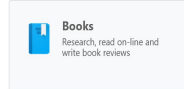
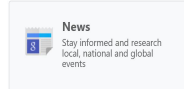
Create & Collaborate



Organise



Investigate



Google Classroom is where teachers will assign tasks for students to complete. Within this space students can ask questions to their teacher and receive feedback on their work.

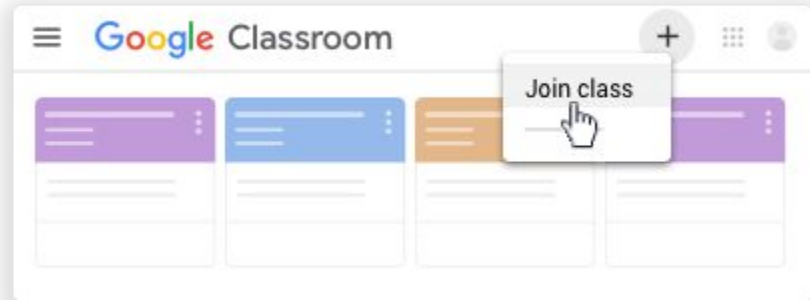


Joining Google Classroom

Most students (3-6) will have a Google Classroom setup and functioning already. These classrooms will appear on the Google Classroom home screen. If you're not already in a classroom then you can join by selecting the plus symbol.

If a new classroom is setup a code will be sent to your student email address.

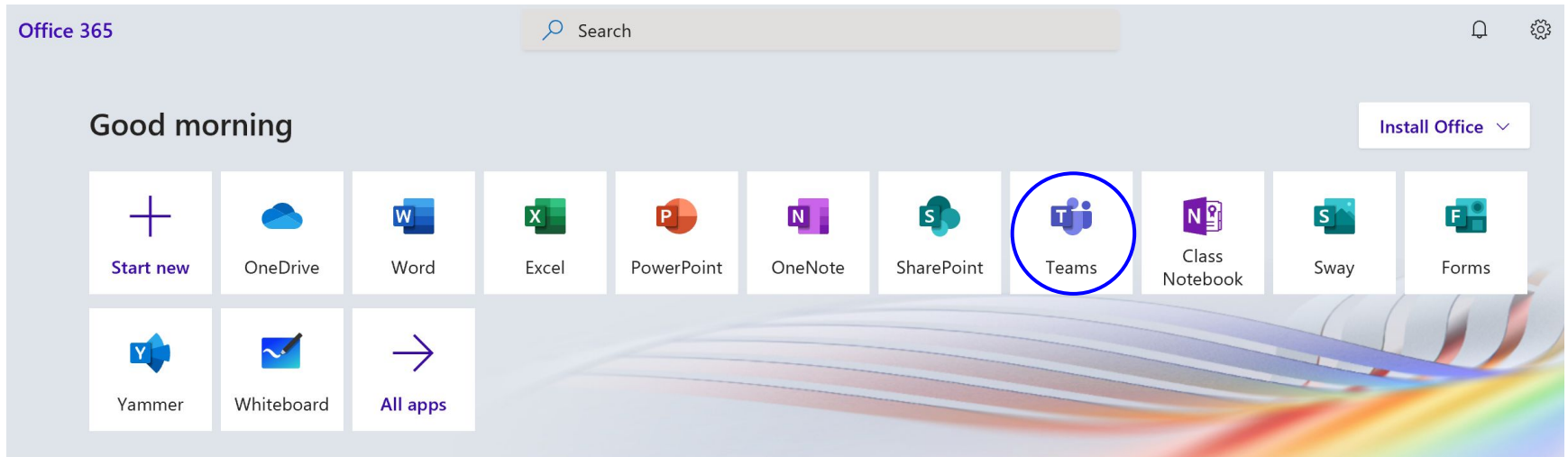
* Helpful hint - If you have multiple students using the same device you must completely log out of the student portal and Google Classroom in order to switch between users.





Microsoft Teams

Microsoft Teams provides a safe and secure environment for teachers and students to converse over video meetings. In these meetings students can see and hear the teacher, however, students will not be able to see one another. This is a security feature. Teachers can only hear the students. Screens are able to be shared to demonstrate learning ideas.





Rules and guidelines of effective online communication

Microsoft Teams and Google Classroom

Normal log in rights and responsibilities apply. Students are expected to behave online as if they were in class at school.

Microsoft Teams: Students will listen to teacher instructions and respond through the chat feature or when invited by the teacher.

Microphones will be muted unless unmuted but the teacher.

All conversations will be relevant and communicated in a respectful manner.

Google Classroom: Conversations will be respectful and related to the topics.

Teachers may provide an opportunity for socialising but this is a workspace and needs to be productive.