Accessing School Google Accounts From Home

This document will take you through how to access student Google accounts from home, as well as some of the key features students will be using if learning from home.
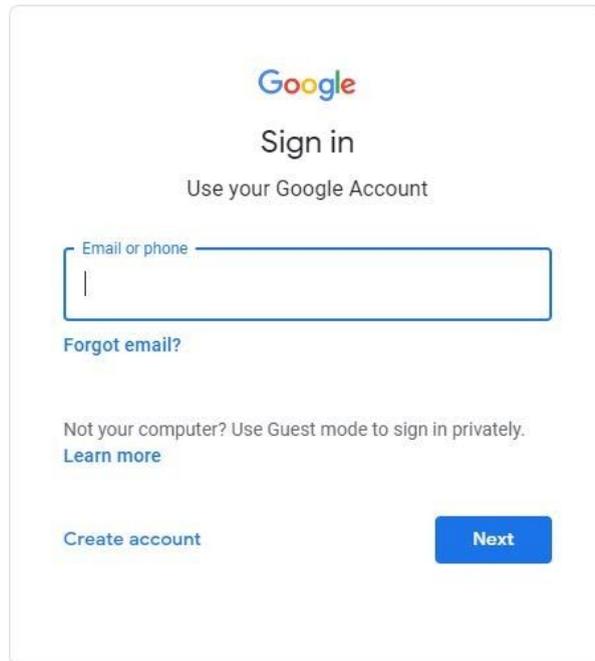
Your Child's Google Account

All children in Victorian schools have a Google account. This is accessed at Forest Street for Google Apps, as well as logging in to our Chromebooks. Google accounts that have been set up for students in Victorian schools are completely secure (it is not possible for names to be associated with accounts) and all data is stored locally, inside Australia.

While at home, students will need access to **two** main areas of their Google Account - **Google Drive** and **Google Classroom**. All learning tasks will be assigned from within these two areas. Students may need access to other websites - such as Epic! reading, maths games sites, or readings about the Inquiry topic - but these websites **do not** require a Google Account sign-in.

Google Drive and Google Classroom may be accessed from either a web browser, or dedicated apps available on both iOS and Android. This guide will demonstrate how to access content through a web browser, though usernames and password information can be transferred to the apps.

Signing in to your Google Account

For your child to access both Google Drive and Google Classroom, they will first need to sign in to their Google Account. To do this, navigate to myaccount.google.com and click the blue "**sign in**" button. This should direct you to the sign-in screen seen below.

***IMPORTANT: If you are taken directly to an existing Google Account page, this is
because you are already signed in as an existing user. You will need to either
sign-out, or create a new account. To do this, click on the letter you see in the top
right corner (would be the initial of your name), and choose either "sign out" or "add
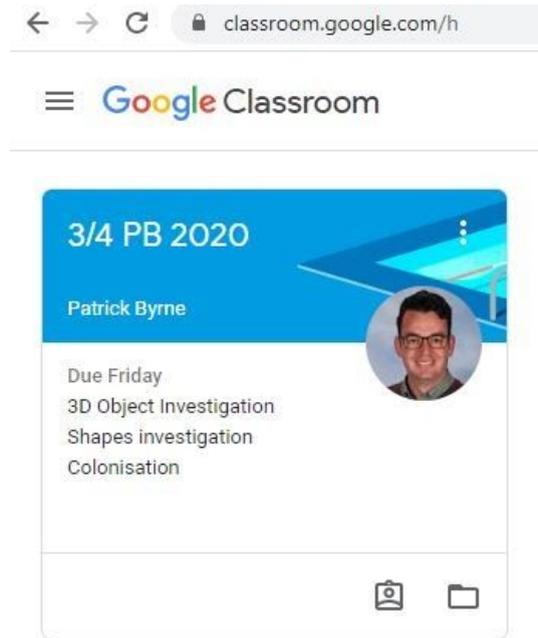another account".***

To sign in to their Google Account, students use their Chromebook username (a string of
letters and/or numbers), followed by @schools.vic.edu.au. For example:
XXXX@schools.vic.edu.au
If entered correctly, they will be directed to the Edupass sign-in page. To log in here, the
User ID is their Chromebook username (this time ***without*** the @schools.vic.edu.au) and the
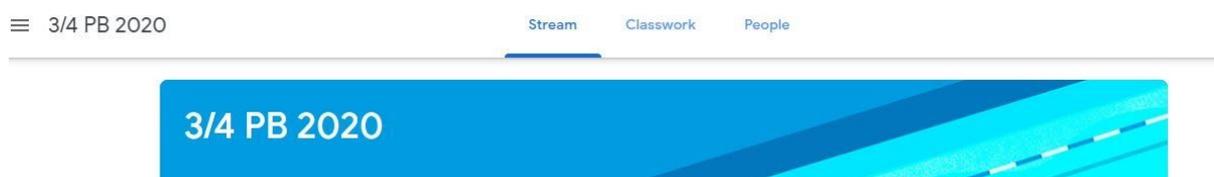password is their Chromebook password.

As these accounts are part of the Department of Education, acceptable use policies apply. These can be downloaded from our website.
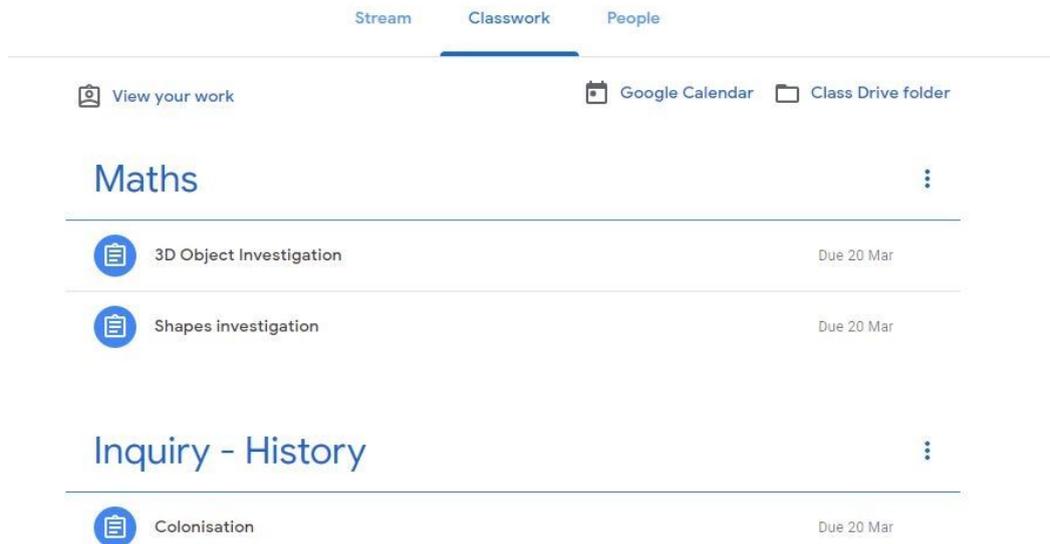
Once logged in here, students will be able to access both their Google Drive and Google Classroom. To visit Google Classroom and view the learning tasks assigned by teachers, navigate to classroom.google.com. This will open their *landing page*.
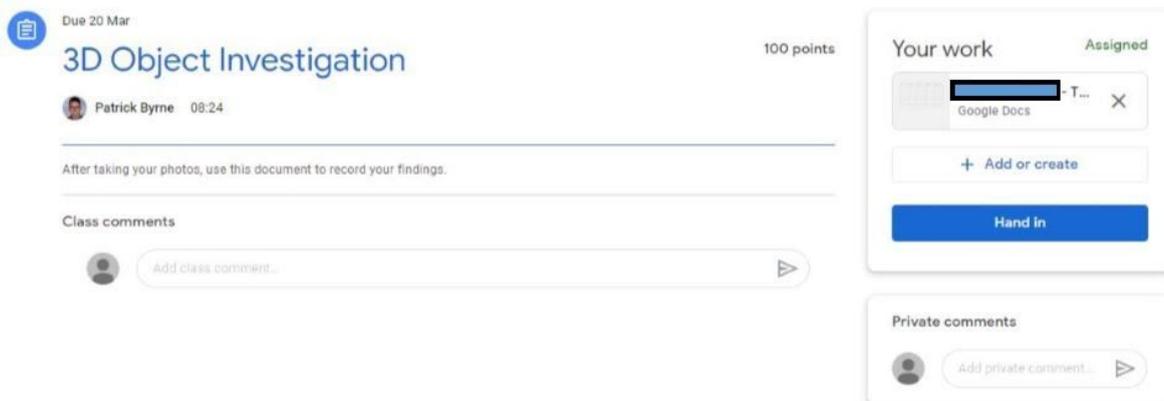

From here, students should click on their class name in order to access their **class stream** and **classwork**. The **class stream** is like their feed, where all activity in the class can be viewed. Students are able to access links and posts here, as well as post their own responses. All posts are moderated by the teacher, and the teacher can also see deleted posts.

Students should keep an eye on the stream for new posts from their teacher, but they will mostly be accessing learning tasks from the **classwork** tab. Inside this tab, learning tasks will be organised by subject with clear instructions attached to each. The image below shows current learning tasks assigned for 3/4PB in Maths and Inquiry.

To access the requirements of each learning task, simply click on the heading, then click "**View Assignment**". This will take you to the assignment page where you may view any instructions, access any links provided, open documents that may be required to be completed, hand in the assignment once finished, or provide comments on the assignment.

It is important that students **Hand In** the assignment once completed. Teachers are able to view incomplete assignments that have not been handed in, however, handing in assignments assists teachers in tracking class progress on learning.

Access to other EPIC! reading

Students at Forest Street also use EPIC! reading often while at school. This site is free to use during school hours, however requires a subscription to be accessed at other times. For students to log in to Epic!, navigate to www.getepic.com and click on "log in". On the next page, choose "Students and Educators". Students will then be able to enter their **class code** in order to access the materials.