

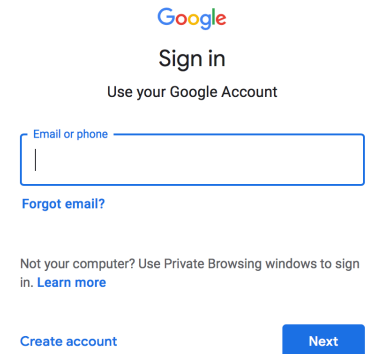
Dear Parents and Carers,

We appreciate the efforts of all parents, carers and students as we transition to the online learning environment. The teachers are creating learning packages for students that will be sent out through Google Classroom (GC), with daily tasks and some ongoing assignments to complement the work for the end of the term.

A few tech hints and tips to help you out while working with GC:

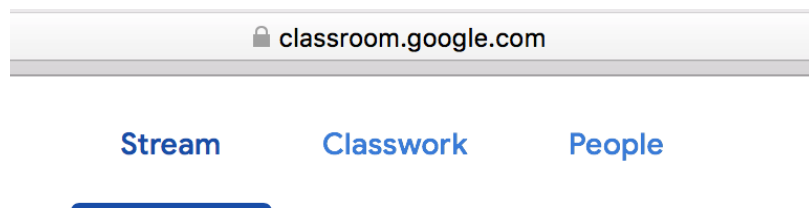
### 1. **Gmail account prompt**

If students are prompted to use a "gmail" account, they are actually being asked for their school email. This address is first.lastname@education.nsw.gov.au (some students may have numbers after their usernames). The password is the same password your child uses to login to a computer at school.



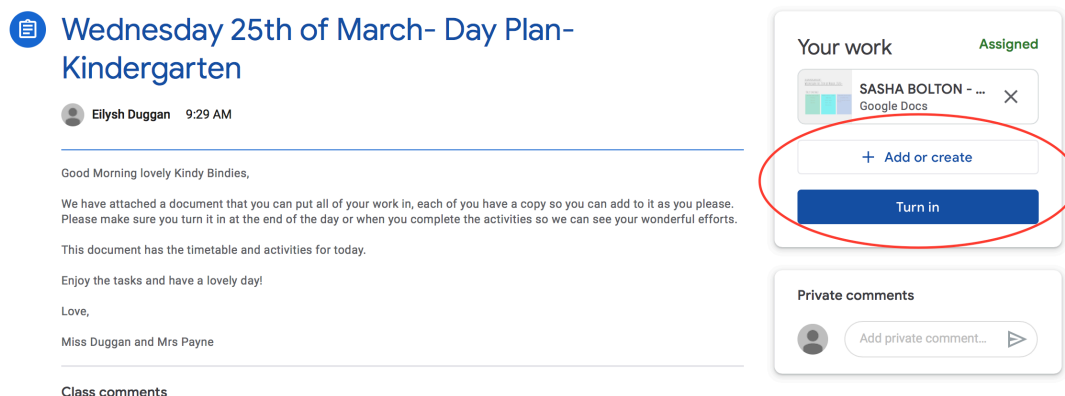
### 2. **Stream vs Classwork**

There are two sections of GC that will be useful to know about. Both are located at the top of the screen. The "stream" is where you will see notifications and messages, much like a feed on social media. However sometimes it is difficult to find the work that has been posted as messages push these to the bottom of the stream. So, at the top of the screen you will also find the "Classwork" section, which will direct you to any assignments or work set.



### 3. **Turning in an assignment**

Some students and parents have had issues "Turning in" an assignment. Don't worry too much about this, the teachers can still access the work you have done, and leave feedback.



#### 4. Adding images to your assignment

There are two options for this. Students can insert an image into the actual Google Doc provided (similar to using Microsoft Word - insert --> image --> from computer/device) OR they can access the Classwork section and click on the assignment they are trying to add photos to. On the right hand side of the screen you should see a button that says "Add or Create". Here you can add your own photos, or even a new Google Doc!

#### 5. Sending comments to your teacher

We recommend that students only send comments to teachers through the private message function, found where you click into an assignment. This will avoid clogging the feed with messages and allows teachers to receive a notification, and reply.

### Wednesday 25th of March- Day Plan- Kindergarten

 Eilysh Duggan 9:29 AM

Good Morning lovely Kindy Bindies,

We have attached a document that you can put all of your work in, each of you have a copy so you can add to it as you please. Please make sure you turn it in at the end of the day or when you complete the activities so we can see your wonderful efforts.

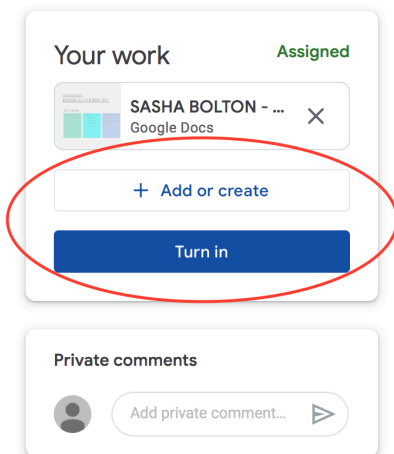
This document has the timetable and activities for today.

Enjoy the tasks and have a lovely day!

Love,

Miss Duggan and Mrs Payne

Class comments



Your work Assigned

SASHA BOLTON - ...  
Google Docs

+ Add or create

Turn in

Private comments

Add private comment...

If you are having technical issues, please don't hesitate to email [marni.patterson@det.nsw.edu.au](mailto:marni.patterson@det.nsw.edu.au) and hopefully I'll be able to help!

Kind regards,  
Marni