

Welcome to Berwick College!

To access Google Classroom, you will need your Berwick College username and password.

This has been supplied in the letter attached to this guide.

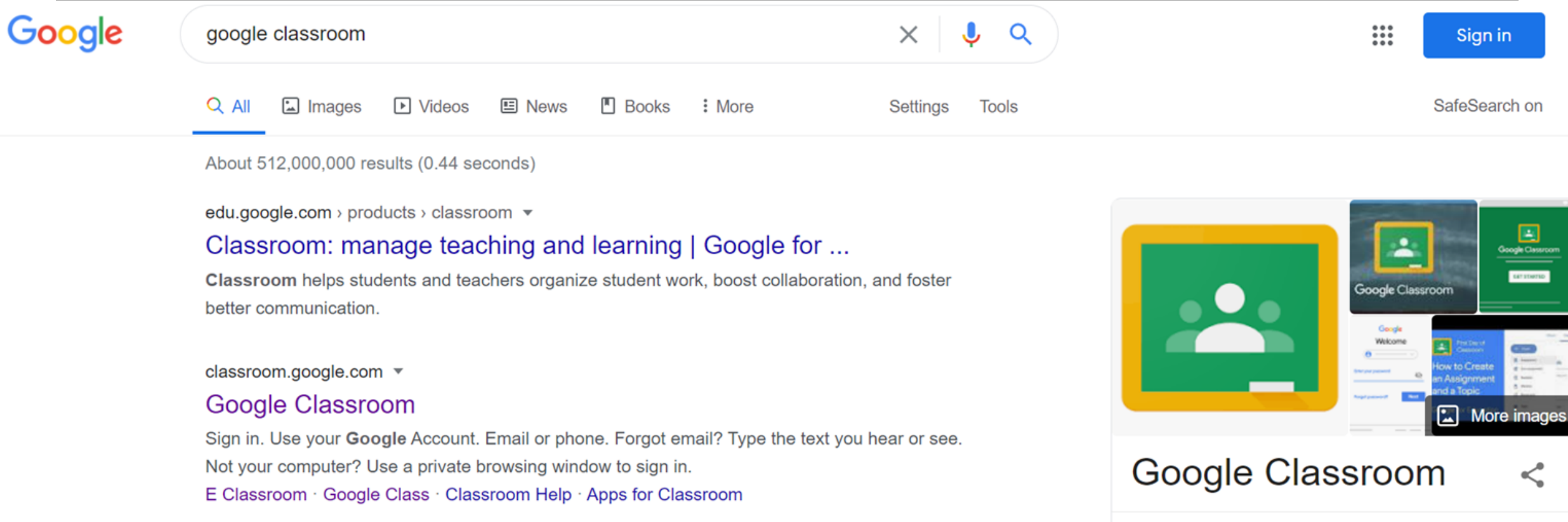
If you do not have your username or password, please contact the school on **8768 1000** or **Michelle Lewis** on **8768 1006** or via email on: Michelle.Lewis@education.vic.gov.au



Signing into Google Classroom

There are a number of ways to sign in and access Google Classroom depending on if you are using a computer. If you are using a computer:

Step 1: Google 'Google Classroom'.



The image shows a Google search interface. At the top left is the Google logo. The search bar contains the text "google classroom". To the right of the search bar are icons for clearing the search, voice search, and image search. On the far right, there is a "Sign in" button and a grid icon. Below the search bar, there are navigation links for "All", "Images", "Videos", "News", "Books", and "More". To the right of these links are "Settings" and "Tools". On the far right, it says "SafeSearch on".

The search results show "About 512,000,000 results (0.44 seconds)". The first result is from "edu.google.com > products > classroom" with the title "Classroom: manage teaching and learning | Google for ...". The description says "Classroom helps students and teachers organize student work, boost collaboration, and foster better communication." Below this is another result from "classroom.google.com" with the title "Google Classroom". The description for this result says "Sign in. Use your Google Account. Email or phone. Forgot email? Type the text you hear or see. Not your computer? Use a private browsing window to sign in." and includes links for "E Classroom", "Google Class", "Classroom Help", and "Apps for Classroom".

On the right side of the search results, there is a "More images" section. It features a large image of the Classroom logo (a green square with a white person icon) and several smaller thumbnail images showing Classroom interface elements like a "Welcome" screen and a "How to Create an Assignment and a Topic" guide.

Signing into Google Classroom




Choose an account

Signed out




Kristen Healey
khealey@berwickcollege.vic.edu.au

Signed out

 Use another account



 Remove an account

 Add another account

Sign out of all accounts

Step 2: Accounts Screen

You will be taken to the 'Choose an account' screen. You will then need to select 'Use another account' or 'Add another account'.

For the next step, please make sure that you have your Berwick College email and password ready.

Signing into Google Classroom

1 Google
Sign in
Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#)

Step 3: Signing In

1. Type in or copy and paste your Berwick College Email address into the dialogue box. Then click on 'Next'
2. Enter your password and then click on 'Next'

*Note: If either of these steps does not work, please double check the spelling of your email address. If it still does not work, please contact the school for assistance.

2 Google
Welcome

Enter your password

[Forgot password?](#)

Joining Google Classroom by Invitation

Joining Classes

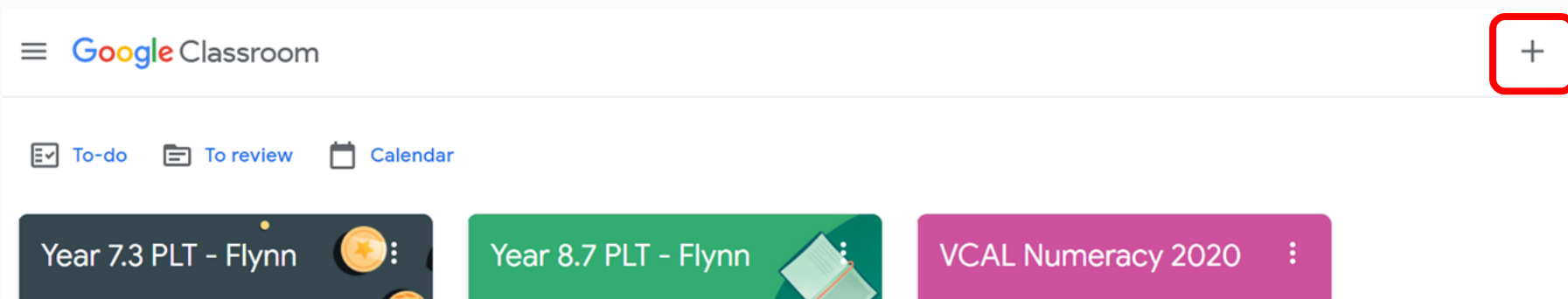
There are three main ways to join Google Classroom: by **invitation**, using a **class code** or via an **email link**

- If your teacher has **invited** you to join a Google Classroom using your Berwick College account, you will see a 'Join' button in your class list. Click on the 'Join' button to become a member of the class.



The screenshot shows the Google Classroom interface. At the top, there is a hamburger menu icon, the text "Google Classroom", and a profile picture. Below this is a list of classes. The first class is "Monash 7.6 2021 Pre-Orientation Class" with a green background and the word "MONASH" in large letters. It has a white "JOIN" button and a grey "DECLINE" button. A red arrow points to the "JOIN" button. The second class is "Year 11's completing a Year 12 Subject" with a blue background and a teacher named Erin McCarthy. The third class is "Home Group Kenny 7" with a teal background and a teacher named Melissa Zuccolo. The fourth class is "Year 11 General Maths 2020" with a yellow background and a teacher named Melissa Zuccolo. The fifth class is "11 BUSINESS 02" with a grey background and a plus sign in a white circle at the bottom right.

Joining Google Classroom Using a Class Code



If you have a class code:

1. Click on the **'plus'** button in the top right hand corner of your screen on a computer, or the bottom right hand side on an iPad
2. Enter the class code
3. You should now be a member of the class and it will appear in your list

Accessing School Email

Invites can also be emailed to you.

To access your Berwick College email, go to the [Berwick College Intranet](https://intranet.berwickcollege.vic.edu.au/) and click on the [Outlook](#) symbol:

<https://intranet.berwickcollege.vic.edu.au/>



Bookmark me!



The screenshot shows the Berwick College Intranet homepage. At the top, there are navigation links for "Student", "Staff", and "Parents". The Berwick College logo is prominently displayed, featuring the motto "crescam - I shall grow". Below the logo, the text "Where would you like to go?" is followed by a grid of service icons. A red arrow points to the "Email" icon, which is also highlighted with a red box. A speech bubble points to the "Wheeler's eBooks" icon, containing the text "You can also access eBooks to borrow and read here." Other icons include "Compass", "Cyberhound Lesson", "ClickView Online", "E-Diary", "VCAA Assessment", "School Calendar", "INFINITI Library", and "Quick Guides".

Student Staff Parents

Berwick
COLLEGE

crescam - I shall grow

Where would you like to go?

Compass

Cyberhound Lesson

ClickView Online

Email

E-Diary

VCAA Assessment

School Calendar

INFINITI Library

Quick Guides

Wheeler's eBooks

You can also access eBooks to borrow and read here.

Accessing School Email

You will need to type in your Berwick College username and password.

Please make sure that you regularly check your email for important announcements and teacher feedback. It should be part of your daily routine.

Outlook® Web App

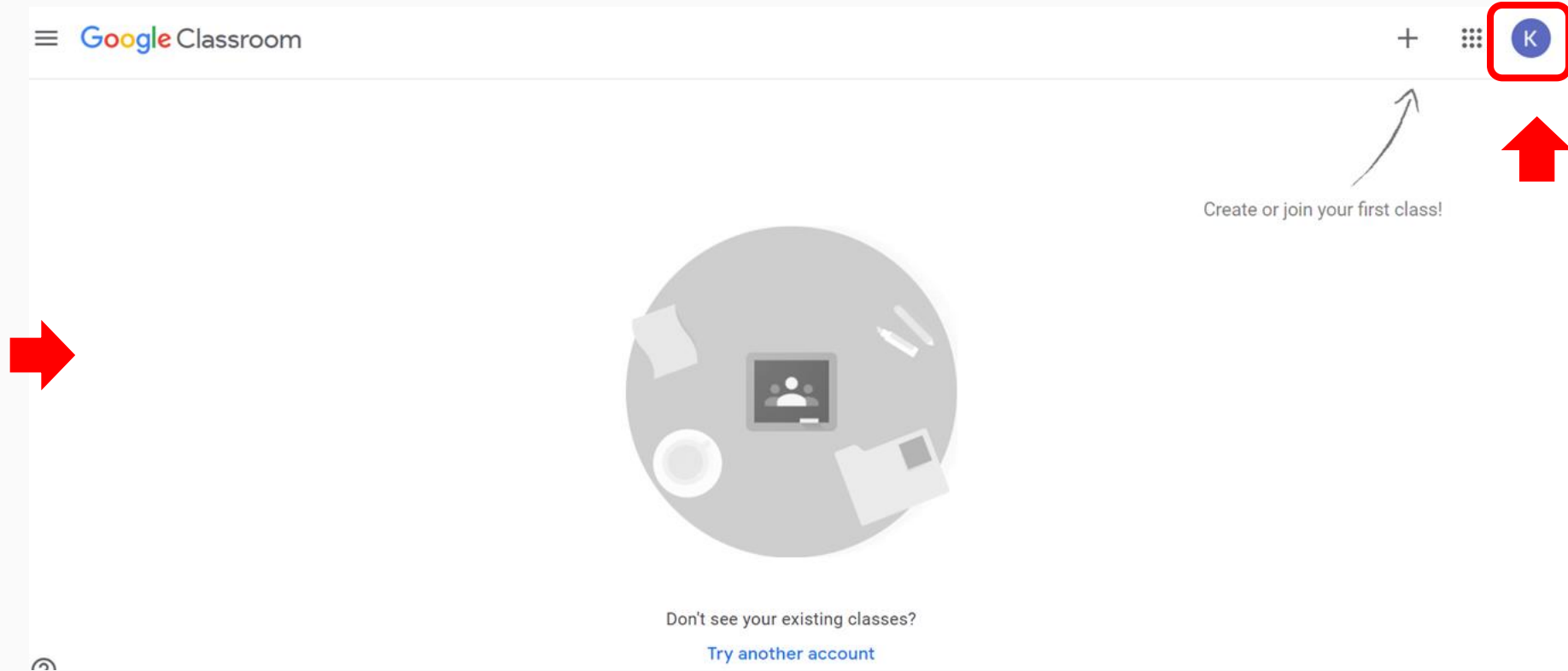
User name:

Password:

 sign in

Troubleshooting: 'My Google Classroom Isn't Working'

If you open Google Classroom and you can't see your classes or it won't let you join a class, you are **not signed in to your Berwick College Account**. If you press the **account icon** (in this example a 'K'), it will take you to the accounts screen where you can login with your Berwick College account.



Enjoy Orientation at Berwick College!

We hope that you enjoy your orientation and we can't wait to see and meet you next year!



Congratulations on demonstrating our ICARE values

- Inquiry
- Cooperation
- Achievement
- Resilience
- Empathy

