



## ACCESSING GOOGLE CLASSROOM AT HOME

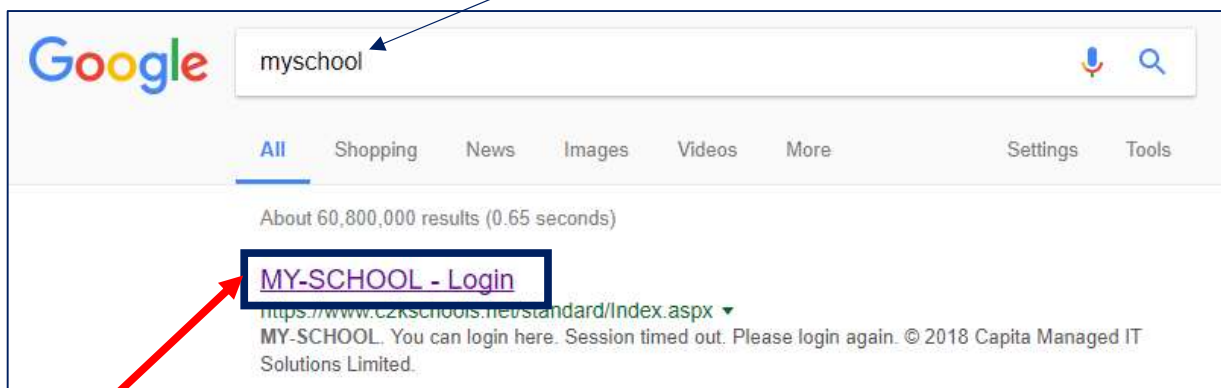


Google classroom is a Virtual Learning Environment (VLE) that is used in St. Patrick's. It is an online learning platform which effectively acts as virtual classrooms and promotes personalised learning and collaborative work between teachers and students. It also enables students to access a wide range of resources including website links, discussion forum and class/homework activities.

**\* Google Chrome is recommended as the best web browser for using Google Classrooms \***  
**\*\* It is very IMPORTANT that you register for your Google Classroom with your C2K My School account and NOT a personal gmail email account e.g. [username123@c2ken.net](mailto:username123@c2ken.net). \*\***

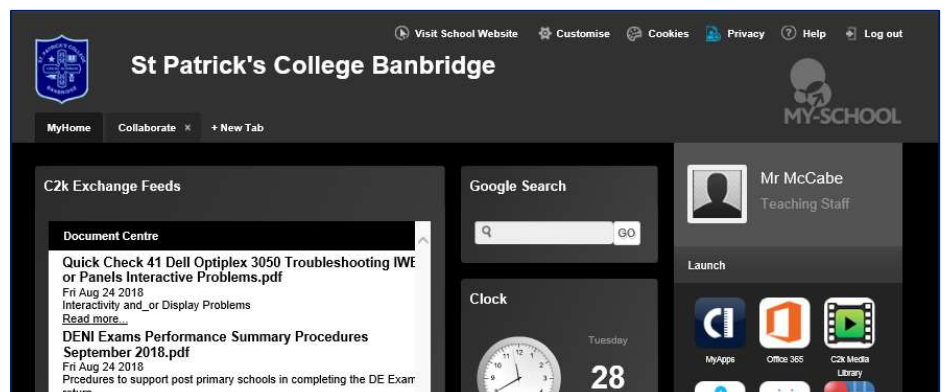
To access Google Classroom at home, follow the simple instructions outlined below:

1. Open a web browser such as Google Chrome/Internet Explorer/Firefox
2. Using Google search engine, search **myschool**



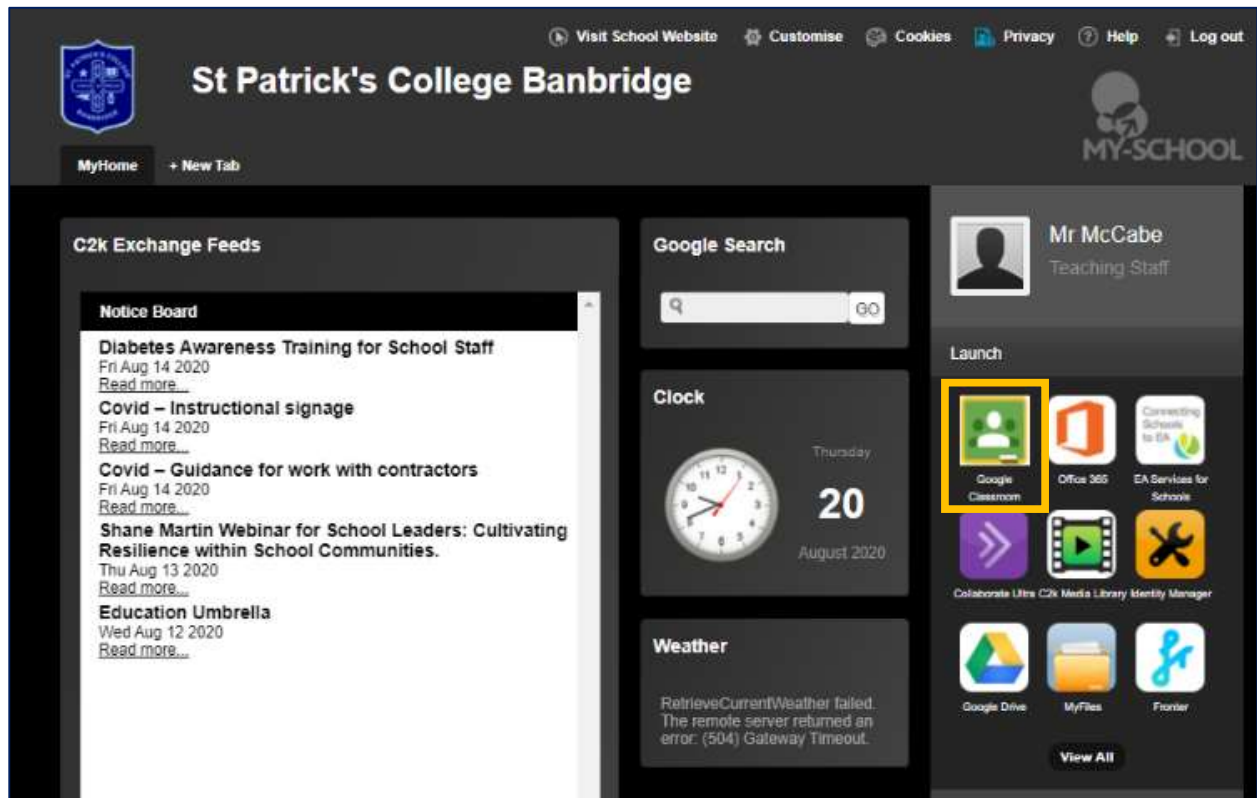
3. Click on the first link that appears when you search for **myschool** (shown above)
4. When you click on the link highlighted above, you should be presented with the screen below
5. Enter your **username** and **password** that **you use in school** and click **Login**

If you enter your school username and password correctly, you should be presented with your MySchool profile home screen (below)...



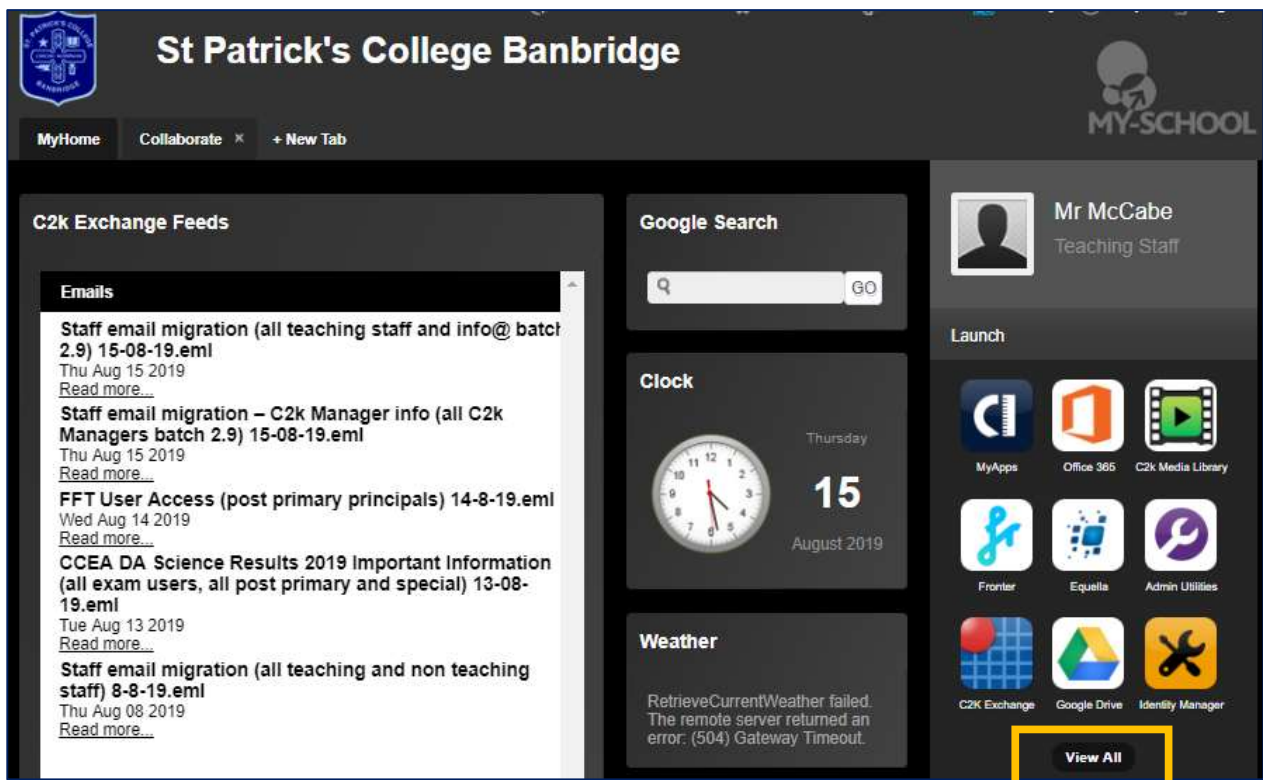
Now that you have successfully logged into your school account from home...

6. Click on the **Google Classroom** icon (highlighted below)

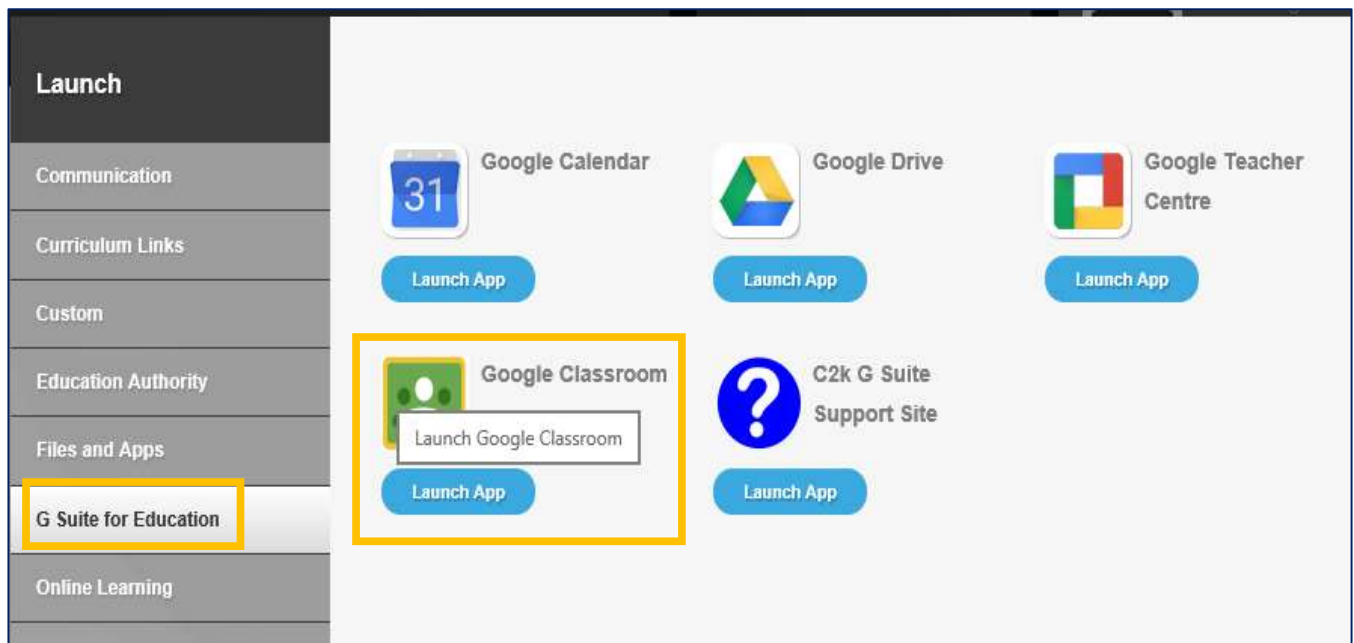


If the icon above is not showing in your 'Launch' window on your MySchool home screen, follow steps 7-8...

7. Click on the **View All** button under the Launch app icons (highlighted below)



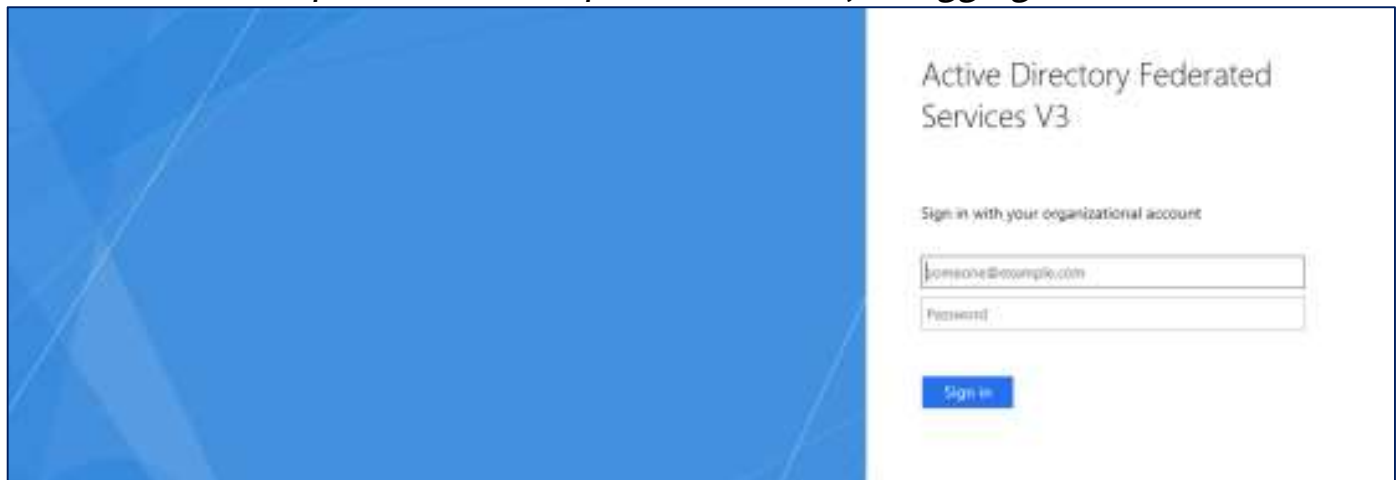
8. From the Launch window, click **G Suite for Education** and select **Google Classroom** > Launch App



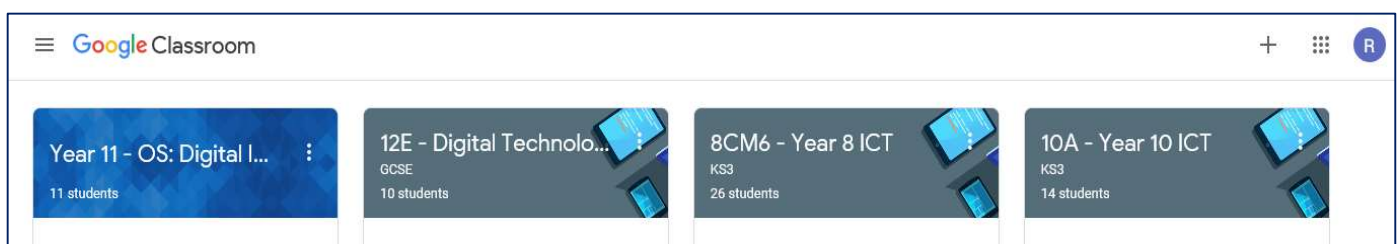
9. When asked to sign in, make sure to enter the following information:

**Username:** *personal\_school\_username* [@c2ken.net](mailto:username@c2ken.net)

**Password:** *personal school password used for logging in when in school*

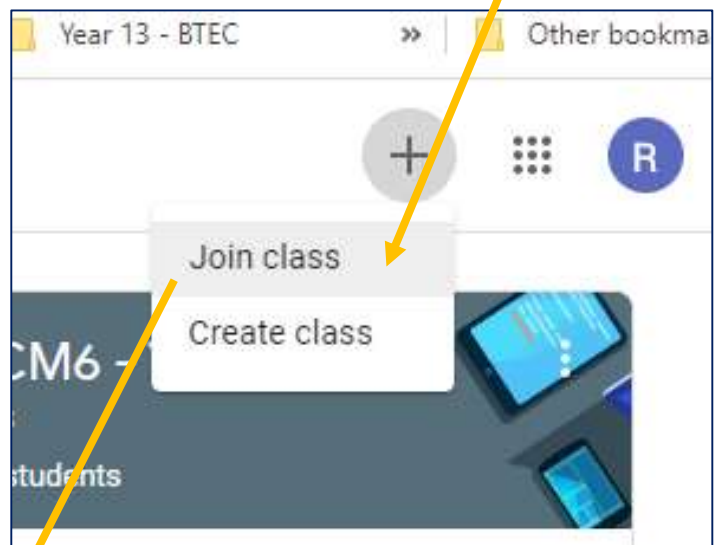
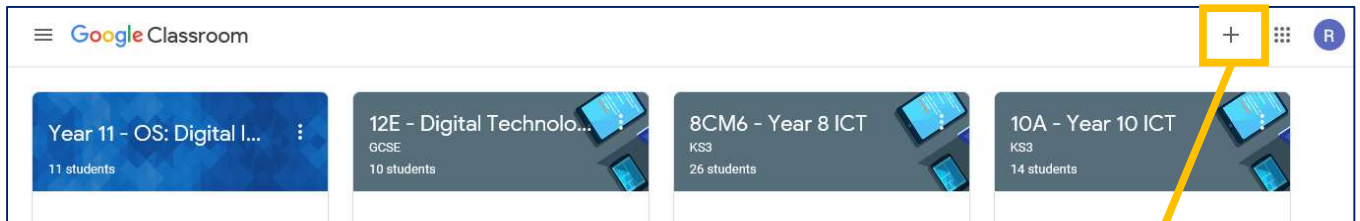


10. When you successfully log in, your created classrooms will appear on screen for you to open and use...

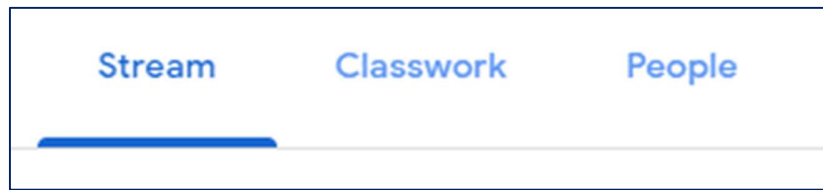


11. Once in your Google Classroom environment, you can join classes your teacher has created by using the + button in the top right corner.

- To join a class, your teacher will provide a class code, which is a combination of letters and numbers.
- This will only need to be entered once.

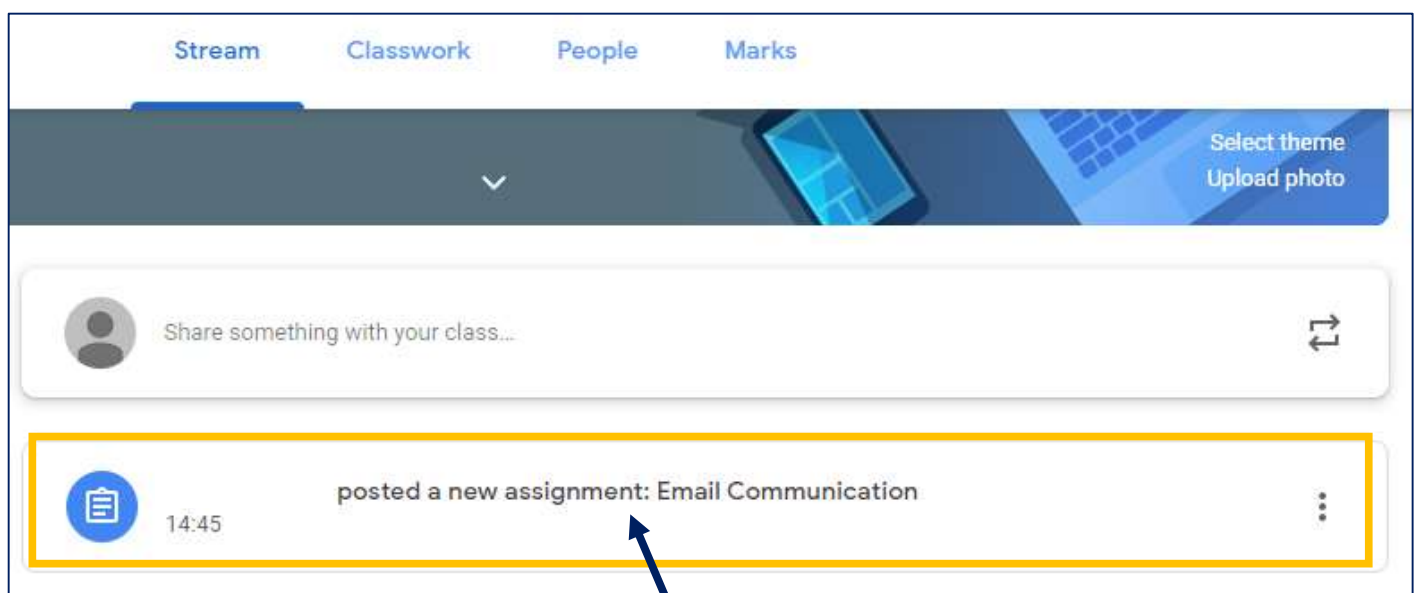
A screenshot of the Google Classroom 'Join class' page. At the top, there's a header with the Google Classroom logo and a user profile icon. Below the header, there's a section titled 'You're currently signed in as' with a user profile icon and the name 'Ryan McCabe'. Below this, there's a section titled 'Class code' with the text 'Ask your teacher for the class code, then enter it here.' and an input field containing 'sdfsf6'. To the right of the input field, there's a 'Join' button. A yellow box highlights the 'Join' button. A blue box highlights the 'Class code' input field. A blue arrow points from the 'Join' button to the 'Class code' input field. A text box explains the process: 'Enter the class code provided to you by your subject teacher here then click the Join button above...'. Below the 'Class code' section, there's a section titled 'To sign in with a class code' with two bullet points: 'Use an authorised account' and 'Use a class code with 5-7 letters or numbers, and no spaces or symbols'. At the bottom, there's a link to the 'Help Centre article'.

As a student of a class, you will have 3 tabs displayed along the top of your classroom homepage:



<b>Stream</b>	This section is where all activity of the class will be displayed. For example, if your teacher adds a resource, creates an assignment or another student from your class/year makes a comment, you will see these on this page. You may also be able to comment here and ask questions yourself if the teacher of the classroom has enabled that feature.
<b>Classwork</b>	This section is where your teacher will upload resources for the course. You can download resources from here that have been uploaded and complete any tasks/assignments given. Once completed, you can upload your work using this section.
<b>People</b>	This section enables you to see the other students enrolled in your class.

Your teacher may request that you submit work via Google Classroom. They will likely do this by setting up an assignment within the classroom. To upload your work, you must **click into the assignment in the 'Stream' section**. (Alternatively, click the Classwork tab at the top of the page and select the assignment name here).



Click anywhere within this section to open the uploaded assignment.



Once you click into the assignment, you will be given the option to 'Add or create'. Select 'add' to upload/add a document you have previously saved within your "My Documents".

**Important:** you must save your document in a location that is easy to find when you go to look for it to upload!

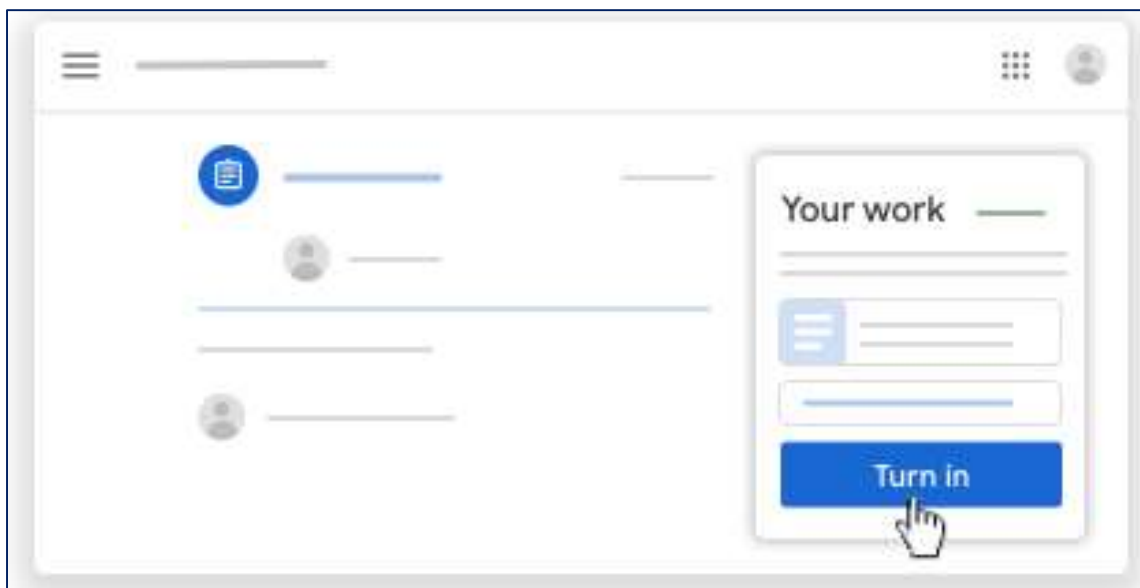
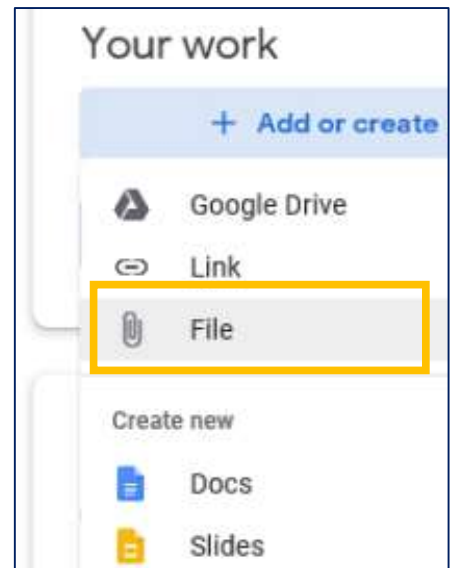
When you click on the "Add or create" button, you will be presented with a drop-down menu with a number of options available to choose from. Select **File** from this list and browse your documents to locate the correct completed file you wish to upload.

**Note:** you can attach and upload more than one file.

To remove an attachment, next to the attachment's name, click Remove  
(Optional) To add a private comment for your teacher to see, under Private comments, enter your comment and click Post.

**Click Turn In and confirm! (Important to ensure your work is uploaded)**

The status of the assignment changes to Turned in.



Further information can be found here on uploading work via Google classroom:

<https://support.google.com/edu/classroom/answer/6020285?hl=en&co=GENIE.Platform=Desktop>