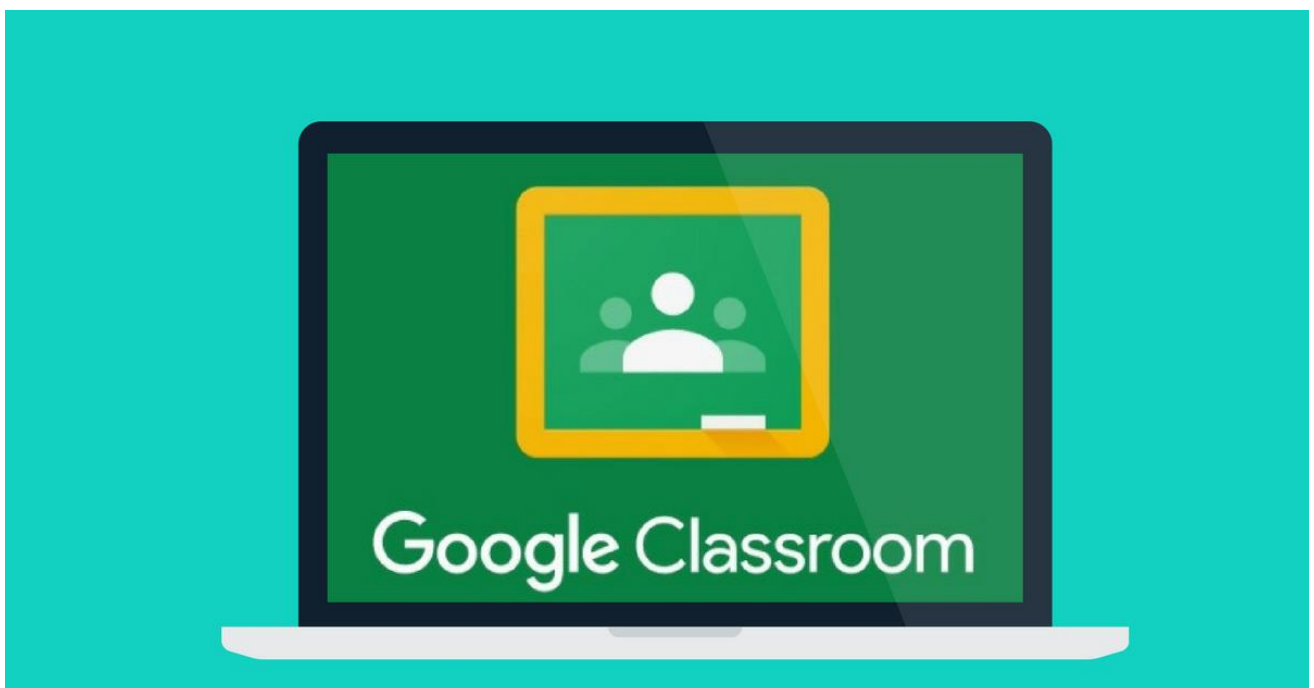




Google Classroom:



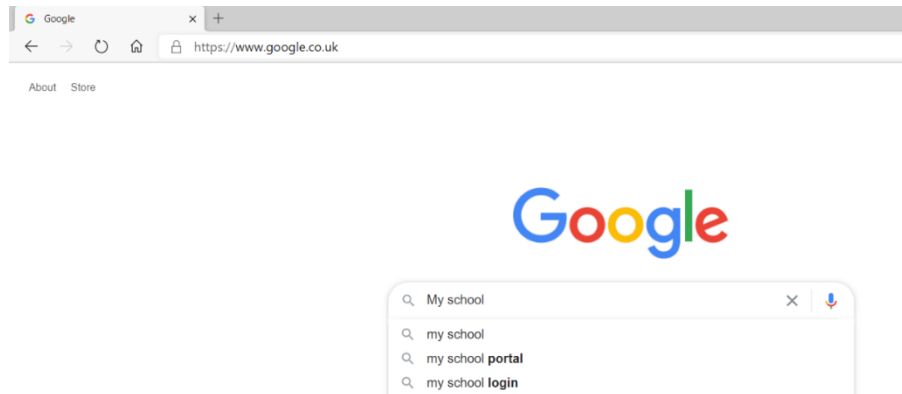
Pupil Guide



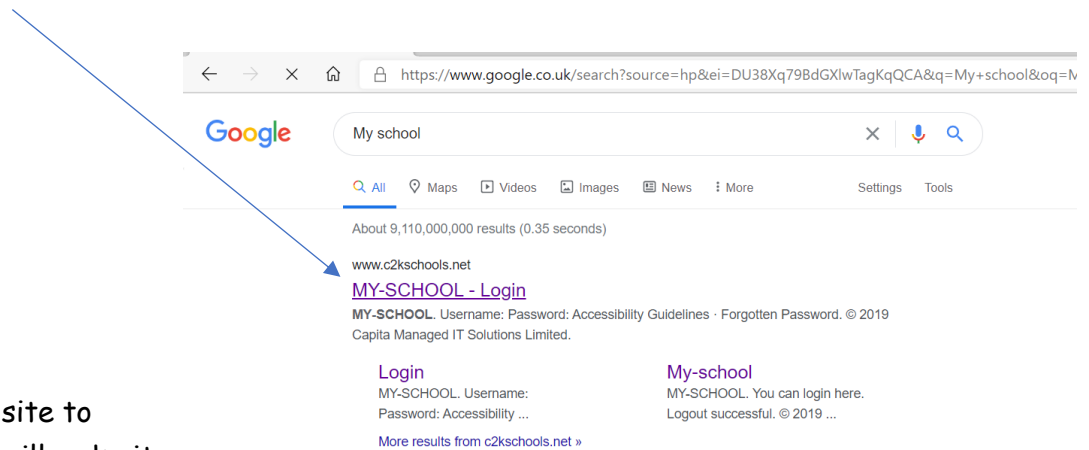
Accessing Your "My School" Account at Home:

Click on your
Internet Browser:

Search for "My
School"



Click on the first result that appears

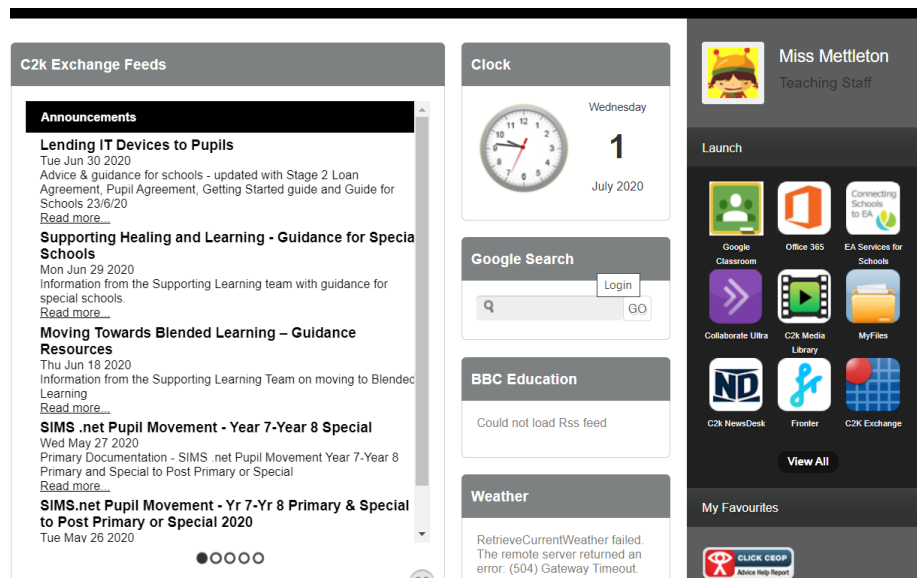


TOP TIP: Add this site to
your favourites - it will make it
easier to find

Enter your school Username and Password

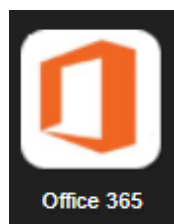
A screenshot of the MY-SCHOOL login page. It features the MY-SCHOOL logo at the top. Below the logo, there are two input fields: "Username:" with the text "cmettleton487" and "Password:" with a masked password "*****". Below the password field, there are links for "Accessibility Guidelines" and "Forgotten Password". A "LOGIN" button is located to the right of the password field.

You will now see your school dashboard with all the apps you need to the right-hand side

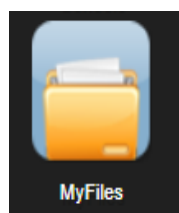


The 3 main apps you will use at home are:

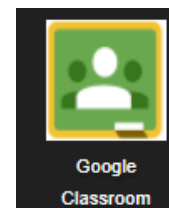
Office 365



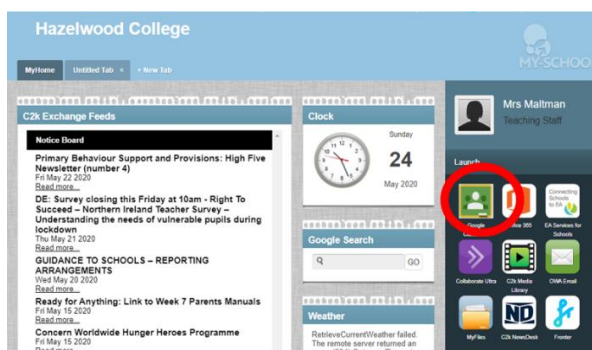
My Files



Google Classroom



Google Classroom

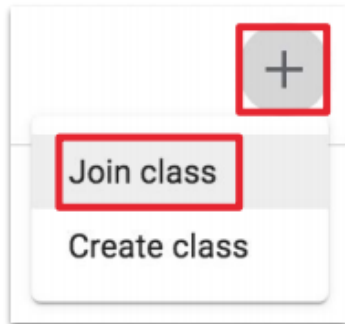


When you first download or use Google Classroom you must use your c2k email address to set it up - for example: csmith487@c2ken.net. Make sure you type c2ken.net not c2kni.net

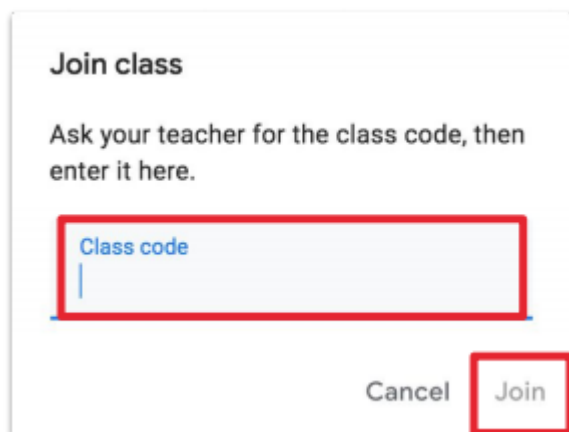
1. Joining a Classroom:

To join a classroom your teacher will either send you an email with a joining link or give you a classroom code.

1. Click the + (near the top-right of the page) and select "Join class" to join your teacher's class.

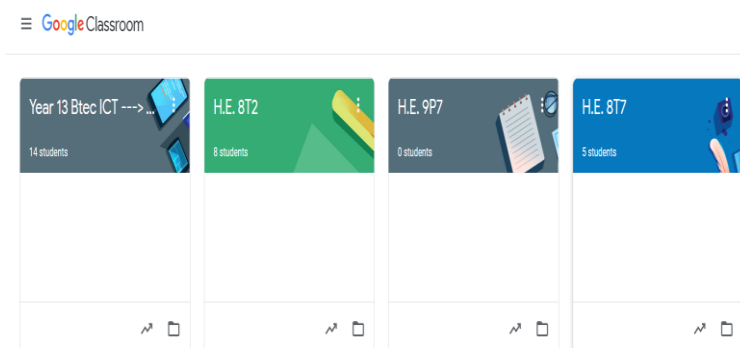


2. Enter the class code given to you by your teacher. Then, **CLICK** "Join."



You only have to enter each subject code once. When you next go to Google Classroom, you will see all the classes you are part of:

Laptop or computer view



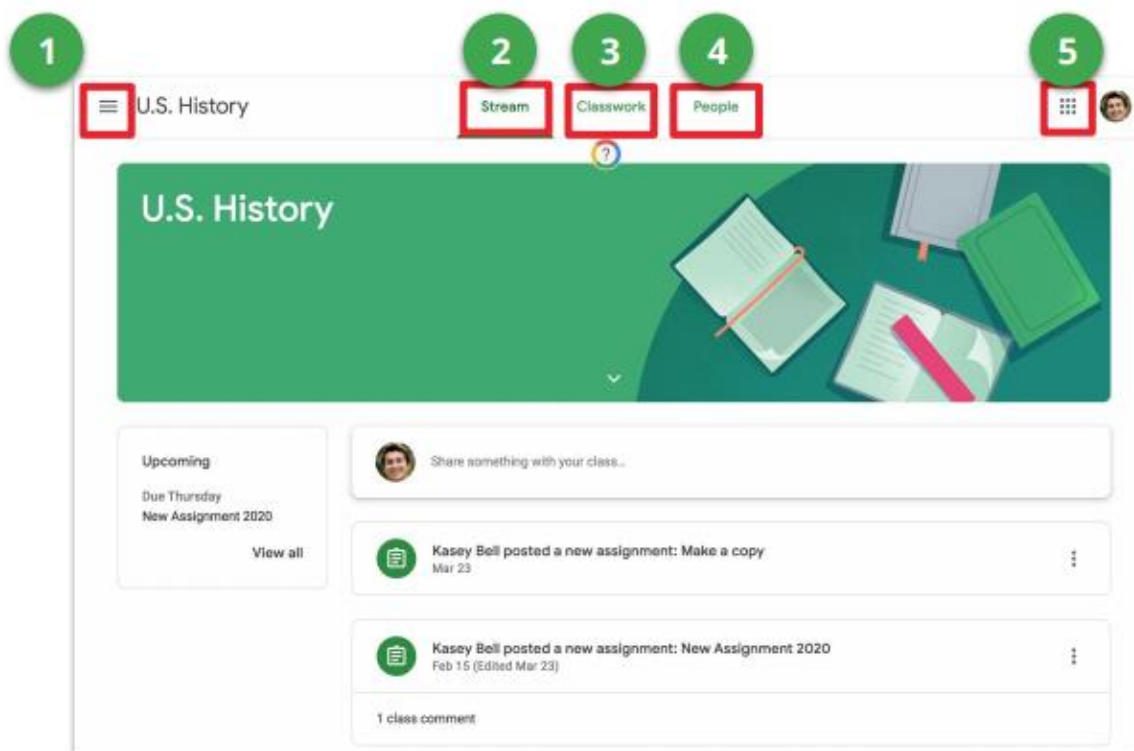
Mobile device view



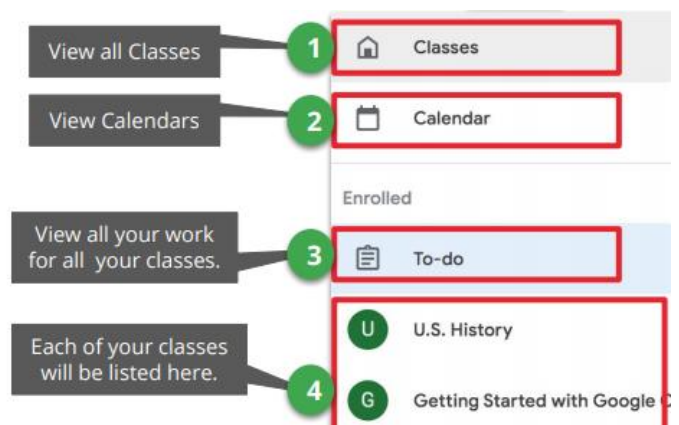
Simply click on the class you want to view.

2. How each 'Classroom' works:

- 1 Main Menu (3 lines):** Access all of your classes, calendar, student work, and settings.
- 2 Stream:** The stream is where you will find announcements from your teacher, upcoming deadlines, and where you can post and comment (if your teacher enables this for you).
- 3 Classwork:** The Classwork page is where you will find your assignments and class materials.
- 4 People:** The People page is where you can email your teacher and classmates.
- 5 G Suite Apps:** This icon represents your G Suite apps. You can click on this icon to open other G Suite applications.

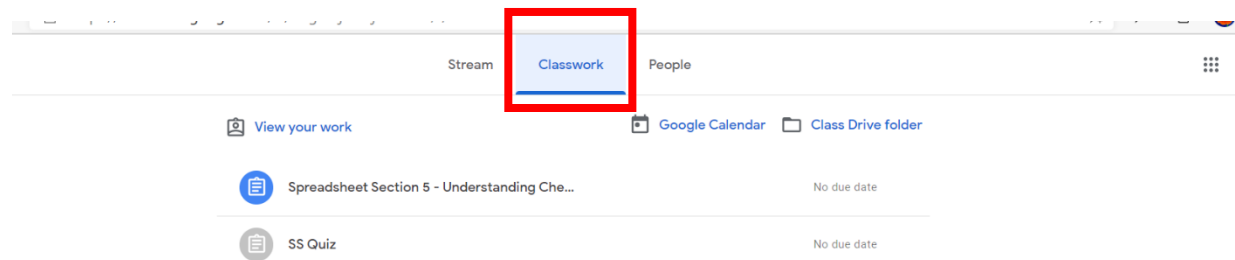


The Main Menu allows you to exit out of the 'Classroom' you are in to view all of your subject classrooms, as well as check all the deadlines you have for your different teachers using the 'To Do' tab.

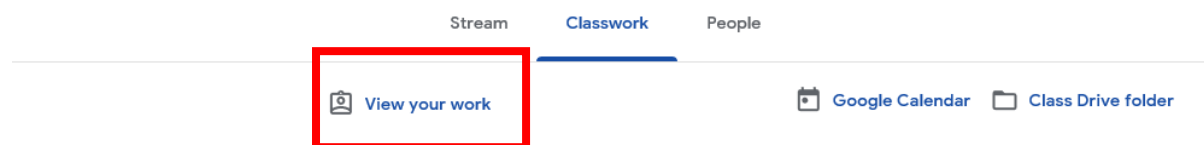


3. Viewing and completing work:

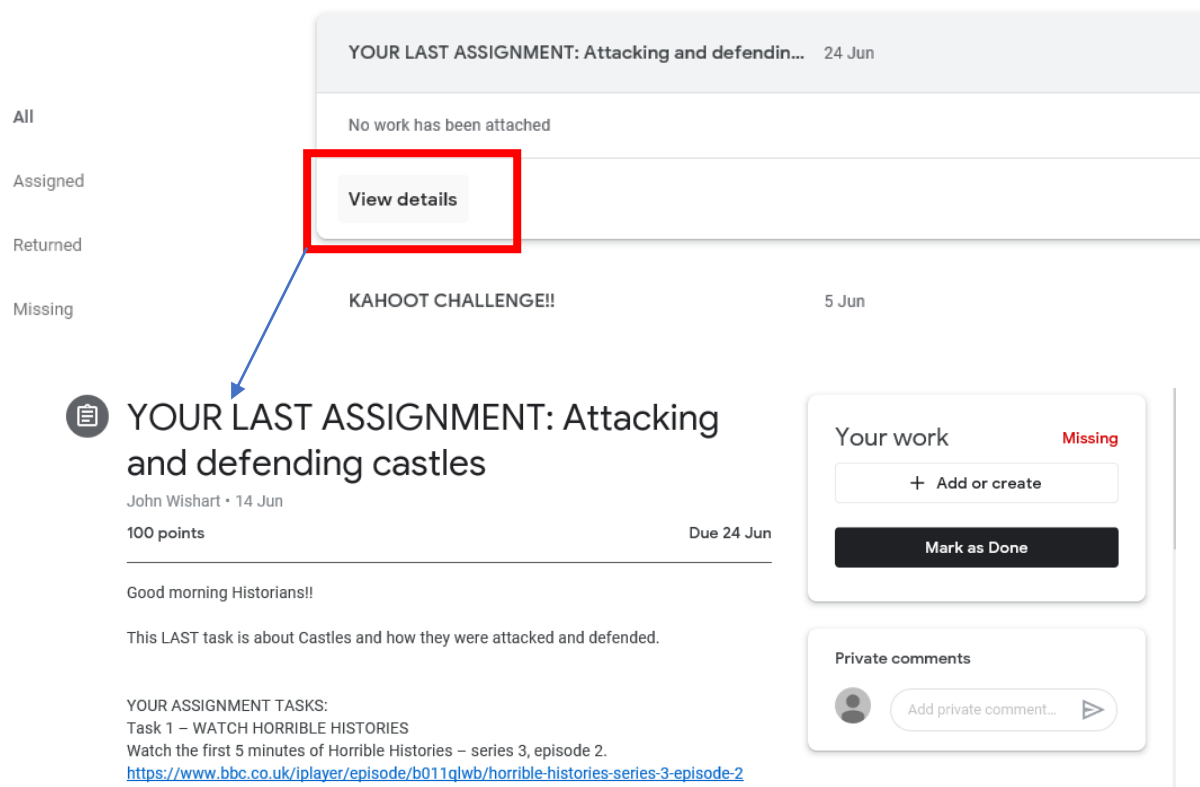
To view your **Classwork** you need to click on the "CLASSWORK" tab.



Here you will see the different topics your teacher has created and also be able to see what needs to be done, by when, by clicking on 'View your work'



Once in 'View your work' you can click on the different pieces of work to see what instructions have been provided by your teacher by clicking on the 'View details' tab under the assignment.



Your teachers will be setting a variety of tasks for you. Sometimes there will be worksheets for you to do, videos for you to watch or PowerPoints you need to access. Click on the various items to open them and follow your teacher instructions carefully. For example:

Read the PowerPoint and complete the Portuguese Exploration Classwork Sheet then try the extension task without your notes when you are ready. Watch the videos to help consolidate your knowledge.

	Portuguese Exploration C... Word		Portuguese Exploration E... Word
	Exploring the World The... YouTube video 13 minutes		Vasco da Gama: Portugu... YouTube video 3 minutes
	Portuguese Exploration t... PowerPoint		

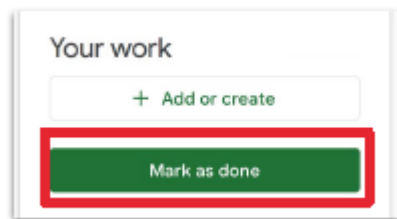
To watch the PowerPoints uploaded click the presentation then go to 'Open with Google Slides' then 'View' and 'Present'.

1

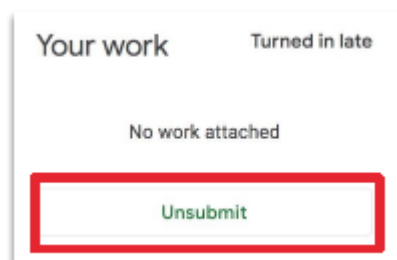
2

4. Handing in work:

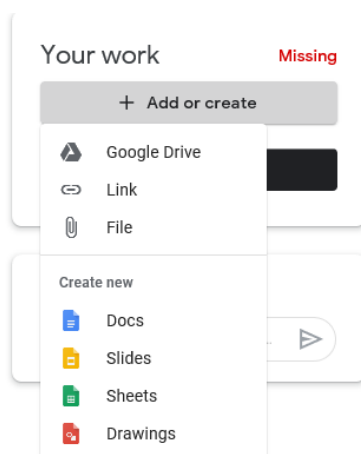
To show your teacher you have completed the work you must hit the 'Mark as Done' button.



If you've pressed the button too early you can hit the 'Unsubmit' button and resubmit it when you are ready:

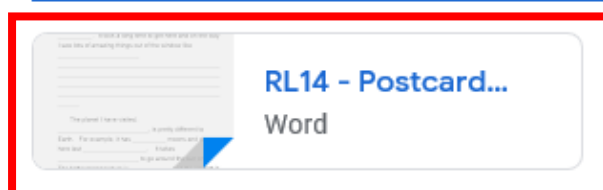


Sometimes your teacher will need you to attach work so they can mark it. To do this you must select the 'Add or create' button where you will be given a number of options.

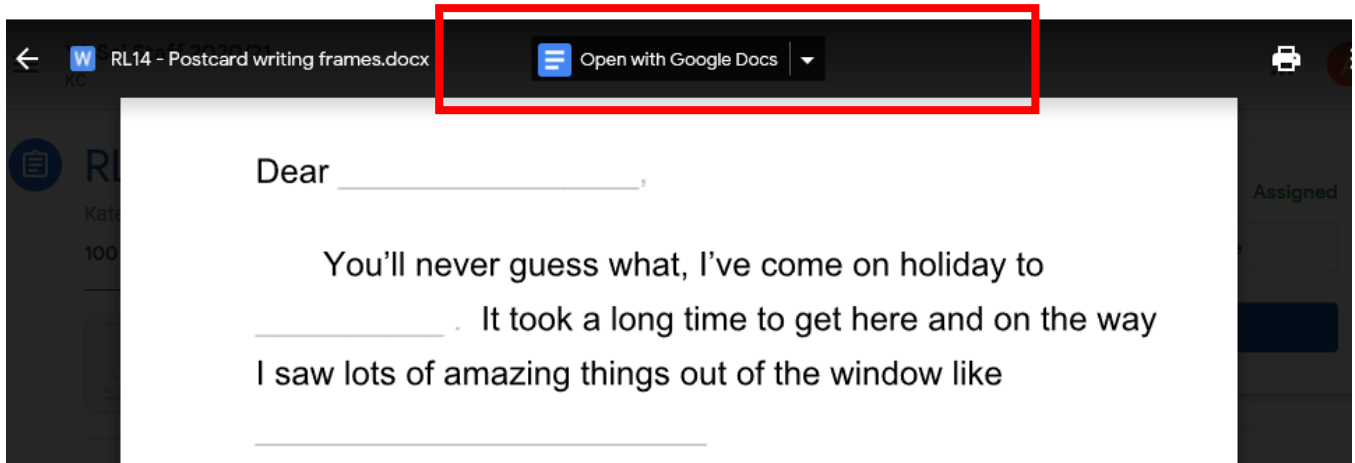


If your teacher sets you a worksheet or task to complete you can save it to your computer and then upload saved work from your computer by clicking the file button, or google drive. Or if you are creating something new you can select Docs, Slides, Sheets, or Drawings.

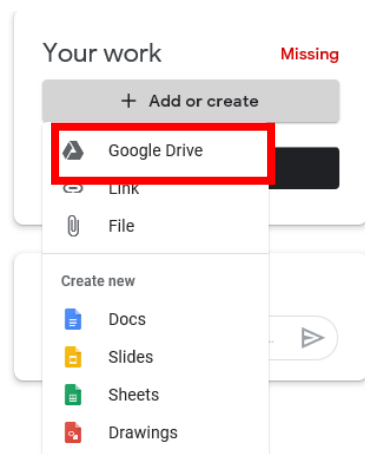
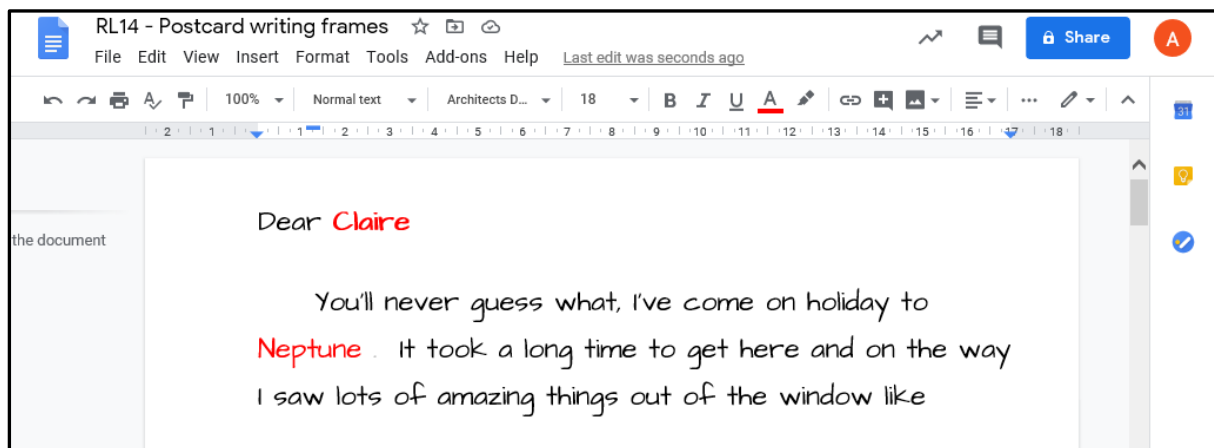
You can also type straight into documents your teacher has uploaded for you. Click on the document:



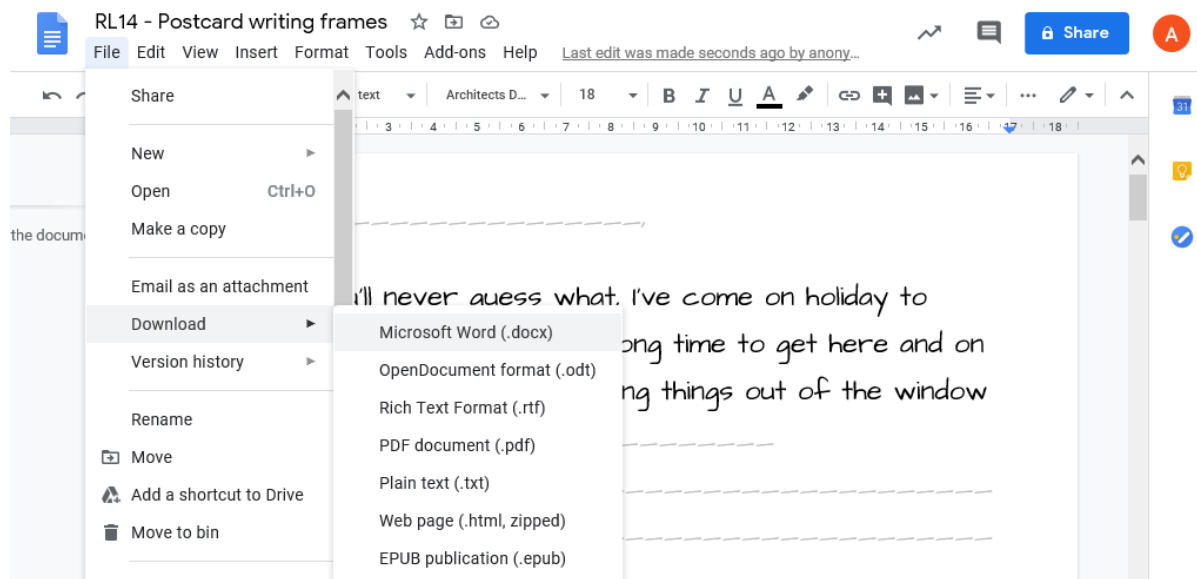
Then click 'Open with Google Docs'. This will make the document editable so you can type straight onto it.



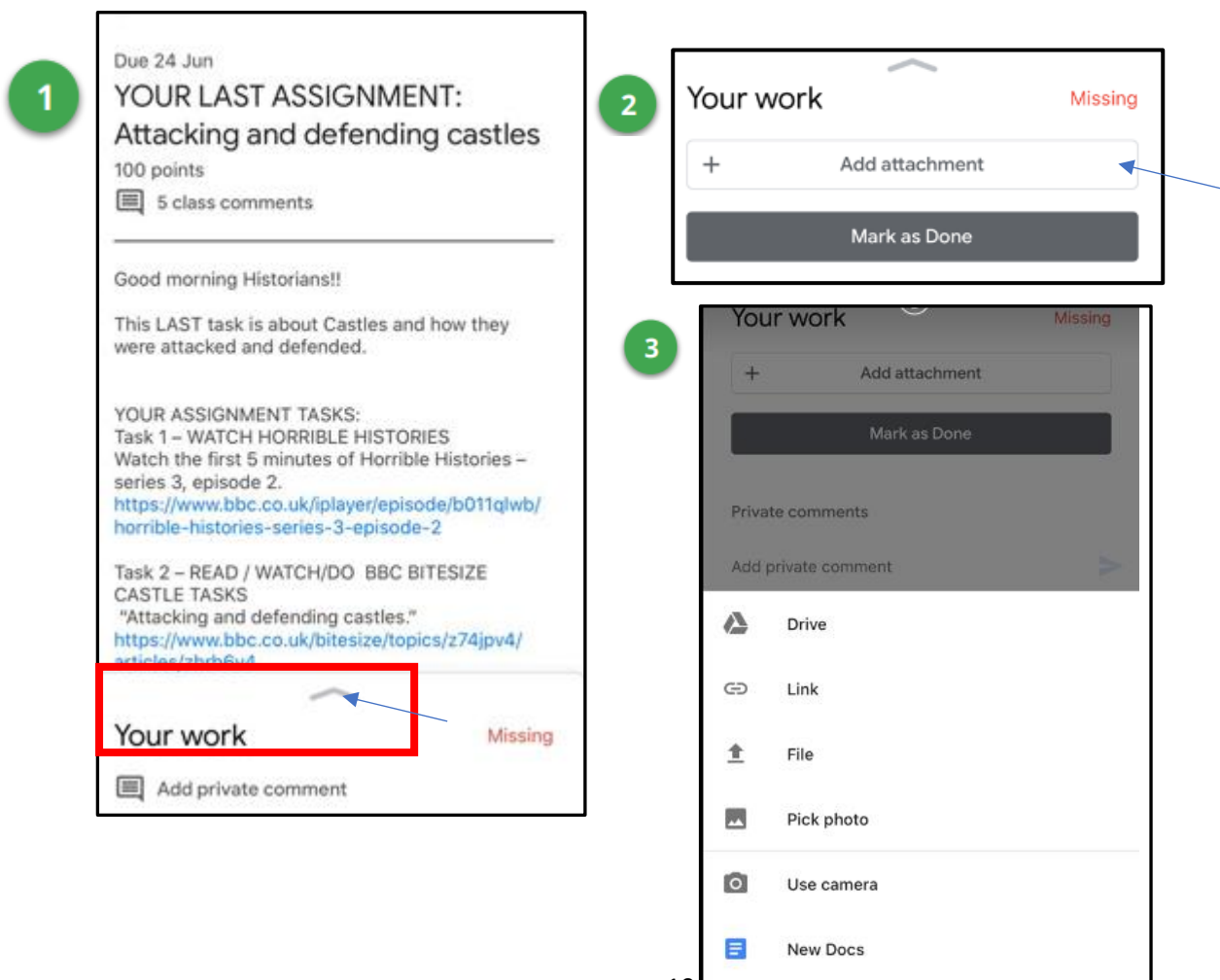
Once you have completed the work, it will be saved to your Google Documents and you can upload it for your teacher using the Google Drive option when you are ready to submit it:



Or you can save it to your hard drive by clicking File and download (below).

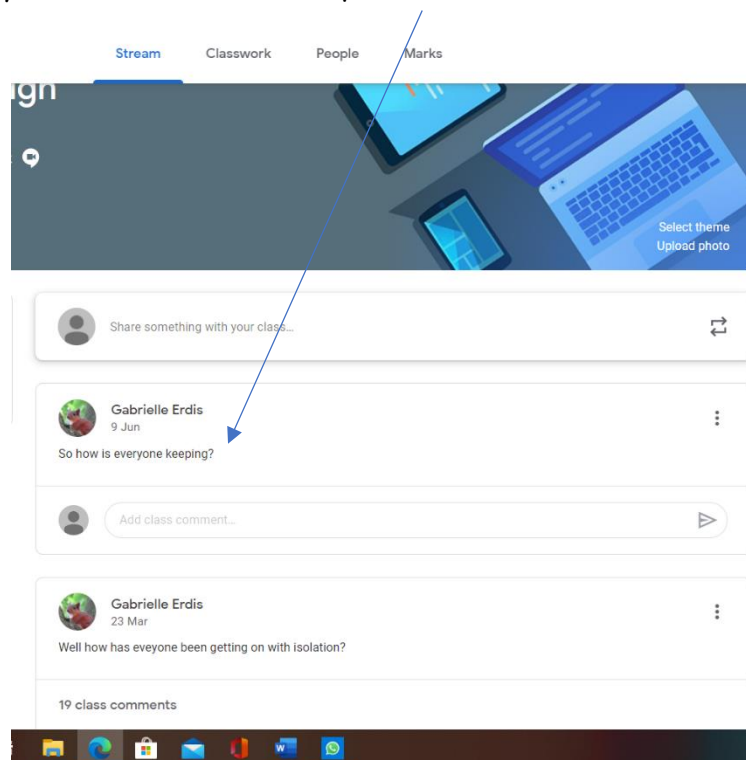


If you have downloaded the free Google Classroom App and using a mobile phone or iPad you can also take a photograph of your work/make a video or sound recording and submit it by clicking on the arrow. You will then be able to add and create from your device/camera etc.



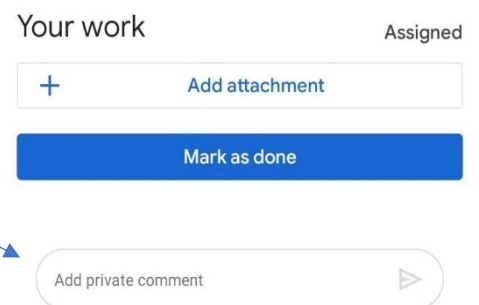
Asking questions:

You can ask your teachers or classmates questions using the "Stream" - Remember everyone attached to your class can read this question.



You can also send your teacher a private message to ask a question.

When sending a message make sure you are polite



You can also ask questions about the work when you next see your teacher in class.