

St Dallan's Google Classroom Help Sheet for Pupils

Our Google Classrooms will be open Monday - Friday 9am to 3pm

- Log on to 'MY-SCHOOL' as normal

The image shows the MY-SCHOOL login page. It has a logo at the top with the text 'MY-SCHOOL'. Below the logo are two input fields: 'Username:' and 'Password:'. There is a 'LOGIN' button to the right of the password field. At the bottom, there are links for 'Accessibility Guidelines' and 'Forgotten Passwords'.

- Click on 'My Links'

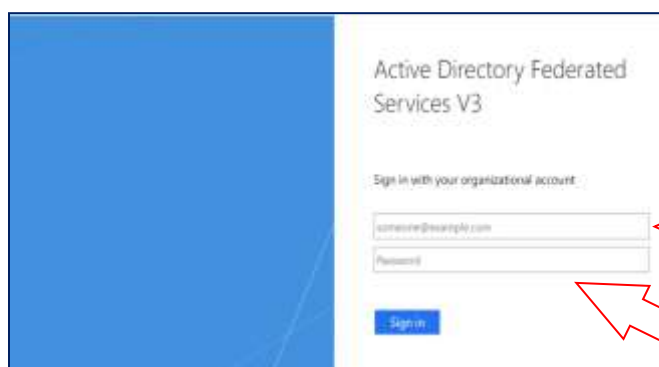


- Look for the Google Classroom icon on the Launch bar



Click on the icon to launch Google Classroom

- You will then be asked to sign in but this time your username changes slightly:

The image shows the 'Active Directory Federated Services V3' sign-in page. It has a blue header and a white body. The text 'Active Directory Federated Services V3' is at the top. Below it, there is a section titled 'Sign in with your organizational account:'. There are two input fields: 'Username' and 'Password'. A red arrow points to the 'Username' field, and another red arrow points to the 'Password' field.

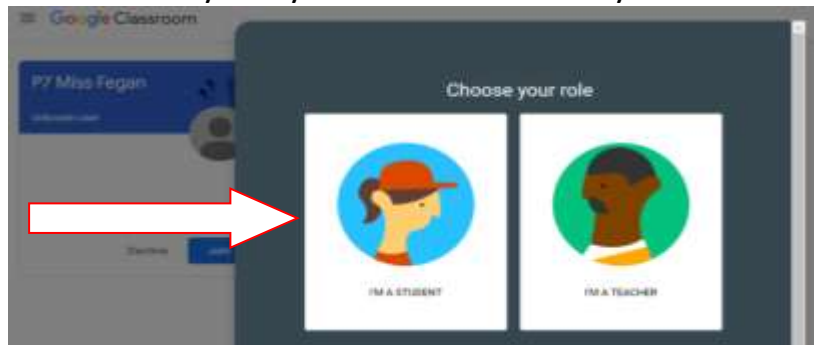
Sign in with your C2K username followed by **@c2ken.net**

e.g. asmyth123@c2ken.net

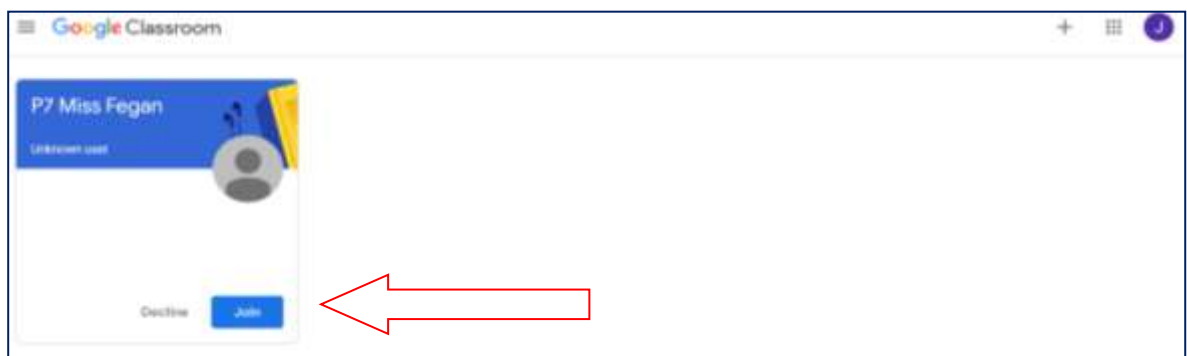
Enter same password you use for C2K

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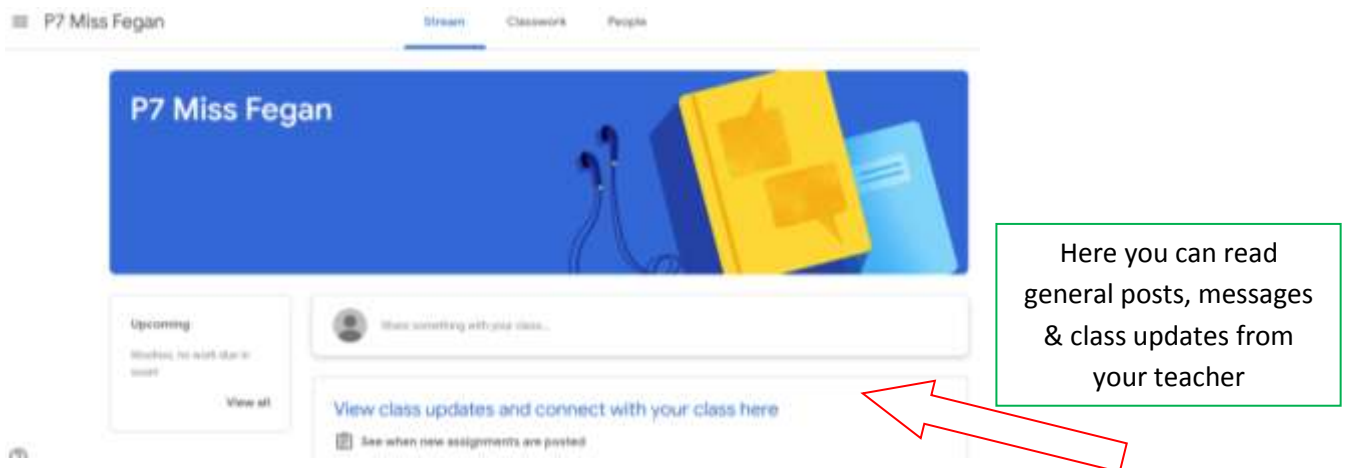
- You will be asked to verify it is you and then choose your role



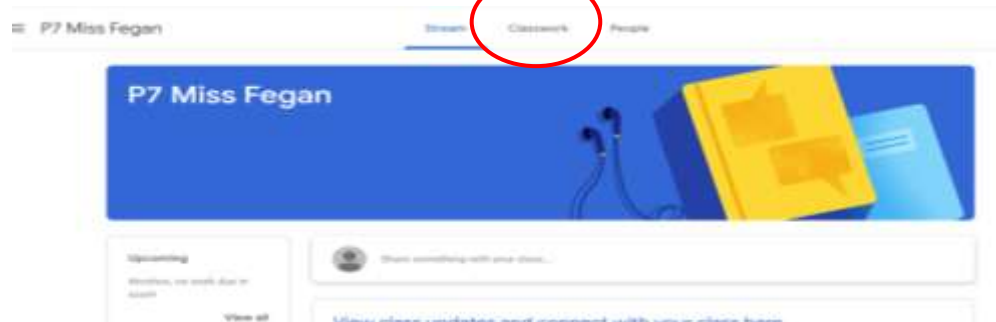
- On this page click to 'Join' the classroom set up by your teacher



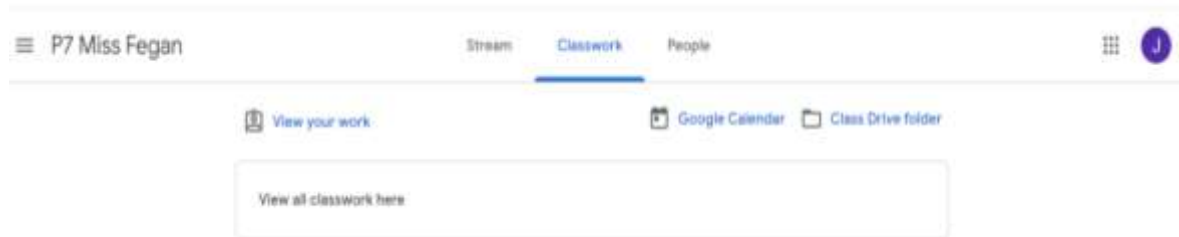
- Your Google Classroom will look something like this:



- Click on 'Classwork' shown in circle to view the work set by your teacher



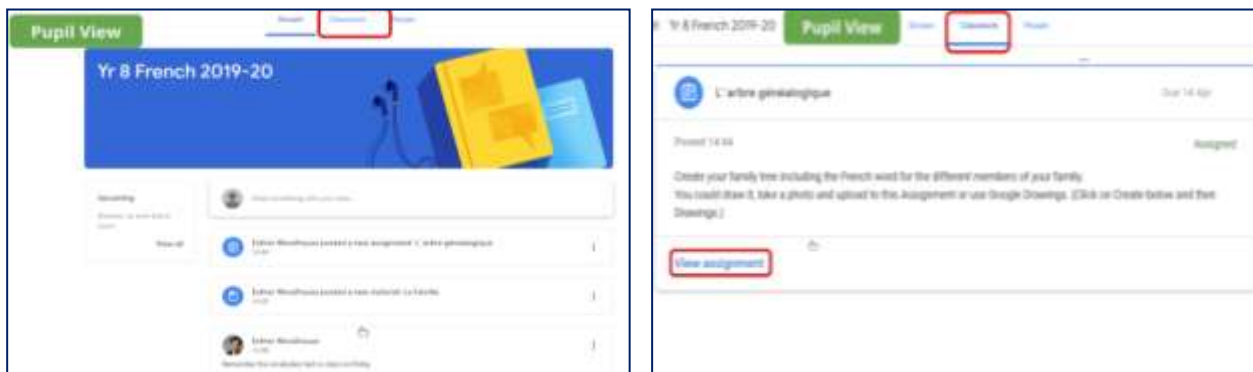
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Here you will find the work set by your teacher in the form of an assignment, question or quiz. Any relevant resources you need to help complete work will also be displayed here e.g. website links, YouTube videos, word documents (docs) etc.

An example taken from a tutorial in C2K Media Library:

When this pupil enters into their Yr 8 French classroom they click on 'Classwork' shown below to view assignment set by teacher:

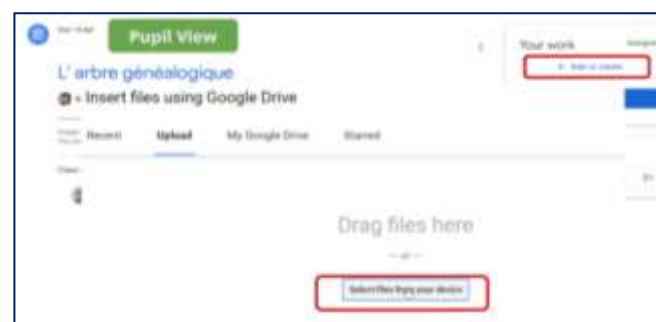


To complete assignment pupils can open a saved file or create their own document (docs)/powerpoint (slides) in Google Drive



An advantage when pupils create their own document from Google Drive both pupil and teacher can view the work and add private comments

To upload file from device (PC/laptop):



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When you want your teacher to see your assignment click on 'hand in'



Pupil view of feedback provided by this teacher:

