
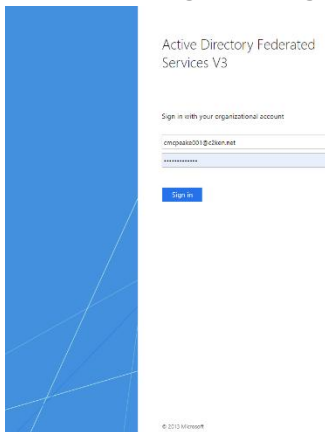


## Google Classroom - Logging on



1.  Click on this link <https://classroom.google.com/> or type this web address into the address bar in an internet browser
2. Log-on using your C2k details:



- Enter your email address (first initial, surname, three numbers):

For example [cmcpeake001@c2ken.net](mailto:cmcpeake001@c2ken.net)

- The password is the password you use to log-on in school.

-  Click 'Next'

3. When the 'blue screen' appears, re-enter your C2k email, for example:

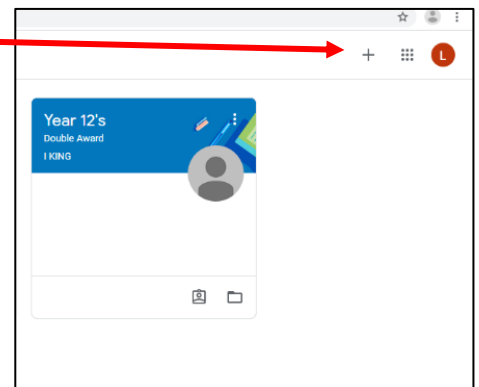
- [cmcpeake001@c2ken.net](mailto:cmcpeake001@c2ken.net)
- The password is the password you use to log on

in school.

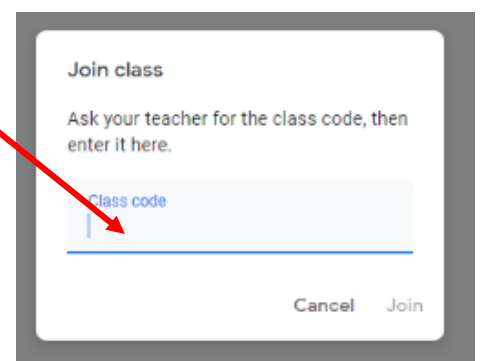
-  Click 'Sign in'

## Google Classroom - Joining a Class with your 'Class Code'

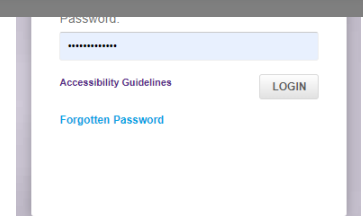
1.  Click on the '+'
2.  Click 'Join Class'





3. Enter your 'Class Code' on the next screen.
4. Your class will appear, click on the name (for example Year 11 ICT) to view your school work.

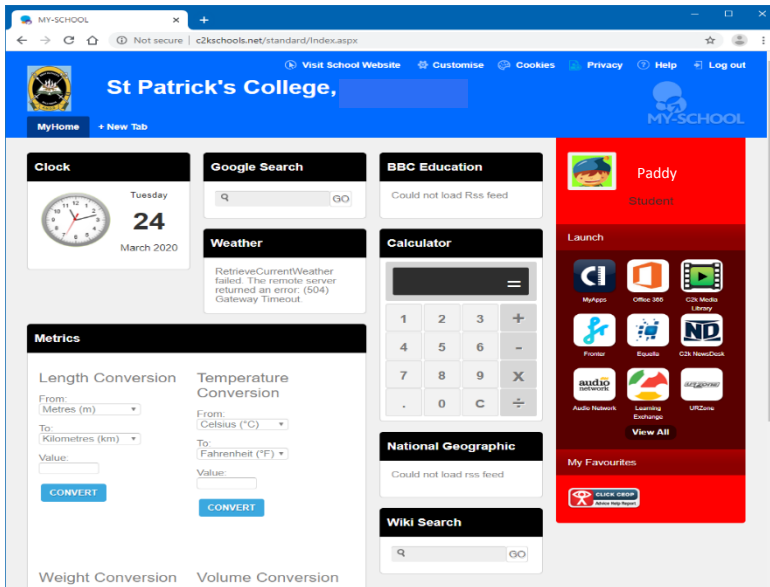


## Google Classroom - Joining a Class if you do



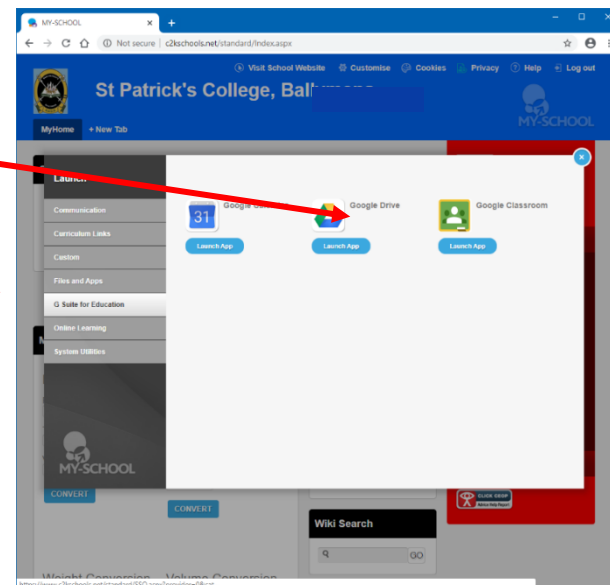
## not have a 'Class Code'

1.  Click on this link <http://www.c2kschools.net> or type this web address into the address bar in an internet browser
2. Type in your C2k username (~~for example cmcpeake001~~) and password. Then  click the Login button



3. Your **MySchool** homepage will load like this picture.
4. You can access **Google Classroom** by clicking on **View All**

5. Click on the **G Suite for Education** link
6. Next, click on the **Google Classroom Launch App** button
7. Continue to log in as shown on **Page 1**.
8. You should now have accessed your **Google Classroom**.
9. If you still cannot access **Google Classroom** check your school email for a **Class Code** from your teacher. See instructions on **Page 3**



## Checking School Emails or Sending an Email to a Teacher

1. If you cannot logon to Google Classroom or have a problem you can send your teacher an email.
2. Logon to **My School** as shown on Page 2.
3. Access your school email by clicking on **Office 365**.
4. Click on the **Outlook** icon in the **Microsoft Office 365** page.
5. Check your email inbox for emails.
6. Send an email to your teacher if you have any questions or you need help.

