



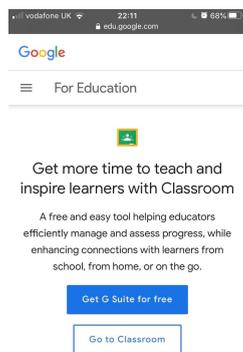
Pupils Accessing Google Classroom from Home

1. Visit the school website:

<https://www.mqpglenravel.com>

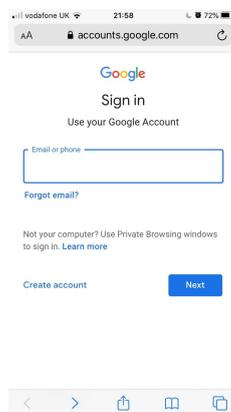
2. From here you will see a section on the homepage called HOME LEARNING HUB. Select the link to Google Classroom.

3. This is the screen you should see next:



Click on the box **GO TO CLASSROOM**.

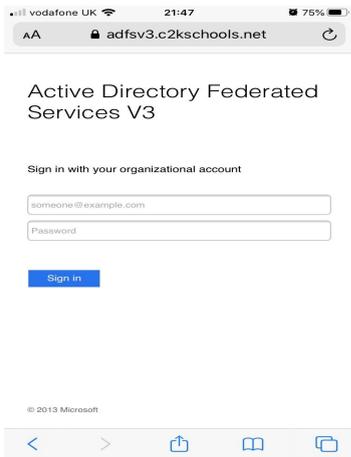
4. This will take you to the Google Sign in page (see below):



To sign in to your Google Account you need to type in your **C2k username with the correct email ending.**

Eg: **hhenry100@c2ken.net**

5. When you have put in your details, click NEXT and you should be directed to the following page:



From here you will need to type your c2k username and email add on again in the top box. In the Password box you use the same password that you use in school.

6. This should take you to the Google Classroom site. If you have already logged in to your Google Classroom in school then you should see the name of your classroom, *eg: Primary 5 Mrs Gormley's Class*.
7. If you are logging in to your New Google Classroom for the first time then you will need your **Class Code**. Your teacher will provide you with this code.
8. Once in the Google Classroom site, click on the **+** icon on the top right of the page. You will have an option to JOIN. Select this.
9. Use the Class Code to access the correct classroom.
10. Once in the classroom you can use the tabs at the top to navigate your way in the room.
 - i. **STREAM** - will allow you to chat to your teacher and your friends.
 - ii. **CLASSWORK** - shows you what work your teacher wants you to complete

- iii. PEOPLE - Allows you to see all the members in the classroom.

*Have fun in your VLE (Virtual Learning Environment). Stay safe and remember to always **THINK BEFORE YOU CLICK.***

