St Mary's CBGS

Google Classroom

Parent Guide

Use Google Chrome Internet Browser when accessing Google Classroom

Logging In

Open Google Chrome and enter the address: www.c2kschools.net
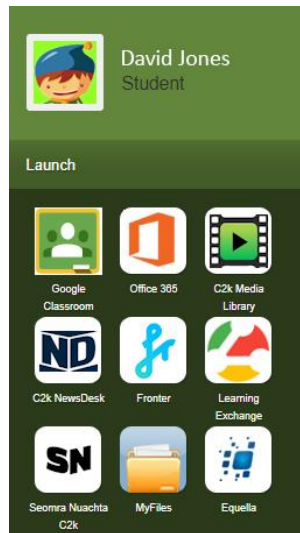
Enter current C2k Username and Password.

Username:
djones123
Password:
password

Accessibility Guidelines   LOGIN

Forgotten Password

When the MySchool Homepage appears,

click on the Google Classroom icon.

David Jones
Student

Launch

Google Classroom	Office 365	C2k Media Library
C2k NewsDesk	Fronter	Learning Exchange
Seomra Nuachta C2k	MyFiles	Equella

Your son will them be prompted to enter his details again in a slightly different format.

Sign in

https://adfsv3.c2kschools.net

Username	djones123@c2ken.net
Password	••••••••••

Sign in   Cancel

Username: djones123@c2ken.net

**Note @c2ken.net after his username**

Password: password

Click Sign in

Google Classrooms

Once logged in Google Classroom correctly, your son will all the classes of which he is a member as can be seen below.

Note: At St Mary's CBGS we do not issue class codes.
All students will be 'invited' to join their classes by the subject teacher.
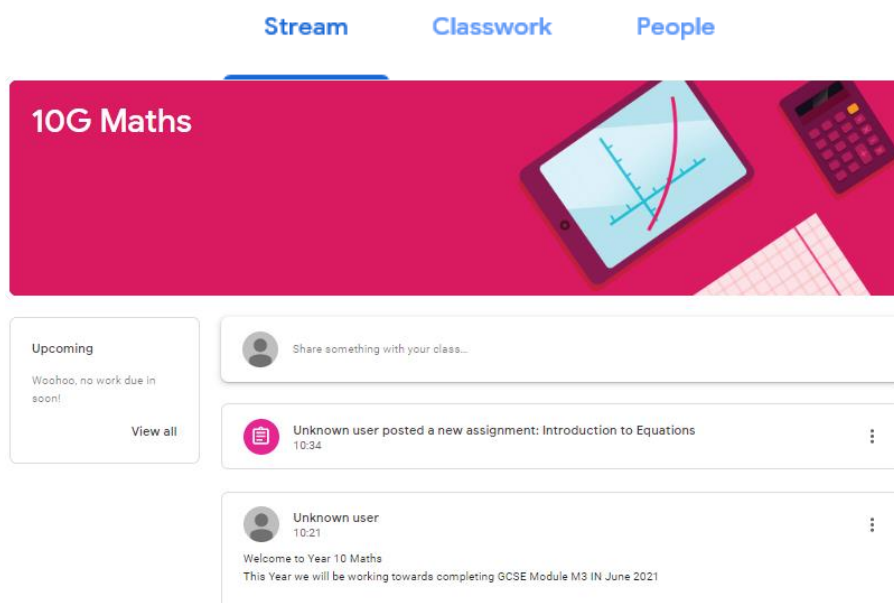They will also receive an email inviting them to join the class.
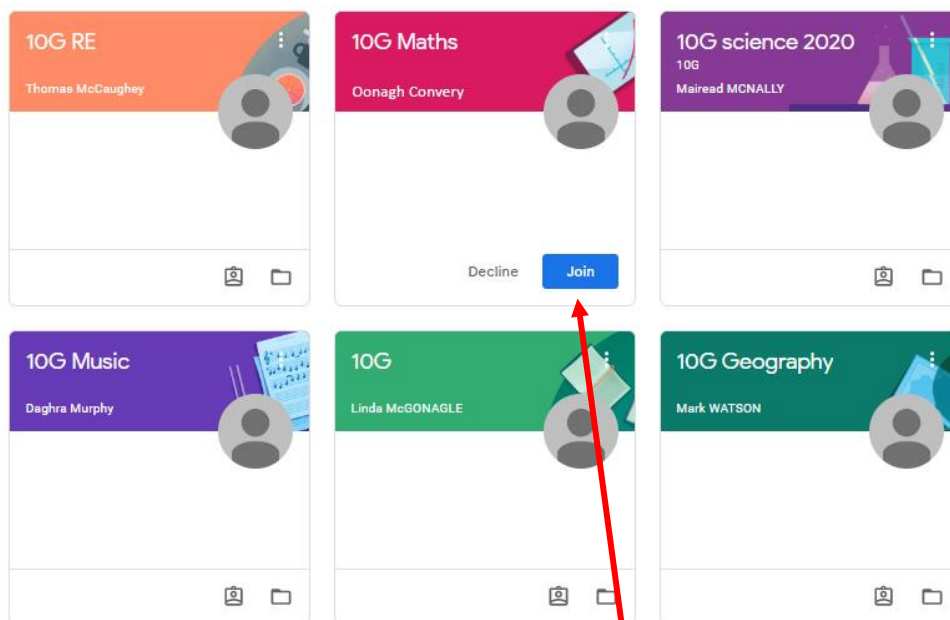
Joining a Class – there are 2 ways he can join

1) Click on the Join button as shown here in the 10G Maths panel:

2) Open the email from the relevant teacher and Click the Join button in the email.
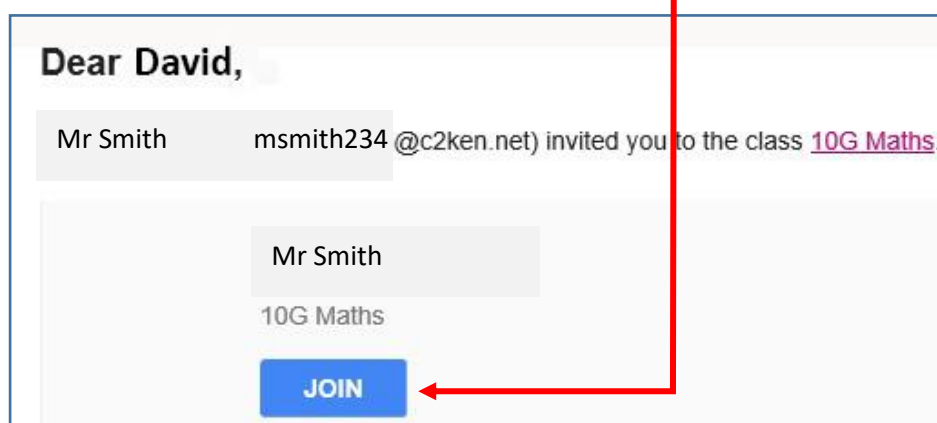
Accessing Classroom Resources

Once you 'Join' the class, the Classroom will open – 10G Maths, in this case.

Main Parts of the Classroom

At the top of the Classroom, you will see these headings

Stream: All of the class activity will be displayed here. A teacher can add resources, create assignments or another student can make a comment. You may also be able to comment here if the teacher has enabled that feature.

Classwork: Assignments will be set here. This is where the teacher will upload resources for the course. You can download resources from here.
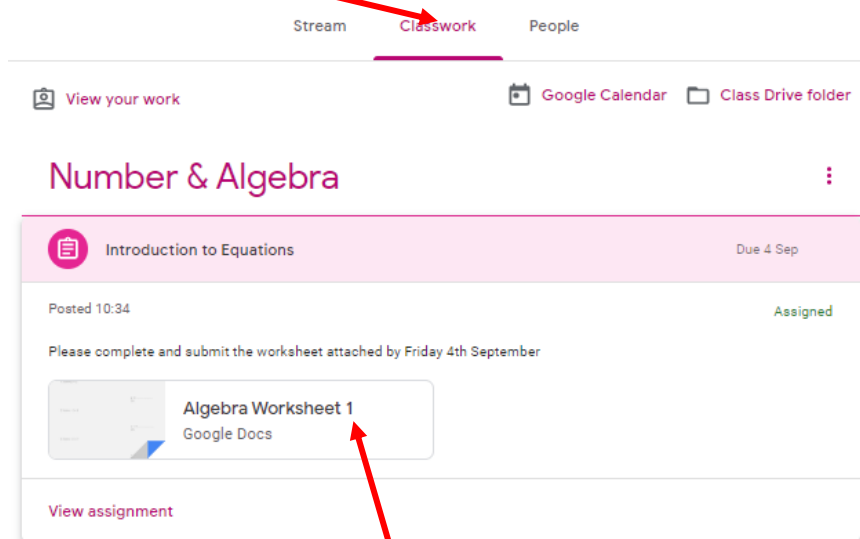
People

This lists all members of the Class

Completing a Worksheet in Google Classroom

The Teacher may request that you submit work via Google Classroom. They may do this by setting up an assignment which you complete and then upload back to the Classroom.
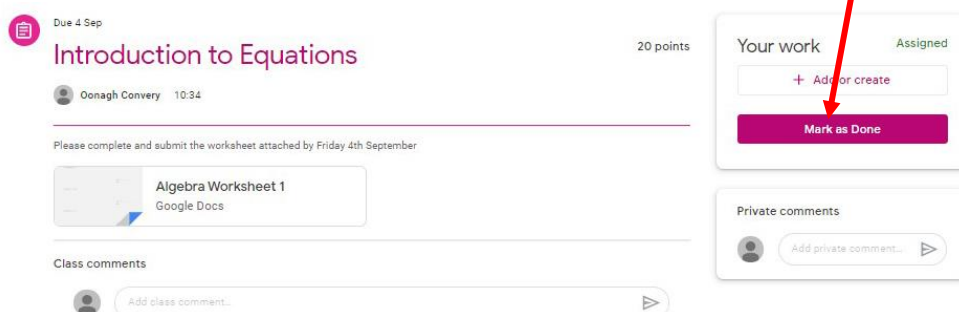
1) Click on the Classroom Tab.

Stream   Classwork   People

📷 View your work   📅 Google Calendar   📁 Class Drive folder

Number & Algebra   ⋮

| 📄 Introduction to Equations | Due 4 Sep |

Posted 10:34   Assigned

Please complete and submit the worksheet attached by Friday 4th September

| Algebra Worksheet 1 |
| Google Docs |

View assignment

Here the teacher has added an Algebra Assignment

2) Click on the assignment to open it and complete.

Algebra Revision
1. Solve $4g = 12$

$g = 4$ ....
(1)

2. Solve $x - 3 = 8$

$x = 11$ ....
(1)

3) Once your son has completed and closes the assignment, it will automatically save.

4) Now click on the **View assignment** link which will open the window shown below:

5) Click on the **Mark as Done** button to indicate that your work is finished.

📄 Due 4 Sep

Introduction to Equations   20 points

👤 Oonagh Convery   10:34

Please complete and submit the worksheet attached by Friday 4th September

| Algebra Worksheet 1 |
| Google Docs |

Class comments

👤 Add class comment...   ➤

Your work   Assigned
+ Add or create

Mark as Done

Private comments
👤 Add private comment...   ▷

Adding/Uploading a File to your Assignment

Sometime your son may need to complete work in Microsoft Word/Excel or some other package and then upload it to an assignment.
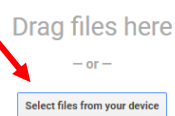
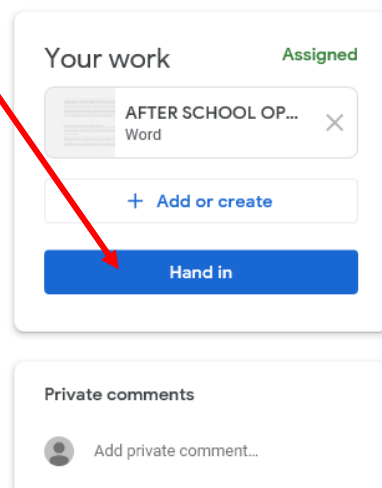1) Click on the **'+ Add or create'** option.
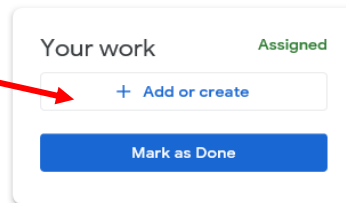
2) Select **File**
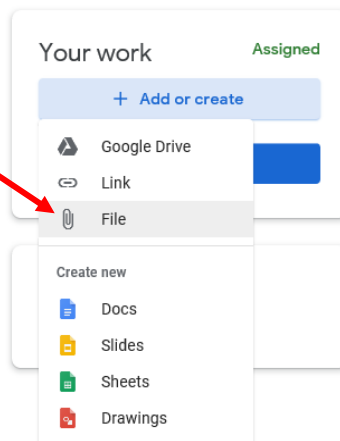
3) Click **Select files from your device**

He may have to browse through his computer to locate the file and click on his selected file

4) Click Hand in

Troubleshooting

If your son is not able to see his 'Classrooms' after logging on, check the following:

All school work uploaded to Google Classroom is **only** accessible via your C2k Google Classroom.

- When logged into Google Classroom, a coloured circle will be displayed at the top right of the Google Classroom window. This circle will contain the first letter of the account you used to log in.
- Click on this circle to see your currently logged in account details.

To be sure you're logged in correctly, you should see the following:

1) At the top of the details window, you should see the message **'This account is managed by c2ken.net'.**
2) Your full name and C2k Google Classroom username in the middle of the window.
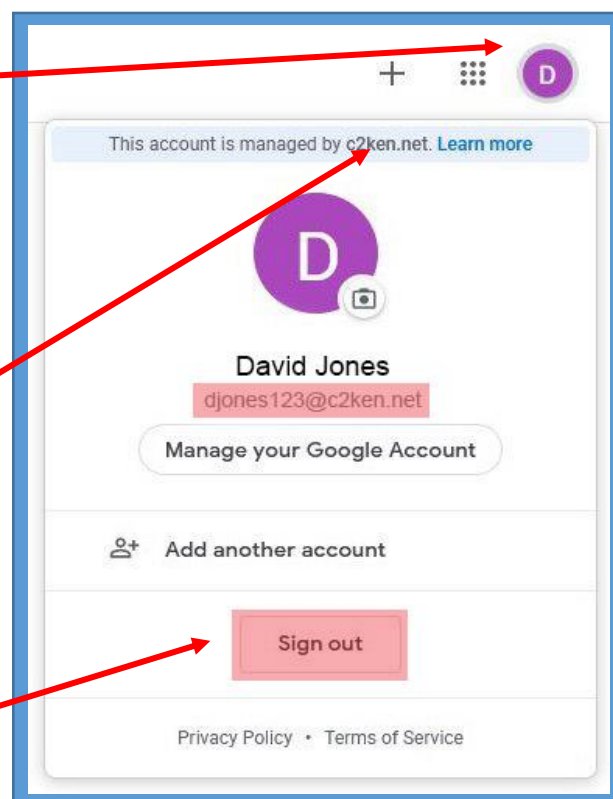
If these details don't appear as shown here:

- Click on the 'Sign out' button.
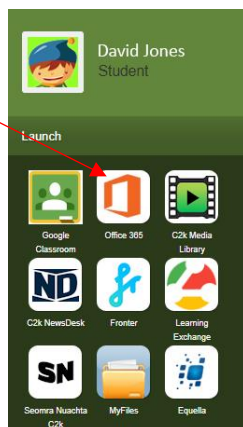- Login in to MySchool and Google Classroom as explained on page 1.

Additional Guidance:

- Accessing your C2K email   Page 7

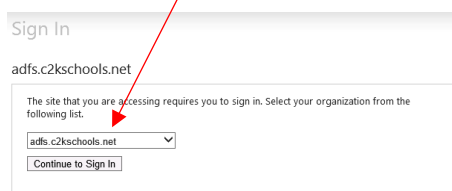- Downloading MS Office for Staff and Students   Page 8

Accessing your C2K School Email

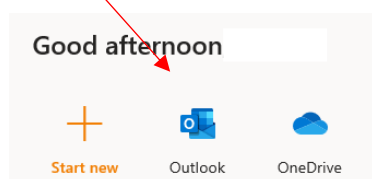**1)** Log in to your C2K account as explained on Page 1
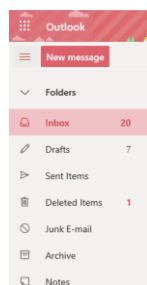
2) Click the *Office365* icon

3) Click *Continue to Sign in* when prompted

4) Click **Outlook**

5) Your email account will be opened

Downloading Microsoft Office for Staff & Students

SOFTWARE

How do Staff and Students download Free MS Office?

MS Office is Available Free with your C2k Username on up to 5 personal devices

Get MS Office in 4 easy steps
1. Visit http://portal.office.com
2. Enter your C2k Username in **the format** auser123@**c2ken.net**
3. At the next box enter (i) your C2k username **auser123** and (ii) **password**
4, Download the version of MS Office you require