



Google Classroom



Google Classroom

Thornhill College – Guide to Using Google Classroom

Google Classroom is a free web service VLE (Virtual Learning Environment) which has been developed by Google specifically for schools to facilitate e-Learning.

To access Google Classroom students can either do this from a PC / laptop or download the Google Classroom app to their smartphone / mobile device (like an iPad).

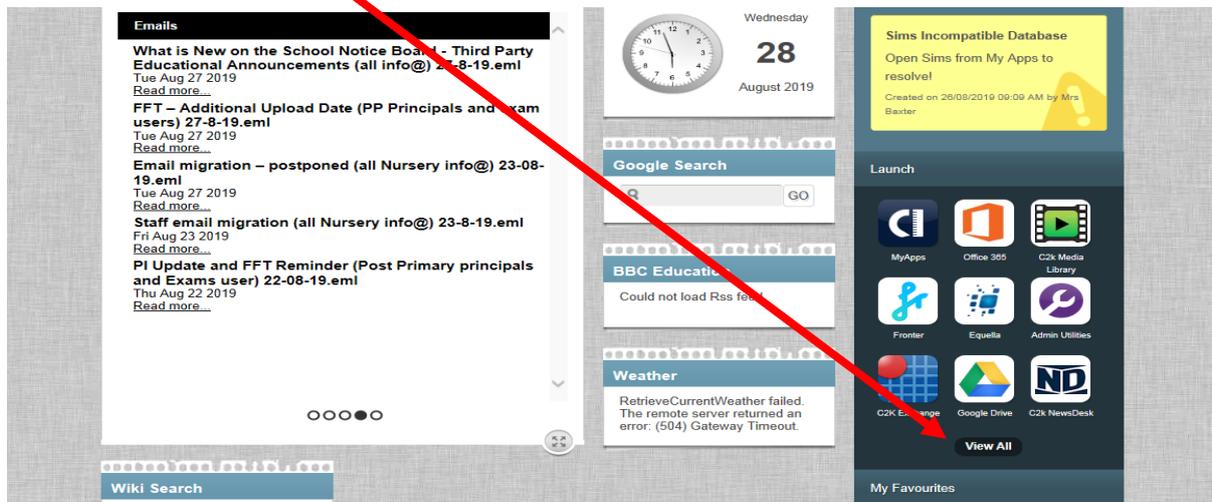
To Access Google Classroom from a PC / Laptop

1) Go to the **My School** login portal (see the link below):

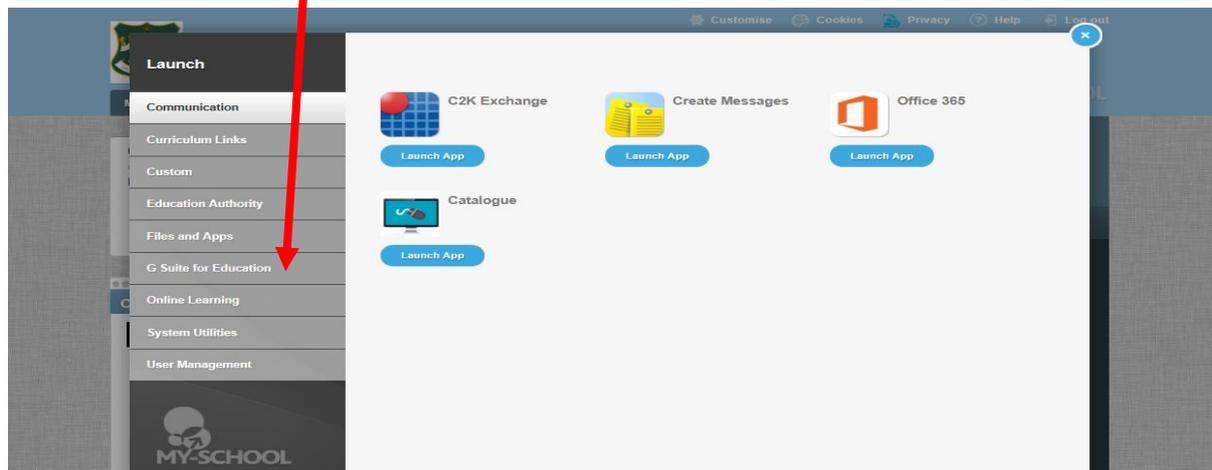
<https://ids.c2kschools.net/nidp/idff/sso?id=3&sid=0&option=credential&sid=0>

2) **Login using your school login details** (as you would in the ICT rooms in school)

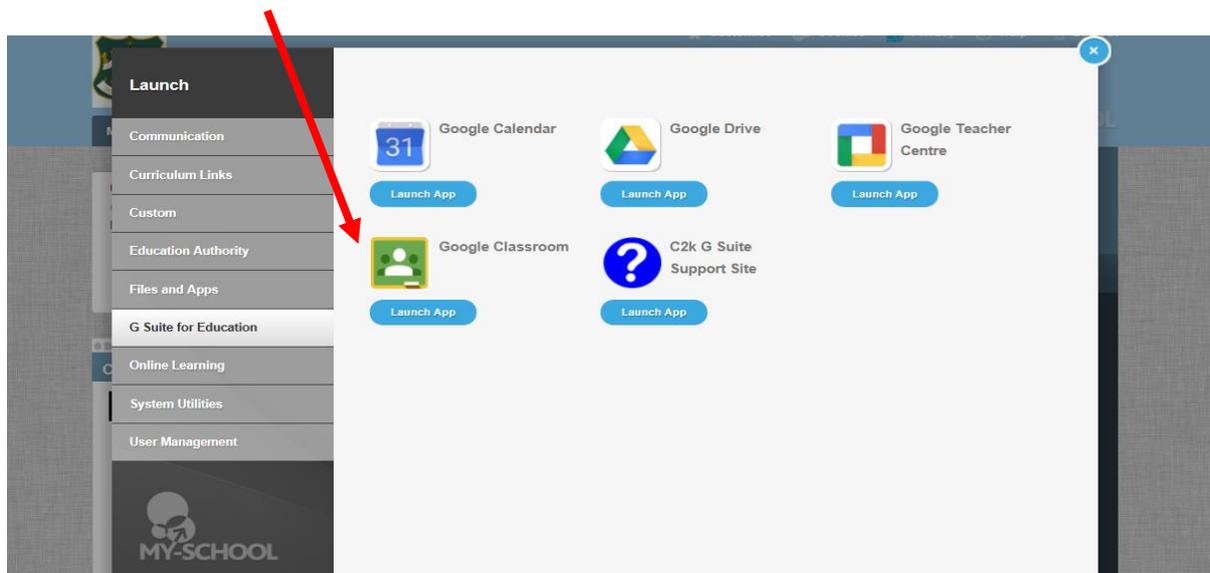
3) Click on **View All**



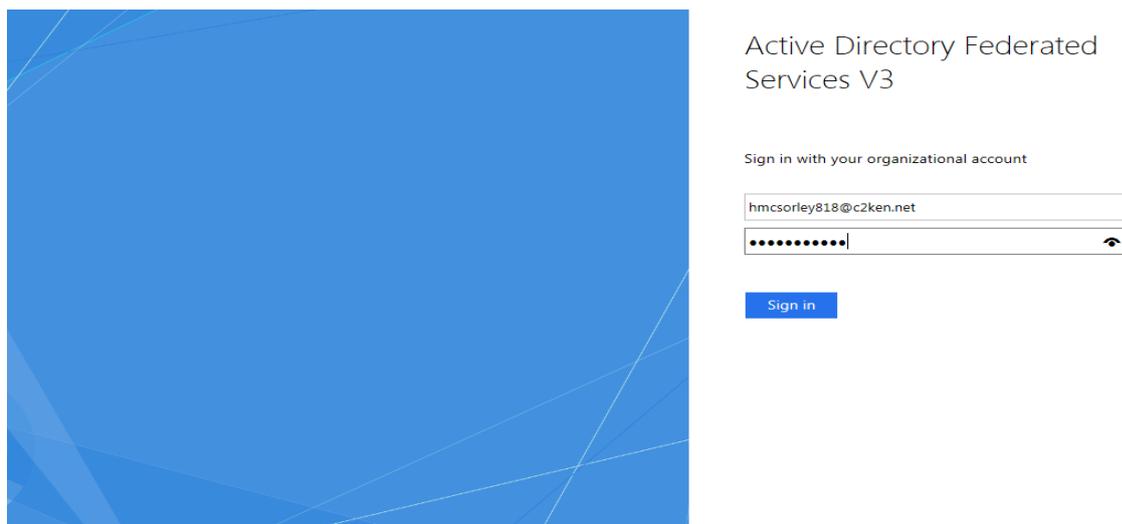
4) Click on **G Suite for Education**



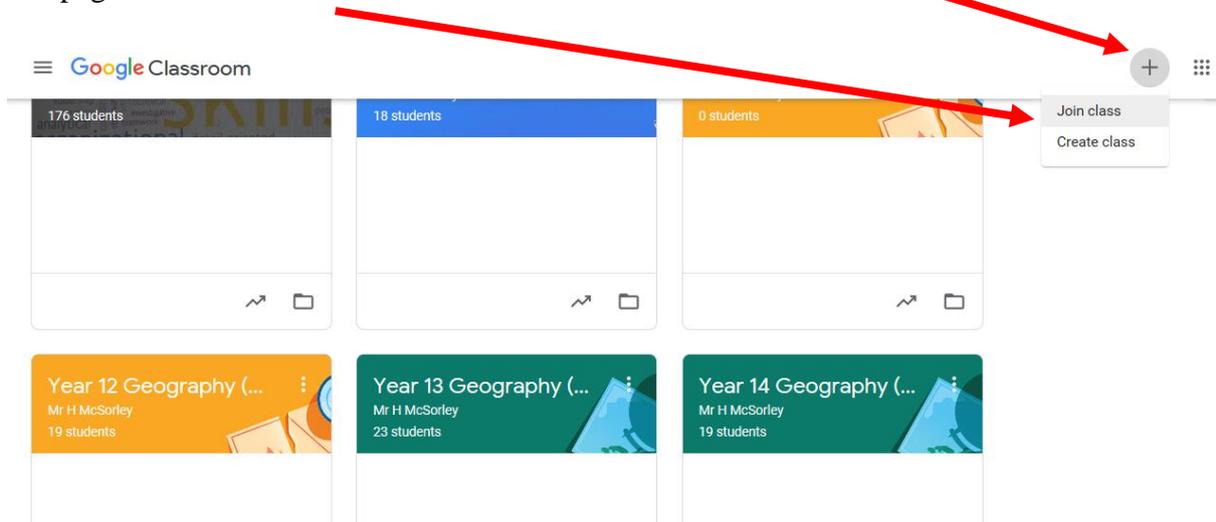
5) Click on **Google Classroom**



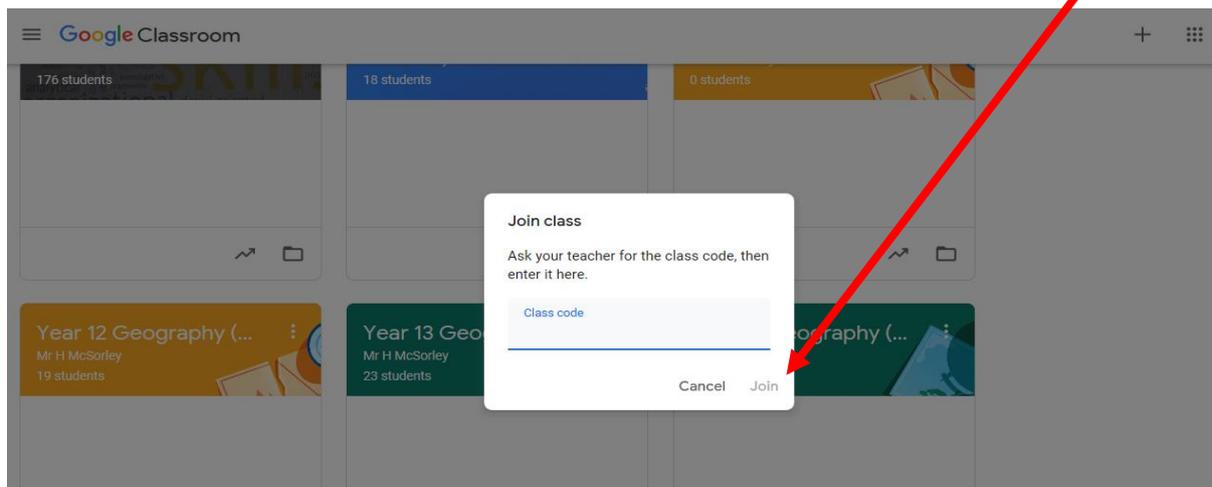
6) The following screen may appear and you will be prompted to sign in. Enter your school email address making sure it ends in **@c2ken.net** for example hmcSorley818@c2ken.net Then type in your normal c2k password for logging on to the computers at school and click **Sign in**.



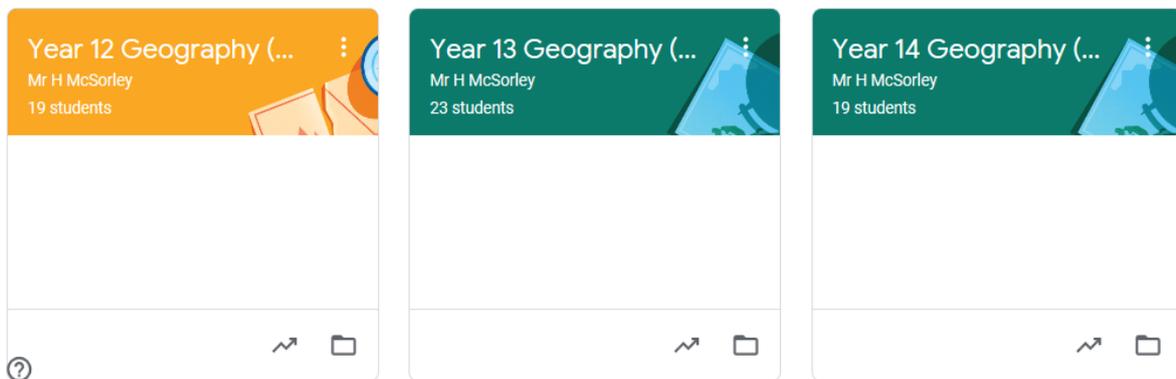
7) You will now be signed into Google Classroom. If you have joined any classes already you will be able to access them from here. To join a class, click on the + symbol at the top right of the page and **Join Class**.



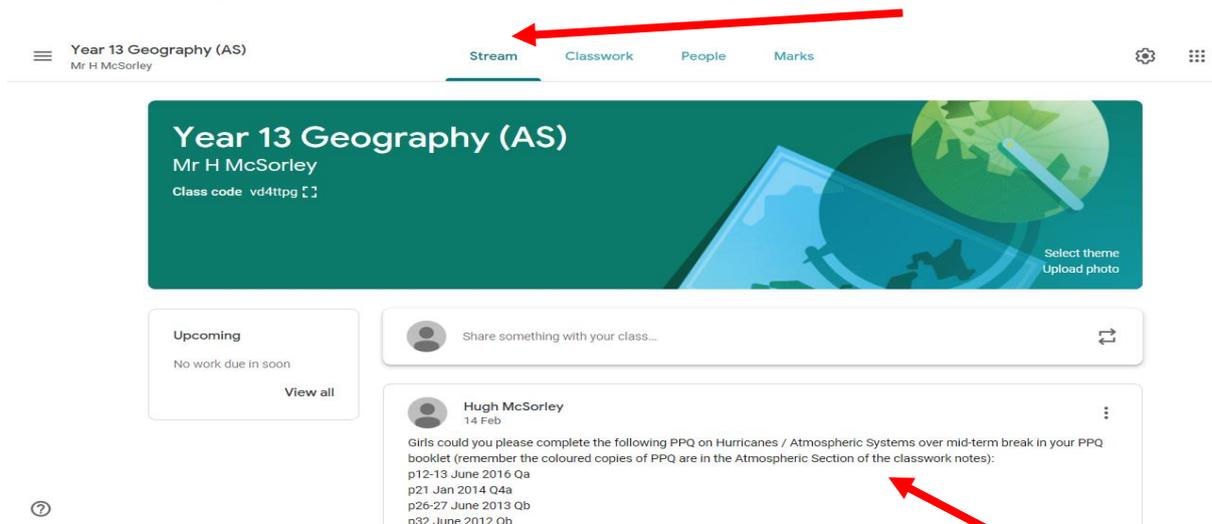
8) Now **enter the classroom code** you have been given by your teacher and click on **Join**. You will now have access to this classroom and the resources contained within it.



9) To open a classroom simply click on it.

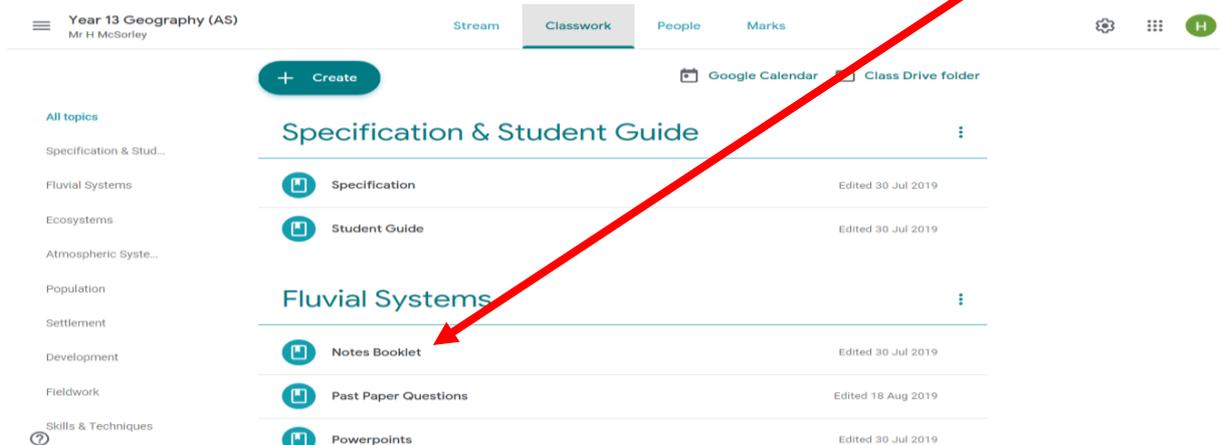


10) When you open a classroom you will automatically go to the **Stream**.

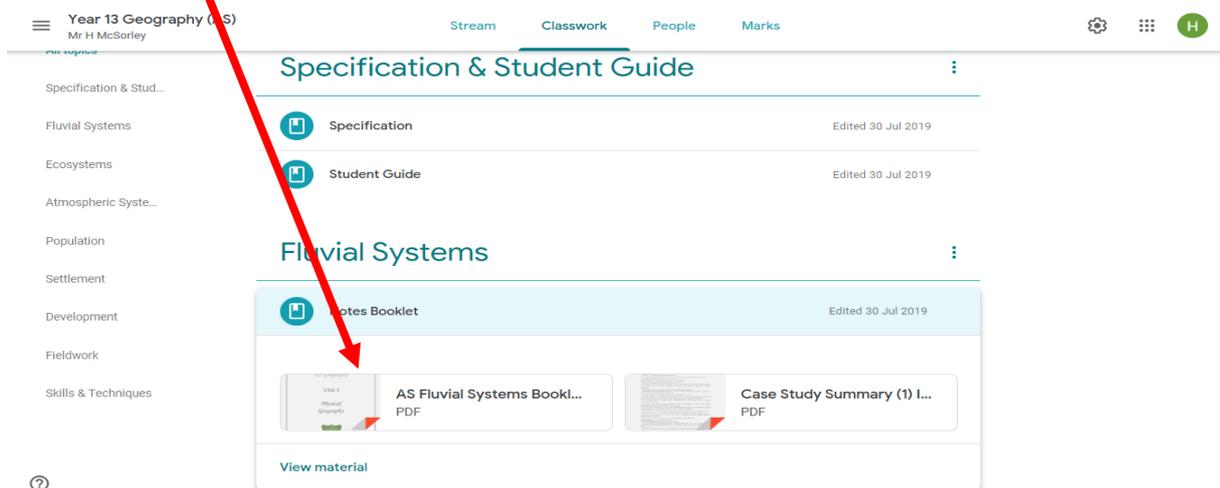


The Stream is a section in Google Classroom where your teachers can post instructions to you on the work you need to complete. Some teachers may also allow you to communicate with them, asking questions by replying to the messages they post. If your teachers allow this 2 way communication, **please remember to be responsible at all times with your communication ensuring it is respectful and purposeful.**

11) If you click on the **Classwork** tab you will go to the section of the room which contains the learning resources (notes, worksheets, research tasks, reading materials, powerpoints, video clips and website links) your teacher has saved for you. They will most likely be saved into different folders based on topics you are studying. To open a folder simply click on it.

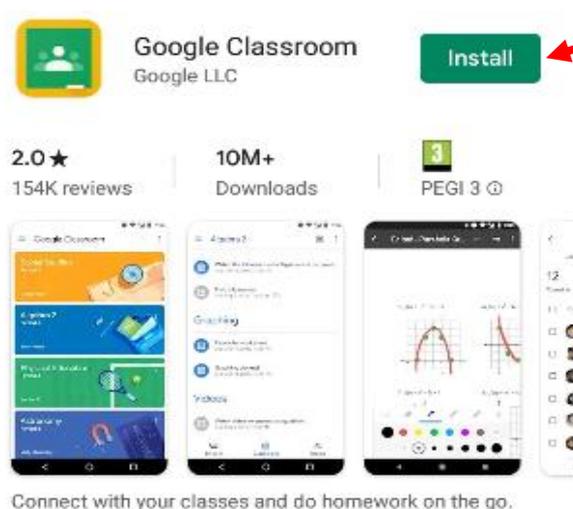


To open a document, video or weblink simply click on it.



To Access Google Classroom from a Smartphone / Mobile Device

1) You can download the **Google Classroom app** for free to your smartphone or iPad from the App Store or Play Store. Just search for Google Classroom and click on **Open** or **Install**.



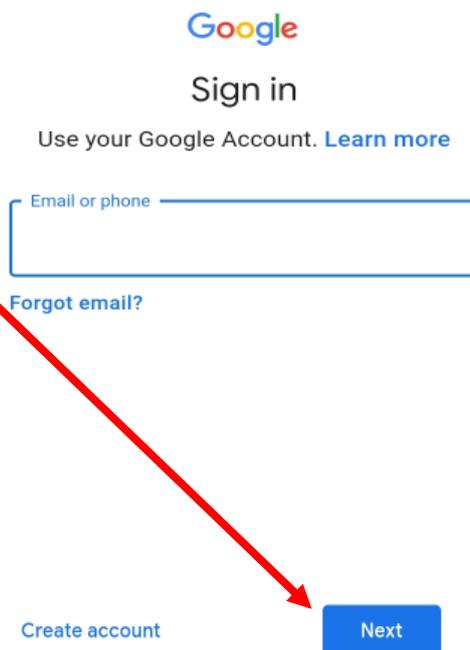
2) The Google Classroom app will be added to your home screen, click on it to open it.

3) Click on **Get Started**.



4) Click on **Add account** and **OK**.

5) You will be asked to sign in with an email address using your Google Account. **We would advise you use your school email address instead to keep the all communication through your school account rather than any personal email address.** Enter your school email address making sure it ends in **@c2ken.net** for example hmcSorley818@c2ken.net and click on **Next**.



6) You will get a message noting your school google account is managed by c2ken.net and the relevant terms and conditions. Click on **Accept**.

7) The following screen may appear and you will be prompted to sign in. Enter your school email address making sure it ends in **@c2ken.net** for example hmcSorley818@c2ken.net Then type in your normal c2k password for logging on to the computers at school and click **Sign in**.

Active Directory Federated Services V3

Sign in with your organizational account

You will now be signed into Google Classroom on the app on your phone and can use it as outlined above with the **Stream** for communication and **Classwork** for accessing learning resources.

Once you have downloaded the app and signed in, you will not need to sign into Google Classroom each time you use the app on your phone. It should automatically open up with the rooms you have joined. Simply click on a room to open it.

One advantage of having Google Classroom downloaded on your phone is that when a teacher posts a message on the Stream of a room for your attention you will receive a notification on your phone that they have done so. **However, in the interests of student and staff welfare and well-being we are going to ask that all communication in this manner is restricted to school hours on week days only. We would kindly ask that this is respected by all involved.**

Stay safe online
Remember the 5 SMART rules when using the internet and mobile phones.

- S SAFE:** Keep safe by being careful not to give out personal information – such as your full name, email address, phone number, home address, photos or school name – to people you are chatting with online.
- M MEET:** Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.
- A ACCEPTING:** Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!
- R RELIABLE:** Information you find on the internet may not be true, or someone online may be lying about who they are. Make sure you check information before you believe it.
- T TELL:** Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

Find out more at Childnet's website ...