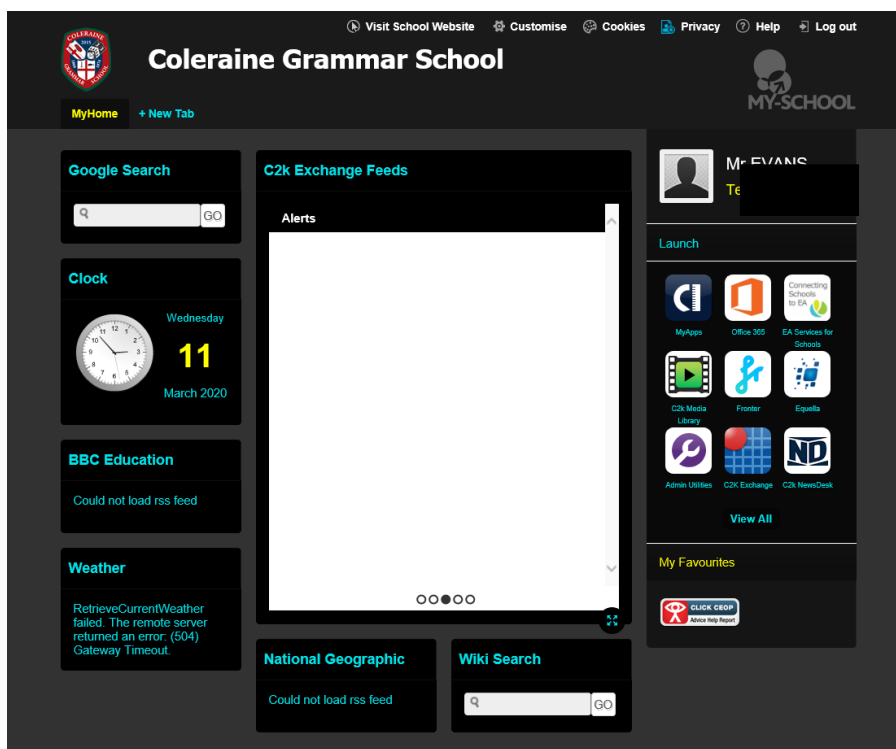


Accessing MY SCHOOL at home  
Accessing Google Classroom

Guide for pupils

Google Classroom can be accessed on mobile phones, tablets and PCs through MY SCHOOL

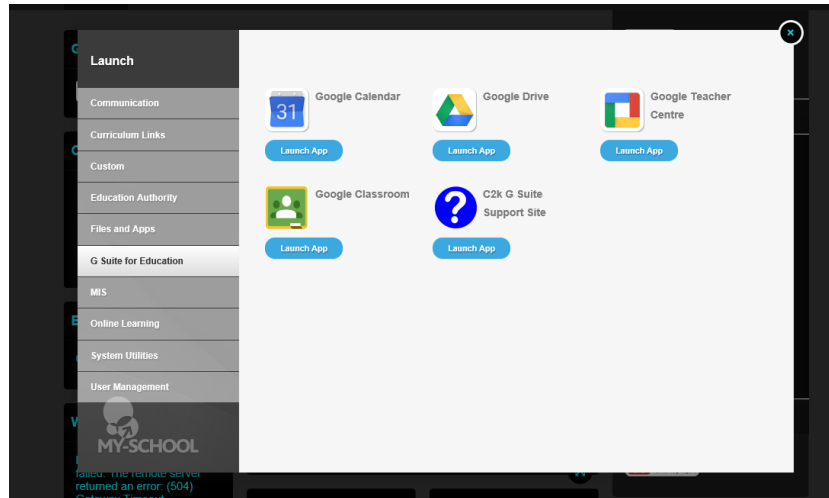
1. To access MY SCHOOL enter [www.c2kschools.net](http://www.c2kschools.net) into your browser;
2. Enter your username and password as you would do in school, making sure to use *jbloggs123*;
3. This will display your home page as follows:



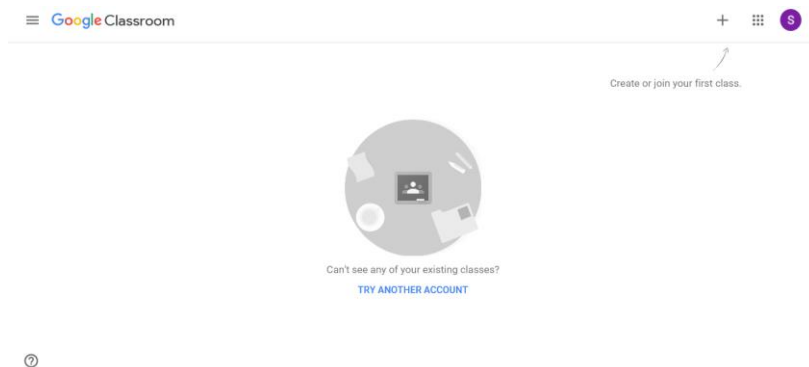
4. The right hand panel accesses apps – left click 'View All' to access the apps available;
5. Left click 'G Suite for Education';
6. Left click 'Launch app' under the icon for 'Google Classroom';

# Accessing MY SCHOOL at home Accessing Google Classroom

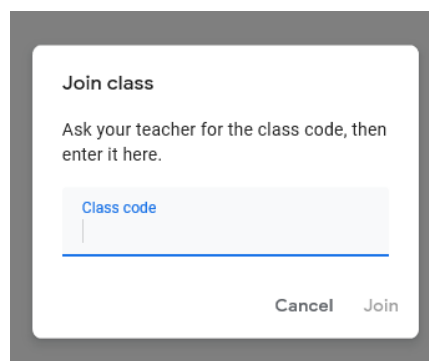
## Guide for pupils



7. Left click the '+' sign in the top right corner:



8. You will be given the option to 'Join Class' or 'Create Class'. Choose 'Join Class' and type in the code that your teacher has given you:



**STREAM** – This is where assignments and resources will be posted by your teacher.

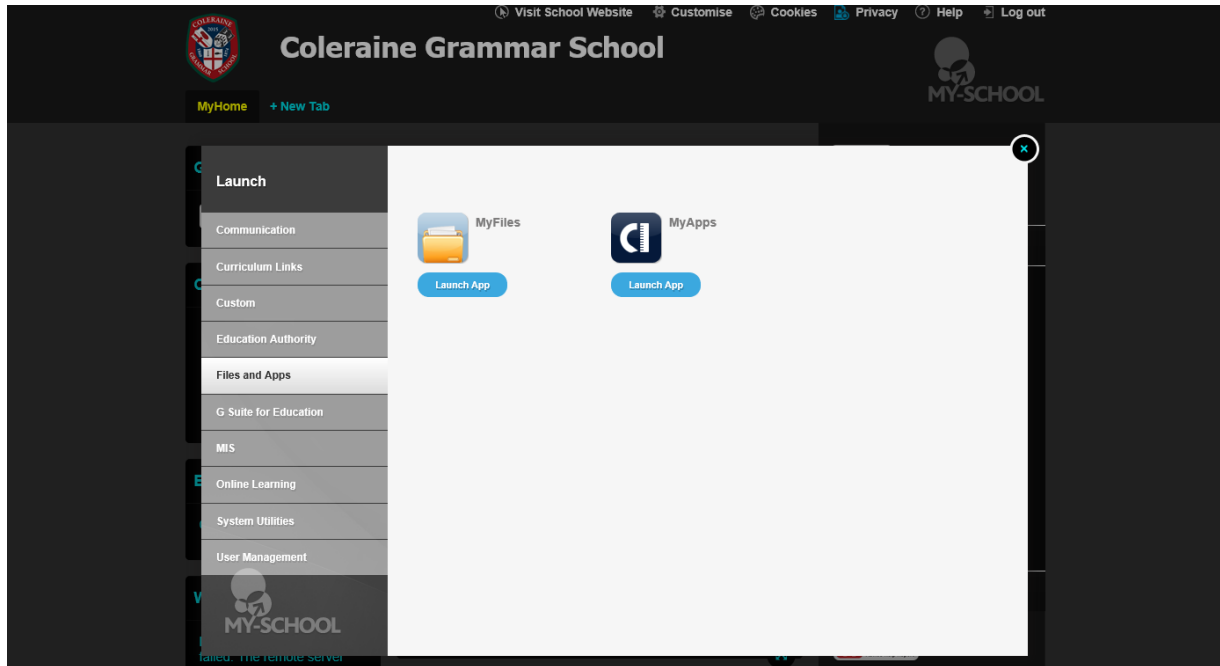
**CLASSWORK** – This works in the same way as the stream – you can access assignments and resources here.

Accessing MY SCHOOL at home  
Accessing Google Classroom

Guide for pupils

If you need to find out your class code:

1. Log into MY SCHOOL by following steps 1 – 4.
2. Left click the 'Files and Apps' tab and launch 'MyFiles'.



3. Left click on 'Shared Resources Castlerock Road Site A'.
4. Scroll to the 'Google Classroom' folder' and open the Excel document to show the list of class codes.

If any pupil needs IT support to access MY SCHOOL or Google Classroom contact Mr Small at [jsmall456@c2kni.net](mailto:jsmall456@c2kni.net).