

## Pupils Accessing Google Classroom from Home

1. Start a Search for Myschool.
2. Logon to MySchool like you would do in class using your username and password:

**Eg: Username: hhenry100**

**Password: ??????????**


3. When you reach your Homepage, click on **My Links** and look for the Google Drive icon shown at the top of this page. Click on this.
4. You may now be asked to type in another username and password.

**BE CAREFUL here...** you must use this format for your username:

Username: [hhenry100@c2ken.net](#)

Password: ?????????? (same as school password)

If you do this correctly you should be able to access your Google Drive.

5. Once in Google Drive look for this waffle icon  at the top right hand side of the page. Click on this and then select **Classroom**.
6. Now click on the **+** icon on the top right of the page beside the waffle icon. You will have an option to JOIN. Select this.
7. Use the Class Code to access the correct classroom.

8. 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.***

