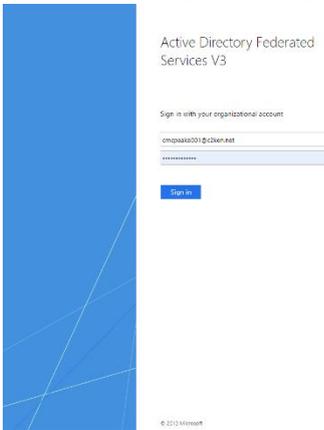


Google Classroom - Logging on



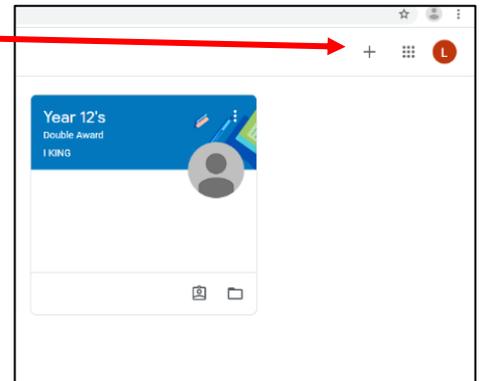
1.  Click on this link <https://classroom.google.com/> or type this web address into the address bar in an internet browser
2. Log-on using your C2k details:



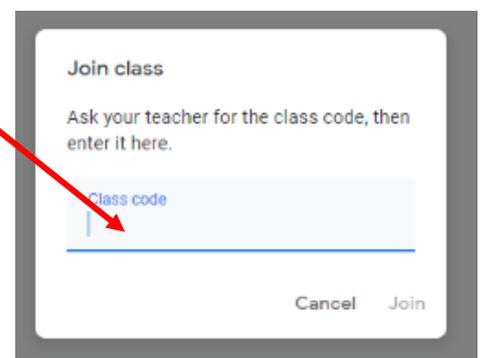
- Enter your email address (first initial, surname, three numbers):
For example cmcpeake001@c2ken.net
- The password is the password you use to log-on in school.
-  Click 'Next'
- 3. When the 'blue screen' appears, re-enter your C2k email, for example:
 - cmcpeake001@c2ken.net
 - The password is the password you use to log on in school.
 -  Click 'Sign in'

Google Classroom - Joining a Class with your 'Class Code'

1.  Click on the '+'
2.  Click 'Join Class'

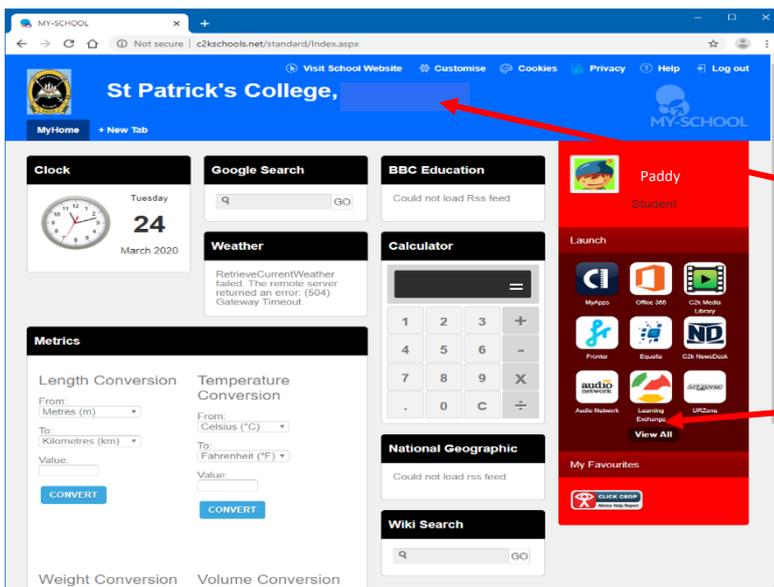
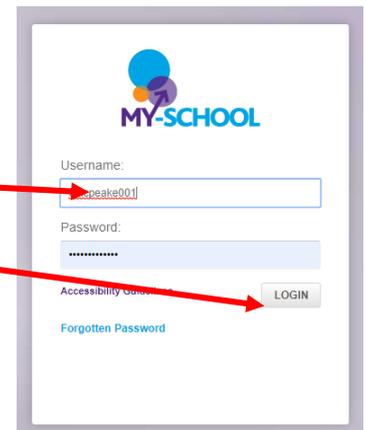


3. Enter your 'Class Code' on the next screen.
4. Your class will appear, click on the name (for example Year 11 ICT) to view your school work.



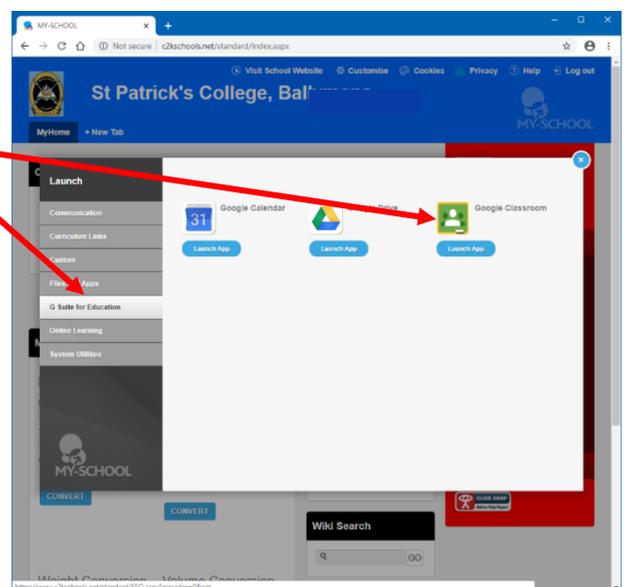
Google Classroom - Joining a Class if you do not have a 'Class Code'

1. Click on this link <http://www.c2kschools.net> or type this web address into the address bar in an internet browser
2. Type in your C2k username (for example **cmcpeake001**) and password. Then click the Login button



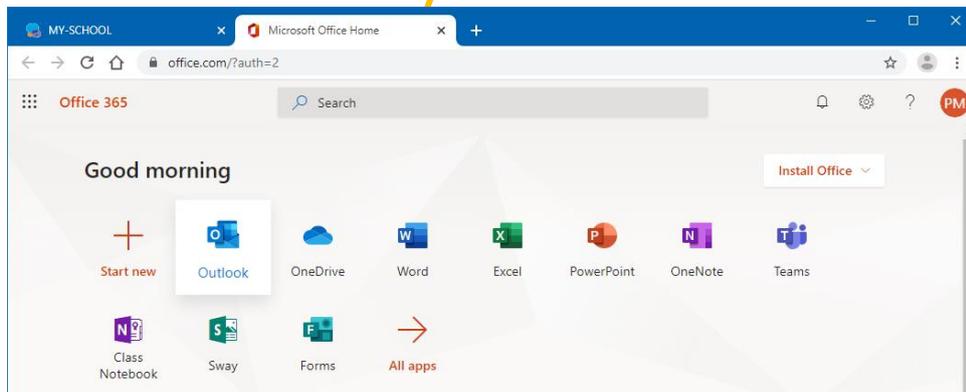
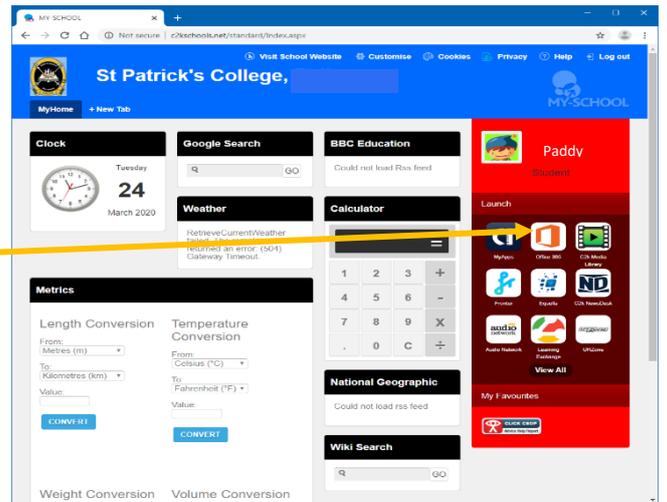
3. Your MySchool homepage will load like this picture.
4. You can access Google Classroom by clicking on View All

5. Click on the G Suite for Education link
6. Next, click on the Google Classroom Launch App button
7. Continue to log in as shown on Page 1.
8. You should now have accessed your Google Classroom.
9. If you still cannot access Google Classroom check your school email for a Class Code from your teacher. See instructions on Page 3



Checking School Emails or Sending an Email to a Teacher

1. If you cannot logon to Google Classroom or have a problem you can send your teacher an email.
2. Logon to **My School** as shown on Page 2.
3. Access your school email by clicking on **Office 365**.
4. Click on the **Outlook** icon in the **Microsoft Office 365** page.
5. Check your email inbox for emails.
6. Send an email to your teacher if you have any questions or you need help.



Using 'Immersive Reader' to Translate Documents

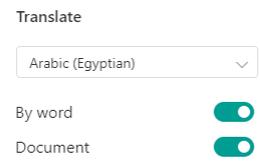
1. In any Office 365 application (Word, Excel, etc) you can use 'Immersive Reader' to translate documents into different languages.

2. Open the document you wish to translate  click on 'View', then  click on 'Immersive Reader'



3. Immersive Reader opens the document in a new browser tab.  Click on the book icon in the top right to open up a panel where you can choose your language for translating the document.

4. When you have chosen your language you must select 'Document' to translate the whole document.



5. You can listen to a narrated version by  clicking the 'Play audio' icon at the bottom of the document.

