

Signing into Google help sheet

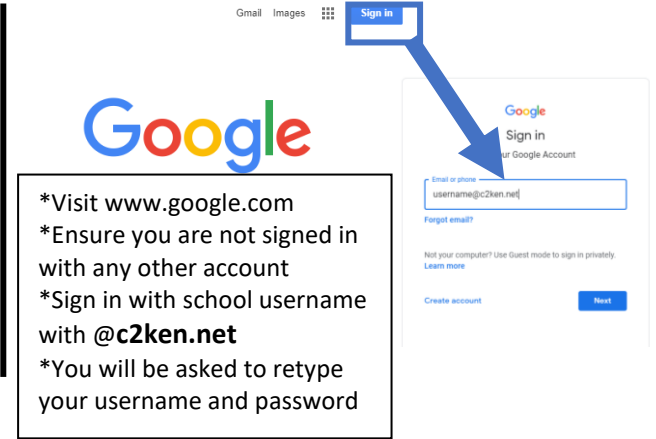


As a pupil of Larne Grammar School, you have access to G Suite – a platform of online tools to help word process, data handle and organise your files. It is also where your teachers will set work, upload material and where you will submit your completed work digitally.

1. Login to Google (2 methods) – From Google.com or via C2KSchools.net

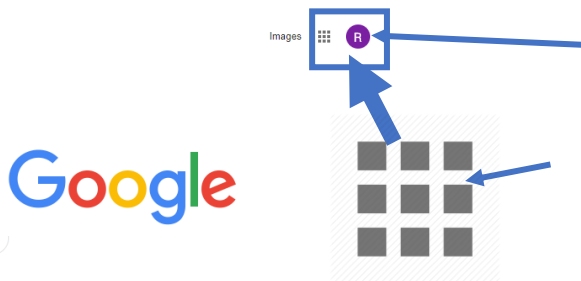


Visit www.c2kschools.net
 Sign in using your school username and password
 Click on the Google Classroom tab



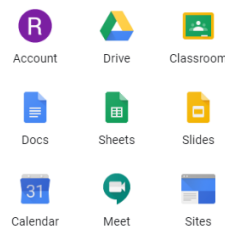
*Visit www.google.com
 *Ensure you are not signed in with any other account
 *Sign in with school username with **@c2ken.net**
 *You will be asked to retype your username and password

2. Use the Google Apps Icon to select the app required



Your initial indicates that you are signed in.

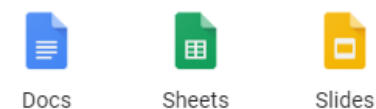
The Google Apps icon allows access to the GSuite



3. Selecting the correct app ie. Classroom

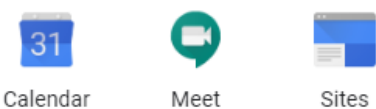


Drive: Online storage of your files and folders
 When you upload work to Classroom, this is where it will save to. Allows you to access your files from any device anywhere



Docs: Word processing application that is very similar to Microsoft Word

Sheet: Data Handling application – Similar to Microsoft Excel



Classroom: A Virtual Classroom where teachers and Pupils submit their work