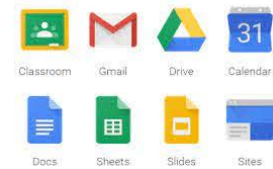




## Google Classroom, Google Drive and Gmail

As a school we are now using Google Education apps (G-suite) to support your learning. This will allow you to access your work anywhere as long as you are connected to the internet. Please read the follow carefully:



**If you are required to isolate or learn remotely from home, you will be expected to:**

- Follow your normal school timetable on Google Classroom
- Submit work on Google Classroom

### Google Classroom

To ensure that you can continue to learn successfully in these times of restrictions, we are now using Google Classroom as a school. This means that each of your subject classes also has a virtual classroom where you can find classwork if you have to isolate or are required to learn from home. Some subjects may already use Google Classroom to support your learning. Homework will continue to be set using Show My Homework.



Google Classroom

What do you need to do now?

1. **Download the Google Classroom app if you have a smartphone.**
2. **Alternatively, go to the desktop site: [www.classroom.google.com](http://www.classroom.google.com)**
3. **Log in using your G-suite username and password**
4. **Visit each of your classrooms.**

Your teacher will show you how to submit work on Google Classroom, however, if you get stuck at home, there are lots of helpful online videos explaining how to do this. (see further support)

### Google Drive

You can now access your files and folders anywhere you go as long as you have access to the internet. Files you work on at school will be available at home and vice versa.



Google Drive

What do you need to do now?

1. **Go to [www.drive.google.com](http://www.drive.google.com)**
2. **Log in using your G-suite username and password**
3. **You may choose to download the Google Drive app to your smartphone at home.**
4. **Save all your school work on your Google Drive (you should have a folder for each class)**

## Gmail

Your school email has migrated from LGfL mail to Gmail. This means that your old email will no longer be in use.



What do you need to do now?

1. **Open any browser (we recommend using Chrome browser which is installed on any school computer) and type in gmail.com – Your username will always be: [firstname.surname@sta.islington.sch.uk](mailto:firstname.surname@sta.islington.sch.uk)**  
e.g. [joe.bloggs@sta.islington.sch.uk](mailto:joe.bloggs@sta.islington.sch.uk)
2. **Log in using your G-suite username and password**
3. **Use school email in conjunction with all of your school learning apps e.g. SMHW or Educake.**

## Google Meet

If you are required to isolate, part of your lesson may take place on Google Meet. This is a live video lesson which will enable your teacher to explain the learning to you and share their presentation with you. Access to this is through Google Classroom. You will not be asked to turn your camera on but you will be expected to speak so make sure you are in a quiet space ready to learn.



## Online behaviour

All students are responsible for their online behaviour and any irresponsible or inappropriate behaviour will be dealt with according to the school's behaviour policy.

**Further support** with G-suite apps can be found online:

Google Classroom: [www.support.google.com/edu/classroom](http://www.support.google.com/edu/classroom)

Google Drive: [www.support.google.com/drive](http://www.support.google.com/drive)

Gmail: [www.support.google.com/drive](http://www.support.google.com/drive)

Submitting work on Google Classroom: <https://www.youtube.com/watch?v=LsD1QJEN0Yg>

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Your personal G-suite login details: