



## Mount St Mary's Catholic High School – Google Classroom Parent and Student Guide

1) Go to the school website:

### Mount St. Mary's Remote Learning Centre

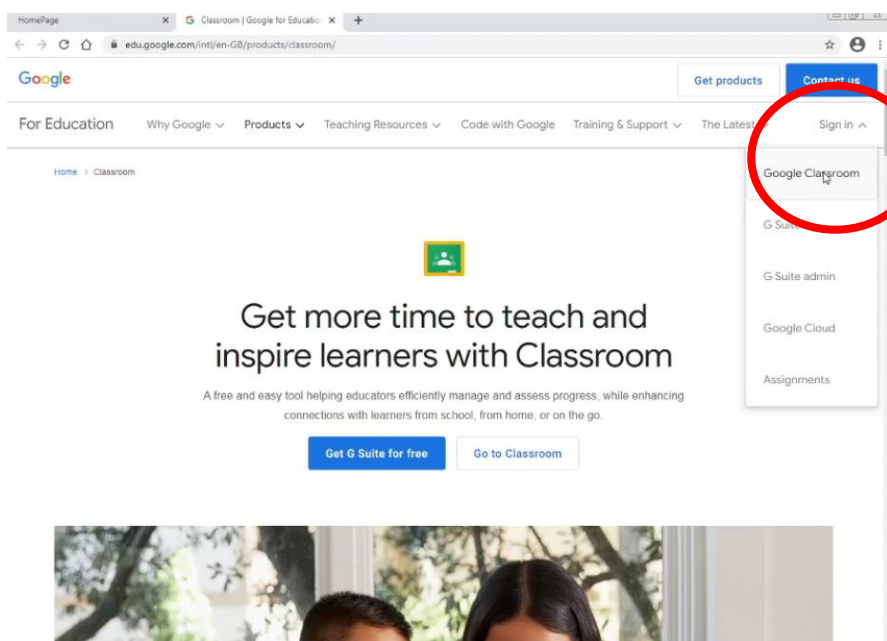
**From Monday 11th January students should access Google Classroom to complete their remote learning.**

Click Here to sign in  
Google Classroom

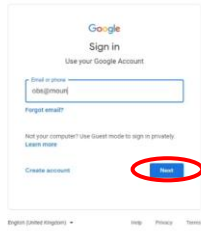
Click here for additional  
support with remote learning



2) This is where you will need to sign in. In the top right hand side of the screen you will need to click on 'sign in' and then on Google Classroom.



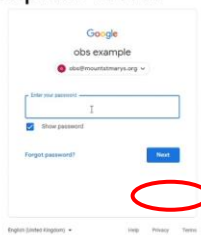
### Log in using your school email address



3) Log in using your school email address. This is your first name.[surname@mountstmarys.org](mailto:surname@mountstmarys.org)  
For example [harry.potter@mountstmarys.org](mailto:harry.potter@mountstmarys.org)

Once you have entered your email address, click 'Next'.

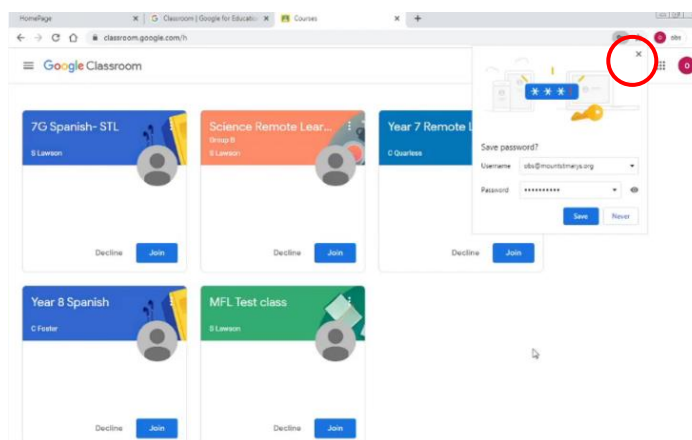
### Default password is Password1 the P is a capital letter



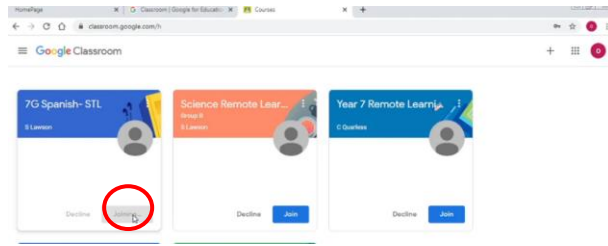
4) You now need to enter your password. The default password is **Password1**.

Once you have entered the password, click 'Next'

5) Now you are logged in, you will see all of your classes. If a box appears in the top right corner, click the 'X' to remove it.

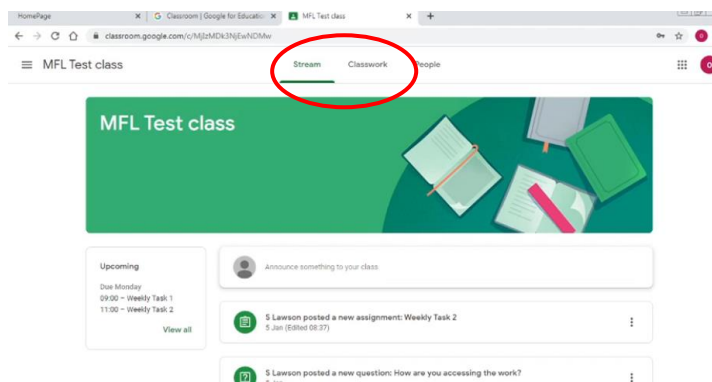


6) For each class, there will be an option to 'Decline' or 'Join'. It is important you click 'Join' for every class. Once you have joined your classes, you can go into any of them by clicking on the title.

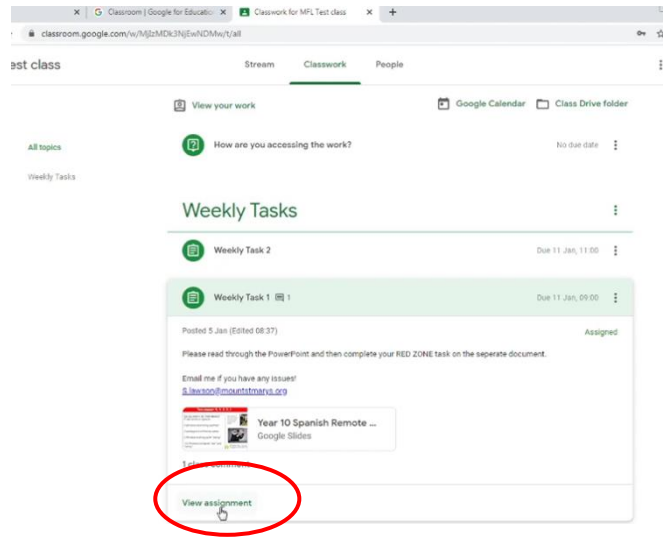
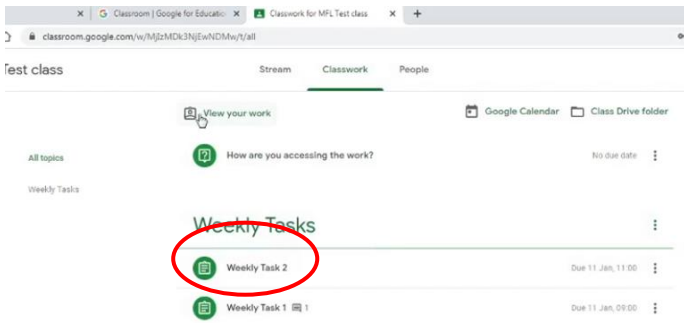


7) At the top of each class, you will find different tabs:

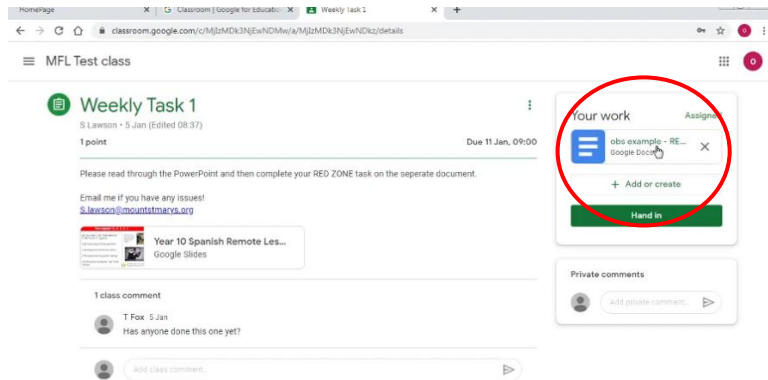
- Stream - this is where your teacher will make any announcements about the work
- Classwork - this is where the work you will need to complete will be found. Click on 'Classwork'



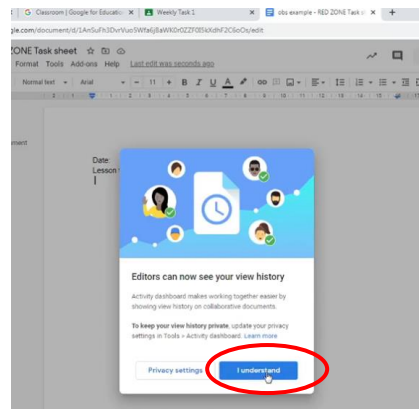
8) Now you are in 'Classwork', you will see a powerpoint and a red zone assignment. The powerpoint is the lesson that you need to follow and it will include tasks for you to complete and material for you to read before you complete your red zone assignment. Once you have completed your lesson (the powerpoint), you need to click 'View Assignment'.



9) Once you have clicked on your assignment, you will see a section called 'Your Work' on the right hand side. Click on it to open it up and complete your red zone assignment task on this document. It is a google document and you will be able to type directly on to it through your phone or your computer. As long as you are online, it will save automatically so you do not need to save it.



10) If you see this screen, click 'I understand'.

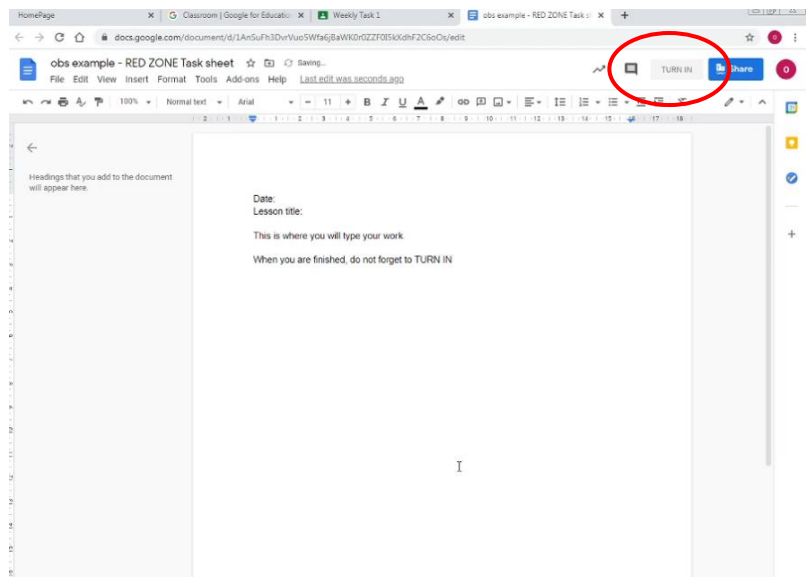


11) Remember, you can type directly on to the document and it will save automatically if you are online.

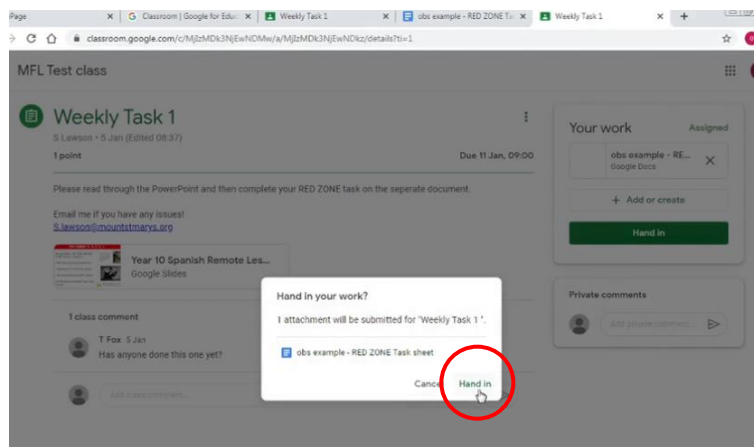
This is where you will type your work, or you can upload a photo if that is what your teacher has asked you to do.

When you have finished your work and you are happy with it, you need to click 'turn in' at the top of the page.

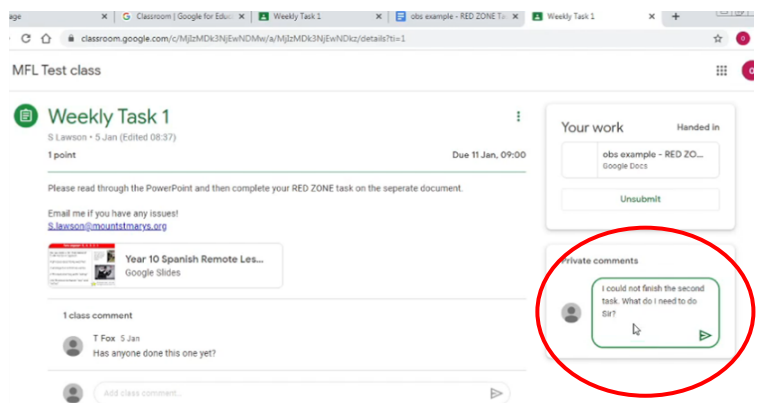
This will give your teacher a notification that you have completed your work.



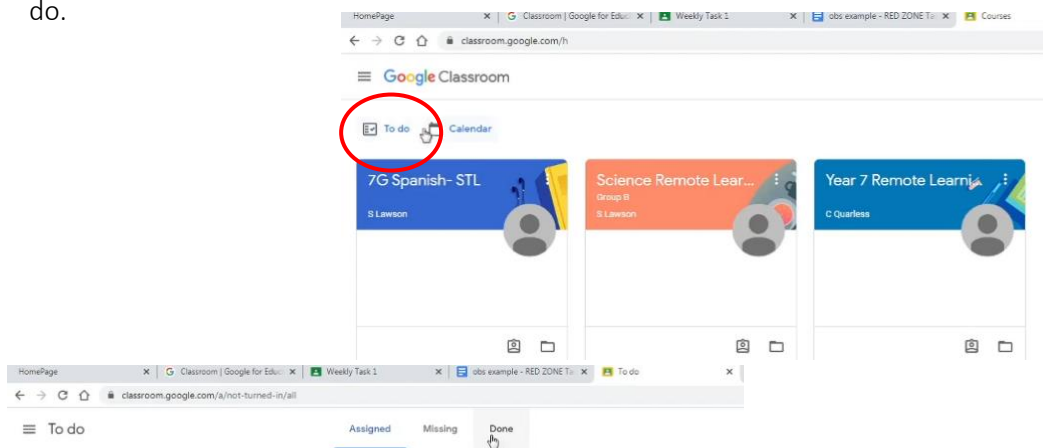
12) Click 'Hand in'



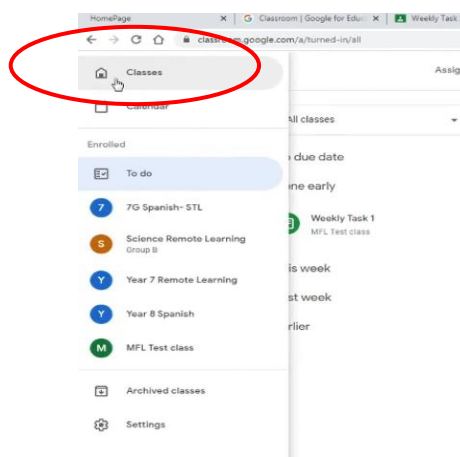
13) You also have the option to send a message to your teacher if you have any issues or questions about your work or require any additional support. Write your query in the 'Private Comments' box and click the send arrow. This will send your question to your teacher.



14) On your main dashboard where all of your classes are, you can find the 'To do' function in the top left hand side of your screen. This will take you to a page where you can see all the work you have to do.



It also divides up when your work is due to be handed in. If it is due next week, that is where you will see it. Likewise, the work you have completed will be shown under the 'Done' tab. It is important that you look at the deadlines for each of your red zone assignments so you can organise your time.



14) To get back to your subject classrooms, click on the 3 lines in the top left hand corner and click on 'Classes'.