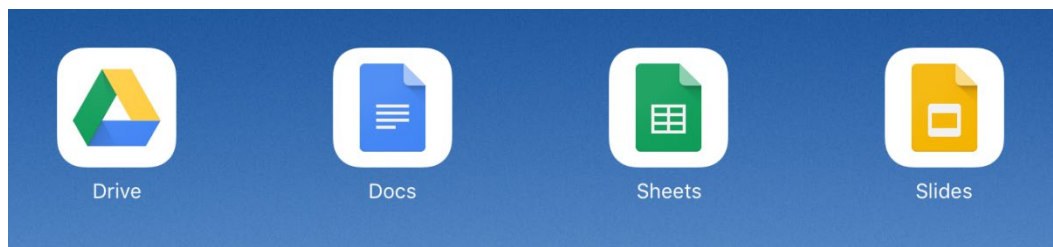
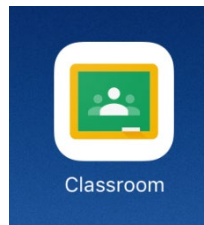
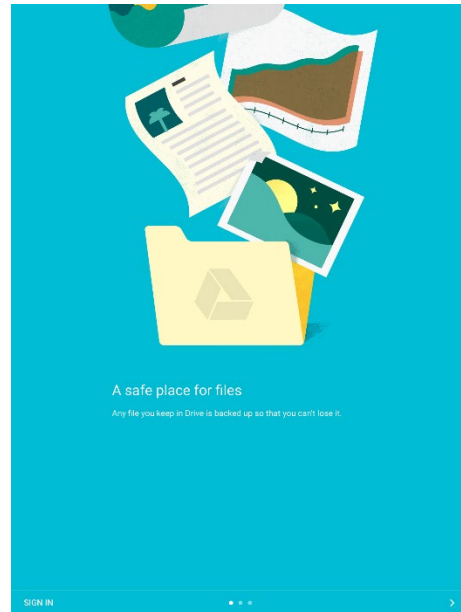
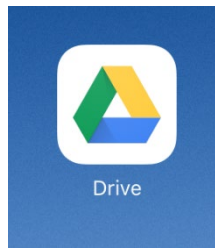


# Google Classroom/Drive/Documents on a Tablet.

Start by connecting to your WIFI. Then downloading all of the following apps from your app store. Google Classroom, Google Drive, Google Docs, Google Slides and Google Sheets.



Once downloaded click on Google Drive. You will be asked to login to your account.

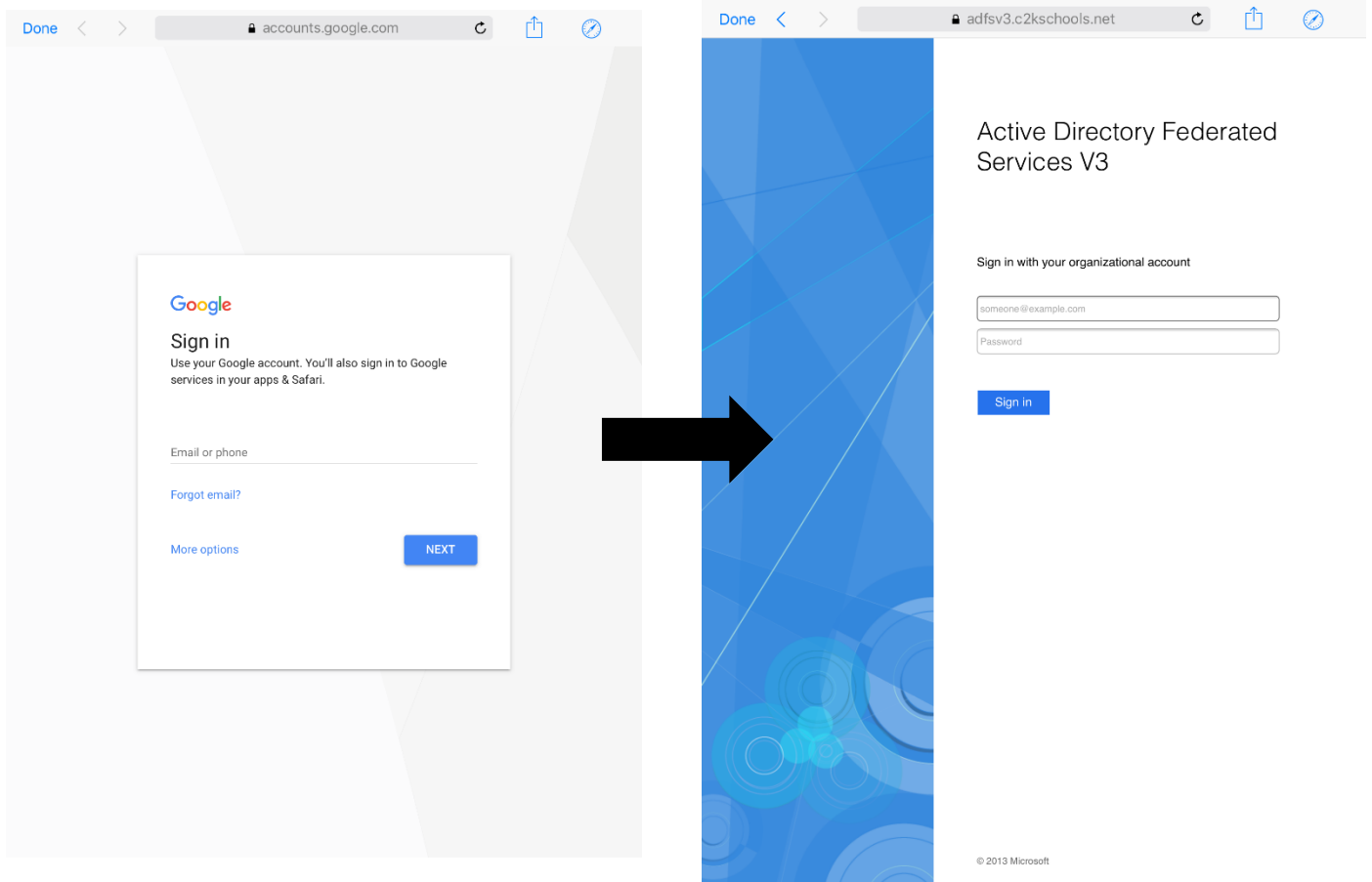


Type in **your** school details.  
example:

[jbloggs342@c2ken.net](mailto:jbloggs342@c2ken.net) and

password10. You must add c2ken.net onto your  
username. You will be asked to do this twice as seen  
below.

For



You will then be logged into your drive. Repeat this process for the rest of your apps.

## **Google Classroom/Drive login Instructions on Computer or laptop.**

Go to google and type “My school” in the search bar:



My School

Google Search

I'm Feeling Lucky

Click on My School and a login page will appear. Type in your school details. For example: jbloggs342 password10



You can login [here](#).

Once you are in the page will look like this. Click on View All.

**Jordanstown School**

Customise Cookies Help Log out

MY-SCHOOL

MyHome + New Tab

**C2k Exchange Feeds**

**Announcements**

**Check out School Notice Board – Mid-Term Announcements**  
 Fri Feb 17 2017  
 Check out the opportunities offered by the SNB announcements posted over the Feb 2017 mid-term break  
[Read more...](#)

**DE: FAO Exam Officers - Availability of GCSE Science specifications**  
 Wed Feb 15 2017  
 DE Letter to schools FAO Exam users re availability of GCSE science specifications  
[Read more...](#)

**EA Finance System - Autorec update 14 Feb 2017**  
 Tue Feb 14 2017  
 EA Finance System - Autorec update 14 Feb 2017  
[Read more...](#)

**Safer Internet Day 2017 video event recordings**  
 Thu Feb 09 2017  
 Recordings of the two Safer Internet Day programmes are now available in C2k Media Library and the EA website.  
[Read more...](#)

**RDS Primary Science Fair coming to Belfast 8 & 9 June 2017 - entries closing date 15 Feb 2017**

**BBC Education**  
 Could not load Rss feed

**Calculator**

**Launch**

MyApps C2k Media Library Frontier  
 Equella Admin Utilities Collaborate  
 C2k NewsDesk C2K Exchange Audio Network

**View All**

**Launch**

Communication  
 Curriculum Links  
 Custom  
 Files and Apps  
 Google Apps  
 Online Learning  
 System Utilities  
 User Management

**Survey Monkey**  
 Launch App

**C2K Exchange**  
 Launch App

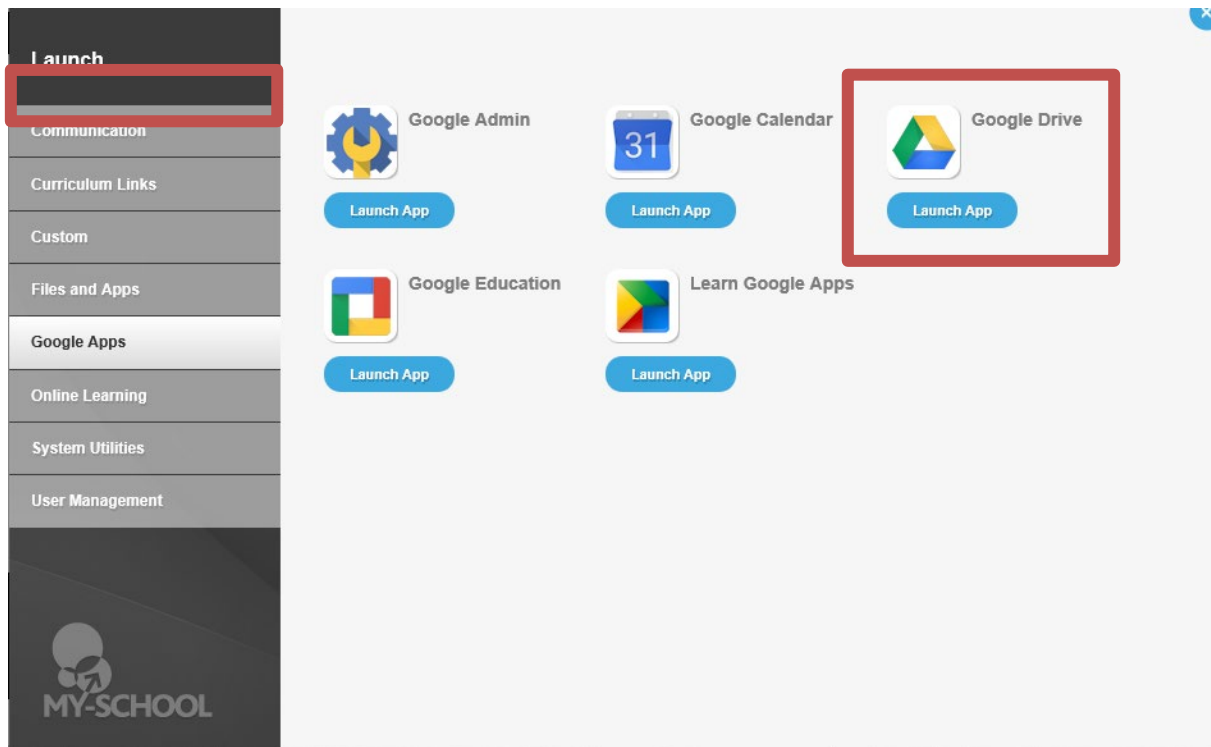
**Create Messages**  
 Launch App

**OWA Email**  
 Launch App

MY-SCHOOL

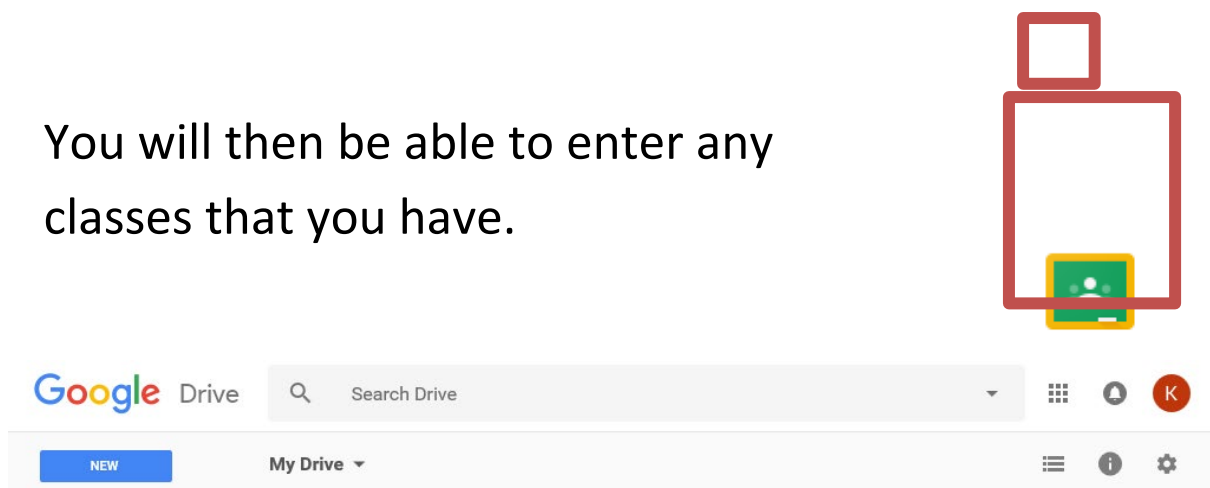
Click on the Google Apps Section.

Click on the Google Drive App. (If asked to login enter the following: [studentusername@c2ken.net](mailto:studentusername@c2ken.net) and password).



Once in Google Drive click on the nine squares in the right hand corner. Go to more and click on Google classroom.

You will then be able to enter any classes that you have.



To add a class, click on the Plus sign on the right hand side of the screen and then add in the code that your teacher has given to you.



Once the code is entered click join.

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**Join class**

Ask your teacher for the class code, then enter it here.

[Class code](#)

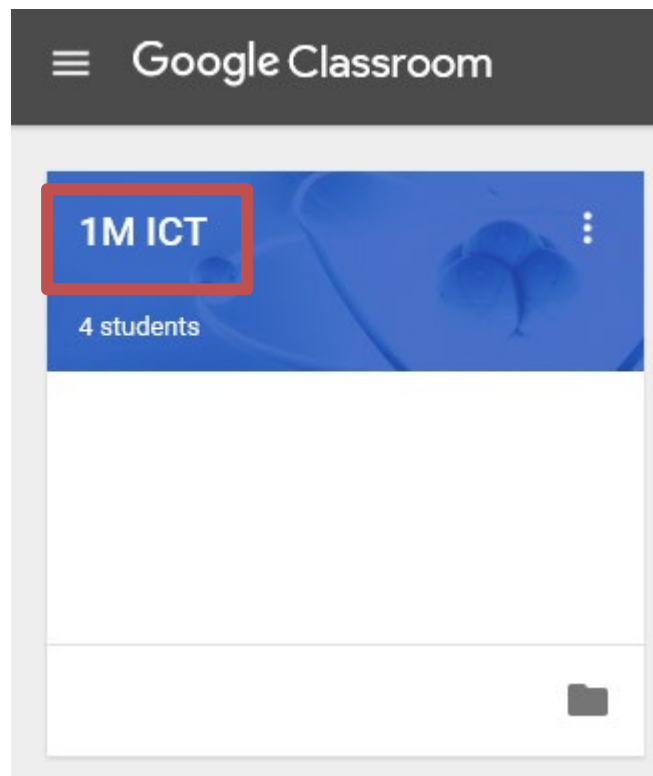
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CANCEL **JOIN**

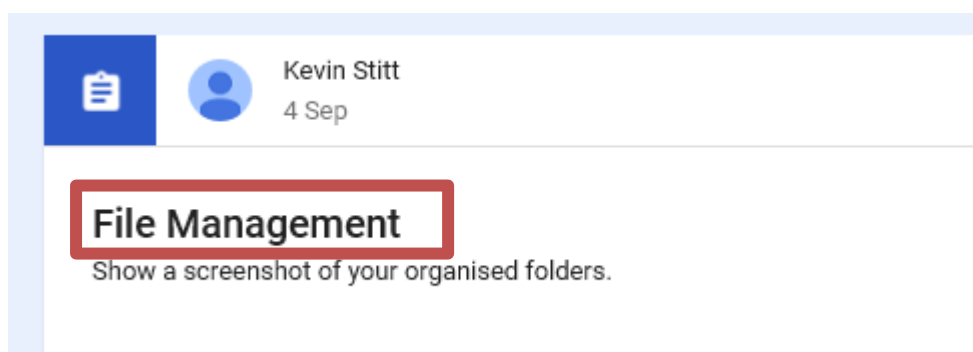
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# Downloading a file on Google Classroom

Follow the instruction to log in to Google Classroom. Once logged in, click on your class name.

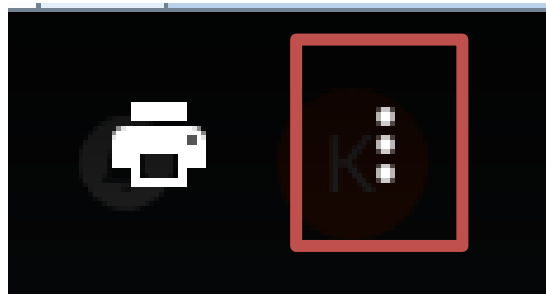


Click on the assignment/announcement name to open it.

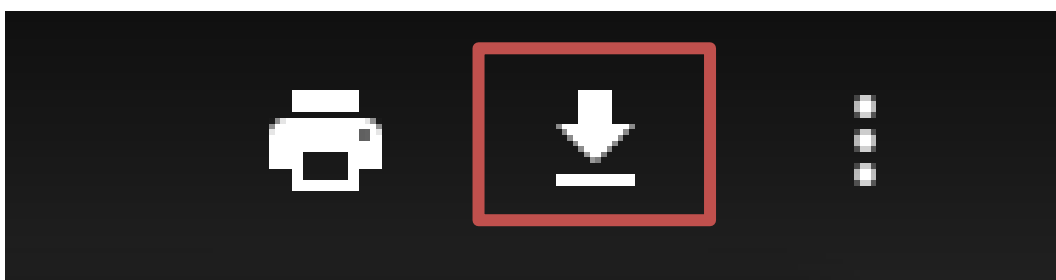




When you click on your document/photo/video it will appear on the screen. You then need to click on the 3 dots in the right hand corner. A box will appear and you need to click on **open in new window**.



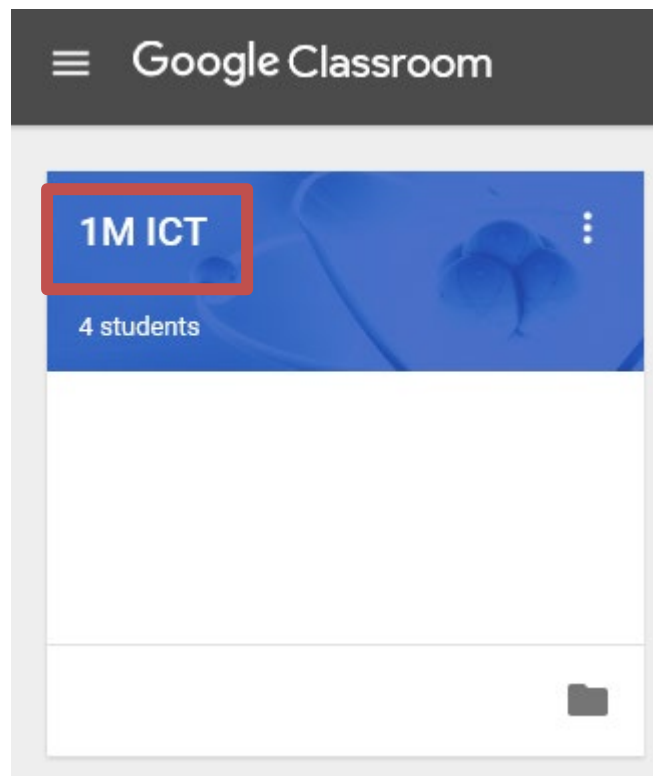
You can then download the file by clicking on the download arrow in the top right hand corner.



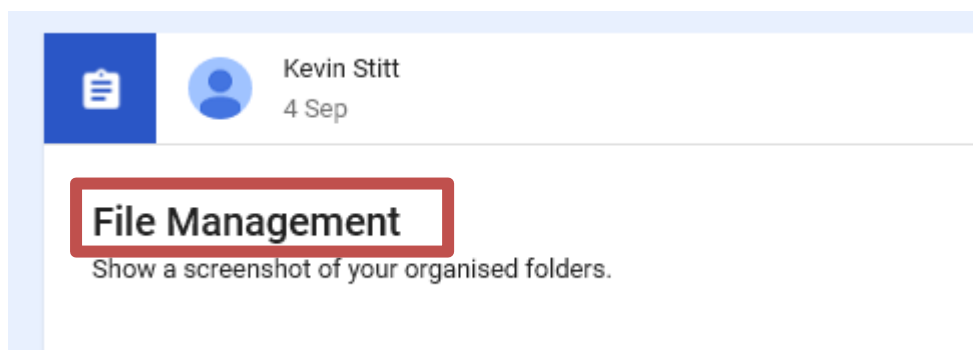
# Uploading a Document to Google Classroom

Follow the instruction to log in to Google Classroom.

Once logged in, click on your class name.



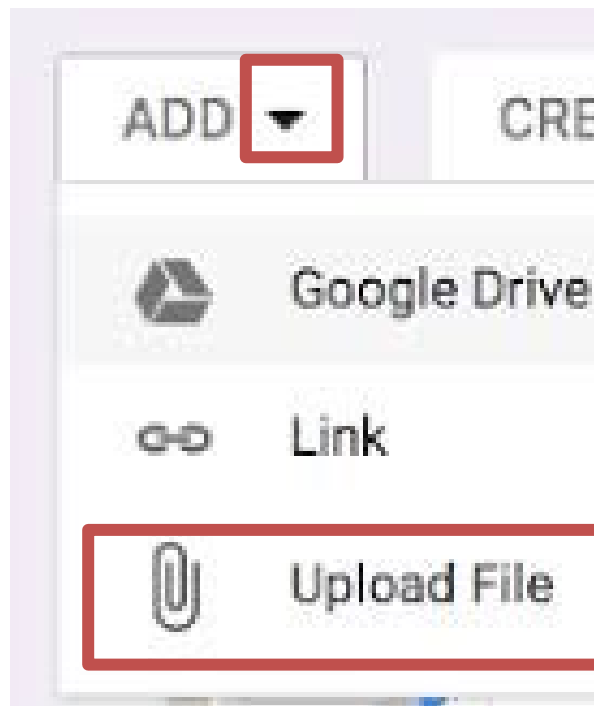
Click on the assignment/announcement name to open it.



Click on the button called **ADD** at the bottom left hand side of the page.



Click on the arrow and select upload File.



Then upload your file from your computer. Finally click on the hand in Button or Turn in Button once finished.

