

## Guide for how to log in to school Google accounts and Google Classroom.

This is the link to log in to Google: <https://accounts.google.com/ServiceLogin/signinchooser>

This link and guides to Google Classroom are also on our school website, in the 'Children & Nursery' tab, under 'Pupil Google Login', ([or click here](#)).

### If no Google accounts are signed in:

If the pupil's account is there: Click on the account.

If the account isn't there: Click 'Use another account' (1).

**If a different Google Account is signed in:** Click on the profile circle (2) in the top-right of the web page.

If the pupil's account is there: Click on the account.

If the pupil's account isn't there: Click on 'Add another account' (3).

**Username:** This is often linked to the child's name, it will end in: @stmarymagdalenemk.co.uk

**Password:** Often ends in numbers. If you can't remember it, please get in touch with the teacher/school office.

**Finding the Google Apps:** click on the 9 dots in the top right of the webpage (4). If it isn't there, it'll often appear if you open a new tab by clicking the + at the top of the webpage, alternatively go into Google Drive and it should appear.

### Google Classroom:

Click on 'Classroom' (5). To join a class, click on 'join' (7). To get into a different/new classroom, click on the 3 lines in the top left of the screen (8) and click on 'classes' (9). Next, click on the + in the top right of the screen. Then, type in the class code that you've been given by the teacher (10).

**Google Meet:** If this is turned on, this is also accessible (6) through Google Apps (9 dots) (4). Please check with the teacher if the Google Meet session should be started through a link in Google Classroom or through the Google Meet app (for this you'll need a code). Please also see the Google Meet guide and consent letter. These are on our school website, in the 'Children & Nursery' tab, under 'Pupil Google Login', ([or click here](#)).

### Google Apps for smartphones/tablets:

1. If you're using a smartphone (or certain tablets), you need to download the Google Classroom and Google Meet apps from [Google Play](#) or [Apple Store](#).

2. Go into the [Google Classroom](#) app (1).

3. Click on the circle (2), in the top right, to ensure the child is logged into their school Google account ending

@stmarymagdalenemk.co.uk If they aren't logged in, select their school account, or add it.

4. Some pupils have access to more than 1 classroom, check that you're in the correct one (you can change it by clicking on the 3 lines (3) in the top left).

5. Further guides are on our website, in the Children & Nursery tab ([or click here](#)).

1 Use another account

2

This account is managed by stmarymagdalenemk.co.uk. [Learn more](#)

Z Pupil Account  
pupilname@stmarymagdalenemk.co.uk  
Manage your Google Account

3 Add another account

+ 4

Z Account Drive Classroom  
Docs Slides Meet

5

6

7

8 Test

9 Classes

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

Class code 10

1

2 Google Classroom