

## **Using Technology While School is Closed- Guidelines for Students**

In order to access material you will need to know your login details and password for your school account. If you do not have these details please email [seamusmeehan@stcuans.ie](mailto:seamusmeehan@stcuans.ie) and he will contact you to re-issue this information.

Students should log into all their subject classes at least once a day to review instructions or material.

### **Accessing Material on Google Classroom**

- Log into your student account and select the google classroom option.
- You will see your teachers have set up all your classes on the home screen.
- Select the class you want to look at. This will take you to the home page or stream for that class. Here you will see that the teacher will have posted instructions, questions, materials, video links, etc for you to complete.
- Click on the message to access the material the teacher has posted.

### **Completion of assignments**

Sometimes your teacher may ask you to complete an assignment or work and return that work via google classroom for the teacher to view or correct. You can do this as follows;

- Access the material / instructions from the subject home page or screen.
- Complete the assignment. Some teachers may ask you to do this as a google document, if this is the case save the document in your school google drive.

- Some teachers may ask you to write the assignment in your subject copy and send them a picture of the completed work. If this is the case take a picture with your phone and then share the picture to your school google drive. (Ensure you are logged into the school google account on the phone to save to the school google drive.)
- Attach the google document or the picture of your work to the assignment and submit to your teacher on schedule. Your teacher will then be able to see your completed work

### **Video Link / Meeting / Online Classroom**

Occasionally, in some subjects, the teacher may arrange a video link or online class for students. You can participate as follows;

- The teacher will communicate a time for the meeting and a meeting name (eg maths5) to you in advance.
- Log into your school account and select the “Meet” app from the options.
- Click the “join or start a meeting” option. Enter the meeting name and wait for the other participants to join.