Co-op Academy
North Manchester

Details of our Google Classroom and how to access are below:

1. Each pupil needs to use their school email address – these are the year they joined the academy, the initial of their first name followed by their surname followed by a unique number, for example for Charlie Townsend:

   - 20ctownsend64@northmanchester.coopacademies.co.uk – if in Y7

   - 19ctownsend48@northmanchester.coopacademies.co.uk – if in Y8

   - 18ctownsend17@northmanchester.coopacademies.co.uk – if in Y9

   - 17ctownsend09@northmanchester.coopacademies.co.uk – if in Y10

   - 16ctownsend22@northmanchester.coopacademies.co.uk – if in Y11

2. Pupils need to type gmail in their web browser and then click the 'sign in' option. Pupils enter their email address at the prompt and then they will be asked for their password.

3. Pupils know their passwords and then enter these. If a pupil does not know their password or cannot access Google classroom – they will need to contact their Head of Year on the address below:

   - Year 7 email address – noma-headofyear7@coopacademies.co.uk

   - Year 8 email address – noma-headofyear8@coopacademies.co.uk
   - Year 9 email address - noma-headofyear9@coopacademies.co.uk
   - Year 10 email address - noma-headofyear10@coopacademies.co.uk
   - Year 11 email address - noma-headofyear11@coopacademies.co.uk

4. On the first time pupils log in, they will be prompted to change their password – they must then change this password to one they remember although we strongly advise that parents/carers also make a note of this, especially for younger pupils or those needing a little more support.

5. When pupils have logged in, it will take them to their email page – on the top right of the page, there is an icon of 9 dots

6. Pupils need to click on the icon and select 'classroom'

7. Pupils have been populated into each of their classes and a year group folder and will find work which has been allocated to them in these classrooms.