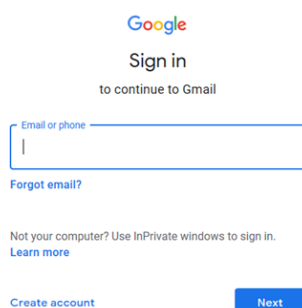


Details of our Google Classroom and how to access are below:

1. Each pupil needs to use their school email address - these are the initial of their first name followed by their surname followed by the year they joined the academy, for example for Charlie Townsend:
 - a. ctownsend19@northmanchester.coop - if in Y7
 - b. ctownsend18@northmanchester.coop - if in Y8
 - c. ctownsend17@northmanchester.coop - if in Y9
 - d. ctownsend16@northmanchester.coop - if in Y10
 - e. ctownsend15@northmanchester.coop - if in Y11
2. Pupils need to type gmail in their web browser and then clicks the 'sign in' option
3. Pupils enter their email address at the prompt and then they will asked for their password



4. Pupils know their passwords and then enter these. If a pupil does not know their password or cannot access Google classroom - if they are absent for example, then we have reset their password to 'password123'
5. 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.
6. When pupils have logged in, it will take them to their email page - on the top right hand, there is an icon of 9 dots



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



Classroom

8. There is then a + sign in the top right hand corner of the page



9. Pupils will then be prompted for a code. Pupils should input the code for their year group and they will have access to all the year group's work and resources.

Codes:

Year 7: npsi6nu

Year 8: bxitlik

Year 9: 3roadn6

Year 10: muf3w74

Year 11: pb62fza