How to access Google Classroom.

You can access Google classroom in 2 different ways.

First Option

1) Children can logon via their MySchool Account by following the instructions

below. Google Search – C2K MySchool (Enter C2K username and password).

*Usernames and passwords will be provided by each teacher.

You will then have access to your child's home screen. Select My Links (circled in yellow below).
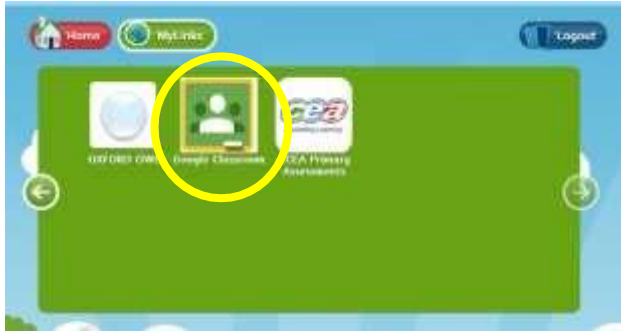

Scroll across to the last page using the green arrow circled below.

Google Classroom Help Guide

Select the Google Classroom App.

Next enter your child's C2k email address and password. Their email is **username@c2ken.net**
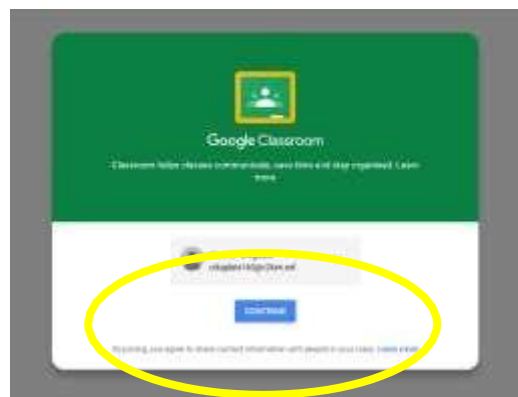**Example jbloggs123@c2ken.net**

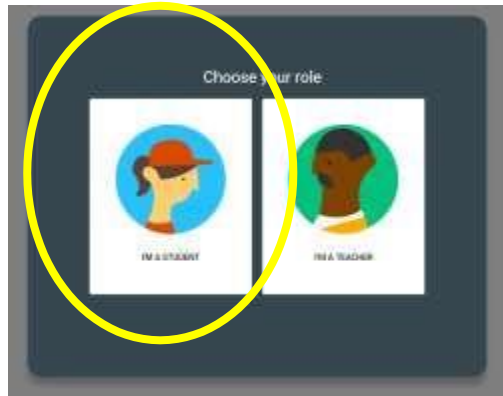The password will be the same as the one they used to logon to MySchool.

Second Option

2) You can also download the Google Classroom App to another digital device such as a tablet by accessing the Google Play Store/App Store. You would enter the C2K email address and username as above.
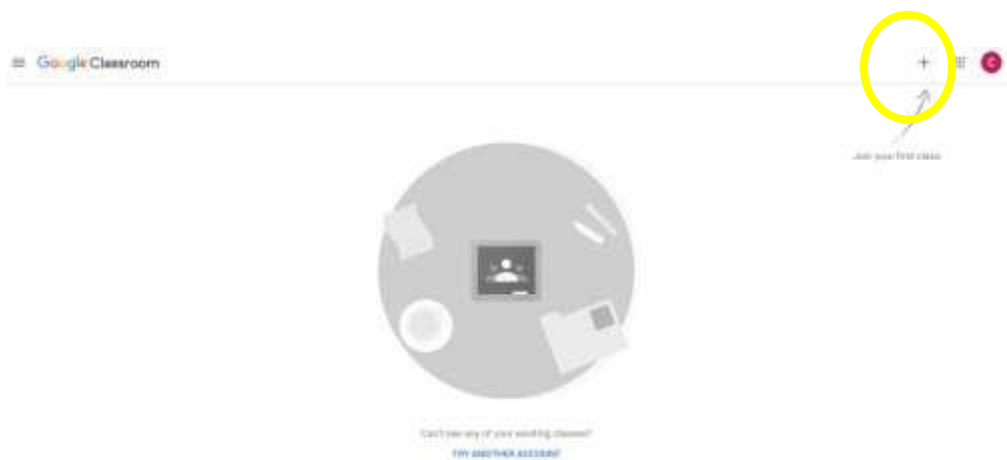
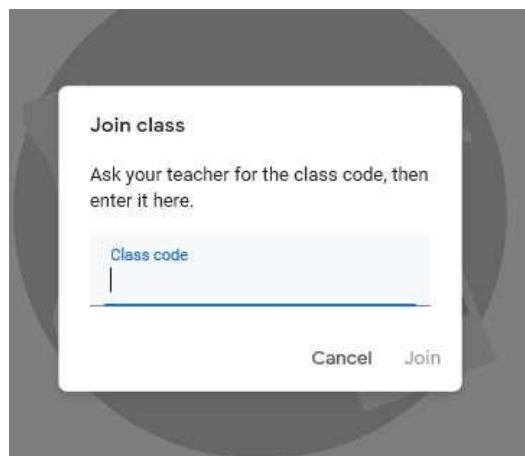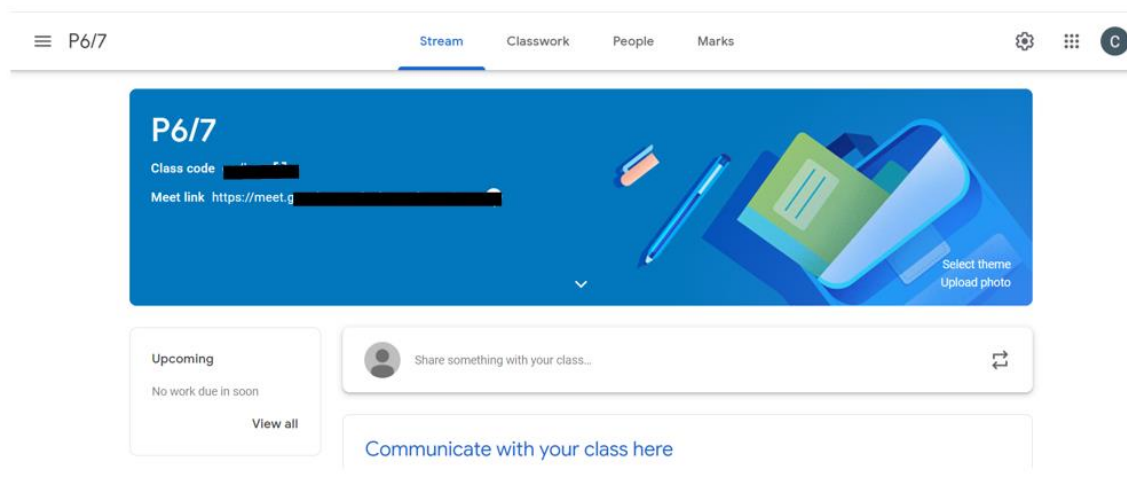Once logged in, follow the instructions on the screen.

Once you are on the homepage for Google Classroom, select the + button at the top right hand corner of the screen to join a class.

You will then be asked to join your child's class by entering the class code. This will be given to you by your class teacher.

Google Classroom Help Guide

Now your child will be a member of their class, where they will have access to tasks and resources.

Stream – This is like a newsfeed, which provides an overview of activities and resources which have been set for your child. This is where children can communicate with their class. Children can also privately communicate with their teacher when handing in tasks that they have completed.

Classwork – Where you will find the daily and weekly tasks assigned to children.
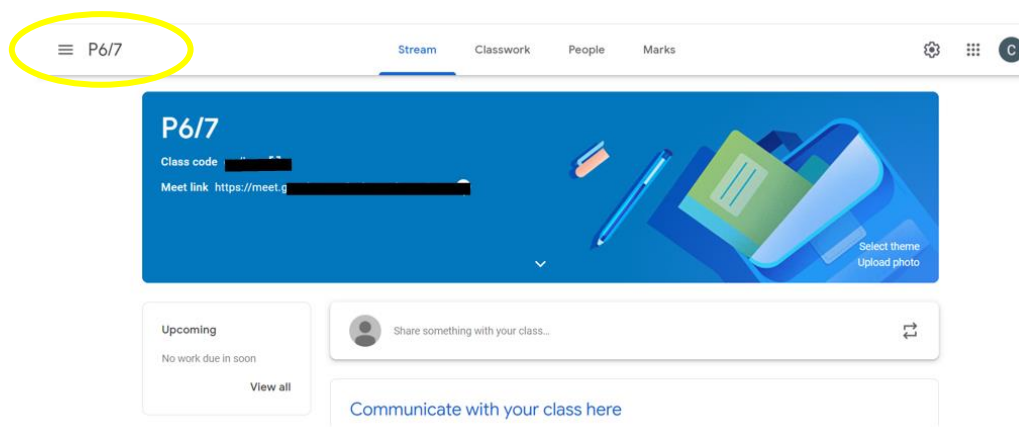

Select the 3 bars in the left-hand corner to access the calendar which will provide an overview of the tasks to be completed.


Depending on the different tasks each teacher has set for your child to complete, you may be able to simply edit the document in order to record your child's answers before you submit their work. However, as some documents are PDFs, they are unable to be edited. Therefore, you can record your answers in a few ways.
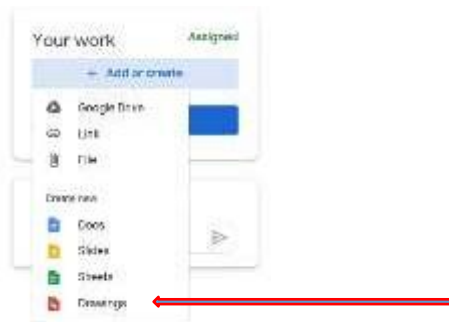
1) Pupil can handwrite the answers and a photo can be uploaded as a file.
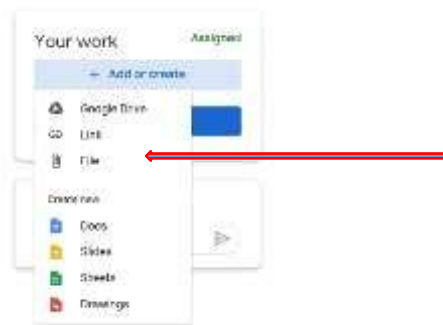
2) Pupil can create an online document to record their answers.
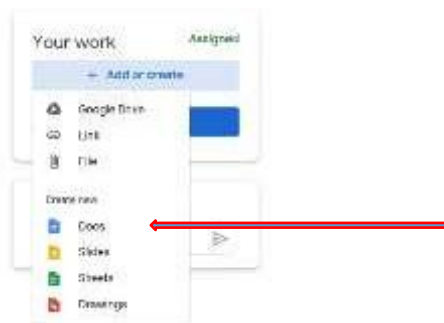
3) Pupils can also record their answers on the Drawings tabs where a textbox, a photo or comments can be added.

Once your child has completed their chosen task, they will have to submit their document to their teacher before the given deadline. They do this by hitting the blue 'Hand in' button. If you have handed-in a task and then you have realised that you want to edit the document that you have created, you can choose to 'Unsubmit' and resubmit with your corrections.

Hand in