

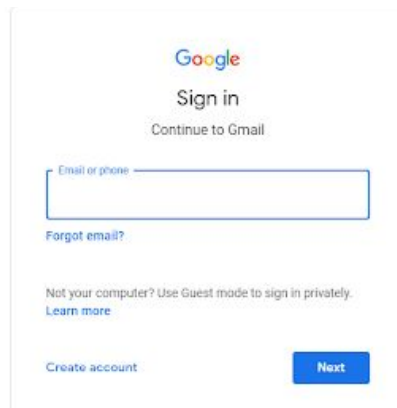


Accessing Gmail, Google Classroom and Classcharts - Pupil Guide

Gmail and Google Classroom

Using a Desktop PC, Laptop, Mac or Chromebook

Open your browser and type **mail.google.com** in the address/search bar, or click this link - <https://mail.google.com/a/paigntonacademy.org> - this will direct you to Gmail sign-in Page



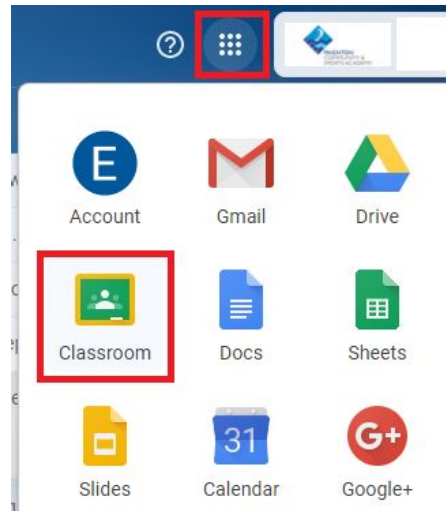
Enter your school email address and click next. Then enter your password for your account and click next. You will then be signed in to your school email account.

Whilst in Gmail to access Google Classroom, select the apps icon in the top right corner

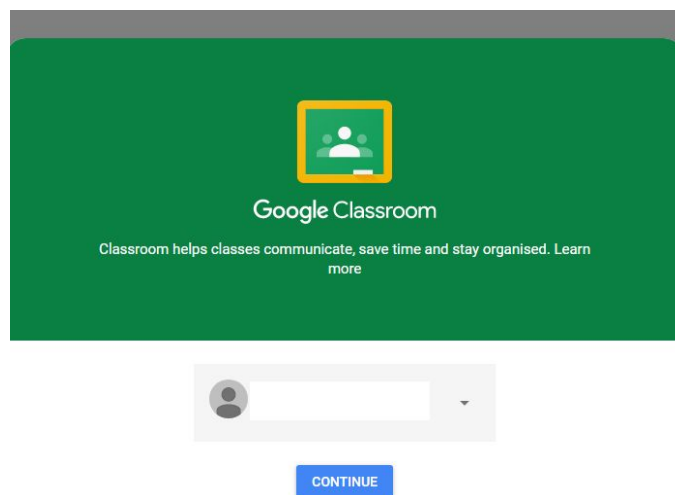




A list of google apps will be displayed. Select Google Classroom from the list

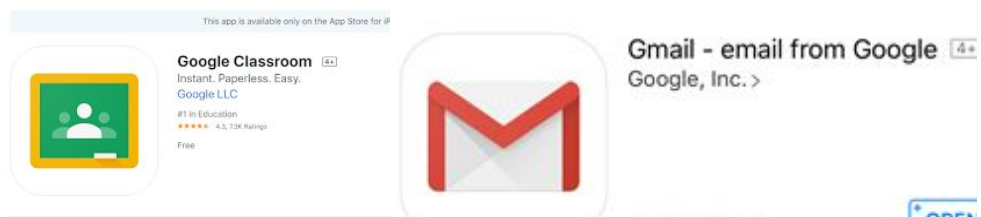


Google Classroom will load



Using a mobile device (Phone or Tablet)

Firstly install Gmail and Google Classroom from the app store





Gmail

Open the Gmail app

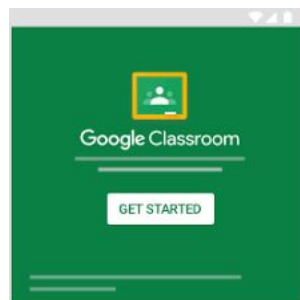
Enter your school email account and click next

Enter your password and click next

You will now be signed in to your school email account

Google Classroom

Open the Google Classroom app and click get started



Select your school email account from the list of options. If your school email account is not in the list click the add account option and enter your email and password. You will now be logged in to Google Classroom.

Accessing Classcharts

Using a Desktop PC, Laptop, Mac or Chromebook

Open your browser and type <https://www.classcharts.com/student/login> in the address/search bar - this will direct you to the Student login page.

Log in

Teacher	Parent	Student
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Pupil code	
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Remember me

To log in and view your report you will need to enter the code provided to you by your teacher.

Log in with:



Enter your Pupil Code, and click 'Log In' - if you don't have your code, please email the Academy for assistance (see details below).

Using a Mobile Device (Phone or Tablet)

Download and install the Classcharts Student app from your App Store, and log in as above, using your access code.

Additional Help and Information

For further information please see the Online Learning Support page on the Paignton Academy website <https://www.paigntonacademy.org/online-learning-support/>

If you have any difficulties and require any assistance, please email wrdadmin@paigntonacademy.org - your query will be forwarded to the most appropriate person to assist.

Quick links

Gmail link <https://mail.google.com/a/paigntonacademy.org>

Google Classroom link <https://classroom.google.com>

Alternatively to load Gmail you can head to the Paignton Academy website <https://www.paigntonacademy.org/> and scroll to the bottom of the page where we have a shortcut to Gmail

