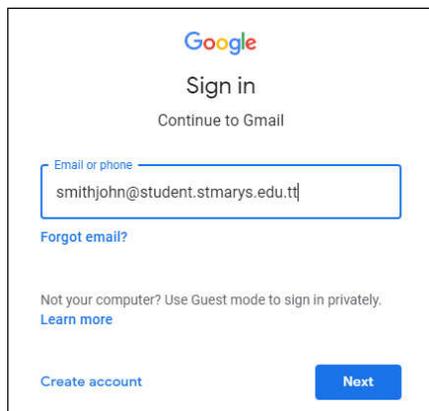# Steps for accessing Google Classroom

1. Open your web browser, and go to www.gmail.com

2. Enter your official St Mary's College email address and click **Next.** This address will be in the format LastnameFirstname@student.stmarys.edu.tt
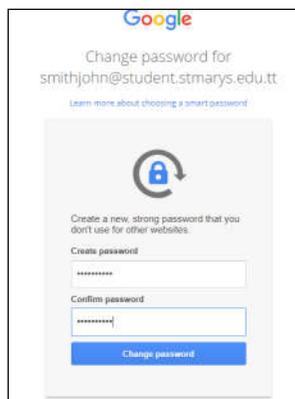
   For example, if your name is John Smith then you will enter your e-mail address as shown below:

3. Enter your password and click **Next**

   If you have never logged into your email before, your default password will be **Password1** and you will then be prompted to create a personal password as shown below:


   If you have logged in previously or have been assigned a password by the school, enter that password.

   Should you not remember your password, kindly send an email to helpdesk@stmarys.edu.tt stating your full name and form class.

4. Once you have entered the correct email address and password you will then be taken to Gmail's homepage, shown below. To access your Google Classroom, click the **9 dots** icon ⋮⋮⋮ on the top right side of the screen followed by the **Classroom** icon.
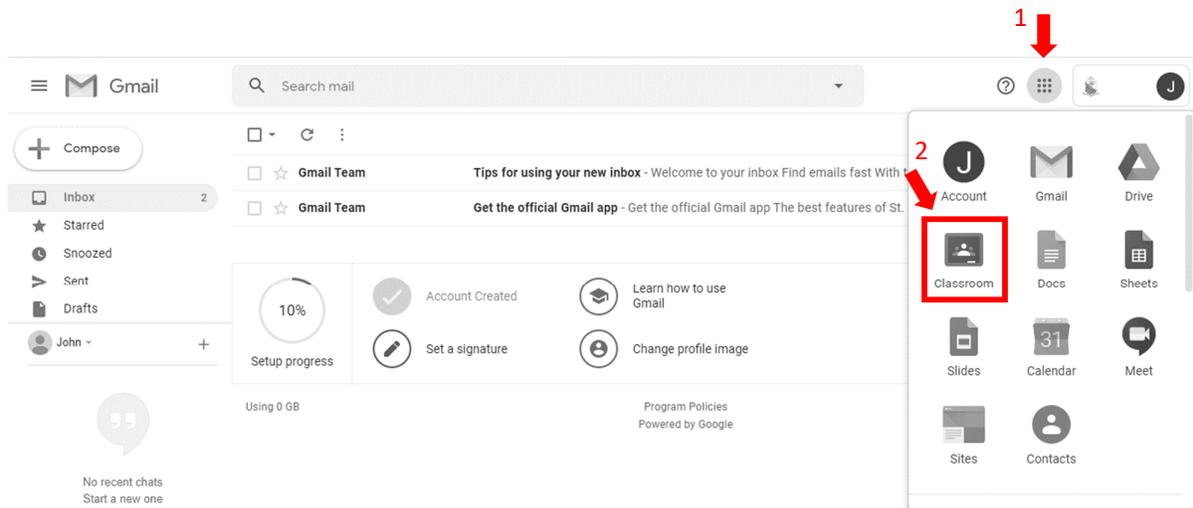
Joining a class

1. Once you have successfully logged in, you will see a list of all the classes that you have been invited to. Click Join to accept the invitation.
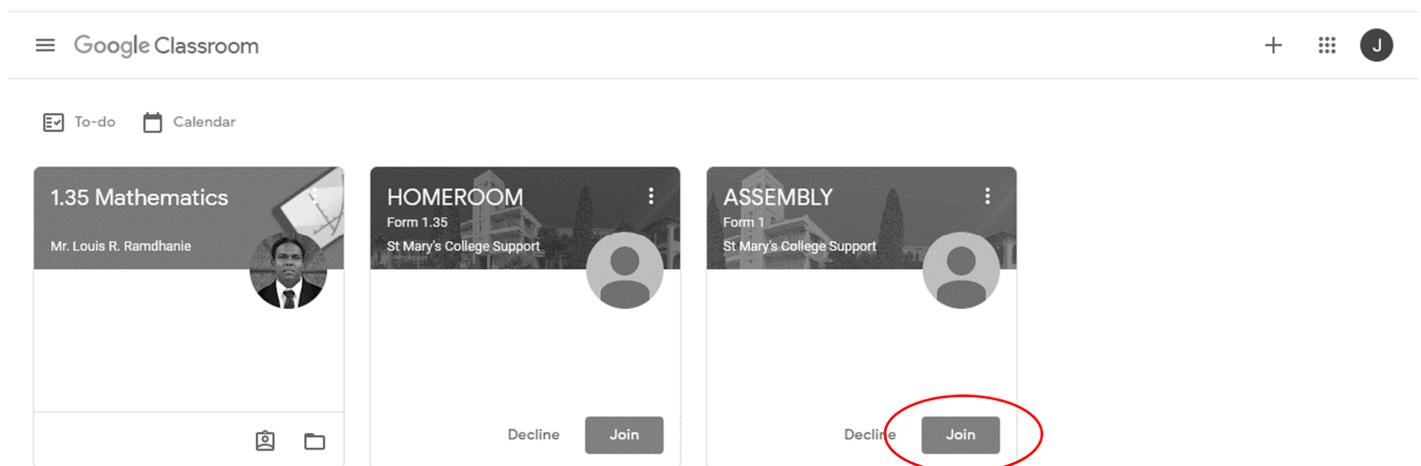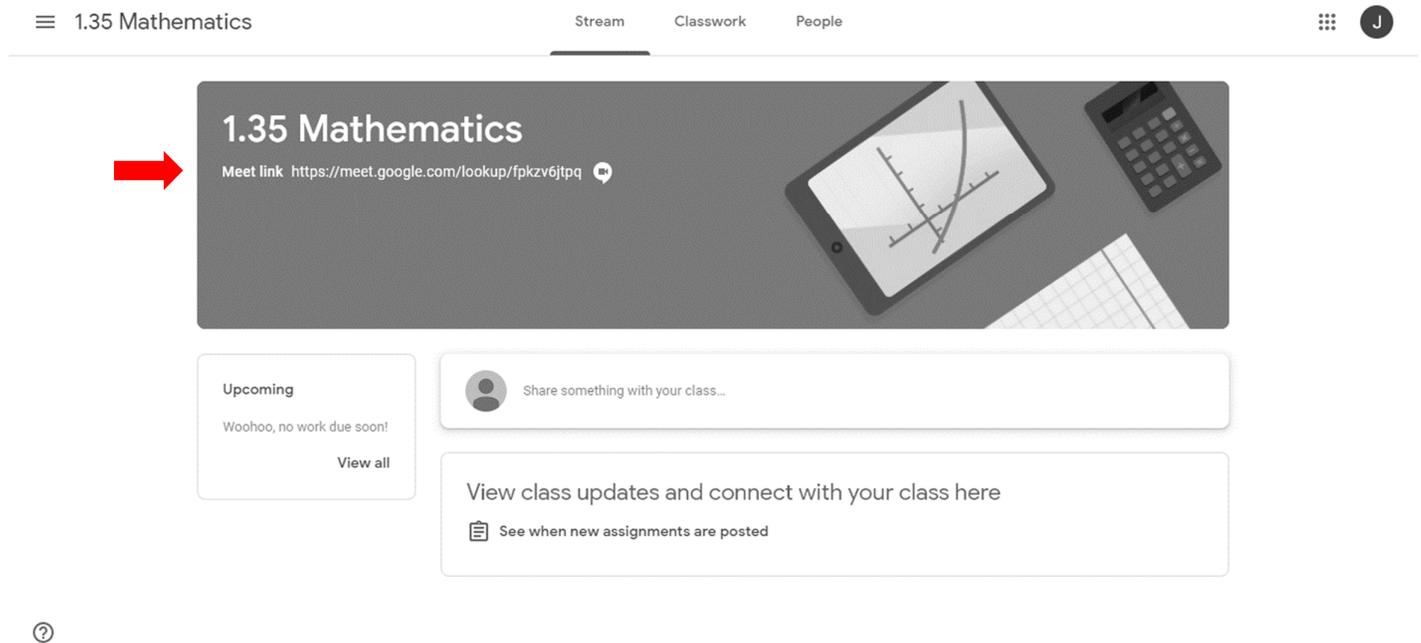

2. Once the invitation has been accepted, simply click on the class to **access the live sessions** when scheduled according to your Timetable. Assignments and notes may also be posted here, so be sure to keep checking your google classrooms regularly.

REMINDER: Please join your HOMEROOM every morning @ 7:45am MON-FRI for roll call.

Accessing the LIVE SESSIONS

1. When you enter any of your online classrooms, your LIVE SESSION can be accessed by clicking on the Meet link as show below:

If you do not see a "meet link", please wait a minute and refresh the page. Your teacher may have disabled the link and will only make it visible once he/she has logged in to the class.

If you get an error message "You can't create a meeting yourself. Contact your system administrator for more information", please wait a minute try again. It simply means that your teacher has not entered the online class yet.

*Assignments and notes are posted under the Classwork tab.

If you have any issues, please feel free to reach out to our Online Helpdesk
MON-FRI 7:30am-12:30pm via our LIVE CHAT on the school's website
www.stmarys.edu.tt