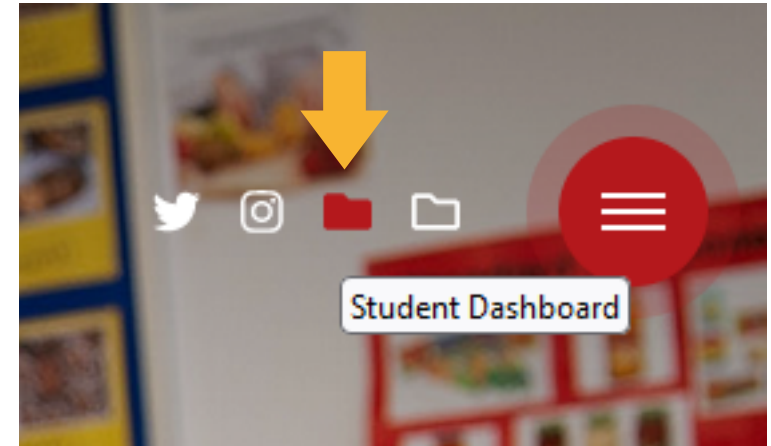


Logging onto your swale.at email address

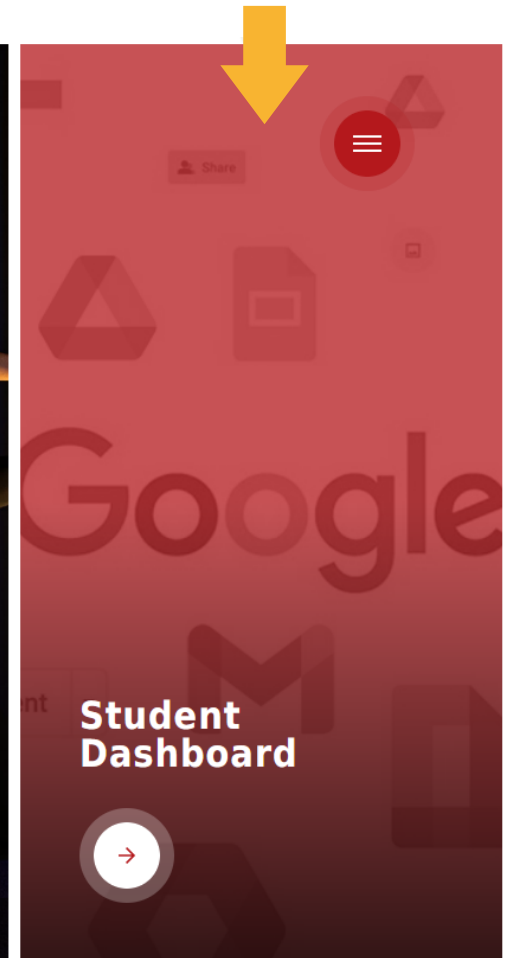
Go to the School website:

<http://www.phcs.org.uk/>

Click on 'Student Dashboard' at the top of the web browser:



Or scroll down the homepage and click on 'Student Dashboard' at the end of the row shown below:

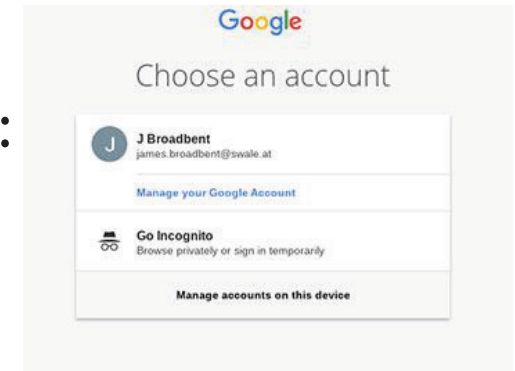


Google will take you to a sign in page.

Click login and yll in your school email address & password:

Username: **PCS20.sblogg@swale.at**

Password: **password**



- If your school account is listed, click on it and enter your password if prompted.
- If your school account is not listed, yll in your school email address and password to login.
- If you have other Google accounts, these may be listed instead. In this case, click on 'Use another account' yrst and then enter your school email address and password.

Once logged in, you will see the icons for your GSuite apps, SMHW and other websites.

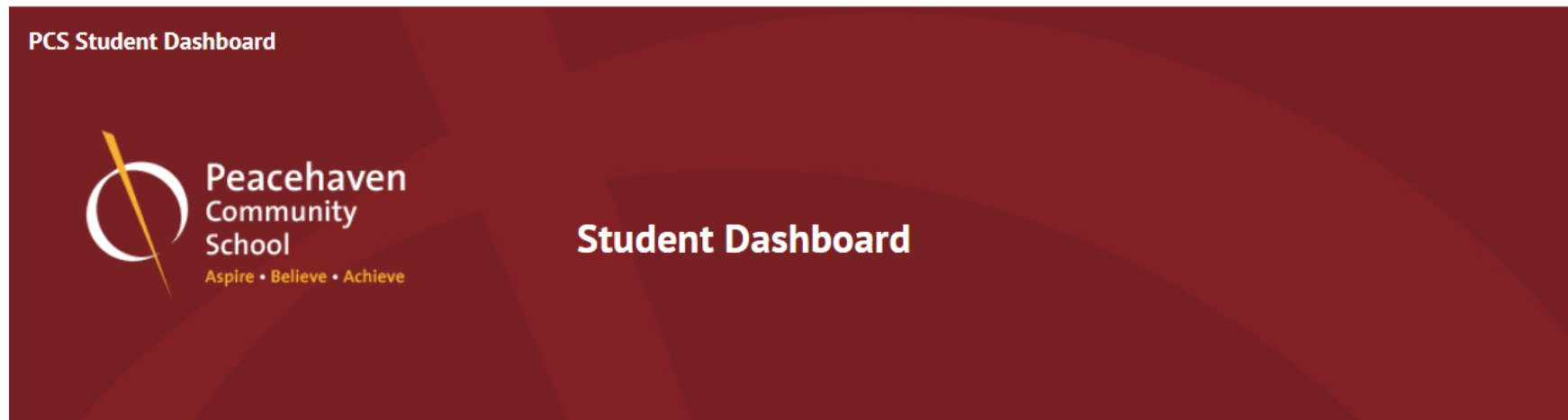
Error Message

If you receive an error message signing into your 'Student dashboard'

If you're using Chrome, double check that you are in the correct profile for your school account.

- o You can find this in the very top right hand corner of the Chrome window, in the form of a circle with your initial or avatar in.
- o Click here to see which account you're signed into.
- o Select your school profile or a Guest profile and enter your swale.at email address then retry the instructions from Slide 2 onwards.

You are now in the 'Student Dashboard'



Gmail

G Suite



Google Classroom

Google Classroom

G Suite



Google Drive

Google Drive

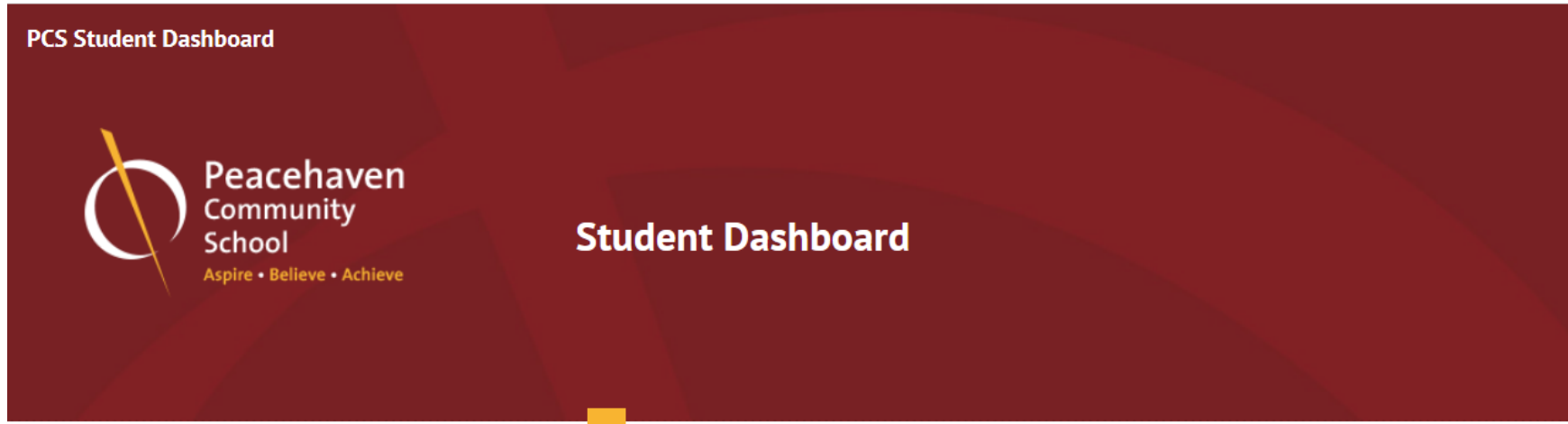
G Suite



Safeguarding

Accessing Google Classroom

Click on the Google Classroom icon or text in your student dashboard:




PCS Student Dashboard

Peacehaven
Community
School
Aspire • Believe • Achieve


Student Dashboard

↓




Gmail

G Suite




Google Classroom

G Suite



Google Drive

G Suite

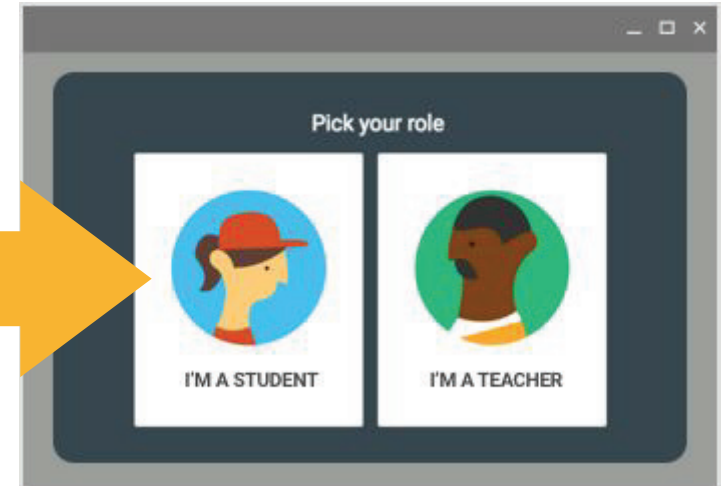


SAFEGUARDING CHILDREN
Is everyone's responsibility
PCS Staff want to ensure the safety and wellbeing of our students

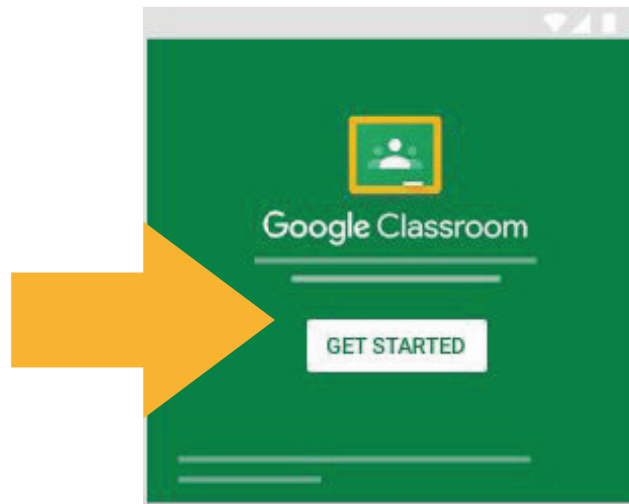
Safeguarding

First time signing in:

G Suite for Education account, click 'I'm A Student'.



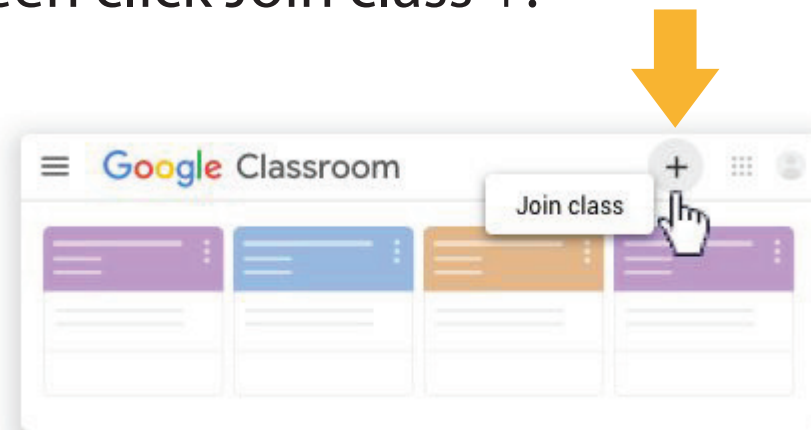
Click Get Started.



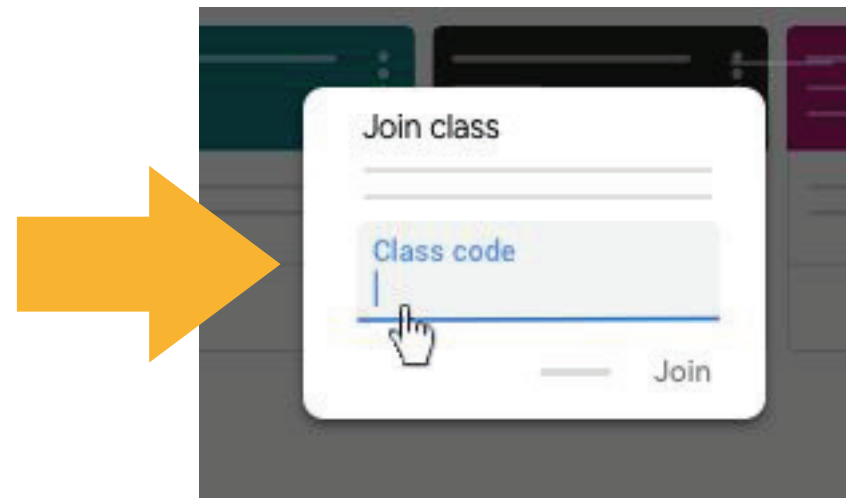
You are now in Google Classroom. We must now learn how to join our classes.

Your teacher will display/give you the classroom code or will tell you where you can find the class code:

In the right hand corner on your screen click Join class +.



Once you have clicked join class, the following box will appear. Enter the class code from your teacher and click Join.



Note: Class codes are 6-7 characters, and use letters and numbers. Codes can't have spaces or special symbols.

You have now joined your classroom's.

To access your classroom now click on the classroom and this will take you directly to the classroom.

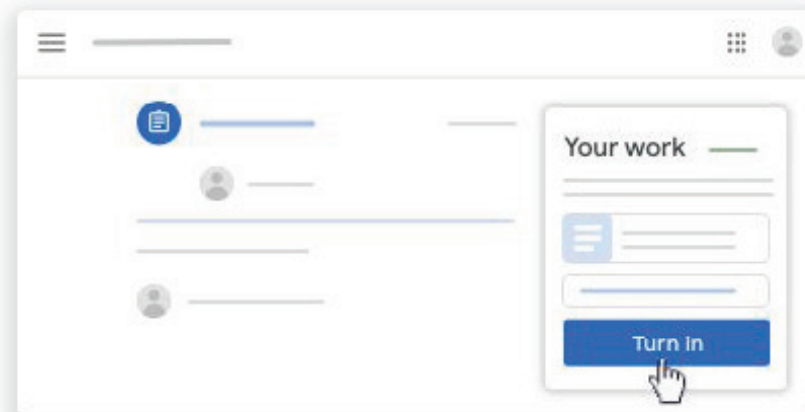
You will see assignments in your classroom.

Click on the assignments and then click on the document in the right hand corner on the new page.

This is your work which you must complete.

Submitting your Google classroom work

1. Go to classroom.google.com.
2. Click the class > Click Classwork.
3. Click the assignment > View assignment.
4. Click 'Turn in' and confirm.
5. The status of the assignment changes to turned in.

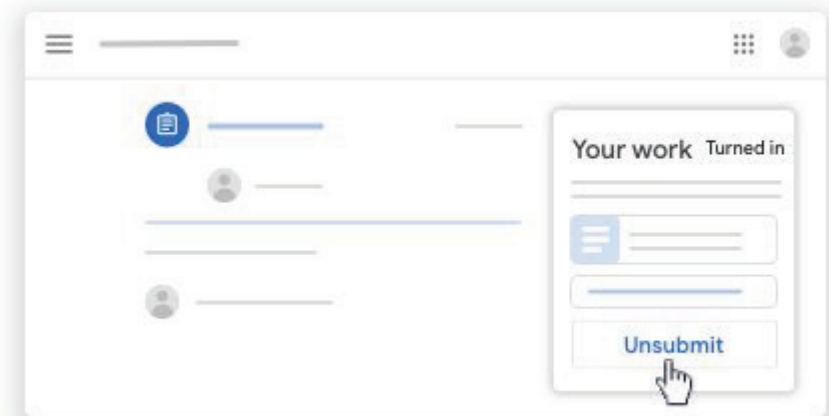


Unsubmitting your work

You have submitted your Google classroom work. In order to edit or change any aspect of you assignment you need to unsubmit your work.

To do this you must:

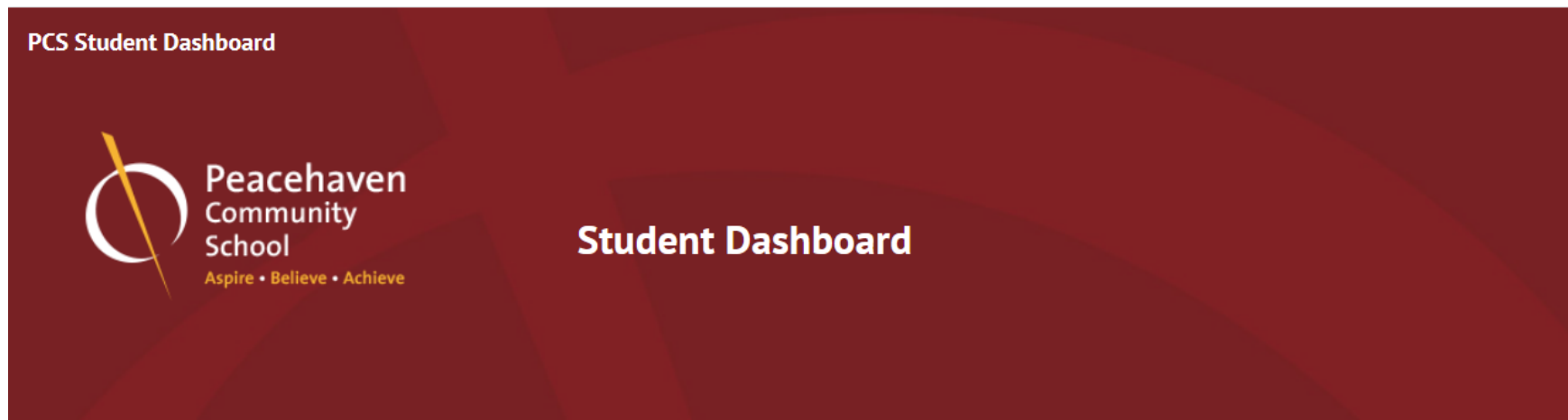
1. Click the class> Click Classwork.
2. Click the assignment> View assignment.
3. Click Unsubmit and confirm.



Note: This assignment is now unsubmitted.
Turn it in again before the due date.

Accessing your Swale.at email address:

1. Go to the 'Student Dashboard' on the school website



Gmail

G Suite



Google Classroom

Google Classroom

G Suite



Google Drive

Google Drive

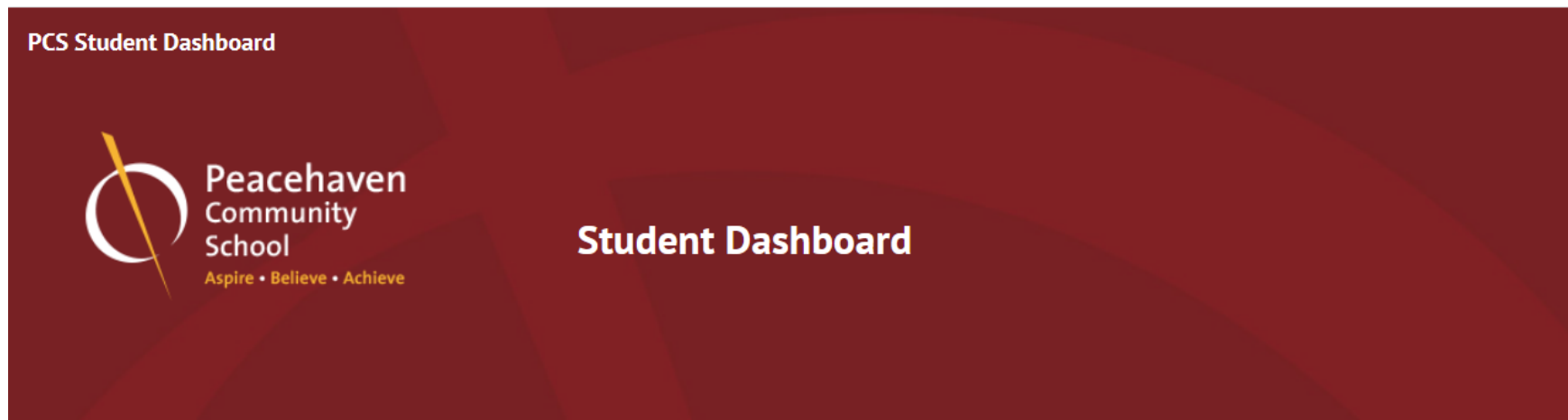
G Suite



Safeguarding

Accessing Gmail (email)

Staff may contact you directly via email. To access your email click on the Gmail icon or text on the 'Student dashboard':



Gmail

G Suite



Google Classroom

G Suite



Google Drive

Google Drive

G Suite



Safeguarding

You will now be taken to your email inbox.

You can see any emails from staff, as well as email all members of staff.

To email your teachers with a question, follow the following steps:

1. In Gmail, In the top left corner, click Compose.
2. In the "To" field, add your teachers email address
3. Add a subject. What you are contact the teacher with regard to.
4. Write your message/ email.
5. At the bottom of the page, click Send.

Note: all student emails are monitored so please ensure you use this feature correctly.