

Dear Parent/Carer,

We are delighted to share with you that we have recently setup the Google Classroom for students.

To enable this we need every student to practice logging in to google and making themselves familiar with the setup. This has been set as a homework for them on the Connect system with instructions. Please can you support us by ensuring they complete the process below (same as outlined on the Homework)

We would advise them to use Google Chrome as a browser.

To access Google classroom:

- Students should go to the Google main page (preferably in Google Chrome browser)
- Click **Sign In** (in the top right corner)
- Enter their personal **school email address** (which is the same as their **school username@durring.com**) and **password** to login to google.
- Once logged on students will see 9 dots  in the top right hand side of the screen. Click on these.
- Then they should then scroll down and click on  Classroom tile.
- Students should then see each of their classes displayed on the screen.

If you have any issues accessing the classroom please email itservices@dmateducation.com ensuring that you include your son's/daughter's full name and details of the problem.

Thank you in advance of your support

Mr C.Woodcock
Head of School