# Google G-Suite (Google Drive and Google Classroom)

Preparing your file(s) to access from home

To be done when in School:

1. Log on to a Legacy Computer with your normal details:
   a. **Year 8 to 11 usernames** will be your initial and surname plus 3 numbers e.g. fclarke123.
   b. **Year 12 to 14 usernames** will be the year you started in the school, your surname then the first and last letters in your first name e.g 15clarkefm.
   c. **Year 8 to 14 passwords** are Capital G lowercase m then 6 numbers e.g. Gm746534.
2. Open your Internet Browser.
3. Go to the following website www.google.co.uk
4. On the top right side of the Google Home Page Click on the 9 black dots/squares to access the Googles Site list/directory.
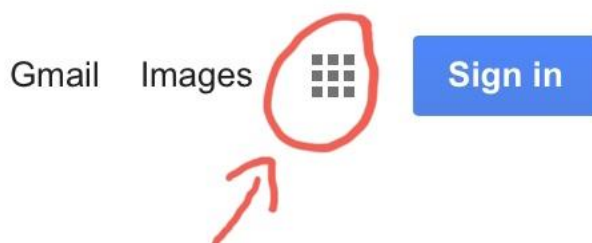
5. Click on Drive to open Google Drive.
6. Sign in with your BelfastGMS email address. This is your Legacy Logon details with **@belfastgms.org** at the end e.g. fclarke123@belfastgms.org or 15clarkefm@belfastgms.org. Your Password is the same as you use to log on to the computers in school with.
7. At the top of your screen you will see the heading My Drive with a drop-down triangle to the right of it. Click on the triangle and click on Upload Files.
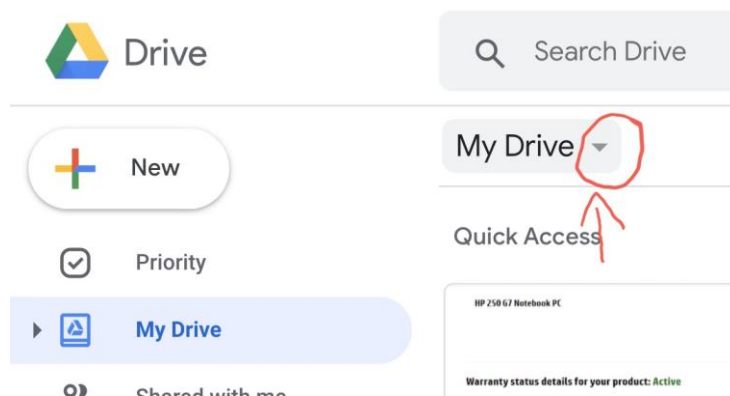
8. Browse your Computer to your Network/Home Folder (this will be the Z: drive) and select the file you wish to upload to Google Drive.

The Files you have uploaded should now be accessible outside of the School Network.

Accessing your Legacy Documents/Google Classroom/Email from Home

Google Drive: To be done at home:

1. Open your Internet Browser (Internet Explorer, Google Chrome etc.)
2. Go to the following website www.google.co.uk
3. On the top right side of the Google Home Page Click on the 9 black dots/squares to access Googles other Sites.
4. Click on Drive to open Google Drive.
5. Sign in with your BelfastGMS email address. This is your Legacy Log on details with **@belfastgms.org** at the end e.g. fclarke123@belfastgms.org or 15clarkefm@belfastgms.org. Your Password is the same as you use to log on to the computer with.

You should now see all the files you have uploaded in school.

Downloading your file(s):

1. Once you have followed the above steps and are logged in to Google Drive find the file you wish to work on.
2. Move the mouse pointer over the file and right click on it and left click on Download. You may be prompted to Open, Save or Cancel the download. Click Save. **(do not click on Open this will only open a temporary copy of the file)**
3. Repeat as necessary to download any other files/documents you require

Your files should now be saved in your Downloads Folder on your computer ready for you to work on.

Please Note

When the files are in Google Drive or your Computer they are NOT backed up daily on the school's server. Please be careful when deleting you files.

Make sure you save your work on your own device using a sensible file name.

Uploading your file(s):

Once you have finished working on your documents/files you will need to upload them to google drive so that you will have access to them on returning to school. This is carried out in the same manner as uploading your files in the first part of this document.

1. Open your Internet Browser.
2. Go to the following website www.google.co.uk
3. On the top right side of the Google Home Page Click on the 9 black dots/squares to access the Googles Site list/directory.
4. Click on Drive to open Google Drive.
5. Sign in with your BelfastGMS email address. This is your Legacy Logon details with **@belfastgms.org** at the end e.g. fclarke123@belfastgms.org or 15clarkefm@belfastgms.org. Your Password is the same as you use to log on to the computer with.
6. At the top of your screen you will see the heading My Drive with a drop-down triangle to the right of it. Click on the triangle and click on Upload Files.
7. Browse your Computer and select the file(s) you wish to upload to Google Drive.

The Files you have uploaded should now be accessible from inside School. On returning to School please make sure you download any files you have worked on to your Network Folder so they can be backed up on the School Legacy Server.

Google Classroom: To be done at Home

1. Open your Internet Browser (Internet Explorer, Google Chrome etc.).
2. Go to the following website www.google.co.uk
3. On the top right side of the Google Home Page Click on the 9 black dots/squares to access Googles other Sites.
4. Click on Classroom to open Google Classroom.
5. Sign in with your BelfastGMS email address. This is your Legacy Log on details with **@belfastgms.org** at the end e.g. fclarke123@belfastgms.org or 15clarkefm@belfastgms.org. Your Password is the same as you use to log on to the computers in school with.

You should now see all the Classes your Teacher(s) has allocated you.

Google Email: To be done at Home

1. Open your Internet Browser (Internet Explorer, Google Chrome etc.).
2. Go to the following website https:www.google.co.uk
3. On the top right side of the Google Home Page Click on the 9 black dots/squares to access Googles other sites.
4. Click on Gmail to open your school email.
5. Sign in with your BelfastGMS email address. This is your Legacy Log on details with @belfastgms.org at the end e.g. fclarke123@belfastgms.org or 15clarkefm@belfastgms.org. Your Password is the same as you use to log on to the computer with.

You should now see all any of the emails sent to you by your Teachers.