Coláiste Daibhéid

How to use GSuite

Logging in.

Method 1:

Open chrome on your computer or tablet. There will be a button in the top right had corner 'gmail'. Click this and a log in page will appear asking for the log in details. Enter your details and your email inbox will open up.
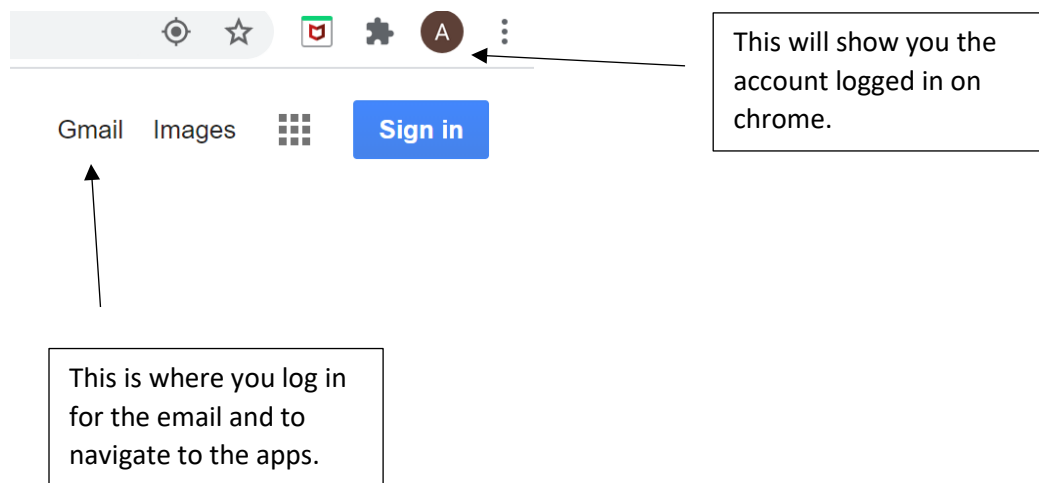
Method 2:

Go to colaistedaibheid.ie. On the homepage there is a link to the google log in page. Follow this and enter the requested details.

Method 3:

Follow this link https://mail.google.com/ .

Important Note:

Google chrome is the most efficient browser to use with GSuite. There is a separate log in for chrome itself which can be signed in as a different account to that which is accessing the apps in gsuite. This can cause some functionality problems in the apps from time to time and is worth checking if something isn't working the way it should.

This will show you the account logged in on chrome.

This is where you log in for the email and to navigate to the apps.

Google Classroom:

There are two ways to get to google classroom

1. Go to the email account as outlined in the methods above. Teachers can send a direct invitation to the pupil.
2. A teacher can give a code to the student and the student adds themselves into the classroom.

Method 1:

Follow the directions from step 1 and log in to the email. Open the email from the teacher and click on the link within. This will open a new page on the browser.
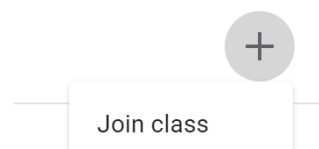
Method 2:

Follow the instructions above and go to your inbox.

At the top right hand corner, click on the apps logo (sometimes referred to as the waffle) ⠿ . Click on the icon for classroom.

Once in the classroom app, you will see a plus sign in the top right hand corner. Click on this and 'join class' will appear. Once prompted enter the code given by the teacher.

$+$

Join class

Completing assignments on Google Classroom

Teachers can assign work with deadlines in classroom.

Details on how to work on assignments can be found here .

Details on submitting assignments can be found here.

Support for working on google classroom can be found here.

Google Docs, Sheets, Slides, Forms and other apps.

IAny app can be opened form the inbox or from other apps. Click on the logo ⠿ in the top right hand corner and all of the available apps will appear.

[Support on using google apps can be found here](#)

Important notes on using GSuite as an educational tool in Coláiste Diabhéid.

- As in school, Irish is the spoken language on the.
- It is the Deputy Principal who is the administrator the school system.
- If a password is lost and school is open, a new one can be requested through the class teacher.
- If a password is lost during school closure (excluding planned closures and holidays), a new one can be requested by emailing: tacaiochtdigiteach@colaistedaibheid.ie.
- Parents should not use the student's classroom or email to contact teachers. Contact can be made in the usual ways including the use of the school journal or through the school office.
- Use of the system is guided by the adherence to our Acceptable Usage Policy and Anti Bullying procedures. An misuse will be dealt with under the terms laid out in the policies which are available on the school website.