Google and School360 - Help

This document provides helpful information about how teachers and pupils can get the most from the integration between School360 and Google education.

This document is not a Google training tool. Help on using the Google Education apps can be found here: -

* https://support.google.com/edu/?hl=en

School360 Google User Accounts

Creating Google Accounts

When your school is loaded into School360 (usually from your school's SIMS system), all teachers and pupils are automatically created Google Education accounts under the school360.co.uk domain.

Your School360 Google accounts will have a username and password (same as your School360 password).

Your Google username is the same as your School360 username with '@school360.co.uk' added to the end. So the steve.young School360 user will have a Google username of steve.young@school360.co.uk

Updating Google Accounts

Once it is created by School360, your Google account is automatically synchronized every day with your School360 user account. This really only applies to changing Password.

Deleting Google Accounts

If your School360 account is deleted your Google account is also deleted.

Google Groups

We also automatically create Google groups for all your classes (this is especially useful when you want to use Google Classroom). To ensure the Google group name is unique, we add your school's 'Dfes' number to the front of the class name. So a class called 'class1' in a school with 'Dfes' number 9291234 will have a Google group created call 9291234class1.

All members of class1 in School360 will be members of the corresponding Google group.

Logging into/out of Google

You can only access your Google Education account after you have logged into School360. If you attempt to log directly into Google using your school360.co.uk username you will be redirected to the School360 login page.

SCHOOL 360° Teacher's Manual

The good news is if you log into School360 you are automatically logged into your Google Education account. Also when you log out of School360 you are automatically logged out of your Google Education account.

Be careful logging into to School360 if you are already logged into Google using a personal account. Always log out of Google before you log into School360.

Using School360 Google accounts on your Mobile Device

You can integrate your School360 Google apps with your devices calendar and email native apps. Also you can log into the Google mobile app versions using your School360 Google username.

We have written a useful guide to setting all this up for both Apple and Android devices here: -

https://school360.co.uk/help/assets/device_help.pdf

Accessing Google Education applications form School360

Once you have logged into School360 we have made it really easy for you to access your Google Education apps.

From Teacher Home Page

- You can access Google Classroom by clicking the 'classroom button at the bottom right of the screen. You will need to enter your 4-digit code to proceed.

- You can access Google Keep by clicking the 'reminders' button at the bottom right of the screen. You will need to enter your 4-digit code to proceed.

From Teacher Class View Page

- You can access Google Keep by clicking the 'reminders' button at the top right of the screen. You will need to enter your 4-digit code to proceed.

From Teacher Admin

- You can access Google Mail, Calendar and Drive, by clicking the appropriate button at the top left of the admin screen.

From the Pupil Home Page

- Pupils can access Google Mail by clicking the 'letter' icon.

- Pupils can access Google Drive by clicking the 'My Files' folders icon.
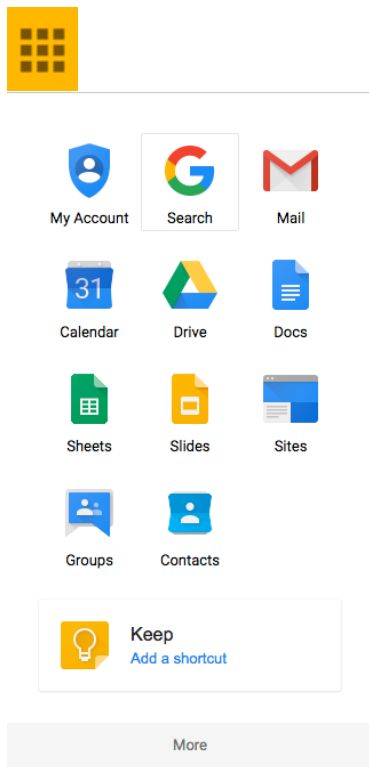

- Pupils can access Google Keep by clicking the 'Reminders' icon.

- Pupils can access Google Classroom by clicking the 'Classroom' button.

Once inside Google Teachers and Pupils can navigate between the different Google Education apps using the Google grid navigation icon shown below.

Managing School360 Class access to Google

Teachers can remove Google access from a class in their school if they wish. Go to your 'Amin' area and select 'Registration Classes'.

You can toggle Google 'on/off' using the 'g+' icon. Pink = Google off, Purple = Google on.

If Google is switched off for a class and a pupil in that class tries to access Google, they will be given the following message.
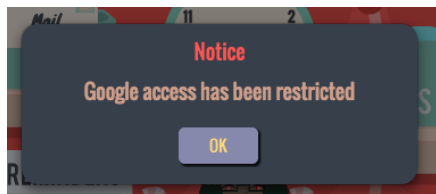
Working with Google Chromebooks

Chrome workbooks can be set-up to work seamlessly with School360. To find out more details please contact **Richard Taylor** of the Northumberland School's improvement at Richard.Taylor@northumberland.gov.uk .

Google Administration and Organisation

The School360 support team manages the **school360.co.uk** Google domain. Each School360 school has it's own 'OU' (operational unit). Different permissions can be defined at this level.

If a school has any questions concerning School360 Google administration they should contact **Steve Young** of the School360 Support Team at info@school360.co.uk.

That's it for now folks!