Accessing Remote Learning & School Email

For students to access Remote Learning on Google Classroom and their School Emails, please follow the instructions below.

School Email

1. Load an internet browser (e.g. Internet Explorer, Safari or Google Chrome)

2. Go to www.googlemail.com

3. Log into school email account using username and password. School usernames take the format: TL20PulfordM@tla.school (the number represents the year of entry, followed by surname and first initial).

4. Students are expected to read their emails daily. Students will be contacted weekly by their tutor and students must respond promptly.

   For forgotten passwords please contact support@tla.school

Remote Learning on Google Classroom

1. Once logged into the students' school email account they should click on the 9 dots in the top left hand corner.
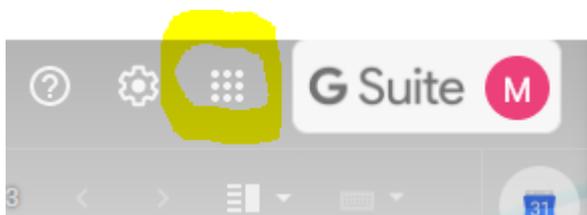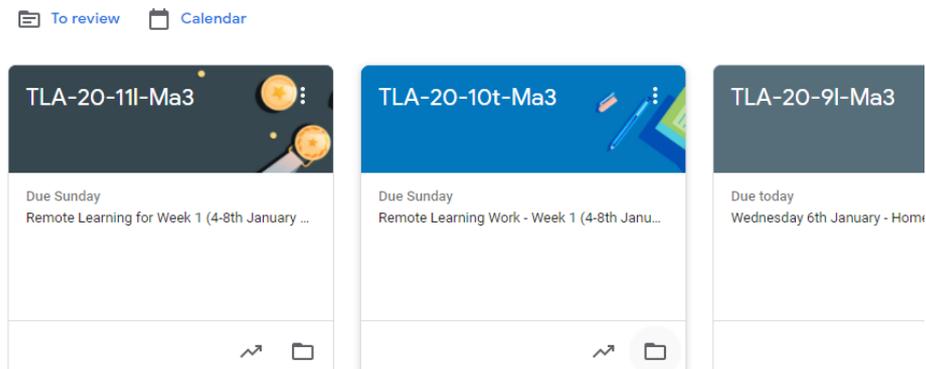

2. Then click on "Classroom".

Classroom

3. **Students will then be able to view all their different subjects that they are signed up to. If any of the squares say 'Join' please do so.**

4. **Students are expected to follow the daily routine of their normal school timetable as to what work should be completed each day.**

5. **Once you click into a subject, click on "Classwork" at the top and this will allow you to access the work that has been set by your teacher for completion.**

   Example:
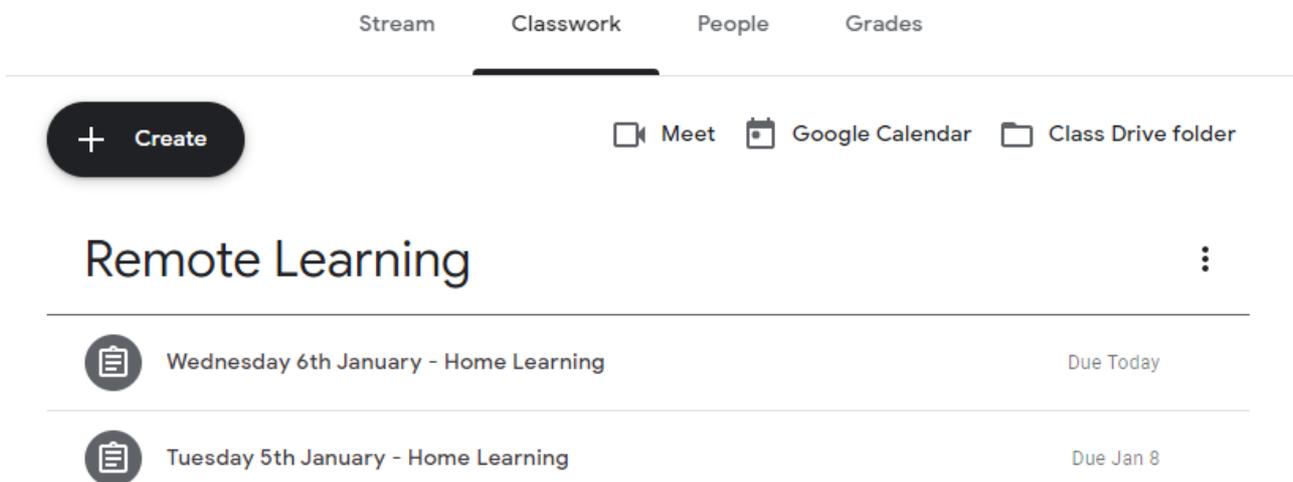
6. **When you have completed a piece of work, it is important that you 'Turn In' your work or attach and submit it so that your teacher can see you have completed the work.**