Changing Gmail Account Name to Students Name

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STEP 2: A box will appear. Click "Manage your Google Account"

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STEP 4: Click on "Personal Info" on the left panel

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STEP 6: Click the pen icon to edit your Gmail account name.

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Please ensure that the Gmail accounts are easily recognizable. This is to facilitate identification of students, grading of their assignments and keeping track of their assignments.

- 1. If the Gmail account used is the student's personal Gmail account please ensure that the Gmail account names reflect their full name.
- 2. If the Gmail account used is the parents Gmail account, please ensure that the Gmail account names reflect parents full name.

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