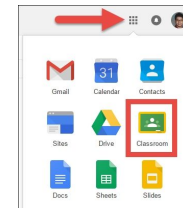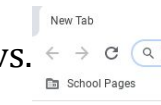# GOOGLE CLASSROOM
for Students (& Parents)

Accessing Google Classroom on a School Issued Chromebook:

1. Turn on the Chromebook and click on 'Add Person" in the bottom left corner.
2. Enter your school email and password. The domain is already listed so you will only enter the beginning of your email. Ex. 2030asample **If using a personal Chromebook, include the school domain @woodlawnschools.org in your email.**
3. Click on the Chrome icon at the bottom of the screen. This will pull up the Google homepage.
4. Click on 'School Pages' in the top left under the navigation arrows.
5. Click on 'Google Classroom'.

   *** You may go to the Google waffle on the Google homepage and click on the Google Classroom icon. If a student has not accessed Google Classroom much then the icon may not show up under the waffle.

Accessing Google Classroom on Your Personal Home Computer:

1. Access your internet browser (Google Chrome works best for this.) Go to **classroom.google.com.**
2. You may be directed to log into an account instead of reaching the classroom screen. You **MUST** be **logged into your woodlawnschools.org account** in order to access any Google Classroom. Click 'Sign In' in the top right corner if you are not currently signed into your student account, or to ensure that you are logged into the right account. If you are logged into a different account, you will need to sign out of it and log in with your school email.
3. Once you are logged in and on the Google Classroom home page, you will see all of your classes you are currently enrolled in.
4. TO JOIN A CLASS: Click on the ' + ' in the top right corner of the Classroom Home screen.
5. Select ' Join a Class'.
6. Enter the Class Code provided by your teacher.
7. The classroom you joined should now show up on your Home screen.

Sample Home Screen after joining a class(es)

Turn Over for Mobile Device Instructions

Accessing Google Classroom on Your Mobile Device:

1. Install the Classroom app on your device. Open the app.
2. Tap Get Started.
3. Tap Add account. Enter your school email and tap 'Next'. Then enter your password and tap 'Next'.
4. If there is a welcome message, read it and tap Accept.
5. If you are using a G Suite for Education account, tap I'm A Student or I'm A Teacher.
6. (Optional) To receive Classroom notifications, tap Allow.

Switch to a Different Account:

If you're signed in to multiple accounts and need to switch to the account that you use with Classroom:

For iOS:

1. At the top, tap your profile image or initial.
2. Select the account.

For Android:

1. At the top, tap Menu .
2. Tap your account > select the account that you use with Classroom.

Once you are logged into Google Classroom

1. Click on the Classroom you would like to enter.
2. Once in the classroom, you will automatically be on the 'Stream' screen. The Stream is where announcements, questions, and assignment notices will be posted.
3. Click on the 'Classwork' tab at the top. Classwork is where assignments, quizzes, videos, etc. will be posted. Click on an assignment to read the assignment in full detail, see attachments, and turn in work. BE SURE TO CLICK THE BLUE ' TURN IN' BUTTON when turning in assignments.
4. Do not go by the grades in the Google Classroom gradebook. Only grades in TeacherEase will be the accurate grade overall grades for each class.