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How to Access Classes on the First Day of School

If you are in Group A (last name A-K), all you need to do is show up to school!

Freshman and Sophomores, please enter through the cafeteria and we will release you to your Period 1 class. Juniors and Seniors, please walk around to the front of the school to the main wooden brown doors and we will direct you to your Period 1 class.

If you are in Group B (last name L-Z), or 100% remote, you are attending remotely from home please follow the directions below:

Step 1. Access your Saint Joseph Prep Gmail account on your laptop by going to Gmail and entering in your personal SJP email and password.

Tip: The email is your first name, a period, followed by your last name @saintjosephprep.org (For example: johnny.saintjoseph@saintjosephprep.org). If you attended Orientation, your email and password were both shared with you. If you did not attend Orientation, or are a 100% remote student, we will send your parents an email with your log in credentials.

Google

Sign in

to continue to Gmail

Email or phone

[Forgot email?](#)

Not your computer? Use Private Browsing windows to sign in. [Learn more](#)

[Create account](#) [Next](#)



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Step 2. In your SJP Gmail inbox, find a welcome email from your period 1 teacher (Route 1) or an Invitation email to join your teacher's Google Classroom page (Route 2). Click and open up either of those two messages.

Tip: You may have other emails from other teachers (Ex. your period 2 teacher) make sure you are clicking on the correct message or Google Classroom invitation. Your period 1 class and period 1 teacher's name is listed on the schedule that we passed out at Orientation. You should also have that class name and teacher name on the schedule that you personally wrote out at Orientation.

Route 1: If your teacher sends you an email invitation simply click the Zoom link.

The screenshot shows a Gmail interface on a desktop browser. The address bar shows 'mail.google.com'. The Gmail logo and search bar are at the top. On the left, the 'Compose' button is highlighted, and the 'Inbox' has 1,098 messages. The main content area shows an email from Scott Poponyak with the subject 'Period 1 Students: Click Here for Zoom Log In :)'. The email body contains a welcome message and a Zoom link: 'Mr. Poponyak's Virtual Zoom Classroom [Click Here](#)'. The email is dated 10:42 AM (0 minutes ago).



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Route 2: If your teacher sends you a Google Classroom invitation instead of an email simply click on the link to "join" Google classroom. You will be redirected to their classroom page. In the heading of their Google classroom page you can click their Zoom link.

The screenshot shows a Gmail interface. On the left is the navigation sidebar with folders like 'Compose', 'Inbox (1,111)', 'Starred', 'Snoozed', 'Important', 'Sent', 'Drafts (991)', 'Categories', 'Social (169)', 'Updates (412)', 'Meet', and 'Hangouts'. The main area displays an email titled 'Class invitation: "CP Chemistry 3"'. The sender is 'Harshal Patolia (Classroom)'. The email body contains a purple banner with the Google Classroom logo and the text 'Hi Scott, Harshal Patolia (harshal.patolia@saintjosephprep.org) invited you to the class CP Chemistry 3.' Below this is a profile card for Harshal Patolia with a 'JOIN' button. At the bottom, a browser window shows the Google Classroom page for 'US History Period 2'.

The screenshot shows the Google Classroom page for 'US History Period 2'. The header includes the class name, class code 'kicirzy', and a 'Meet link' button. Below the header is a 'Stream' section with a 'Share something with your class...' input field and a post from 'Caitlin Charette' dated Aug 27. The post title is 'Ms. Charette's Zoom Link'.

Ms. Charette's Zoom Link

Caitlin Charette · Aug 27

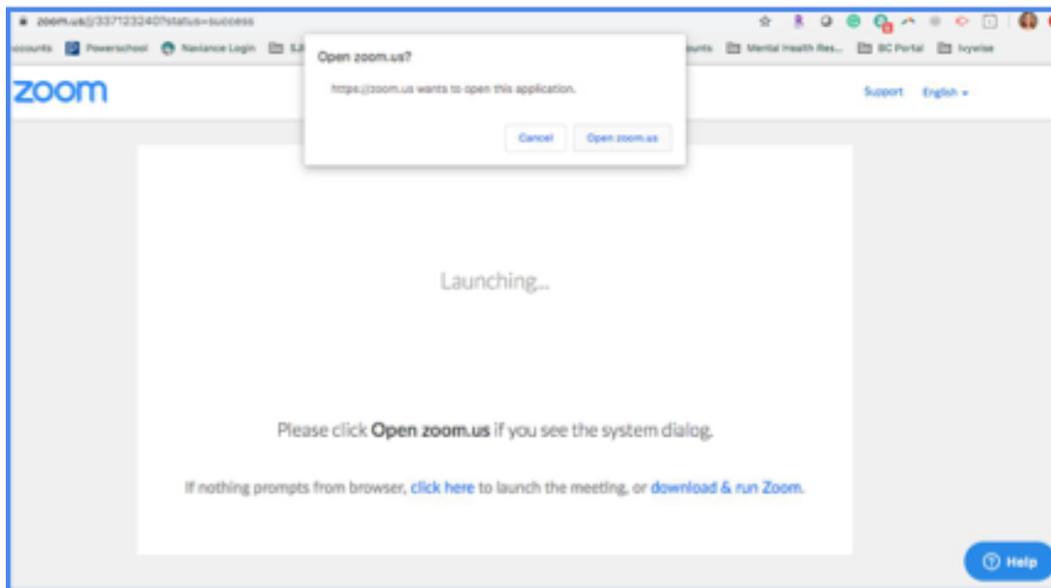
Join Zoom Meeting Link:
<https://zoom.us/j/3542397542?pwd=Z3ZTQ2FVai9sNGdGbTNjCHRiOUUpQzZ09>



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Step 3. Once you click the Zoom link in the email message or on the teacher’s Google Classroom page, this will open a new window and a prompt to open zoom.us, click “Open zoom.us”

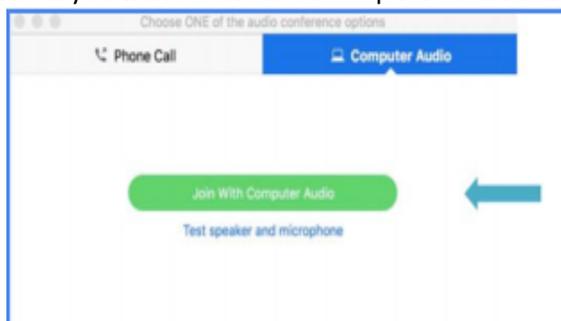
This will launch your Zoom app on your desktop and bring you into the virtual classroom. Your teacher may have a password provided to enter their zoom room, this will be listed on the email. You must keep this password private and may not share this with other students outside of your class.



Step 4. Turn on Camera/Audio and you are all set!

Once you arrive in the online classroom, your video will automatically start broadcasting to your teacher. You will also see a pop-up window to manually start your audio. Select “Join Audio by Computer.” Your audio will start broadcasting to your teacher after clicking this button.

Tip: Before clicking “Join Audio by Computer,” you can also select the box next to “Automatically join audio” if you want to avoid this step for each future lesson.



Step 5. Follow the same steps above to access any future classes 😊