

How to Access Google Classroom

1. Log into student's school Gmail account.
username: first.name.last.name@tellcity.k12.in.us
password: Type in the student's lunch number twice with no spaces.
2. Click on the nine square array in the top right corner of the screen.



3. Click on *Classroom*. If you do not see the word *Classroom*, click on



More and the word *Classroom* with this icon should appear. If classroom does not show up make sure student is logged in correctly with the school e-mail.

4. Some students will see several boxes with subject names. They will need to click on each box to complete all assignments. Other students may only see one box with their classroom teacher's name. All the assignments will be within this classroom box.

