

Google and CORE Instructions For Students



Updated July 2023

1. Get SAS Email Address & Temporary Password

First, parents will complete the Consents & Permissions Form in CORE.

In early August, new students will be sent email login information.

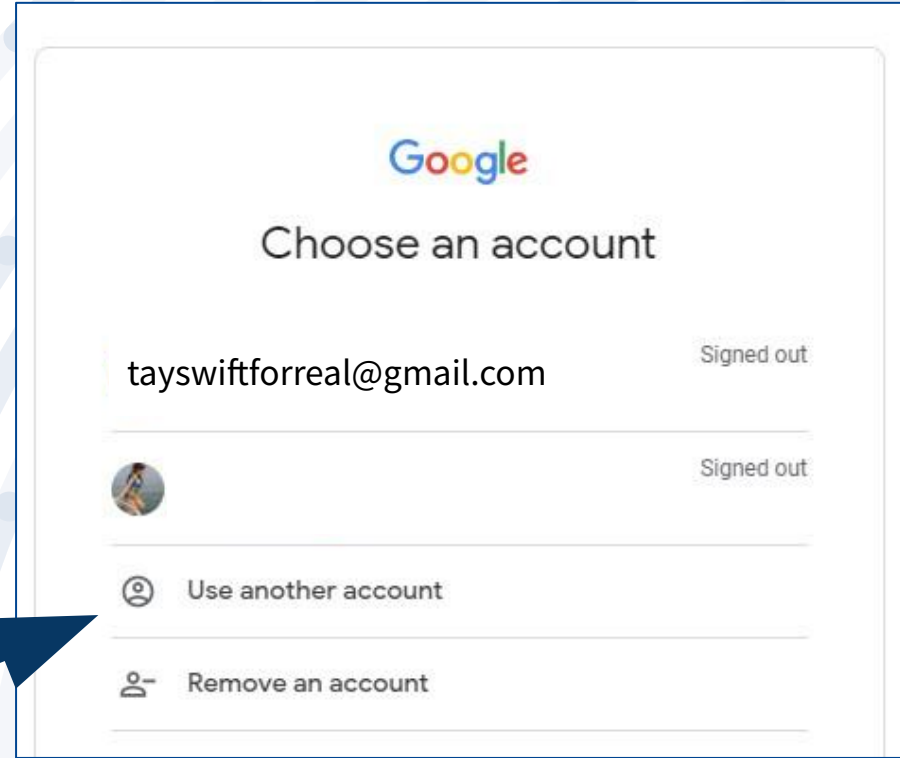
Once the email login password is received, students can follow the instructions in this file.

If you need help, contact David Deutsch at
ddeutsch@sasweb.org

2. Login to Google Email (Gmail)

In a web browser, open a new tab and go to **gmail.com** and Create a New Account.

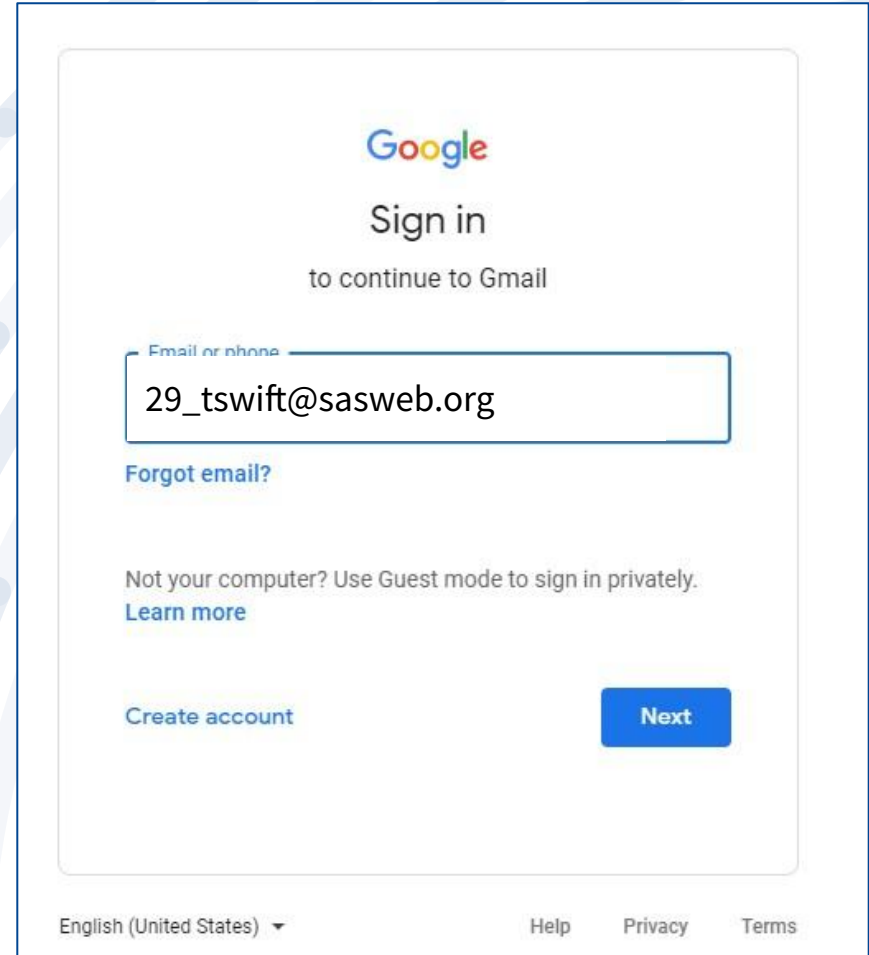
If you have another Google account, sign out of that first, then go to **gmail.com** and select 'Use another account'



3. Enter your sasweb.org email address

Your student email begins with your expected graduation year followed by an _ (underscore) and first initial plus your last name then @sasweb.org.

When done, click 'Next'



The screenshot shows the Google Sign in interface. At the top is the Google logo, followed by the text "Sign in to continue to Gmail". Below this is a text input field labeled "Email or phone" containing the email address "29_tswift@sasweb.org". Under the input field are links for "Forgot email?", "Not your computer? Use Guest mode to sign in privately.", and "Learn more". At the bottom left is a link for "Create account", and at the bottom right is a blue button labeled "Next". The footer contains a language selector set to "English (United States)", and links for "Help", "Privacy", and "Terms".

Google

Sign in

to continue to Gmail

Email or phone

29_tswift@sasweb.org

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.

[Learn more](#)

[Create account](#)

Next

English (United States) ▼

[Help](#) [Privacy](#) [Terms](#)

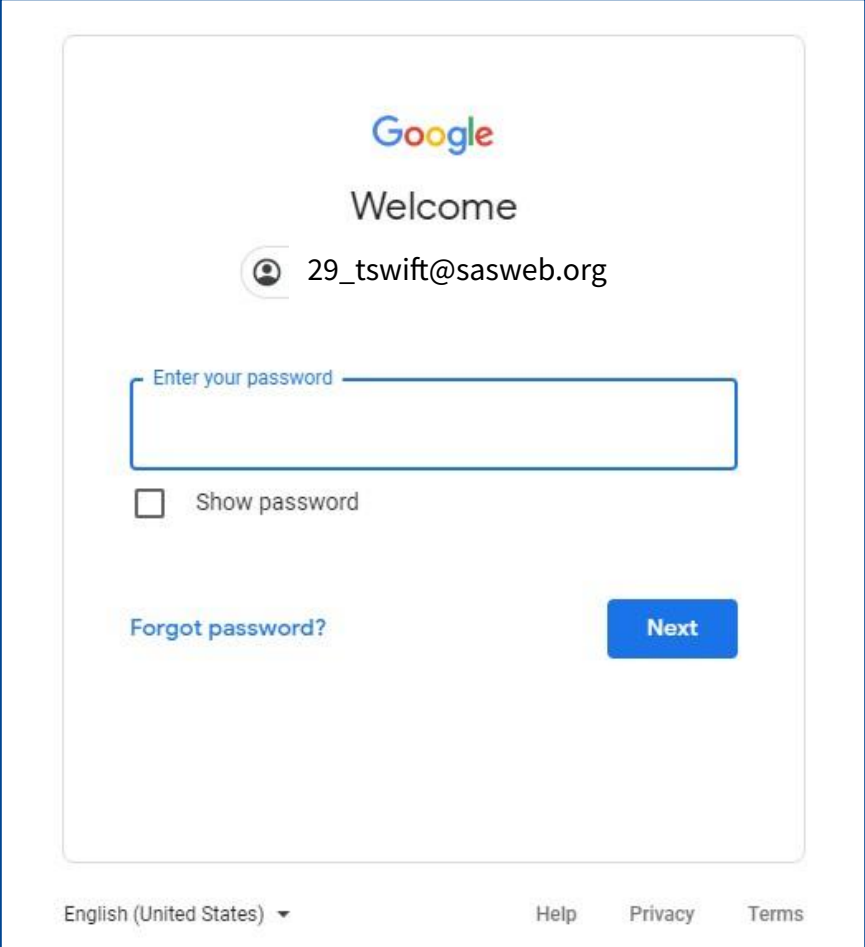
4. Enter your password

Enter temporary password here.

You will need to create a new password the first time you log in.

Make sure you remember or write down your password!

But, if you forget, email
David Deutsch
ddeutsch@sasweb.org

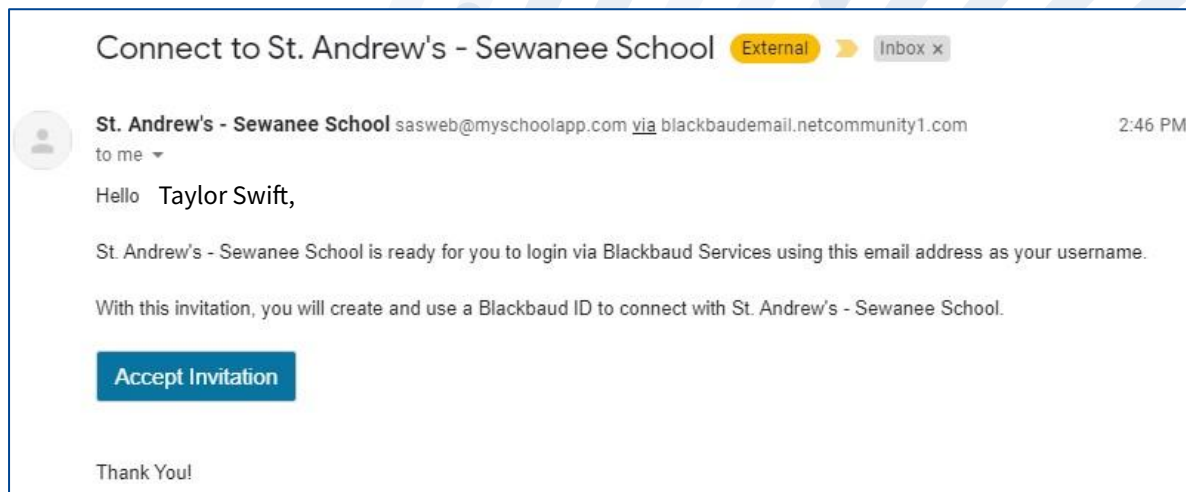


The screenshot shows the Google login interface. At the top is the Google logo, followed by the word "Welcome". Below this is a user profile icon and the email address "29_tswift@sasweb.org". A large text input field is labeled "Enter your password". Below the input field is a checkbox labeled "Show password". To the left of the "Next" button is a link that says "Forgot password?". The "Next" button is a blue rectangle with white text. At the bottom of the page, there is a language selector showing "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

5. Log in to CORE

CORE is where all schedules, homework, grades, and information are located.

In your new sasweb.org gmail account, find the email from St.Andrew's - Sewanee School that looks like the one below and click the 'Accept Invitation' button.



6. Click on Confirm to indicate your sasweb.org email address is correct.

Confirm email address

St. Andrew's - Sewanee School manages the domain for 29_tswift@sasweb.org

To sign in through the identity provider and enable your organization to manage your access, confirm the email address.

Otherwise, use a different email address.

Confirm

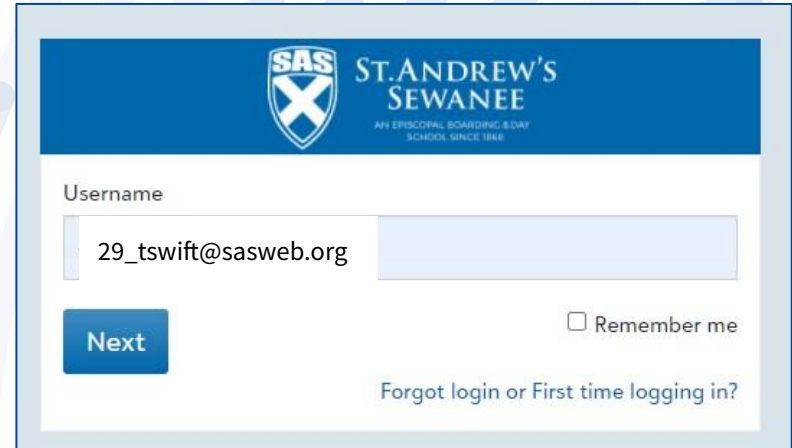
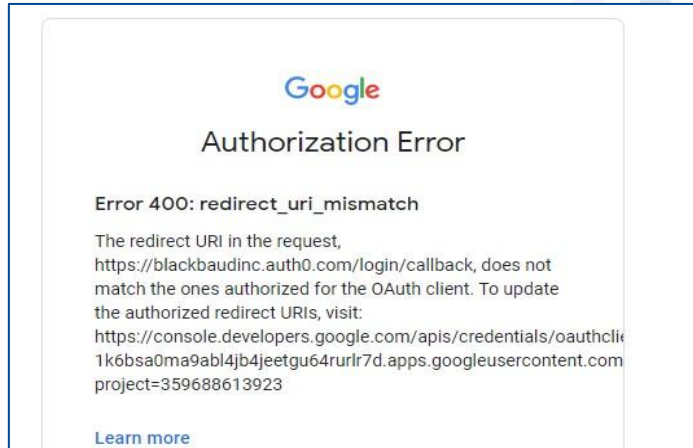
Use a different email address

Note: If a second window pops up and asks you to choose your account, click on your sasweb.org gmail address.

7. Get an Error?

If you get an error message similar to the one below, don't panic!

Open a new browser tab, type in **sasweb.myschoolapp.com** and then enter your sasweb gmail address as the Username.



Note: CORE will recognize your Username as long as you are logged in to Gmail or another Google product (Chrome or Docs, for example) with your **sasweb.org** gmail address.

If you have an issue, first make sure you are logged into gmail or Chrome with your school account.

Then, if you need more help, contact David Deutsch at ddeutsch@sasweb.org

How do you get back to CORE each day?

In your preferred browser, bookmark sasweb.myschoolapp.com.

Or, Bookmark or Favorite this site or save a shortcuts on a smartphone.

Or, go to the [Students](#) page from sasweb.org and scroll down to the CORE link.

The next slides give an overview of how to use CORE.

AUG 12 My Day ▾

Classes 4 Classes ▾

Groups 1 Groups ▾

Resources

News ▾

Calendar

Progress

Schedule

Assignment Center

Course Requests

Conduct

Checklist

Aug 16 - 2

< > Today Day Week Month

Assigned Active Due

Sun 8/16	Mon 8/17	Tue 8/18	Wed 8/19
		Fake assignment Environmental Literature: Place-Based - 1 Online Submission Due: Tue, Aug 18 Assigned: Tue, Aug 04 To Do	

Students will start on the Assignment Center Page. You can adjust the look of this page (show day/week/month and list/grid). On the top of the page, Classes, Groups, and Calendar are other important menu options.

JAN

4

My Day ▾

Groups
3 Groups ▾

Resources



News ▾



Calendar

Progress

Schedule

Assignment
Center

Course Requests

Conduct

Requirements

Checklist

Assignment Center

Course Requests

★ Conduct

Requirements

✓ Checklist

Day

Week

Month

Due

+ Add task

Filter

Sun 1/2

Mon 1/3

Tue 1/4



Wed 1/5

Thu 1/6

Fri 1/7

When classes begin, click on My Day and then Schedule to see your classes.

Your current classes should also appear here.

AUG 12 My Day  **Classes** 4 Classes 

Aug 16 - 22, 2020

	Sun 8/17	Tue 8/18	Wed 8/19	Thu 8/20
all-day				
5am				
6am				
7am				
8am				
9am		8:45 - 10:15 Environmental Literature: Place-Based - 1 (B)		8:45 - 9:55 Environmental Literature: Place-
10am				10:05 - 11:35

Advanced Statistics - 1 (C)

Archaeology of the Southeastern US - 1 (F)

Environmental Literature: Place-Based - 1 (B)

Introduction to Religious Studies - 1 (E)

View Other Classes

Advisory, Teams, and Afternoon Programs are found in 'Groups'

The screenshot displays the St. Andrew's Sewanee website interface. At the top, the school's logo and name are visible. Below the header, a navigation bar includes links for 'My Day', 'Classes' (4 Classes), 'Groups' (1 Groups), 'Resources', 'News', and 'Calendar'. The 'Groups' dropdown menu is open, showing a list of teams under the heading 'TEAMS', with 'VGSoccer' listed. A 'Find More' link is also present. The background features a calendar for August 16-22, 2020, with a table showing dates and times (all-day, 5am).

St. Andrew's Sewanee

AUG 12 My Day ▾

Classes ▾ 4 Classes

Groups ▾ 1 Groups

Resources

News ▾

Calendar

TEAMS

VGSoccer

Find More

Aug 16 - 22, 2020

Sun 8/16

all-day

5am

Mon 8/17

Tue 8/18

Wed 8/19

Thu 8/20

The Calendar in CORE shows Assignments and Classes. Customize the options with the left menu. For example, Assignments are shown in blue and Classes are shown in green.



AUG
12

My Day ▼



Classes
4 Classes



Groups
1 Groups



Resources



News ▼



Calendar

Assignment detail

Fake assignment

Online Submission



Assigned: 8/4/2020 | Due: 8/18/2020 | Environmental Literature: Place-Based 1

Fake assignment

Status

Submit

Due in 5 Days

Attach Files

Online Submission Text

HTML



B

I

U



Save for Later

Submit Assignment

In this 'Fake' assignment, you can see instructions on the left and a place to attach files or type in your responses on the right. Be sure to click 'Submit Assignment' when the work is completed!

[< Back](#)

Assignment detail

Fake Homework Online Submission



Assigned: 8/10/2020 | **Due: 8/18/2020** | Advanced Statistics I

Write on a piece of paper "FAKE HW assignment". Save as a PDF file and see if you can submit the paper into the system.

Status

✓ **Completed**

Submitted on Mon 8/10/2020 8:43 PM

2020-08-10 20-38.pdf

3.63 MB

View



[Resubmit](#)

In this 'Fake Homework' assignment you can see the student has attached a .pdf file and has received a green 'Completed' status. Certain assignments may allow you to use the Resubmit button to turn in revised work. You can also View or download your files from this page.

Assignment detail

Exploring Audio on the Computer
Complete Exercise 1 (pg.31-34) in Pro Tools Book. (10-20 minutes)



Assigned: 8/12/2020 | **Due: 8/20/2020** | Music Production, Songwriting, Recording

You will need the access code in the front cover of your book to complete this assignment. go to <https://www.halleonard.com/mylibrary/>
Download the files

Status

▼ To Do

In Progress

Completed

Due in 8 Days

Sometimes, you might not have something to submit online, but you can mark an Assignment as 'Completed' once it is finished, so it will be cleared off your Assignment Center list. Or you could mark it as 'In Progress' so you and the teacher know that you are working on it. This might be useful for larger projects!

Note: CORE will recognize your Username as long as you are logged in to Gmail or another Google product (Chrome or Docs, for example) with your **sasweb.org** email address.

If you need help logging into your Google or CORE accounts, contact David Deutsch at ddeutsch@sasweb.org



ST.ANDREW'S
SEWANEE