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’
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
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.

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.
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.
When classes begin, click on My Day and then Schedule to see your classes.
Your current classes should also appear here.
Advisory, Teams, and Afternoon Programs are found in ‘Groups’
School events are posted on the main sasweb.org website.

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.
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!
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.
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