



South Lane School District

Parent's and Student's Handbook for GOOGLE CLASSROOM

Rev: 8/17/2020

ARC:



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Introduction

This handbook is designed to be a Google Classroom reference guide for parents and students. It has three basic sections: **Access Lessons and Learning**, **Respond to Instruction**, and **Communicate with Teachers and Staff (ARC)**. The table of contents is linked to the sections of the handbook to help find what you need quickly.

To begin there are a few behavior guidelines for digital citizenship that students are expected to follow during online instruction. In addition to these digital citizenship guidelines, students must continue to adhere to all school rules and classroom rules, and all other SLSD and school policies, including but not limited to policies related to Student Discipline, Harassment, Bullying and Acceptable Use of Technology.

Student Expectations

Below are important behavior guidelines for Zoom, Google Hangouts (Meets), or any online classroom setting students and teachers will share.

1. Please be on time to scheduled online sessions to the best of your ability, mute as you enter, or watch the recorded session as quickly as possible once it is available. Do not go into an online space when you are not scheduled to be there unless you have permission.
2. Please get permission from your teacher before taking photos, screenshots, audio or video recordings, etc. of any online classes or meetings. Links to any teacher's online space are ONLY for your classmates and your families.
3. We know you cannot always prevent the appearance of a pet or others, but please make your best effort to minimize distractions in the class setting.
4. Avoid backgrounds that are distracting. Backgrounds and student work areas must be free of any material that violates the law or school policy.
5. Students should not engage in side conversations on any other device or use devices for texting/playing games, etc. during an online lesson or live session with teachers.
6. If the teacher asks you to mute or unmute yourself, please respond appropriately.
7. Avoid background noise or talk that is distracting to the group. The teacher may have to temporarily mute you until the distractions stop.
8. Take care of any borrowed district devices and follow the guidelines in the SLSD Chromebook Loaner Expectations. If you need help with passwords or a Chromebook, please call the technology department: (541)767-3778; Option 1.

Parent/Guardian/Others Present at Home Guidelines

Because we are all in this together, the schools need the help of parents and guardians. Teachers do not expect parents to have to teach the kids; however, we do need your help. Below are some things parents and guardians can do.

1. A parent/guardian or responsible adult caregiver should provide direct supervision during online education when possible.
2. Family members or others in the home should not interfere, interrupt or engage in online sessions, unless requested by the teacher.

3. Students will have questions. The best way parents can help is to see that the students receive all parts of the instruction. Please have students attend or watch video classes, take notes, engage in the activities that are posted, and read the directions.
4. If a student is receiving virtual, online or telephonic counseling services from a SLSD employee or contractor, to ensure student privacy, no other individual is allowed in the room or within seeing or hearing distance of the room or place in which the student is receiving the counseling service.
5. Parents/guardians and responsible adult caregivers must maintain strict confidentiality of any personal information they obtain regarding other students while supervising a student's virtual or online instruction or school-related activities.

It is important to remind students to act kindly, show consideration for others, and treat one another online appropriately. Any behavior that falls out of the above guidelines will be discussed with families/guardians. Students who repeatedly violate expectations may lose their privilege to join future live sessions and will be expected to watch recorded sessions and complete any work assigned on their own. Thank you for everyone's cooperation in making this distance learning experience a positive and productive one.

How to Know if a Student's Assignment is Finished

Sometimes, students will turn in an assignment and it may not be finished. How can parents double check? One way is to wait for a notification after the teacher has graded the assignment. Often the teacher will put a comment on the assignment that will indicate the work was unfinished.

Another way is to have the student show you the work before it is turned in. This may not be very efficient given work schedules and family life.

If there is a particular assignment parents want to know about, parents can have the student sign into Google Classroom and show the parent the finished work. If it is already turned in, the assignment can be "unsubmitted" so the parent can see it. For information about unsubmitting and resubmitting assignments click ([8. Assignment is Turned In and You Need to Revise It](#)).

This video shows how a student can view their grade on an assignment, if it is missing, or assigned (not turned in yet), if there is a message, or if there is an attachment. Asking to see this page, may help parents know how kids are doing in a class. This is viewed through the student's access to the classroom. Click Here the last half is the part that shows how to view the grade: [How to check for completed work](#). Or this web site:

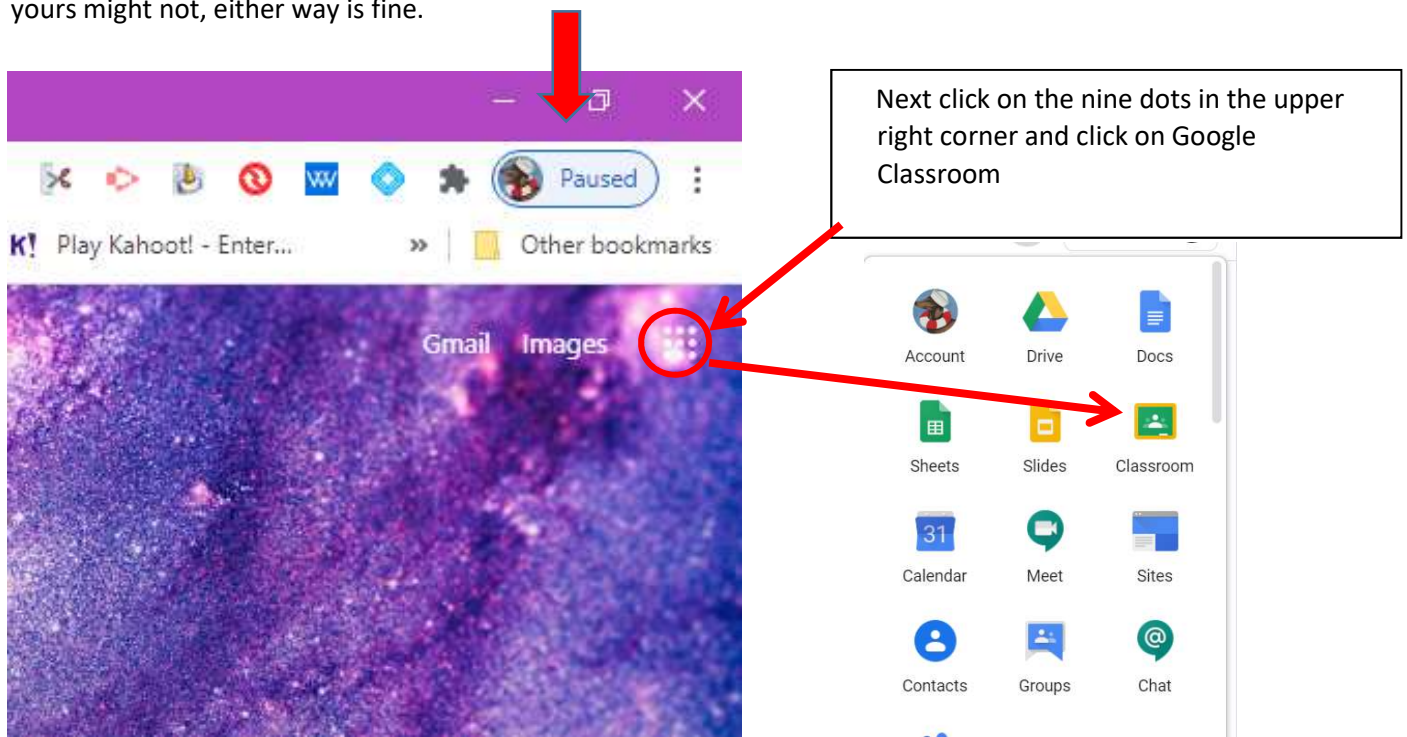
<https://www.youtube.com/watch?v=xfArO9umsXw&feature=youtu.be>

Access Lessons and Learning

1. First Login

Google Classroom allows teachers and students to communicate and collaborate, manage many assignments paperlessly, and stay organized. Google Classroom is part of the Google Apps for Education suite of tools and is only available to Google Apps for Education accounts. [How to sign into your SLSD Google Account for the first time](#) (video) or use this URL: <https://www.youtube.com/watch?v=DsQsoprByck&feature=youtu.be>
On a Chromebook, students simply need to login to the Chromebook with their South Lane School account: first.last@southlaneschools.us

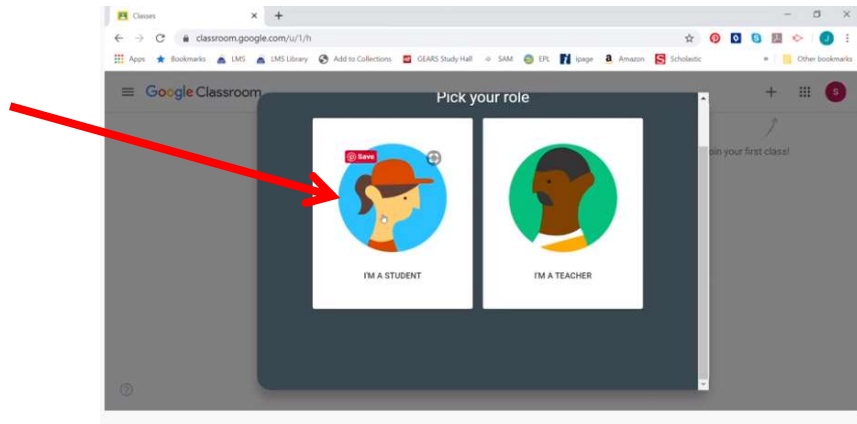
On a different computer (not a Chromebook), open the Chrome browser. Next you will need to click on the icon in the upper right hand corner. Other users of the computer will need to change this for their work. This one says “paused” yours might not, either way is fine.



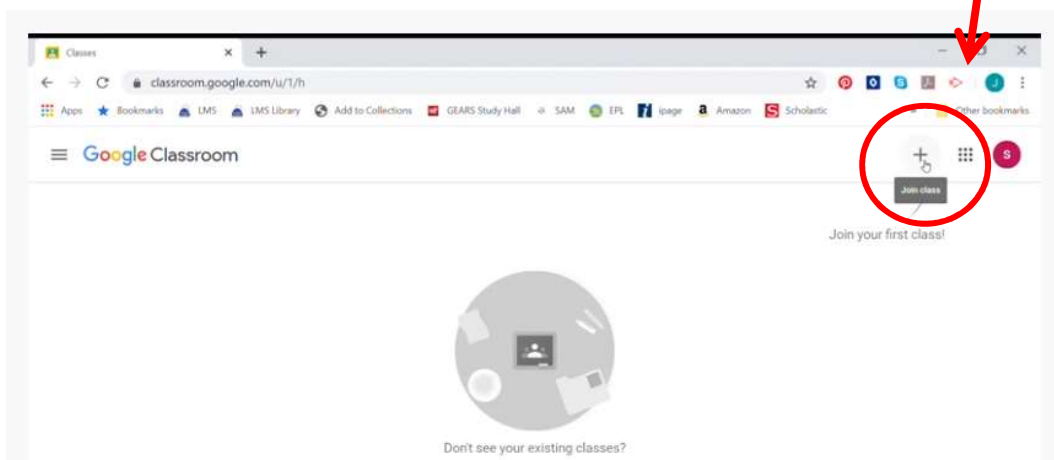
If Google Classroom icon isn't shown in the menu, type classroom.google.com in the address bar.

2. Joining a Class

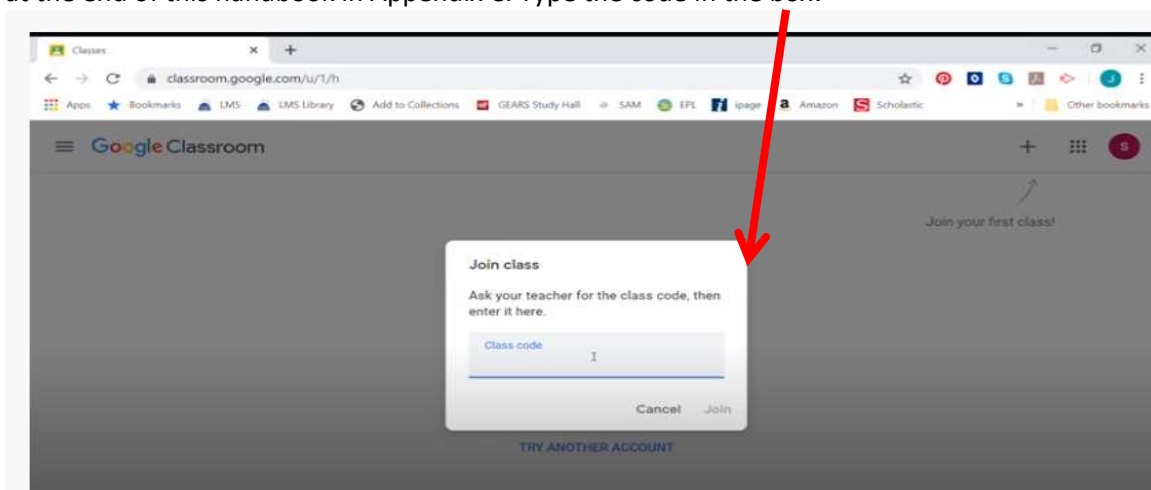
Next you will be asked what your role is in Google Classroom. Select “I’m a student.”



Click on the “Join a Class” button; it is the plus sign in the upper corner of the screen. [How to join a Google Classroom](https://www.youtube.com/watch?v=YrvtwLTEn2M) (video) or this URL: <https://www.youtube.com/watch?v=YrvtwLTEn2M> You will need a class code.



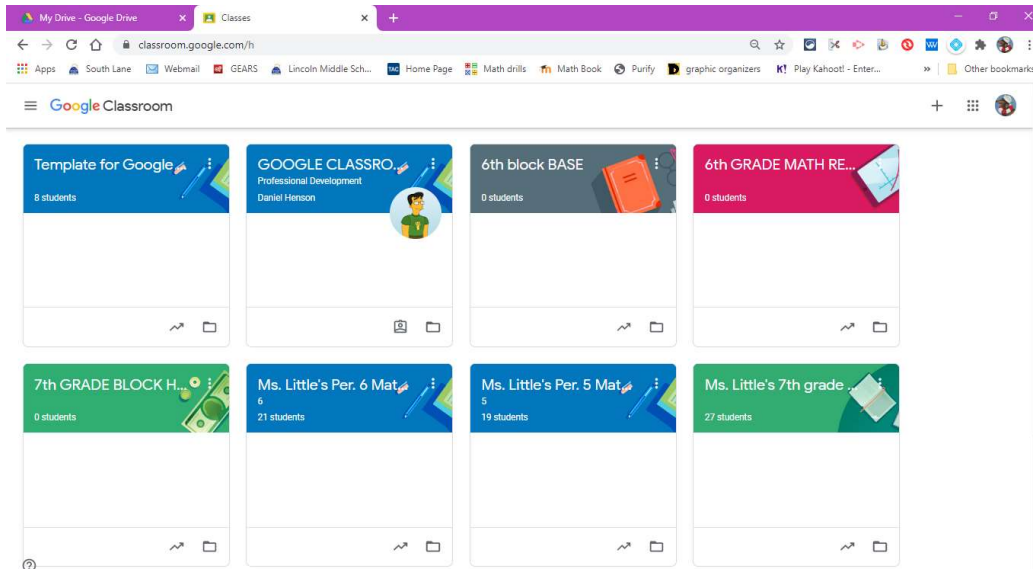
You will need a code to join a class. The list of class codes for your teachers based on your class schedule are included at the end of this handbook in Appendix C. Type the code in the box.



3. Navigate the Classroom

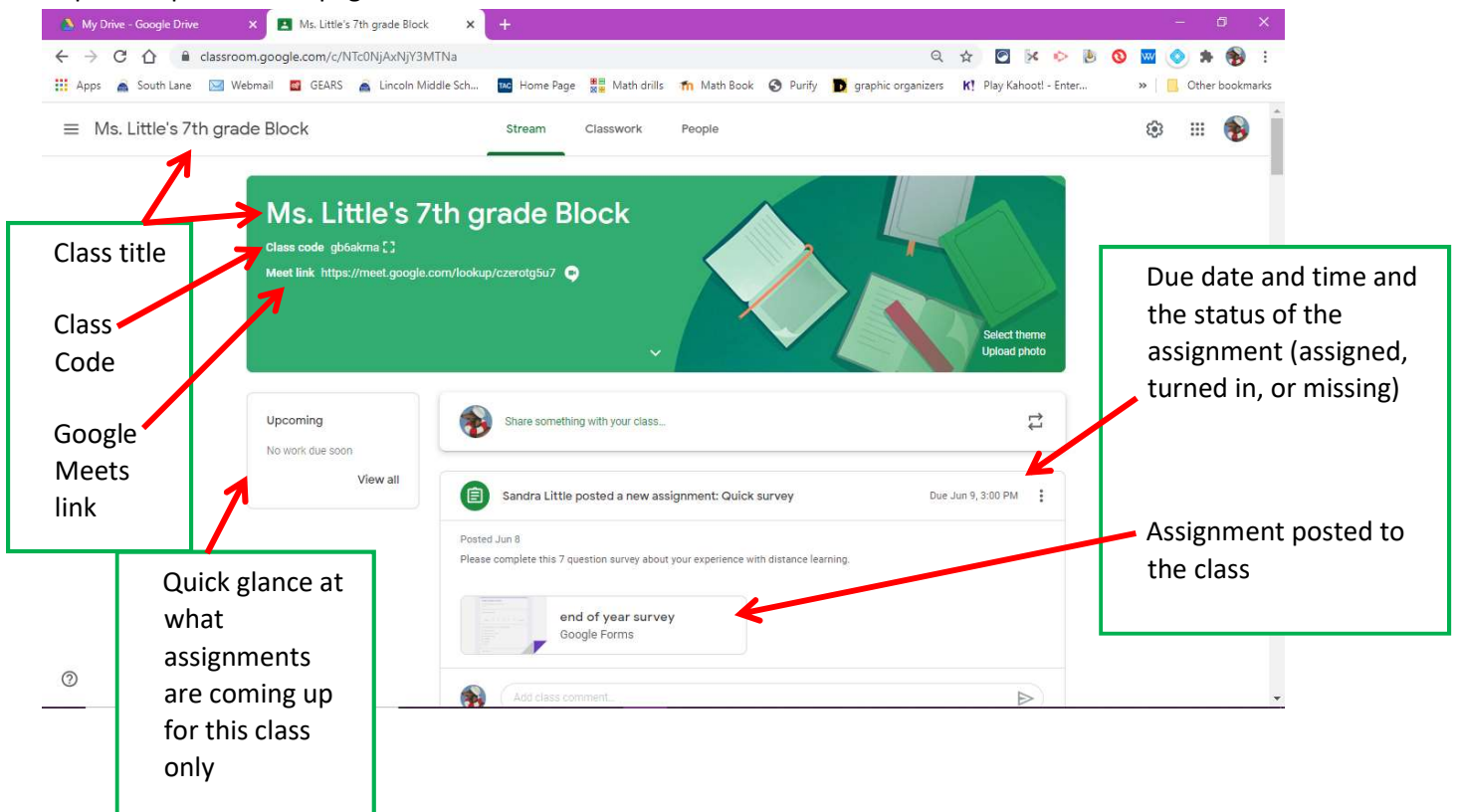
Classes

Once you have joined your classes, you will see a screen like this with a box for each of your classes.



Stream

When you click on a class, you will first see the "Stream." This is where you will find announcements from the teacher. Some teachers will also allow students to post to it as well. Here is what you see for the class "Stream" page. Important parts of this page are labeled.



Classwork

The **most important page** is the “Classwork” page. To get there, you click on “Classwork” at the top middle part of the “Stream” page.

The Classwork page will have an organized set of lessons and assignments. There are several parts to the page as shown below. The three lines before the class title will take you back to a list of classes.

Class title

**Topic:
Listed by
date**

View your work

Google Calendar

Class Drive folder

Class Drive folder will show you all of your classwork that is in Drive.

Google Calendar is a good tool to know what assignments for all of your classes are and when due. Click this to add the class calendar to yours.

View your work: Here you can look at the work you turned in, what is assigned, and what is missing.

Topic with all assignments and materials listed below. Topics are arranged by most recent first.

Assignments will have a due date and time listed.

Materials will have the date posted.

Assignments

This is what you see when you click on an assignment. On this page there is the due date, instructions for the assignment, a schedule for the week, and a personalized assignment sheet. For each class each part will look different, but all will have these parts.

The screenshot shows a page titled "PE ASSIGNMENT TURN IN SHEET" with a "No due date" label in the top right. The page content includes a list of activities: "WODs - Monday and Wednesday", "FITNESS Activities - Tuesday and Thursday", "Mindful Meditations (2 per week)", and "Family WELLNESS (Optional and Extra Credit)". Below this, it states "2) DUE each week on THURSDAY". There are two Google Docs links: "Schedule for the week ..." and "Sandra Little - PE Assig...". A green box on the right contains labels with red arrows pointing to specific parts of the page: "Due date" points to the top right, "Instructions" points to the activity list, "Information or the Lesson (this could be a reading or a video or something else)" points to the "Schedule for the week ..." link, and "The assignment" points to the "Sandra Little - PE Assig..." link. A "View assignment" link is at the bottom left.

If you click on “View assignment” at the bottom of the page, you will get some added information like this. The part of the assignment that is work for the student to do will appear in a box to the right. There is more about this later in the document under **Respond to Instruction**.

PE ASSIGNMENT TURN IN SHEET

Heather Devine • Apr 18 (Edited Apr 18)

100 points

1) Use this sheet to fill in your scores for the week for:

- WODs - Monday and Wednesday
- FITNESS Activities - Tuesday and Thursday
- Mindful Meditations (2 per week)
- Family WELLNESS (Optional and Extra Credit)

2) DUE each week on THURSDAY

A button with a Google Docs icon and the text "Schedule for the week brok..." and "Google Docs".

Class comments

The "Your work" section is circled in red. It shows a status of "Assigned" and a list of items: "Sandra Little - PE ..." with a Google Docs icon and a close button. Below this is a "+ Add or create" button and a blue "Turn in" button. At the bottom, there is a "Private comments" section with a profile picture and a text input field "Add private comment..." with a submit button.

When a student clicks on the assignment, a Google Doc will likely open because the assignment is a Google Doc with questions. The assignment could be in a different program as well. Another common one is Google Forms. If a teacher needs to have the student go to a different site, the link will be here. There is more information later in this handbook regarding the assignments.

PE Assignment Turn In Sheet ☆ 📁 ☁

Insert Format Tools Add-ons Help Last edit was 2 hours ago

TURN IN Share

100% Normal text Arial 11 B I U A 🔍 ↺ 🖨

1 2 3 4 5 6 7 8 9 10

WEEK 3 (April 20-24)

PE WODs, FITNESS Activities, MINDFULNESS and Family WELLNESS

DIRECTIONS:

1) Record your answers for your WODs, Fitness Activities, Mindfulness, and Family WELLNESS on this sheet throughout the week.

2) **TURN IN to your teacher on Thursday.**

Name	
PE Period	

There is another page to access from the Classroom page. It is labeled “People.” By clicking here you will find the list of teachers for the class and the list of students participating in the class.

 $\sim 10 \sim$

Respond to Instruction

1. To Do List and Google Calendar

Students and parents can see the list of all assignments coming due and the status of finished assignments by clicking on the three lines before the class title. An option for “To Do” will be in the list along with all classes the student is enrolled in. If you click on the “Done” tab in the top center of the page, you will see a list of all completed assignments. Click here: [How to check for work to do.](#) Or URL:

<https://www.youtube.com/watch?v=xfArO9umsXw&feature=youtu.be>

Another way to see and link to assignments is to click on Google Calendar in the same drop down menu. This will show all assignments, the due date and time, and if an assignment is clicked it will link directly to the assignment.

2. The Assignment in Google Docs

PE ASSIGNMENT TURN IN SHEET

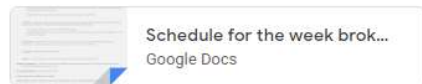
Heather Devine • Apr 18 (Edited Apr 18)

100 points

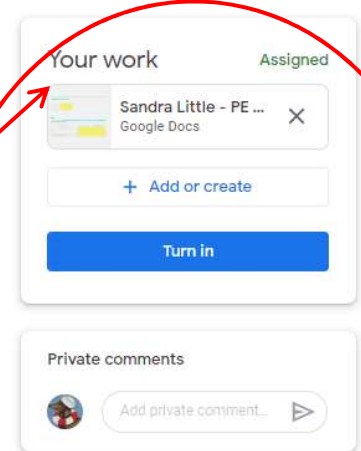
1) Use this sheet to fill in your scores for the week for:

- WODs - Monday and Wednesday
- FITNESS Activities - Tuesday and Thursday
- Mindful Meditations (2 per week)
- Family WELLNESS (Optional and Extra Credit)

2) DUE each week on THURSDAY



Schedule for the week brok...
Google Docs



When a student clicks on the assignment, a Google Doc will likely open. The assignment could be in a different program as well. Another common one is Google Forms. If a teacher needs to have the student go to a different site, the link will be here. In this case the document looks like this Click here: [How to turn in an assignment.](#) Or use the URL: <https://www.youtube.com/watch?v=-af6dolpWHI>

PE Assignment Turn In Sheet ☆ ⓘ

Insert Format Tools Add-ons Help Last edit was 2 hours ago

100% Normal text Arial 11 B I U A [Icons]

WEEK 3 (April 20-24)

PE WODs, FITNESS Activities, MINDFULNESS and Family WELLNESS

DIRECTIONS:

1) Record your answers for your WODs, Fitness Activities, Mindfulness, and Family WELLNESS on this sheet throughout the week.

2) **TURN IN to your teacher on Thursday.**

Name	

Once you have finished and assignment, click on “TURN IN” to send it to your teacher.

3. The Assignment that Requires Writing without a Doc attached

Sometimes there may be an assignment that requires a written answer and there is not a document for you to open and write the answer. If that happens, the Doc can be created by following the steps below.

LMS PE/Health (6-8)

Stream

Classwork

People

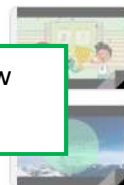
HEALTH/ MINDFULNESS Assignments

Grounding/Relationship with Observer Self

No due date

This is an activity that we used during our Mindfulness lessons. GROUNDING can help when you're completely overwhelmed by your thoughts and/or problems and feel like you've lost all control of your surroundings. Grounding calms you down and can help prevent an anxiety attack.

Watch the video "Relationship with Observer Self" then practice Grounding by either following the worksheet or listening to the Meditation



Relationship with the O...
YouTube video 3 minutes



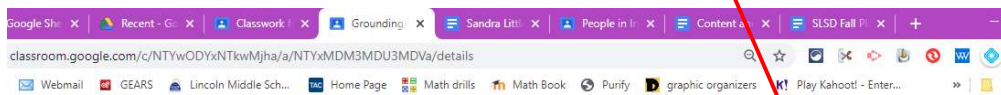
Mindfulness - GROUND...
Google Docs

Relax, Ground, and Clea...
YouTube video 6 minutes

[View assignment](#)

Click on "View assignment"

A box will be added to the screen. Then click on "+ Add or Create."



LMS PE/Health (6-8)

Grounding/Relationship with Observer Self

Heather Devine • Mar 24 (Edited Apr 1)

This is an activity that we used during our Mindfulness lessons. GROUNDING can help when you're completely overwhelmed by your thoughts and/or problems and feel like you've lost all control of your surroundings. Grounding calms you down and can help prevent an anxiety attack.

Watch the video "Relationship with Observer Self" then practice Grounding by either following the worksheet or listening to the Meditation



Relationship with the Obser...
YouTube video 3 minutes



Mindfulness - GROUNDING
Google Docs



Relax, Ground, and Clear Me...

Your work

Assigned

[+ Add or create](#)

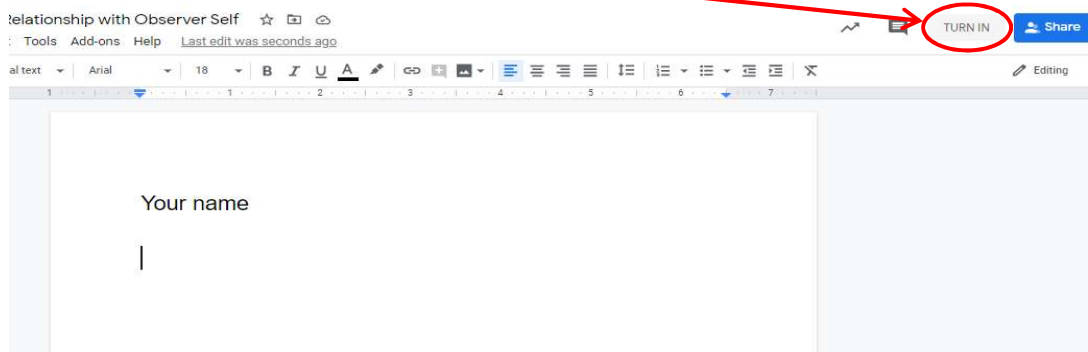
[Mark as done](#)

Private comments



[Add private comment...](#)

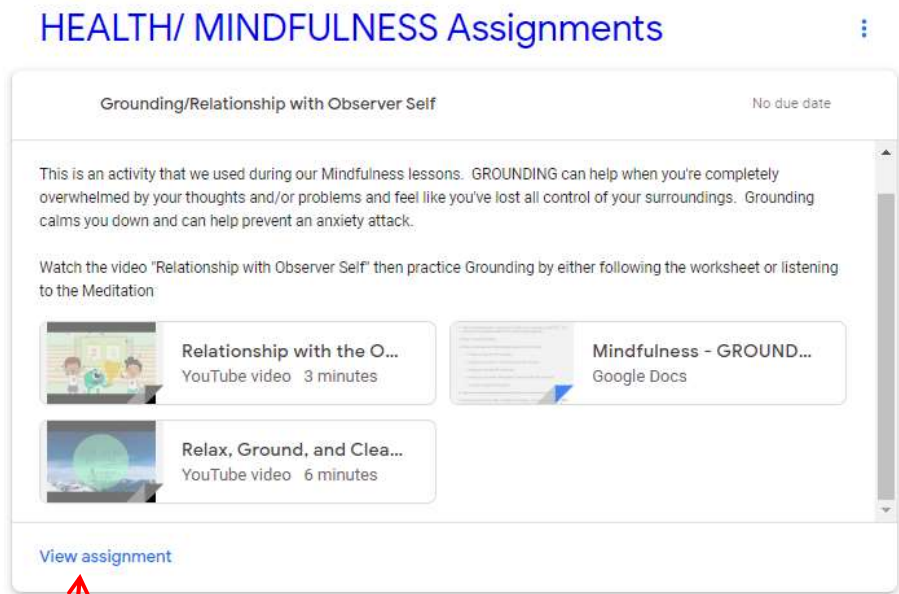
A Google Doc will be created. It will have a **TURN IN** button at the top. Write your name and the answer(s) to the assignment. Use the **TURN IN** button to hand in the assignment once you have finished.



4. The Assignment that Requires a Photo

Some assignments cannot be handed in through a Google Doc like the one above. There are cases when a photo must be taken and handed in. Some teachers will have students text the photo in order to hand in the assignment. Another way is to hand in the photo as a Google Doc. This will place the photo directly into the Google Classroom and you and the teacher will have an easy to find record of it.

The assignment below may have a picture to send in. To do this, take the picture with your phone or with the camera on the computer (be careful to get the entire assignment and to have something solid behind the work if using the computer camera). From either the phone or camera, place the picture in Google Photos or on the desktop of the computer so they will be easier to access.



Next, click on “View Assignment” at the bottom of the assignment page.

You will then see a box added to the screen. Click on “+ Add or create.”

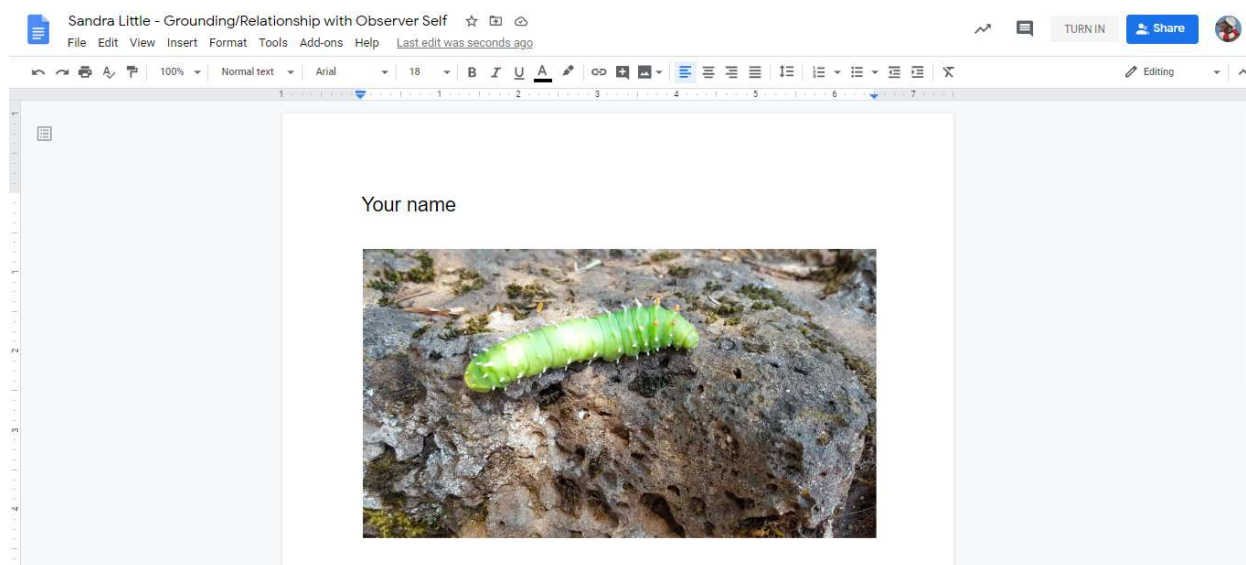
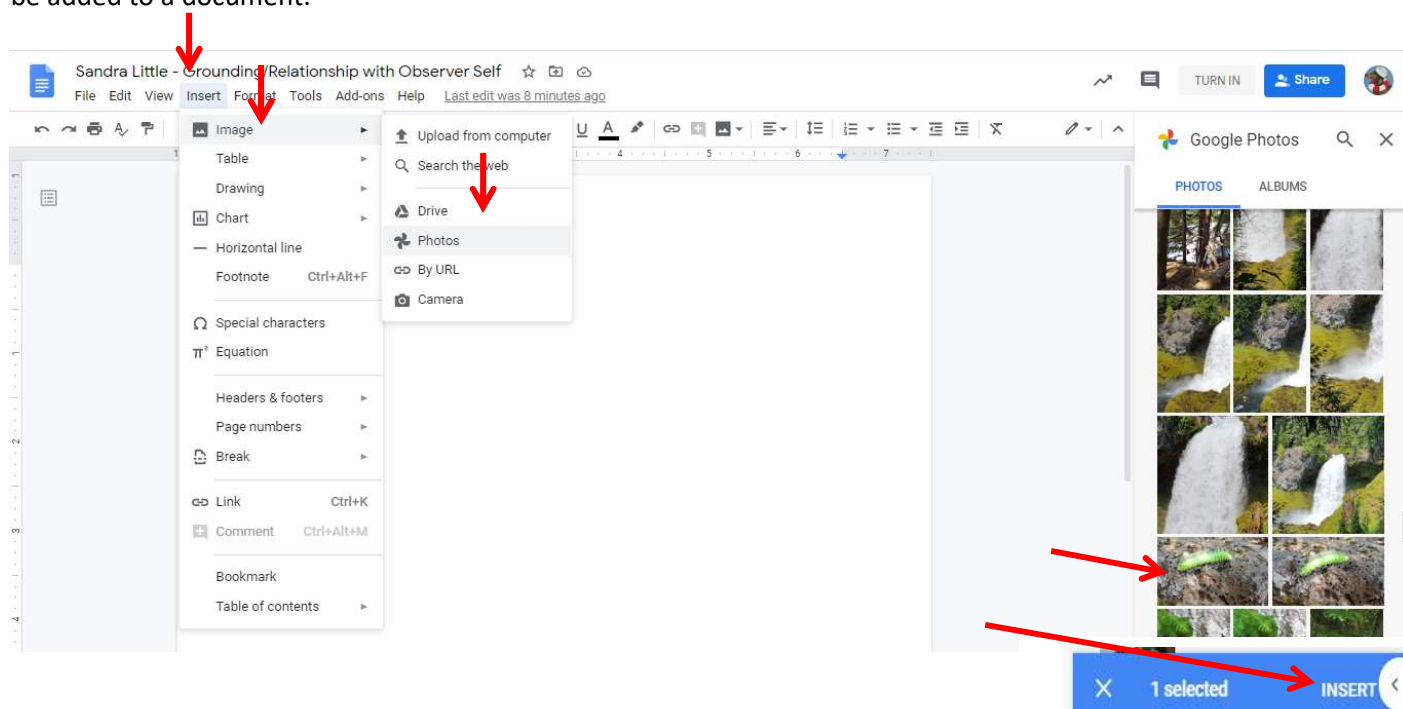
The screenshot shows a Google Classroom interface. At the top, there's a browser tab bar with several tabs open, including 'Sandra Little' and 'People in'. Below the tabs, the address bar shows the URL 'classroom.google.com/c/NTYwODYxNTkwMjha/a/NTYxMDM3MDU3MDVa/details'. The main content area has a header 'LMS PE/Health (6-8)' and a title 'Grounding/Relationship with Observer Self' by Heather Devine, dated Mar 24. The description states: 'This is an activity that we used during our Mindfulness lessons. GROUNDING can help when you're completely overwhelmed by your thoughts and/or problems and feel like you've lost all control of your surroundings. Grounding calms you down and can help prevent an anxiety attack.' It also mentions watching a video 'Relationship with Observer Self' and practicing Grounding. There are two video thumbnails: 'Relationship with the Obser...' (3 minutes) and 'Relax, Ground, and Clear Me...' (6 minutes). A 'Mindfulness - GROUNDING' Google Docs link is also present. On the right, a 'Your work' box shows 'Assigned' status, a '+ Add or create' button, and a 'Mark as done' button. Below that is a 'Private comments' section with an 'Add private comment...' input field. At the bottom, there's a 'Class comments' section.

Select Docs. A link to a Google Doc will appear just above the Add or create button. Click on that and a Google Doc will show and it will have the TURN IN button at the top. Type your name at the top of the page.

This is what the Google Doc will look like.

The left screenshot shows the 'Your work' box with the 'Assigned' status. A red circle highlights the 'Sandra Little - Google Docs' link. Below it is the '+ Add or create' button and a 'Turn in' button. The right screenshot shows the Google Doc interface. The title is 'Relationship with Observer Self'. The top right corner has a 'TURN IN' button circled in red. The main content area has a 'Your name' label and a text input field.

Next, in the menu bar click Insert, then from the drop down menu, choose image. You will get another drop down asking where the image is. Here Google Photos was selected, and the images from Google Photos show on the right hand side of the page. Click on the image you need to send to your teacher and click on insert (the blue box below the images). The photo will appear in the document. See the steps and the outcome below. More than one photo can be added to a document.



Now your assignment is ready to be turned in make sure your name is on the page, then click on the turn in button. See below for a simpler way to attach a video or photo from your phone.


5. More Methods of Turning In Photos

- If the picture is on the computer, then select Upload from computer instead of Photos. You may have to resize the picture to fit on the document. Make sure the work shows clearly so it can be graded.
- You can also take a photo and save it right to the Doc by going to the Camera at the bottom of the menu. This will use the camera on the computer and place the photo directly into the document.
- Another way to hand in multiple photos is to place the **photos in one PDF document** (see [Appendix A: Make a PDF of Photos](#) for instructions)
- Some teachers may prefer that photos be submitted by text or email attachment. See the section in “Communicate with Teachers and Staff” about text and email.
- Photos and videos can be uploaded **directly from your phone** if you have Google Docs and Google Classroom on your phone. Here are the instructions Click Here: [How to upload a photo or video from your phone](#) or use the URL: <https://www.youtube.com/watch?v=xwl45PEvwi0>

6. Draw on diagrams, maps, or pictures

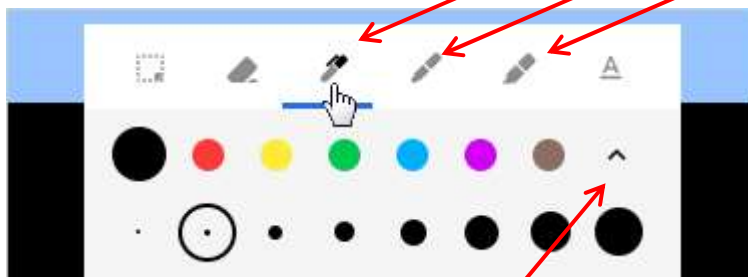
Sometimes you will have to label diagrams, or color maps, or make notes on pictures. To do this you will need your phone or mobile device like a tablet or iPad. As of now, this won't work on the computer.

First, make sure you have the Google Classroom App on your Android or iOS mobile device. Then click on Classroom and select the class. Next open the assignment that you need to write on; it may be already attached or you may have to Add Attachment. Most will likely be already attached (see section 2 and 3 above).

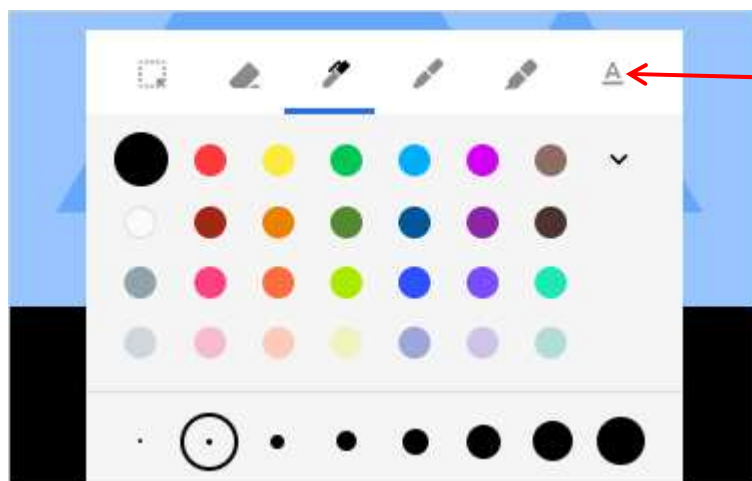
In the upper right hand corner, click on the Edit button (Edit ). Now you can make your notes or drawings. Once you click on the edit button, you will see a set of tools.

The write, mark, and highlight tools are available in different sizes and colors.

1. To see color and size options, double-click Write, Mark, or Highlight.

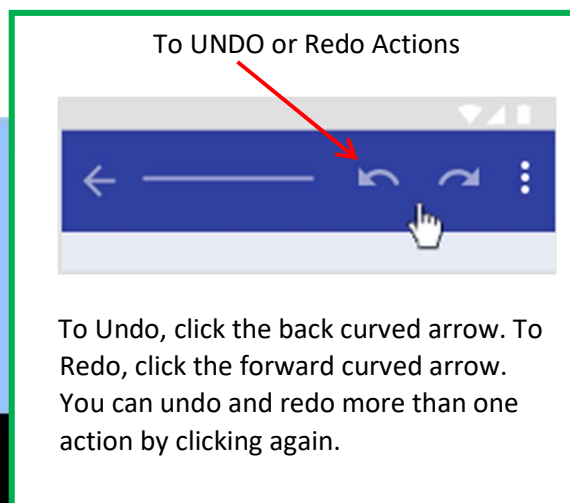


2. To see more colors, click the Up arrow ^.



Click on the A and drag your finger to where you want to write. Write your comment or label. This can be resized by dragging the corner or pinching the text and making it larger or smaller.

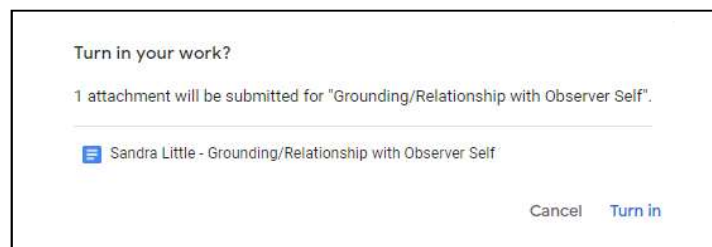
3. Click a color or point size to use it.



4. To resize an image or Erase, use these buttons. Adding an image, first select the resize button, then select your image. Resized by pinching and moving apart or together and move by dragging it.
5. Click on Erase once to erase a mark. To delete **ALL** marks on the page, double click erase then "clear page."
6. If your assignment is a Google Doc or Microsoft Office document, the new document (with the drawings and comments will be saved as a PDF. If the original is a picture (JPEG or PNG) or a PDF, the new one will replace the original.

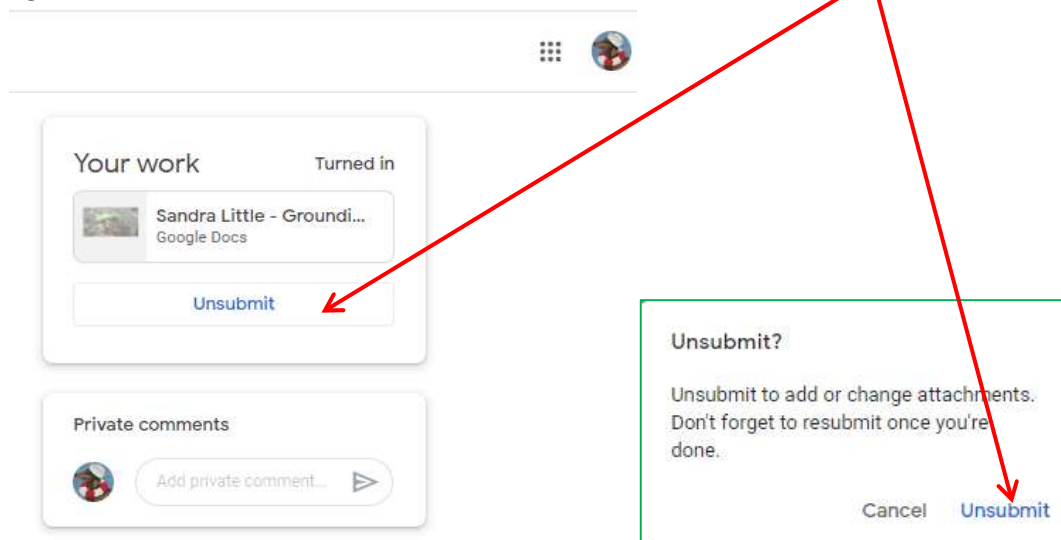
7. Finish Turning In Work

Once you have clicked on the TURN IN button, another dialog box will appear. It will ask if you are sure. When you click Turn in again, the assignment will be sent to Google Classroom for your teacher.



8. Assignment is Turned In and You Need to Revise It

If you realize you need to change something in the assignment or revise it, but it is already turned in, you can get it back to make the revisions. After the assignment is turned in, the box to the upper right will change to look like the figure below. To change the document, click on "Unsubmit". Another dialog box will show up and click "Unsubmit" again.



Once you are done with the revisions, turn in the document again.

9. Where Are Assignments Stored?

When a student enrolls in a class, a folder is created in Google Drive. It is named "Classroom." This folder will contain another folder for each class. Student work and other items for the class are stored here.

C ommunicate with Teachers and Staff

1. Overview

Communication is a critical component of Distance Learning and allows students, parents, and teachers to stay in touch regarding:

- Lesson instructions and due dates
- Grades and progress
- Academic questions and needs
- Non-academic services and supports for students and families
- School and District related events and announcements

To make sure communication occurs easily, please take a moment to:

- Update your contact information with the school (email, mobile numbers, work numbers, etc.)
- Confirm all email addresses are functioning (student South Lane accounts and guardian accounts)
- Set up voicemail inboxes for all phone numbers (mobile, home, work) and make sure they can accept messages

2. Student South Lane E-mail Account

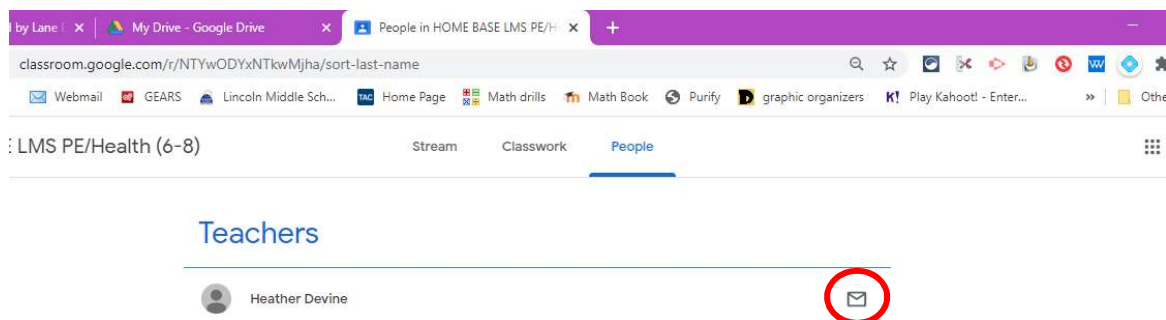
E-mail is the most powerful tool for communicating with your teachers and other school staff. Your teacher, school, and the South Lane School District will send messages to your South Lane School District account. Check your email **DAILY** to keep track of important messages and updates.

3. Contact a Teacher

Please understand that immediate messages to your teacher after school hours or on weekends may not be seen until the next school day. Teachers will do their best to respond as quickly as possible.

How to Find a Teacher's E-mail

Students can access the link to their teacher's email by clicking on the envelope to the right of their name while in the People tab of Google Classroom.



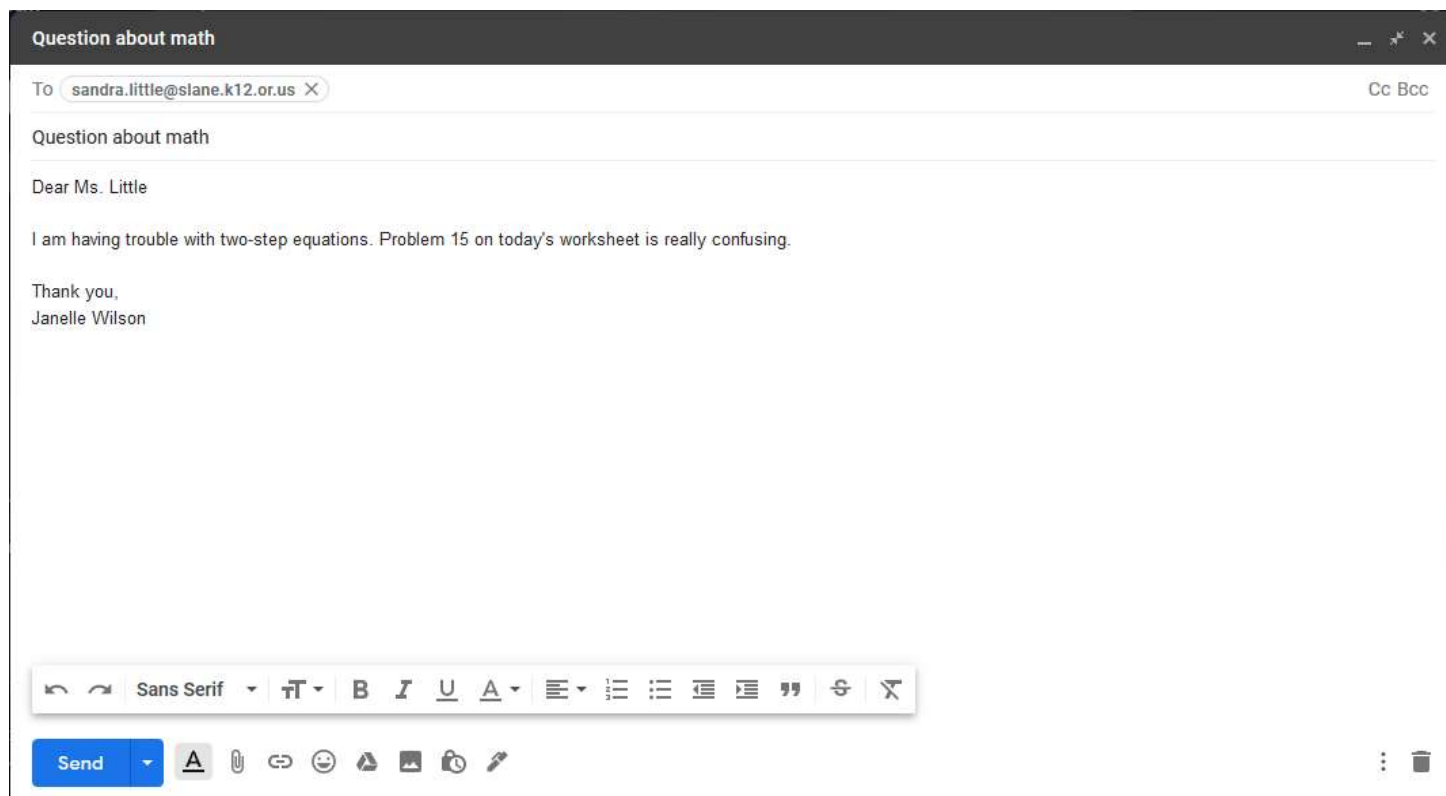
Your teachers' email addresses will be formatted like this: first.last@slane.k12.or.us

Staff emails can also be located on each individual school's web page.

Writing the E-mail

When communicating via email make sure that you:

- Fill in the subject line so your teacher can quickly see what you are communicating about.
- Begin the message with a greeting (“Hello Mr. X...”).
- Be clear and specific regarding your main thoughts or questions.
- End with an appropriate parting phrase (“With thanks, Andy T.”) and any additional contact information.



Teachers will read and respond to emails as quickly as possible during regular school hours (do not expect immediate responses on evenings and weekends).

3. Text, Remind, and Phone

Your teacher may invite you to use other tools for communication, including text, Remind, and phone. Below is what each may look like.

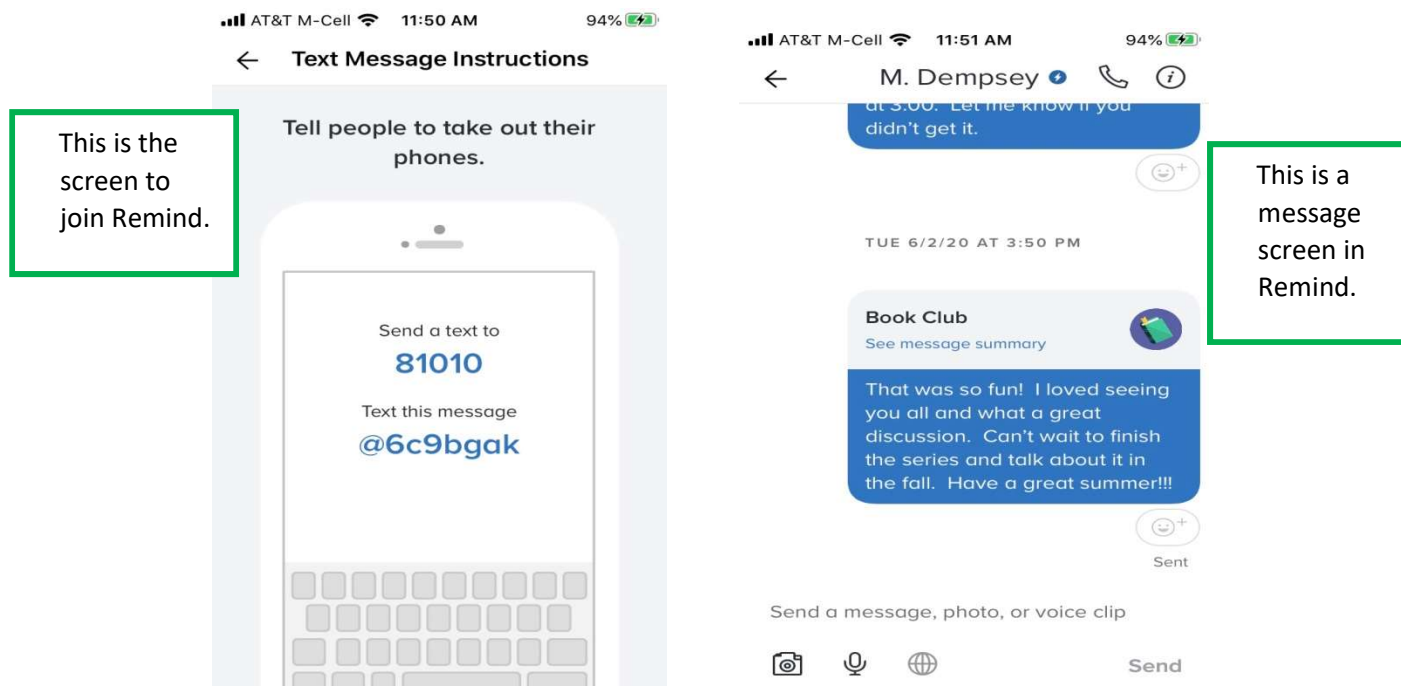
Text

Text messages: Many teachers have a Google Voice number specifically for handling school communications. Your teacher may invite you to text when you have a question/need, and they may use text as a means to initiate and maintain contact with you.



Remind

Remind messages: You may be asked to join the Remind group for a class as the Remind app allows your teacher to text with you, or the entire class, without the exchange of phone numbers.



Phone Calls

Your teacher may simply phone you when they need to communicate, and they may ask you to use their dedicated Google Voice number or Remind to do the same. Make sure your phone number has a functioning voicemail inbox and check your phone messages regularly.

4. Google Classroom Comments

In addition to the above methods of communication, your teacher may also use Google Classroom tools for communication, including private comments or the stream. While there are several ways to contact the teacher, you will need to choose the most effective method for the need you have.

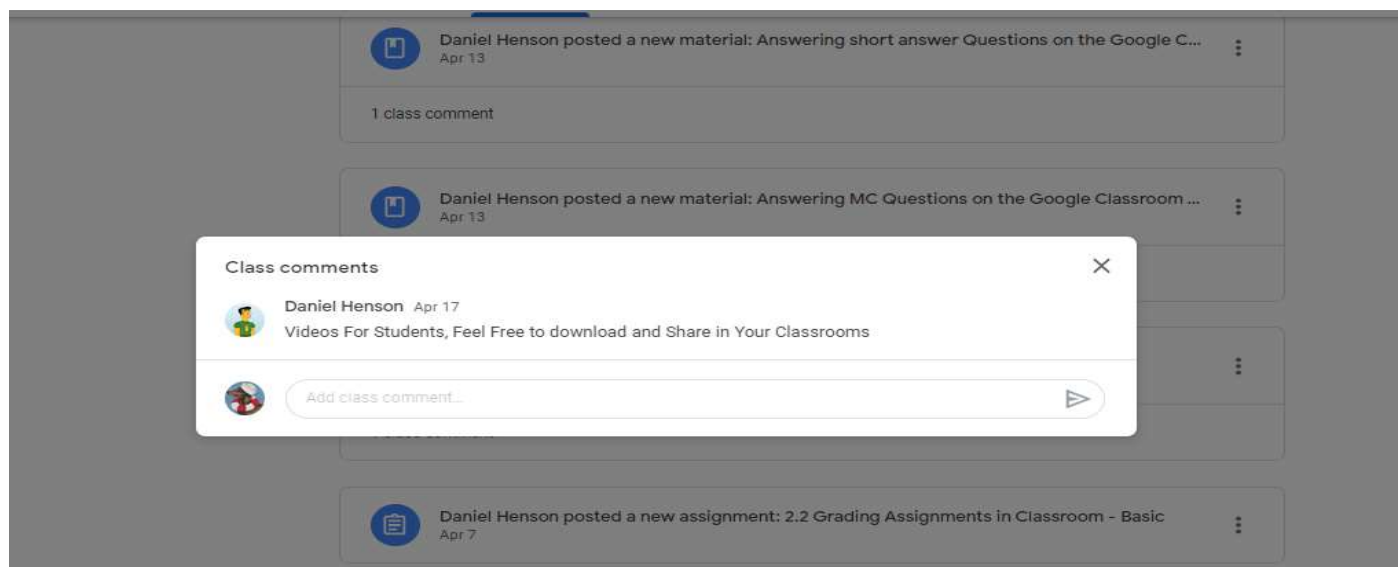
Private Comments

Private comments in Google Classroom will be used by your teacher to communicate with you regarding your progress on a specific assignment. The Private Comment section is found on the assignment page in the classroom section of the class. Please understand that the teacher *may not* see a private comment on an assignment until they grade the assignment.

The screenshot shows a Google Classroom interface. At the top, there's a navigation bar with links like Webmail, GEARS, Lincoln Middle Sch..., Home Page, Math drills, Math Book, Purify, graphic organizers, and Play Kahoot!. Below this, the page title is 'LMS PE/Health (6-8)'. The main content area is titled 'PE ASSIGNMENT TURN IN SHEET' by Heather Devine, dated Apr 18. It shows 100 points and a list of activities: WODs, FITNESS Activities, Mindful Meditations, and Family WELLNESS. A 'Schedule for the week brok...' link is also visible. On the right side, there's a 'Your work' section with a list of assignments, including 'Sandra Little - PE ...' and a 'Turn in' button. Below this, the 'Private comments' section is highlighted with a red circle, showing a button to 'Add private comment...'.

Comments to the Stream

Posts in the Google Classroom Stream will be used by your teacher to communicate with you regarding class work or other class announcements. Some teachers will allow students to post to the stream; others will not in an effort to keep the stream less cluttered. Anything posted to the stream will be viewed by the entire class. In most cases, you will see a place under the post from the teacher that has a place to “Add class comment.” If there are comments already, you can click on the number of class comments and a window like the one below will pop up. Here again you can add a comment.

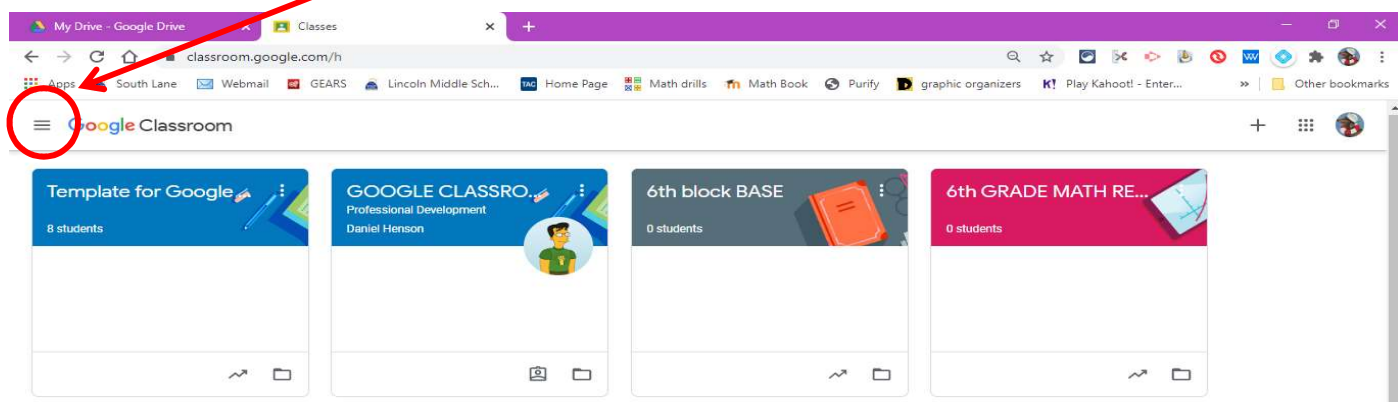


Under classwork there is another place to add comments that are public. It will be right below the assignments and will look similar to the one above.

Notifications Settings

Use the notifications settings in Google Classroom to receive an email notification when your teacher communicates with you using these Google Classroom tools. You need to go to “Settings” to see how your notifications are set.

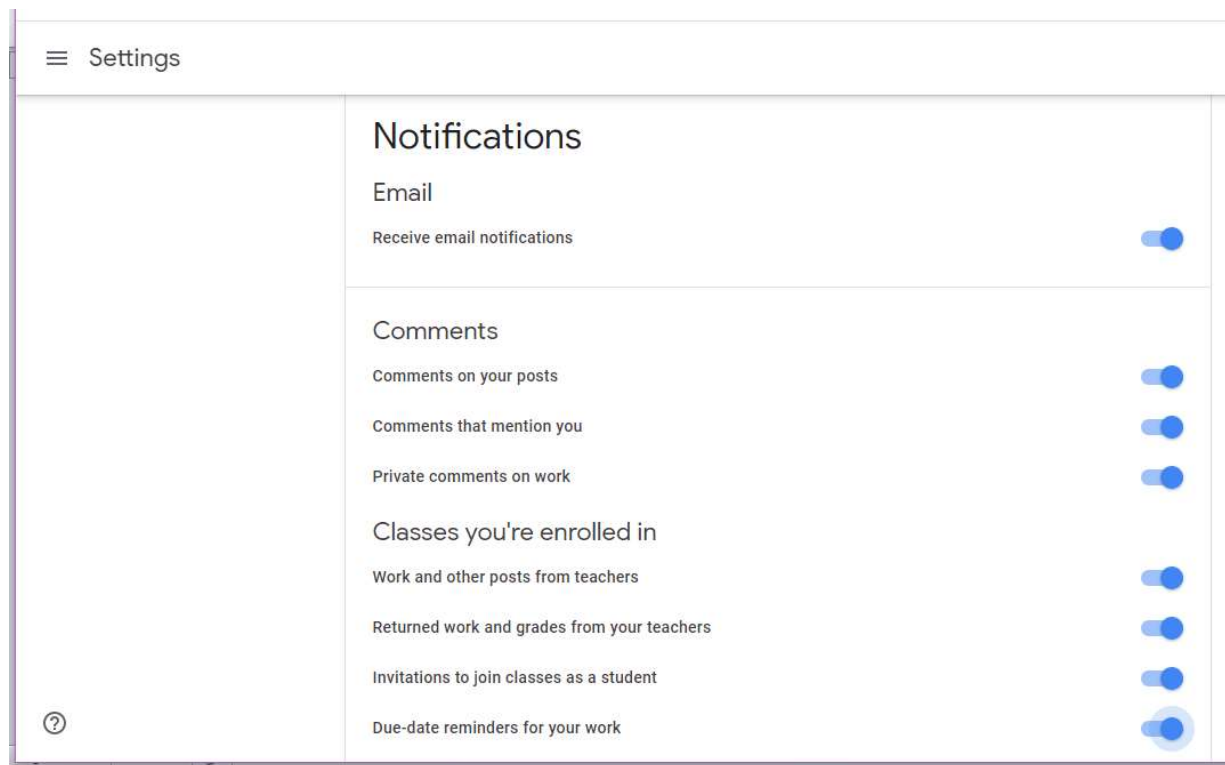
The settings button is found from most pages in Google Classroom by clicking on the three lines to the left of the class name, or from the classroom page, the three lines to the left of “Google Classroom.”



When you click on these three lines, you will see a list of your classes. Scroll down to the bottom of the list and click on the settings wheel.

Here you will see a place to set up your notifications. All of these notifications should be turned on so you will see all messages and comments that involve your classes and work.

Please note that not all notifications are on for teachers because teachers do not need all of these. Your teachers will let you know the best way to contact them.



Google Meets

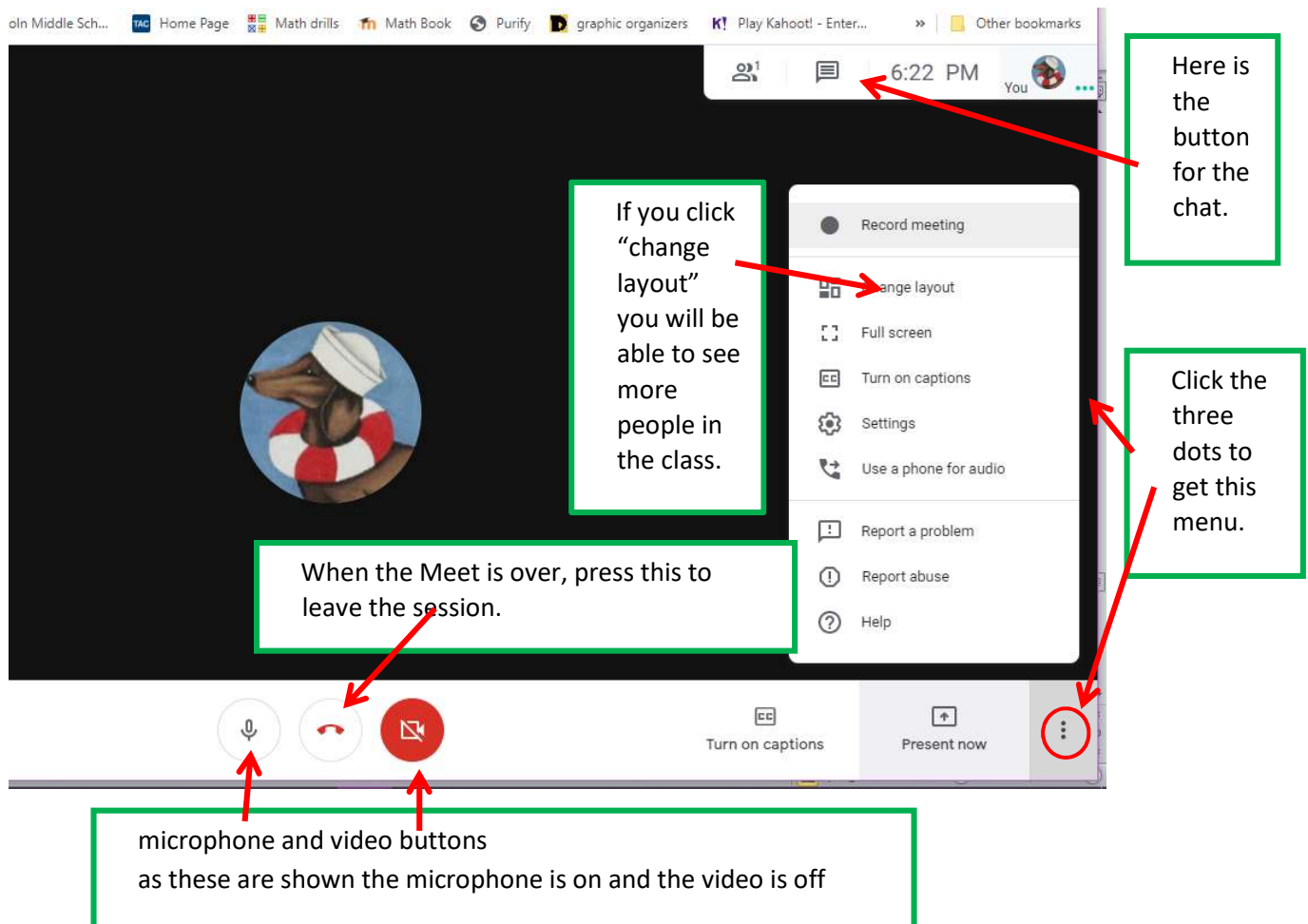
Classes will often meet as a Google Meet (Google Hangout). These are video meetings or class sessions similar to *Zoom*. The link for your class will be in the Classroom at the top of the Stream page. It will be under the class title and the class code. There is a picture of this in the Navigate Classroom section.

To join a Google Meet session, click on the link from the Stream page for the class. You will see yourself and a button to click to join the meeting. Press this. You will also see a microphone and a video camera icon to turn on and off these items. It is best to keep the microphone muted (off) so everyone can hear the teacher. Muting the microphone also keeps background noises to a minimum.

During a Google Meet, please focus on the meeting. Teachers will expect you to be working and paying attention to the lesson. Watching TV and playing games is distracting for you and for others in the class.

In the Google Meet there is a chat in the upper right corner. This allows people to comment on the conversation and ask questions. Keep in mind that these comments are public. All people in the Meet will be able to see the chat.

A picture of the Google Meet screen is below. Important parts of the screen are shown and labeled. To leave a Google Meet, click on the phone icon.



Parent Notifications

You can ask your child's school to add you as a *guardian* and so you will get email updates about your child's assignments. You only have to be added for one class, you will receive notifications about all classes your child is enrolled in if the teacher has turned on the notification setting. Unfortunately, grades are not included. Here is what is included in the parent reports:

- Missing work—Work that's late at the time the email was sent
- Upcoming work—Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)
- Class activity—Announcements, assignments, and questions recently posted by teachers

Here is a video that shows a guardian summary Click here: [Parent/Guardian summary](https://www.youtube.com/watch?v=Vl9ofDHkIpE) or the URL: <https://www.youtube.com/watch?v=Vl9ofDHkIpE>

Note: Due to privacy laws, parents and guardians can't access Classroom or student assignments. They can get email summaries if the teacher allows it.

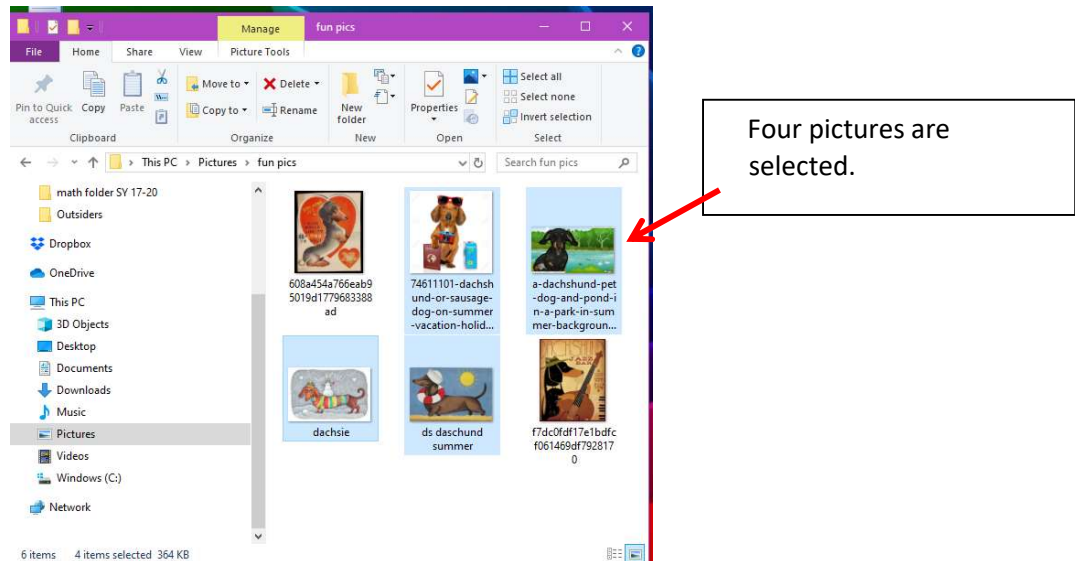
In order to see grades, please ask the teacher how to access the grades.

Appendix A: Make a PDF of Photos

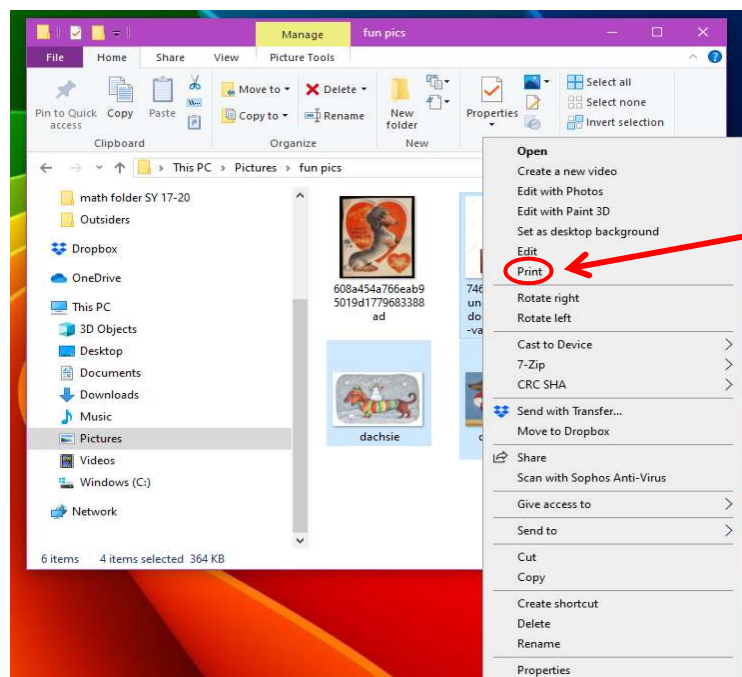
If you are planning to send photos of work to your teacher, you create a PDF and attach it to an email to send to the teacher. For a Mac Click here” [How to Attach a Picture on Google Classroom with a Mac laptop](#) Or use this URL:

<https://www.youtube.com/watch?v=2DaPyZL5Qic&t=143s>

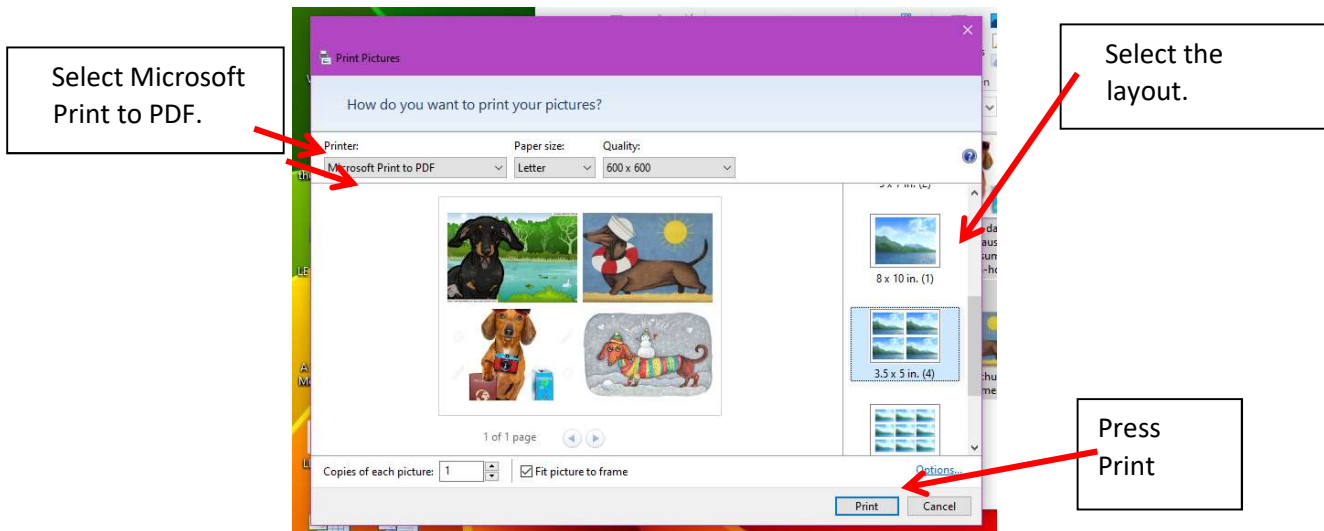
For a PC the process is similar to a Mac. First open your pictures folder on the computer. Select all of the pictures you want to put on a single sheet. To do this click on the first picture, then CTRL click on the rest of the pictures. Then right click on one of the pictures.



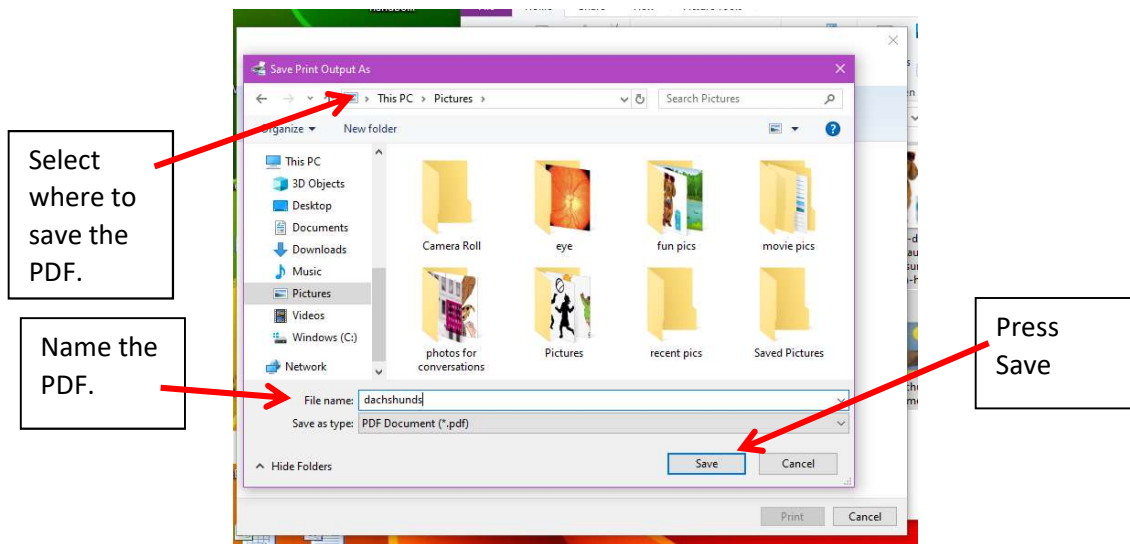
Next, right click on one of the selected pictures. A drop down menu will appear. Then click on “Print.”



The next window you will see looks like the one below. Here you will select the layout you want for the pictures by scrolling through the options. Then use the drop down menu under printer and select Microsoft Print to PDF. Then click on Print at the bottom of the window.



You will be asked to name the file to save the PDF. You can select a file or the desktop to place it, then give it a name and press Save. Now you can make it an attachment for an email.



Appendix B: How to Get Computer Help

District Technology Center

If your student is having issues accessing their South Lane School District related accounts or equipment that has been issued to your student, please contact the helpdesk:

- Via phone: (541)767-3778; Option 1
- Via E-mail: help.desk@slane.k12.or.us
- Via the Online Helpdesk: <https://helpdesk.slane.k12.or.us>

Help with Home Access Center and Google Classroom

For help with Google Classroom, contact the teacher.

To login to Home Access Center

The image shows a screenshot of the Home Access Center login page. At the top is a blue header with the Home Access Center logo. Below the header is a 'Login' form. To the left of the form is a text box explaining the student user name format. To the right is a text box explaining the student password format. Arrows point from these text boxes to the corresponding input fields in the login form.

Home Access Center

Your Student User Name is generally first initial last name, all lower case.
Example: John Doe
User Name: jdoe

Login

Please note: all user passwords are Case Sensitive

This Home Access Center website is used by multiple districts to allow parents to view their students' schoolwork and other information.

If the website cannot determine your school district, a district selection box will display above the login box. If you see the district selection box, please be sure to select the correct district before logging in.

Please contact your school district if you experience any problems while accessing your student's information.

Please enter your account information for Home Access Center.

User Name:

Password:

[Forgot My Username or Password](#)

Your Student Password is their student id (lunch number) plus their 8 digit birthday
Example: 12345 & 1/2/1999
Password: 1234501021999

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More Help with Google and Chromebooks

If you need more help with using a Chromebook or Google, here is a link to a Google Sheet with links for help [Student/Parent Tutorials](#) another way to access this is to copy and paste this link

<https://docs.google.com/spreadsheets/d/1cgyeHapPfBMEyXg1Mt0Q3zSCodIFPoyeASfsUA7bCI/edit?ts=5f2cb413#gid=0>. The links will send you to help for many different parts of Google including Docs, Sheets, Slides, Classroom, etc.

Appendix C: Class Codes