

How to Access Google Drive and Google Classroom

1. Go to google.com
2. In top right corner, click on the cluster of mini squares.

Gmail Images  Sign in

Google

Google Search

I'm Feeling Lucky

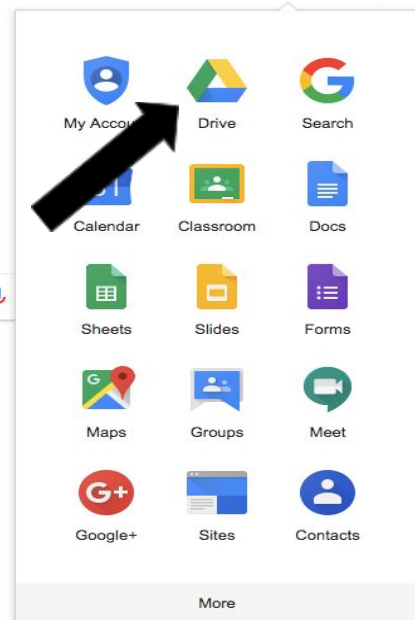
3. Click on "Google Drive".

Google

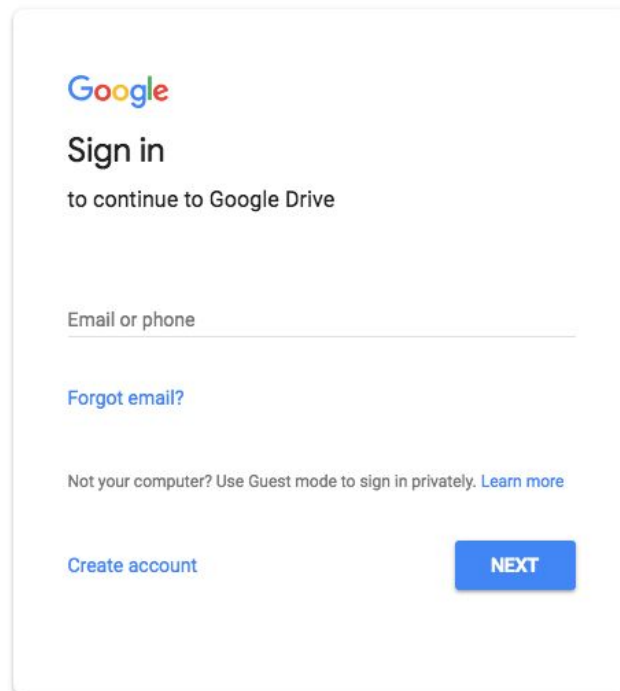
Google Search

I'm Feeling Lucky

Images  

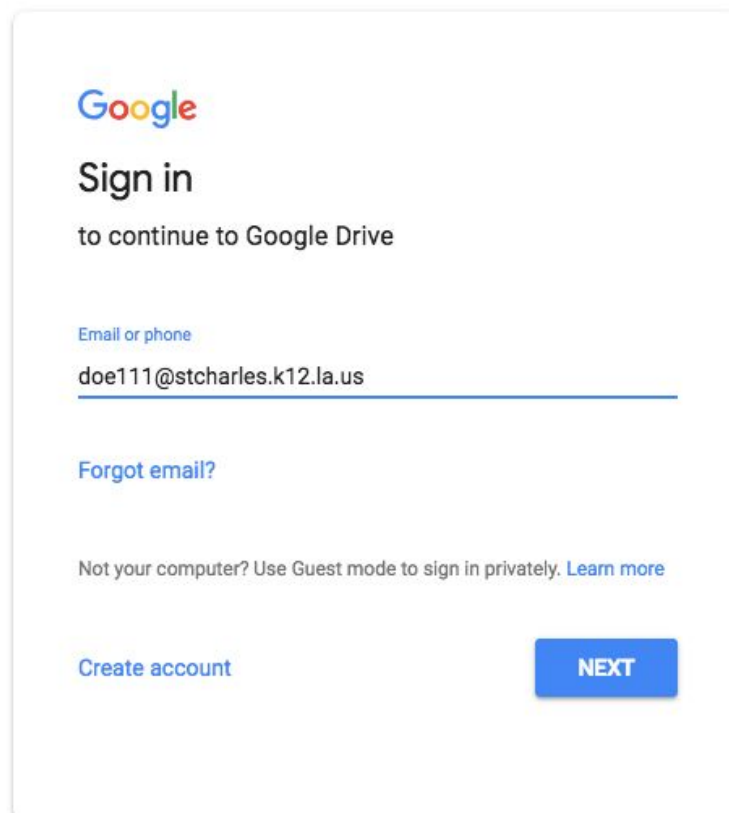


4. This will bring you to a sign in screen. All students have a label with their login information. This will be the username and password in order to access Google Drive and Google Classroom.



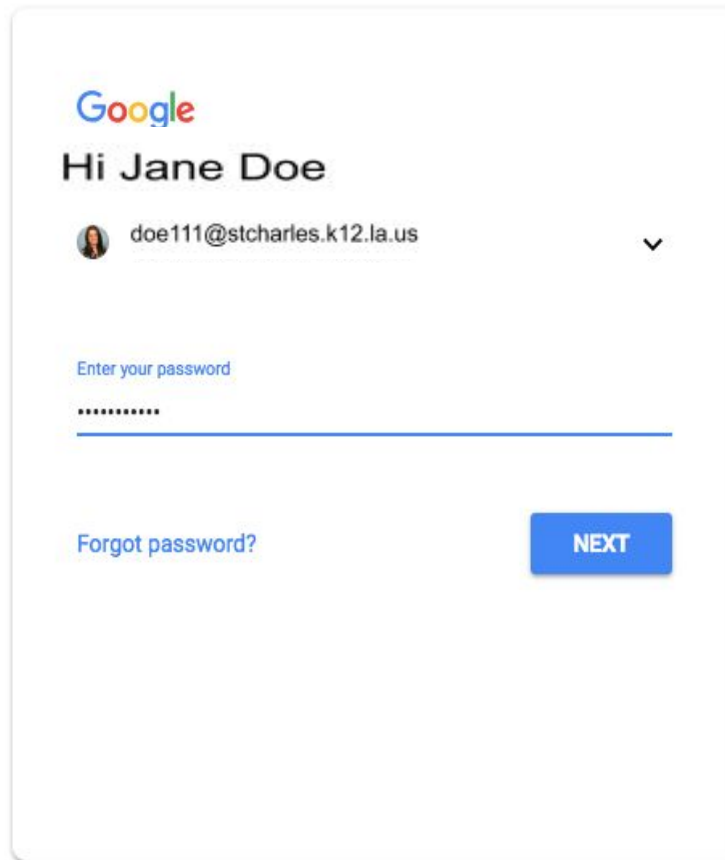
The image shows a Google sign-in interface. At the top is the Google logo. Below it, the text "Sign in" is displayed in a large, bold font, followed by "to continue to Google Drive" in a smaller font. There is a text input field labeled "Email or phone". Below the input field are two links: "Forgot email?" and "Not your computer? Use Guest mode to sign in privately. [Learn more](#)". At the bottom left is a link "Create account", and at the bottom right is a blue button labeled "NEXT".

5. When entering the email address, students will HAVE to include "@stcharles.k12.la.us." to the END of their username. See below. Then click "NEXT".



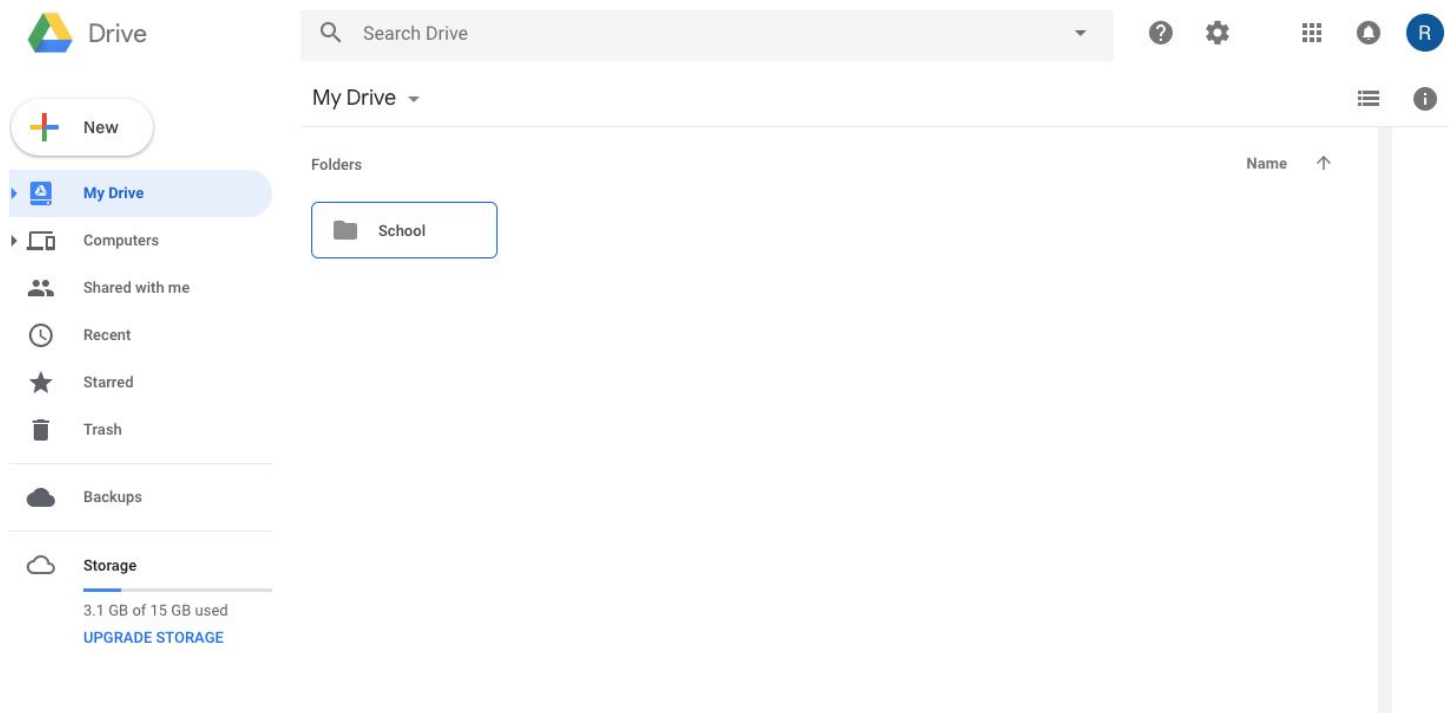
The image shows the same Google sign-in interface as above, but with the email address "doe111@stcharles.k12.la.us" entered into the "Email or phone" input field. The rest of the interface, including the Google logo, "Sign in" text, links, and buttons, remains the same.

- Once you move to the next screen, students will enter their **GOOGLE PASSWORD** to gain access to Google Drive and Google Classroom.

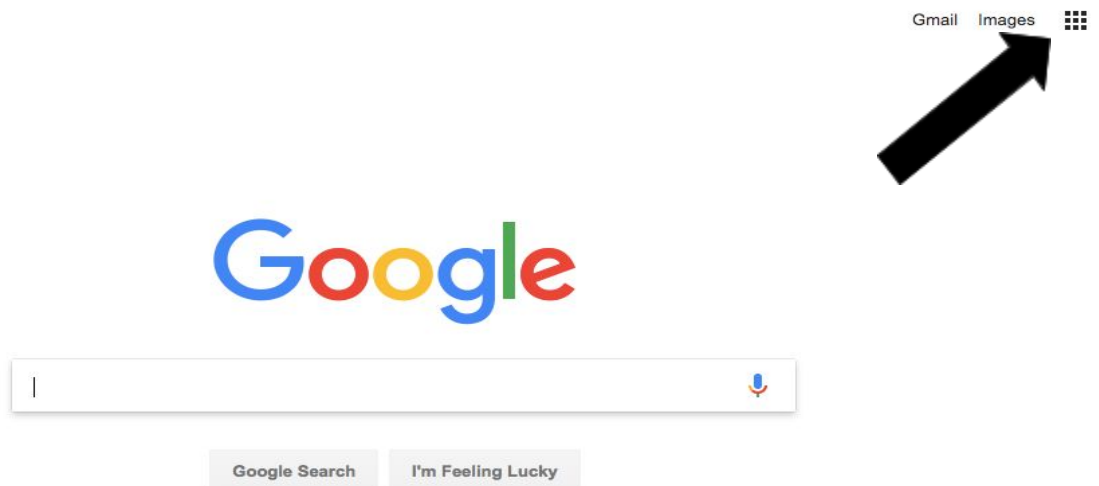


The image shows a Google login interface. At the top is the Google logo. Below it, the text "Hi Jane Doe" is displayed. Underneath is a profile picture placeholder and the email address "doe111@stcharles.k12.la.us" with a dropdown arrow. A password field is labeled "Enter your password" and contains a series of dots. Below the password field is a link for "Forgot password?". To the right of the password field is a blue button labeled "NEXT".

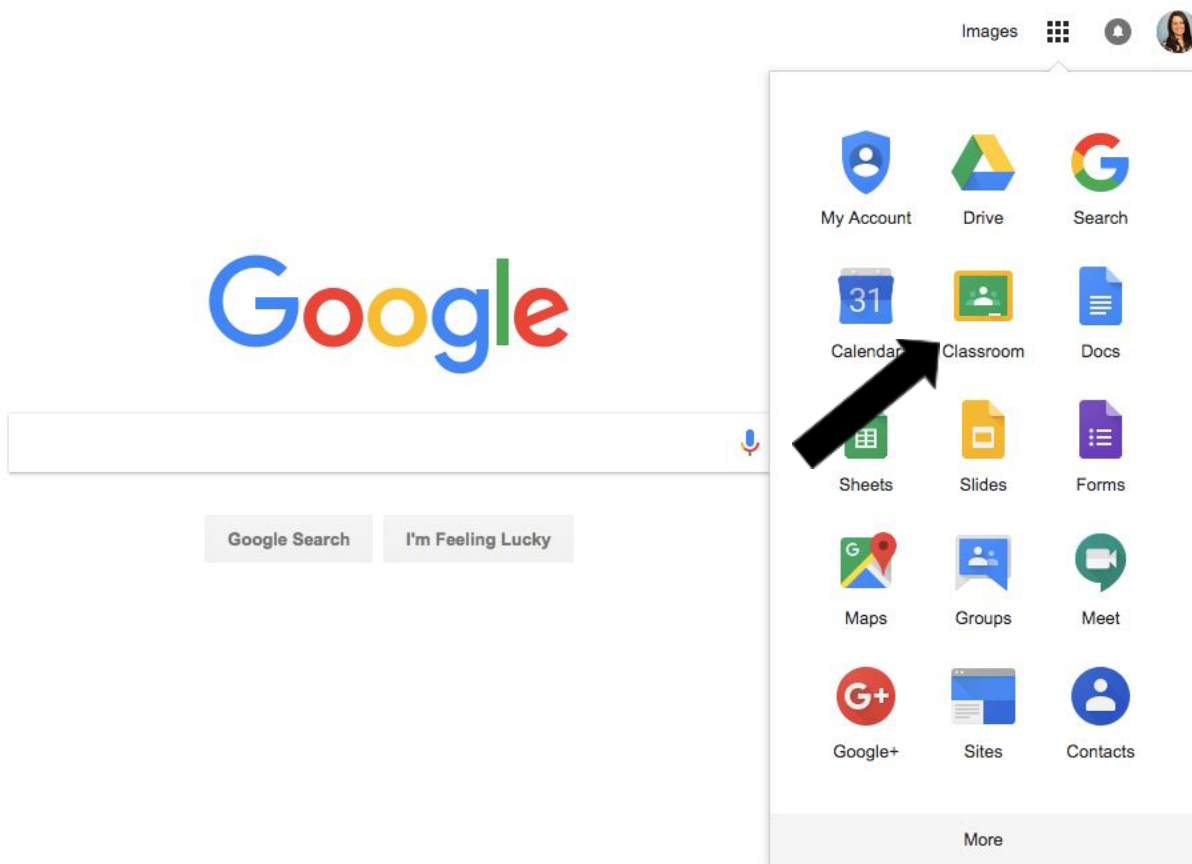
- Once students enter their password it will take them to their Google Drive. This is where student work is stored for all classes.



8. In order to access the Classroom, click on the cluster of mini squares.



9. This will give you the option to go back and forth to your student's Drive and Classroom.



10. The classroom is where assignments, formatives/summatives, and classwork is administered. Students can select from their class options.