

Harry Hurst Middle School

Guide to Google Classroom



Google Apps for Education Can Be Accessed Anywhere...



Desktops



Tablets



G Suite For Education



Chromebooks/
Laptops



...Anytime, On Any Internet Enabled Device!

Student Login Information

Each HMS student has been issued an @stcharles.k12.la.us Google username and password. A sticker with student login information can be found on the inside cover of your student's planner.

Please check with your student to obtain this private login information.

Login Sticker Example:

John Smith
Google Account Information
jsmit123@stcharles.k12.la.us
Password: scp456789

If your student is unsure of their login information please contact their advisory teacher via email.

Signing In To Google Classroom

The following slides will guide you through signing into your student's Google account on a desktop or laptop and then access Google Classroom.



Step 1



Click on the Google Chrome browser icon.

If Google Chrome is not installed on your computer or laptop, we highly suggest adding it. Most digital materials related to student assignments work best on the Google Chrome interface.

Step 2

Type

www.google.com

Into your web address bar.



Then click on SIGN IN in the upper right hand corner of the browser window.

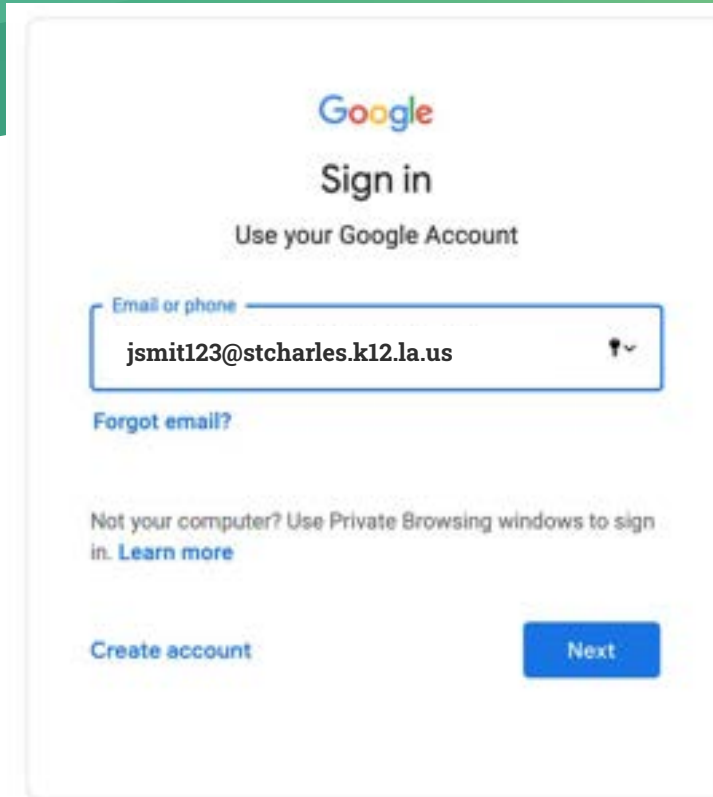
Gmail Images



Sign in



Step 3

A screenshot of the Google sign-in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone" containing the email address "jsmit123@stcharles.k12.la.us". To the right of the input field is a small icon of a person with a checkmark. Below the input field is a link that says "Forgot email?". Further down is a line of text: "Not your computer? Use Private Browsing windows to sign in. [Learn more](#)". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".

Google

Sign in

Use your Google Account

Email or phone

jsmit123@stcharles.k12.la.us

[Forgot email?](#)

Not your computer? Use Private Browsing windows to sign in. [Learn more](#)

[Create account](#)

Next

Type your child's Google Email address.

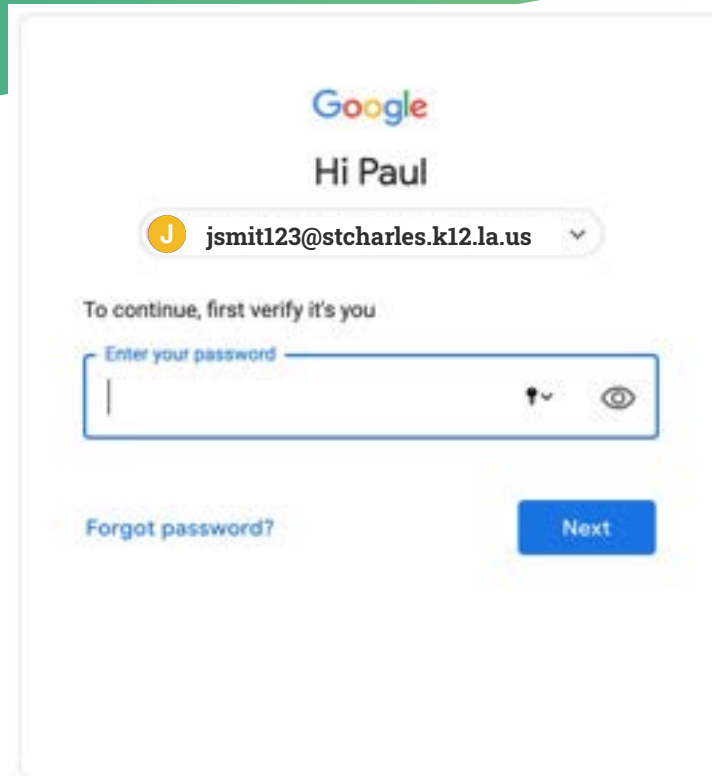
Remember this email address should end in @stcharles.k12.la.us

Click Next

Step 4

Type your child's
Google password.

Click Next



A screenshot of the Google login verification screen. At the top is the Google logo, followed by "Hi Paul". Below that is a dropdown menu showing a yellow circle with the letter 'J' and the email address "jsmit123@stcharles.k12.la.us". The text "To continue, first verify it's you" is displayed. Below this is a password input field with the placeholder text "Enter your password". To the right of the input field are icons for a key (password hint) and an eye (toggle visibility). At the bottom left is a link "Forgot password?" and at the bottom right is a blue "Next" button.

Check the upper
right-hand corner for
your students icon or
letter. You are now
signed in to your
student's Google
Account.

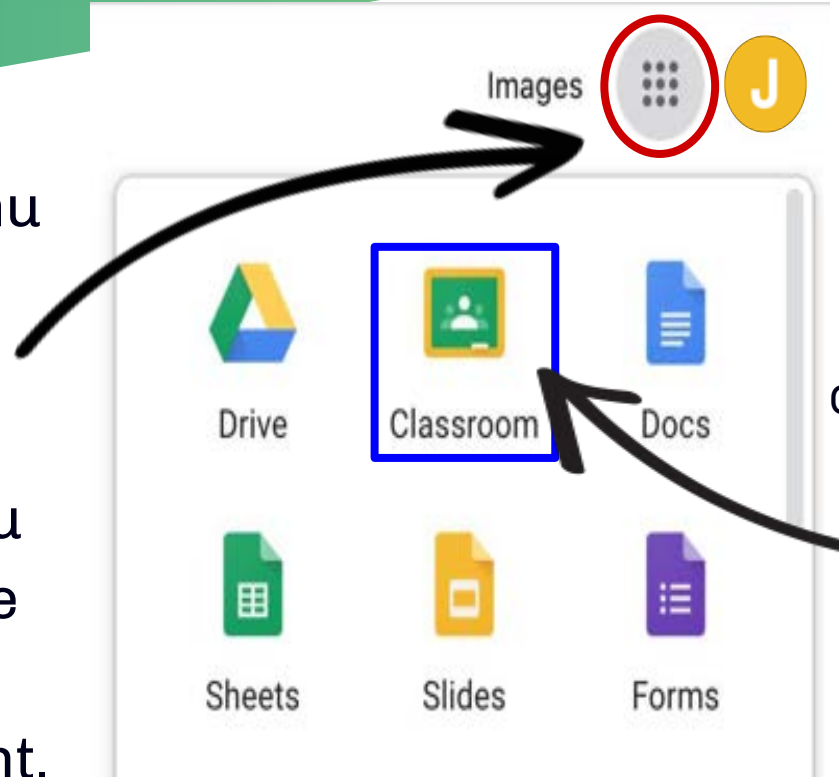
Images



Once you are signed into Google...

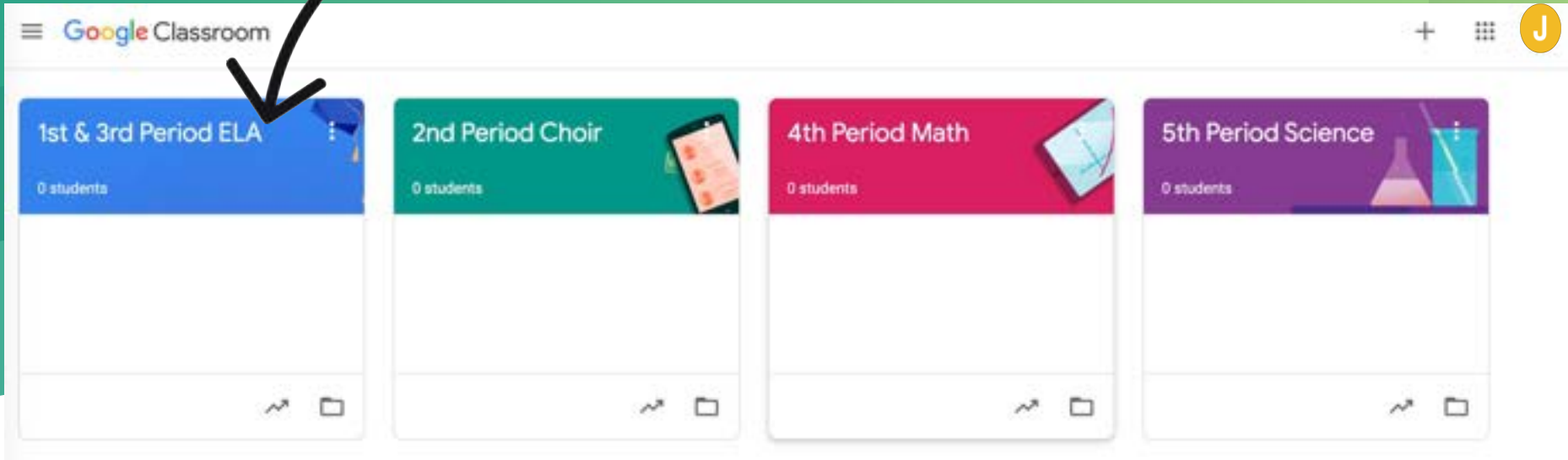
Click on the Waffle Menu in the top right hand corner.

This will launch a menu that shows some of the Google apps that are available to your student.



Click on the Google Classroom App to launch Google Classroom.

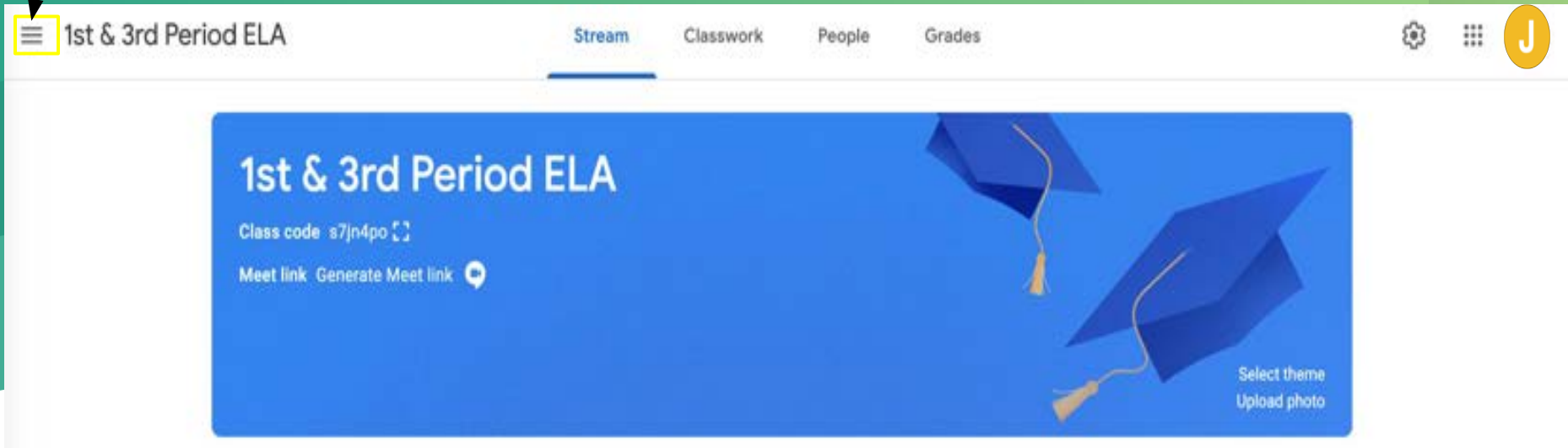
Here you will find your students Google Classroom dashboard with each class they are in enrolled in. Click on the class you wish to access.



Each class automatically pulls up to the stream where teachers can post announcements.

To view all assignments, click on the “classwork” tab at the top.

(If you would like to get back to the dashboard, click the hamburger menu - 3 line menu.)



In order to make class assignments easier to navigate, each of your child's Google classrooms will be organized as follows:

1st & 3rd Period ELA

Stream Classwork People Grades

+ Create

Meet Google Calendar Class Drive folder

All topics

- August 10th - 14th
- August 17th - 21st
- August 24th - 28th
- August 31st - Sept...
- September 7th - 11th
- September 14th - 18...
- September 21st - 25...
- September 28th - O...
- October 5th - 9th
- October 12th - 16th
- October 19th - 23rd

August 10th - 14th

Weekly Agenda 8/10 - 8/14

- Monday 8/10
- Tuesday, 8/11
- Wednesday, 8/12
- Thursday, 8/13
- Friday, 8/14

Topics will be laid out by week & can be accessed on the left side of the classwork screen.

Students can also access their class Google Meet link here when needed.

The following will be listed under each weekly topic:

- Weekly Agenda
- Assignments/ information listed for each day of the week.

What can be found under each week?

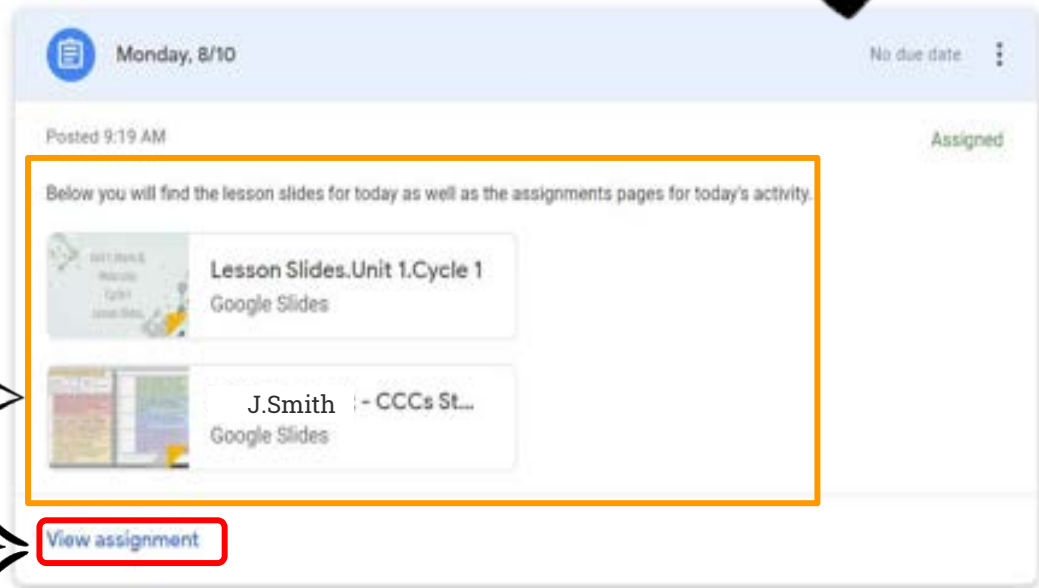
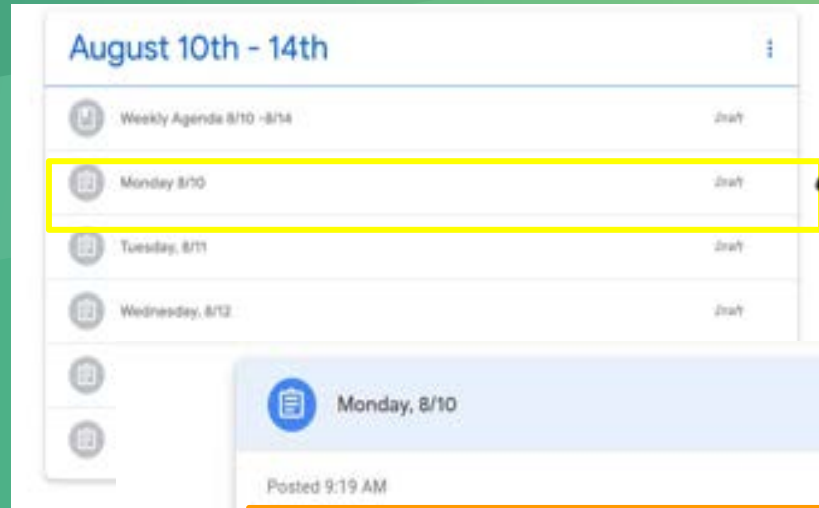
Each week, an agenda with the lesson objectives and assignments for the week will be posted for students to view. This will also be able to be accessed via teacher web pages as well.

The image shows a Google Classroom interface. At the top, a sidebar lists items for the week of August 10th - 14th: 'Weekly Agenda 8/10 -8/14', 'Monday 8/10', and 'Tuesday, 8/11'. The 'Weekly Agenda 8/10 -8/14' item is highlighted with an orange box. A black arrow points from this box to a larger, detailed view of the same post below. The detailed view shows the post title 'Weekly Agenda - 8/10 -8/14' with a 'Posted 9:14 AM' timestamp. Below the title is a PDF document titled 'August 10-14.pdf' with a thumbnail image. A yellow box highlights the PDF title and thumbnail. At the bottom of the post is a 'View material' link. In the background, navigation tabs for 'Stream', 'Classwork', and 'People' are visible, with 'Classwork' being the active tab. Other links like 'View your work', 'Google Calendar', and 'Class Drive folder' are also present.

What can be found under each week?

Each day, teachers will post any presentation slides, activities, videos, copies of student work, etc. necessary for the day's lesson that students can click on to view and/or work on.

To expand the assignment view and turn in assignments click "View Assignment".



Turning In Assignments

Once you have clicked view assignment, the following will open. . .

Work that needs to be completed and turned in will be on the right hand side.

Attachments for viewing or other use.

Add additional assignments or turn in completed assignments here.

Students can also contact their teacher through commenting.

The screenshot displays a classroom interface. At the top, a navigation bar shows '1st & 3rd Period ELA' and a user profile icon 'J'. Below this, a header section for 'Monday, 8/10' by 'Lauren Waguespack' at '9:19 AM' is visible. A message states: 'Below you will find the lesson slides for today as well as the assignments pages for today's activity.' Underneath, there are two attachment cards. The first card, titled 'Lesson Slides.Unit 1.Cycle 1', shows a Google Slides icon and the text 'Google Slides'. An arrow points from the text 'Attachments for viewing or other use.' to this card. The second card is titled 'Your work' and has a status of 'Assigned'. It contains a list of assignments, with the first one being 'L Waguespack - C...' (Google Slides). Below the list is a '+ Add or create' button and a prominent blue 'Turn in' button. An arrow points from the text 'Add additional assignments or turn in completed assignments here.' to the 'Turn in' button. At the bottom, there is a 'Class comments' section with a user profile icon and a text input field labeled 'Add class comment...'. An arrow points from the text 'Students can also contact their teacher through commenting.' to this section. On the right side of the 'Your work' sidebar, there is a 'Private comments' section with a user profile icon 'J' and a text input field labeled 'Add private comment...'. An arrow points from the text 'Students can also contact their teacher through commenting.' to this section as well.

QUESTIONS?

Please contact your student's teacher via email or SchoolStatus contact number.

