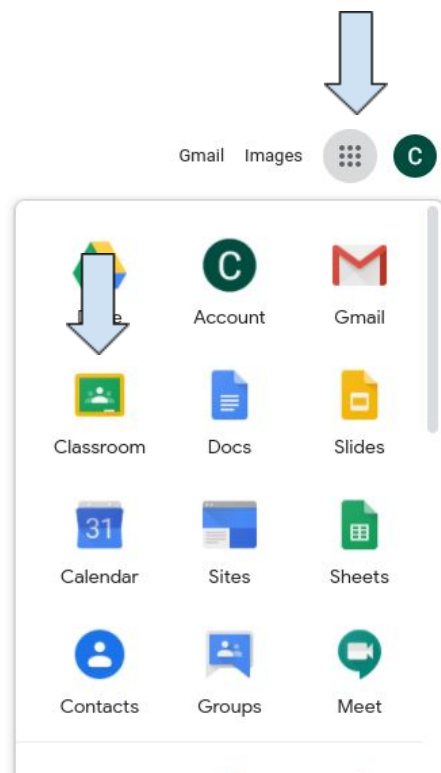


HOW DO I ADD MY CLASSES AND JOIN LIVE CLASSES ON GOOGLE MEET?

1. Log onto the Chromebook or into Google using your Google ID and password.
2. User Name: (student ID)@opsb.info Password: first initial first name, first three letters of last name@last digits of social security number
example: 1234567@opsb.info / lhen@7777 This will also be your school gmail account.
3. After you log in, you will see a chalkboard at the bottom of the screen- that is the Google Classroom Icon. Click it. If this is not at the bottom of the screen, go to step four.



4. If you do not have the Google classroom icon at the bottom of your screen, open Google Chrome which is the icon to the right- the circle. Then type www.google.com and click enter. In the top right corner of the window there will be a grid that looks like a waffle. Click the grid and find the Google Classroom icon. Click on it.



5.

6. Virtual students will be manually added by their teachers so their classes will already be there.
7. For students that are not virtual, you need to add your classes to your classroom. The class codes will be given to you by your teacher. Next, click on the plus sign in the top right corner of the screen.



8. After adding all of your classes, you are ready to start learning! Click the classroom icon and select the class you want to enter.
9. At the top of the page, there will be three sections of the classroom- Stream, Classwork, and People.

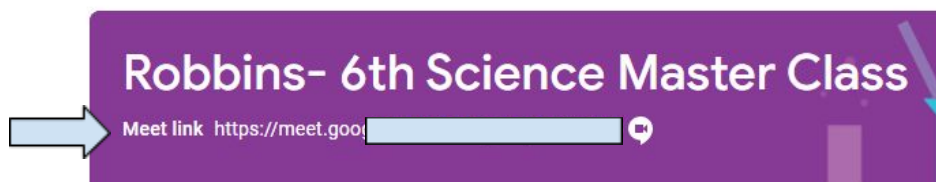
STREAM: Here you will find announcements about class and you can enter a Google Meet session.

CLASSWORK: Here you will find assignments and the link to enter the virtual live class(Google Meet).

PEOPLE: Here you will find other people in your class and a link to email the teacher.

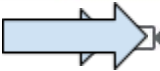


10. **TO JOIN GOOGLE MEET FOR LIVE CLASSES (schedule attached):** Click the Meet link under the class header on the stream or click the classwork section. Then click the video camera icon next to the word Meet.



OR

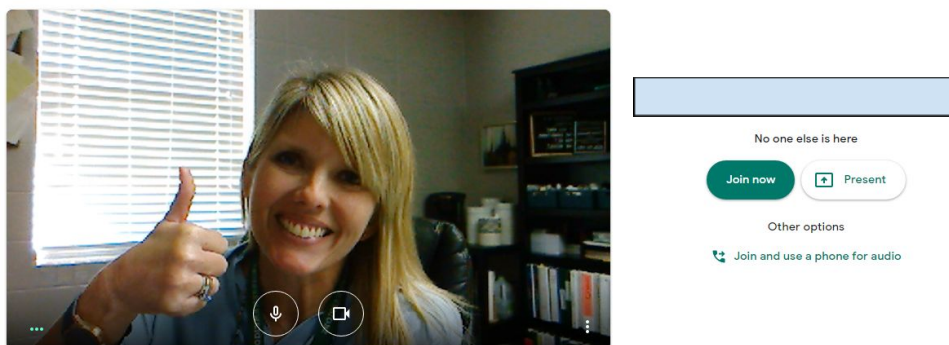
Stream **Classwork** People

 View your work  Meet  Google Calendar  Class Drive folder

Sound Waves

 Sound Midpoint Assessment - Ext. Response	No due date
 Sound Midpoint Assessment (Lesson 6) - Ed...	No due date

11. Next click **join now**.



12. Make sure your video and audio are turned on. Move your cursor over the bottom of the screen to find the settings for the meeting. To leave the meeting click the red phone.



