How to Access Google Classroom

Prepared by Ryan Williams, Lennox Technology Specialist

First...

1. Have all parents sign Google Permission Forms and submit tech work order
2. Students will not receive an email account without parental permission

LOG IN

1. Go to www.google.com and enter your Lennox Google username (first_last@lennoxk12.org).
2. Enter your password

FINDING CLASSROOM

1. Enter the word “Classroom” in your Google Browser
    a. If you have issues, make sure you are logged in with your Lennox account

GOOGLE CLASSROOM INTERFACE

1. Contain three tabs: Stream, Students, and About
    a. Stream: list of changing assignments, questions, announcements. Gets updated everytime teacher posts
    b. Students: tools for teachers to invite students including the all important class code
    c. About: place for teacher to post frequently used resources and/or information about the course

INVITING STUDENTS

1. Have students login and enter the class code provided by teacher