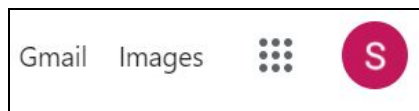
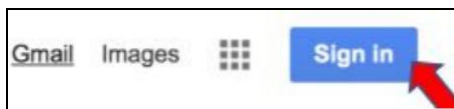




Instructions for Google Classroom, Google Meet, Organizing Email, and Taking Pictures

How to log into Google and Google Classroom from your home computer or laptop




1. Click on the Chrome icon on your computer.
2. If you have not signed into your Google account, go to the upper right hand corner and click sign in. If you are already signed in, make sure it is your school account - not your personal account by clicking on the circle in the top right corner.



3. Sign in with your school email. You should be able to use your password from last year. If you are new to the district or have a new account, use your lunch code the first time you log in. Your username should be your first initial, last name, and graduation year followed by @k12.catskillcsd.org.
4. Once you are logged into Google, click the waffle. 
5. Click on the Google Classroom icon. 
6. Once you are in Google Classroom you will see your classes as your teachers add them.



How to log into Google Classroom on your Chromebook

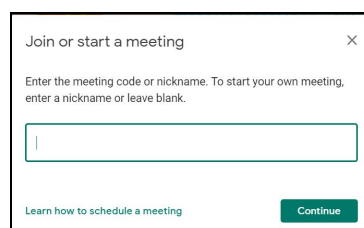
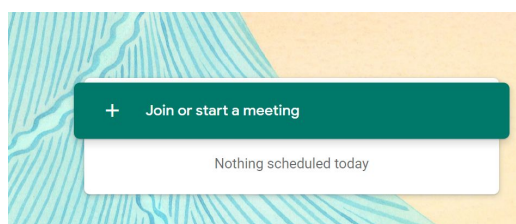
1. Log into the Chromebook using your school email and password. Your username should be your first initial, last name, and graduation year followed by @k12.catskillcsd.org. If you are new to the district or have a new account, use your lunch code the first time you log in.
2. Once you have logged into your Chromebook, click on the Google Classroom icon on the bottom of the screen. 



3. Once you are in Google Classroom you will see your classes as your teachers add them.

How to join a Google Meet

1. Go to the waffle at www.google.com. 
2. Click on the Meet Icon. 
3. Click on join or start a meeting.
4. Type in your teachers code. It should be their last name p and the period number (ex. loomisp4).



How to check your work in Google Classroom

1. Go to Google Classroom and click on the classwork tab.



2. Click on View Your Work button.

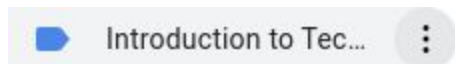


3. Once here you can see what assignments you have turned in, what has been assigned, what has been graded, and you can also see which assignments were handed in late. You can click on the assignment and it will show you the assignment and directions.

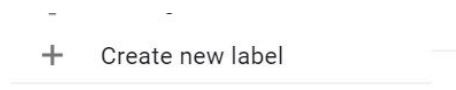
| Assignment | Due Date | Status |
|--|----------|------------------------|
| Tuesday, September 1st Classwork - The ABC's ... | Sep 3 | Assigned |
| Wednesday, August 26th Classwork - The 2400... | Aug 27 | Turned in Done late |
| Tuesday, August 25th Classwork - What Makes ... | Aug 26 | Missing |
| Thursday, August 28th Classwork - The Chemis... | Aug 31 | 100/100 |

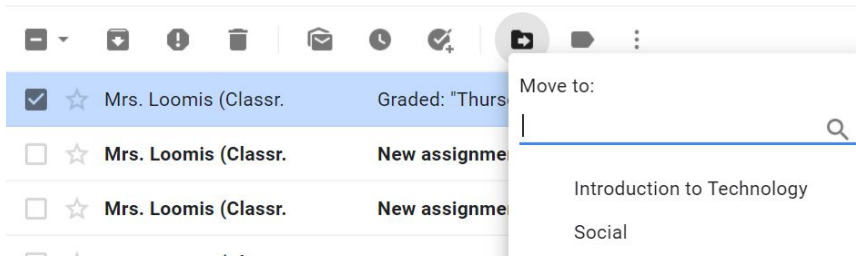
How to organize your email

1. You should check your email at least once a day and try to keep it organized. Go to www.google.com on your computer or laptop and click on the word gmail on the top right of the screen. If you are on your Chromebook, click on the gmail icon on the bottom of the screen.
2. Your email can be very overwhelming when all of your teachers are emailing you and messages from Google Classroom show up as teachers add and grade assignments. Creating Folders for your emails can help you to organize your important emails and deleting those that you do not need will help with the organization. Click on More on the left side. To add a folder, scroll down on the left side of the screen and click on add folder.
3. Once you have added the folder, you can color code it by clicking on the three dots on the right side of it. It is very helpful if you pick a different color for each folder that you make.




4. To add an email to the folder you created, click on the box next to the email, and then click on the icon above that looks like a folder with an arrow. You can then add it to the class folder if you need it. You do not need to save every email that you get, just save the ones you need to use or go back to.

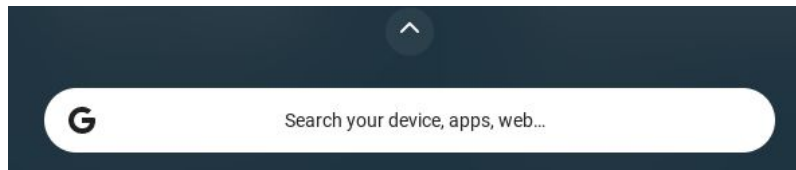




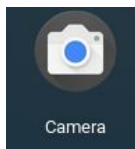
How to take a picture with your Chromebook

You can take pictures with your phone and add them to your Google Classroom assignments if you have the Google Classroom App on your phone, but another way to add pictures of your work or a project you are working on is by using your Chromebook.

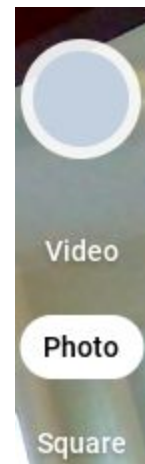
1. In the corner of your screen, click the launcher. 
2. Select the up arrow.



- 3.
4. Open the camera.



5. To take a photo, make sure that photo is collected, hold up your assignment or point it towards what you need to take a picture of, and click the large circle on the left side of the screen.
6. To see all photos and videos taken, click on the thumbnail of the last picture you took in the bottom left corner.
7. Once you have clicked on it, you can edit it to crop out anything that does not need to be in the picture.



8. You will need to upload the picture to Google Drive if you want to save it and use it in an assignment.
9. Now, go to your Google Classroom assignment where you need to add the picture. You can put it in a Google Doc, Slide, or Google Sheet. You can also attach it to the assignment.