

Google Education for Students (updated 11/4/21)

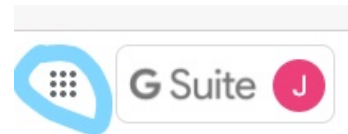
Tutorials: <https://teachfromanywhere.google/intl/en/>

Disclaimer: All actions on the clearfieldchristian.com domain can be retained and reviewed. This includes, but not limited to emails, Google Classroom, and recorded Google Meets (teacher's live class). (students are encouraged to use the Google Chrome web browser for a consistent interaction between school and home)

How to access Google Classroom:

Go to www.classroom.google.com (students have been taught to go to www.gmail.com as an easy way to access their account)

- Enter your student email (ex. jaldridge@clearfieldchristian.com)
- Enter password: students have their password (teachers have Grades Kindergarten-4th Grade on file)
 - Parents are welcomed to change their password as desired. School administration can reset the password
- Read through Google Education agreement and click 'accept' (only the first login)
- You can access Classroom or other Google apps by clicking on the 'dotted square' in the top right corner



You will now see your classroom 'dashboard' showing your classes

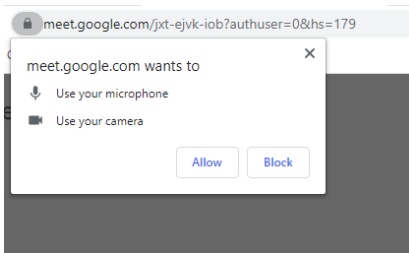
- click on 'join class' for each class listed
- to get back to the 'dashboard' click on the menu (3 lines in the top left corner) and select 'classes'

How to access Google Meet (Teacher's live video):

-you can now click on the individual class to view the Google Meet link and other information

-click "join" to enter the teacher's live video (this will open a new internet tab)

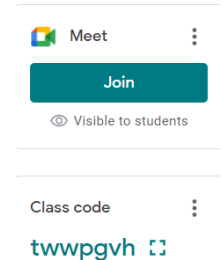
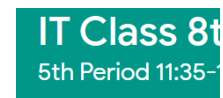
-If the teacher has not started the meet, the student will enter a "waiting room."



-For the first time, you will need to allow Google to access your mic and camera

-This can be done by selecting 'allow' on the popup that will be in the top left of your screen

-You should only have to do this once on each device you use for Google Meet

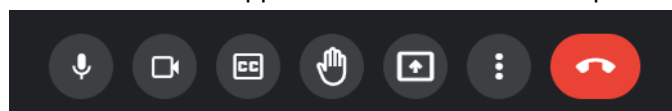


- Now click on '**join now**,' You do **NOT** click on 'present'.

-You are now ready to view the live session

-After joining, click on the 'microphone' icon to mute your mic until instructed to unmute by the teacher

-For closed caption, click on the 'cc' icon in the bottom of the screen and make sure you click off the menu so that it disappears because the closed caption will be at the bottom of the screen



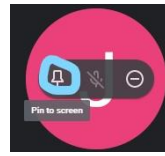
-To view more than 9 students/teacher, you need to change the layout settings

-Go to the menu in the bottom center of the screen (three vertical dots)

-Click on 'change layout' and then increase the tiles to 16 or more

-To 'pin' the teacher so that he or she is the only visible display,

right click on the teacher's video and click on the pin



-To end a Meet, click on the telephone icon located at the bottom in the center of the menu bar

-At any point, you can close the live tab and then click back on your Google classroom tab to view the next class and join the live session for that teacher

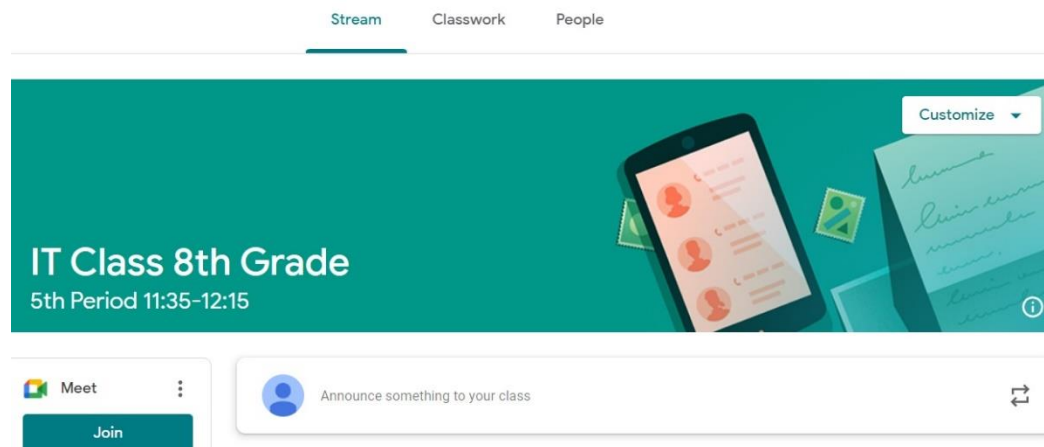
-If internet access is an issue, there is a call-in feature that allows the student to hear the Google Meet.

The phone number and pin can be given to you by each teacher. The pin is specific for each meet session

To interact with classes:

-Click on the individual class

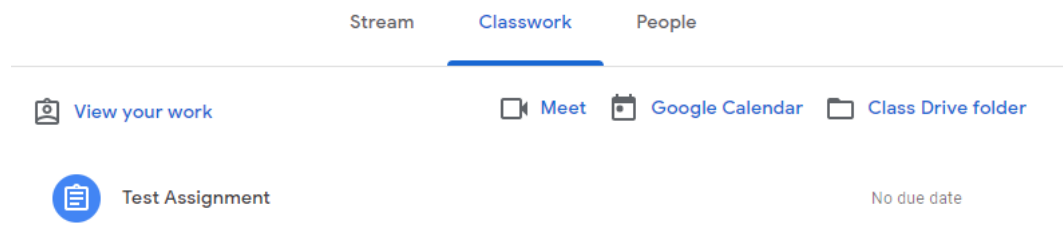
-The default page is 'Stream' which shows you the Meet link (to do live video with teachers), and to see the teacher's post in the classroom



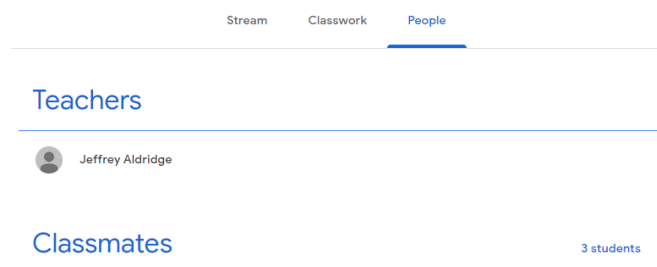
-“Classwork” tab at the top gives you access to the assignments and to click on “Meet”

-you can click on the individual assignment title and then click 'view assignment'

-this will allow you to view and respond to any assignments



-“People” tab at the top lets you see the students and teachers that are in the class



Phone or another mobile device for Google Classroom:

Google Classroom also has a mobile device app that can be used to quickly see the classroom assignments, join the Meet sessions, and give you the needed information to join Meet through a phone call if needed

-You must first download the “Google Classroom” app onto your device

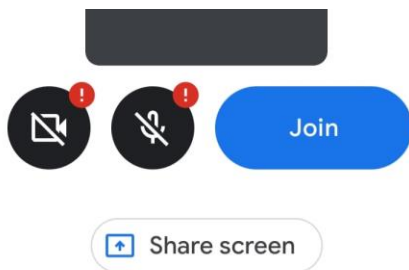
- You will then login using your student's account email and password
- You can switch between accounts once you are logged in to the app by clicking on the circled initial in the top right corner



- To enter a class, click on the appropriate tab
- After entering a class, you see the options to view the classwork, the classmates, and the Meet information
- To join a Meet session or to see the 'phone-in' option, click on the camera icon in the top right corner of the screen



- Once you have clicked on the camera, you will be able to join the Meet session or scroll down to see the 'phone-in' information. The purpose of this is to help those that have poor internet access or limited data that keeps them from video streaming the Meet session. It is highly recommended to join the video session if at all possible for the best interaction and educational experience.
- Due to Google practices, you will need to verify the phone number and PIN for each session because it CHANGES EACH TIME. The Meeting Link to view the video stream DOES NOT change.



You are the first one here



Joining info



Meeting link

meet.google.com/ozr-khxf-pdj

Join by phone

(US) +1 650-781-0630

PIN: 102 729 045#

-For all technical difficulties, please contact us at support@clearfieldchristian.com