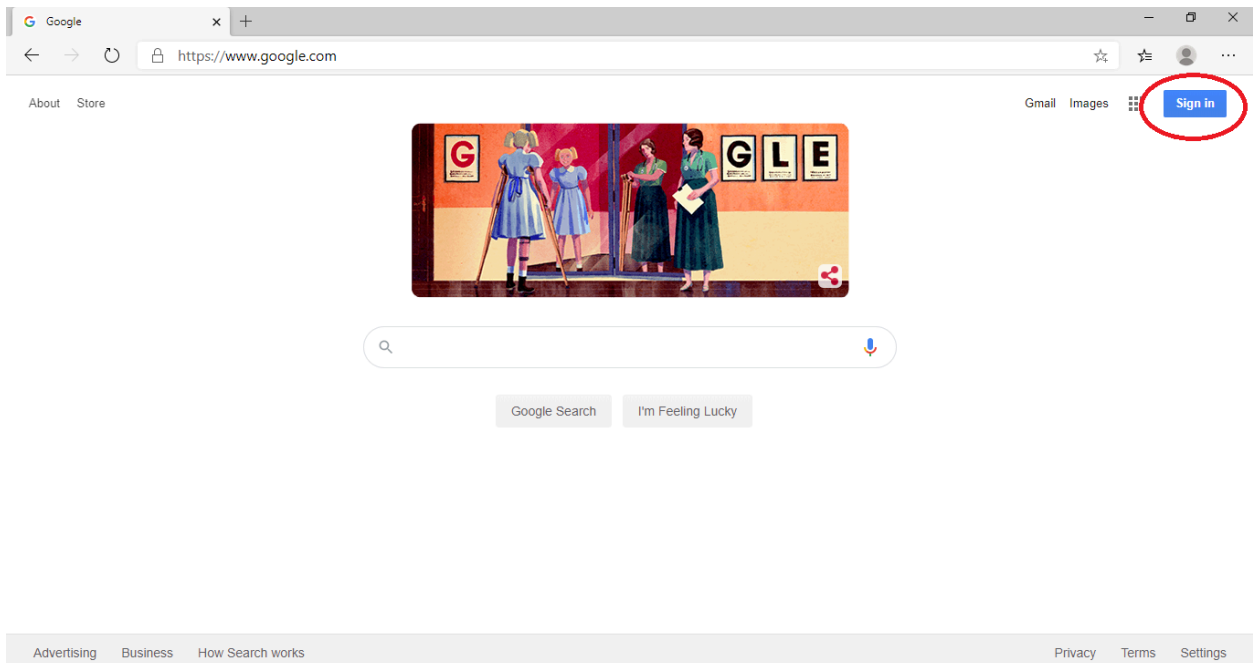
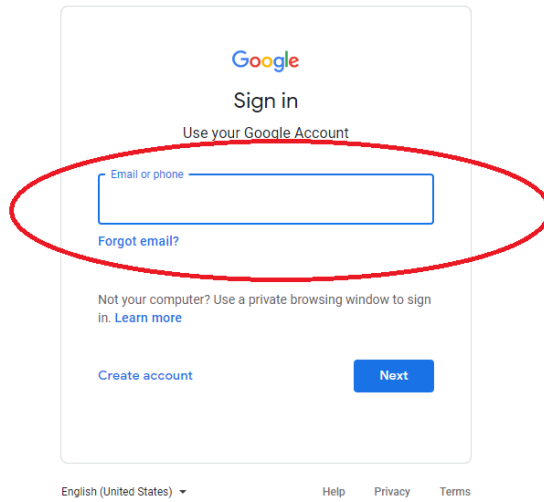
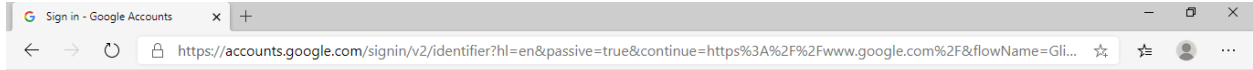


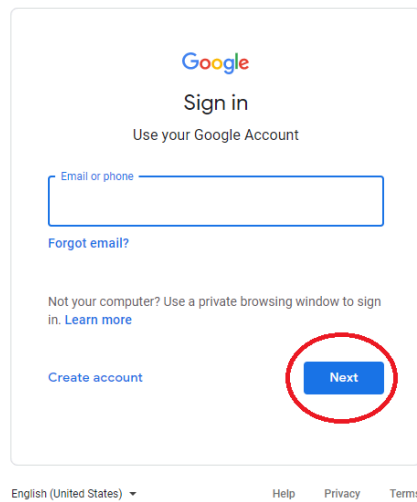
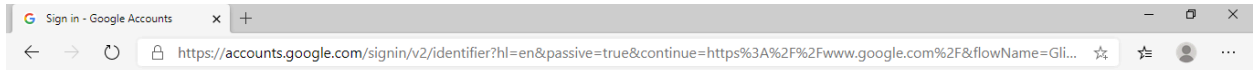
1. Type [www.google.com](https://www.google.com) into the url bar.



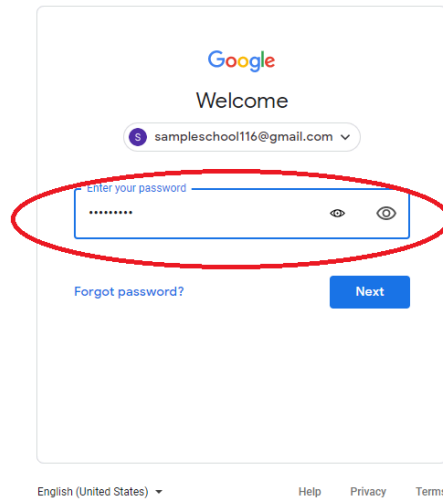
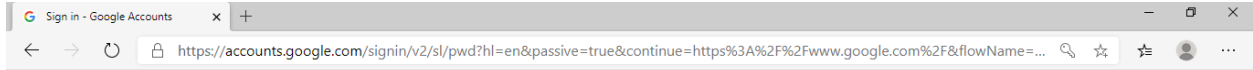
2. Click on the "Sign In" button



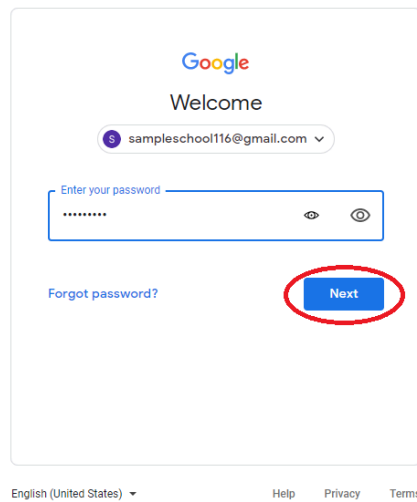
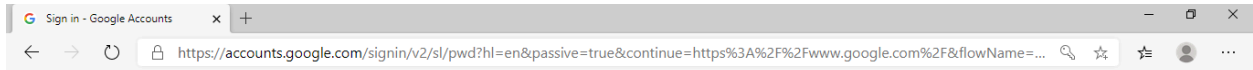
### 3. Enter in your email address (example: Johndoe123@gmail.com)



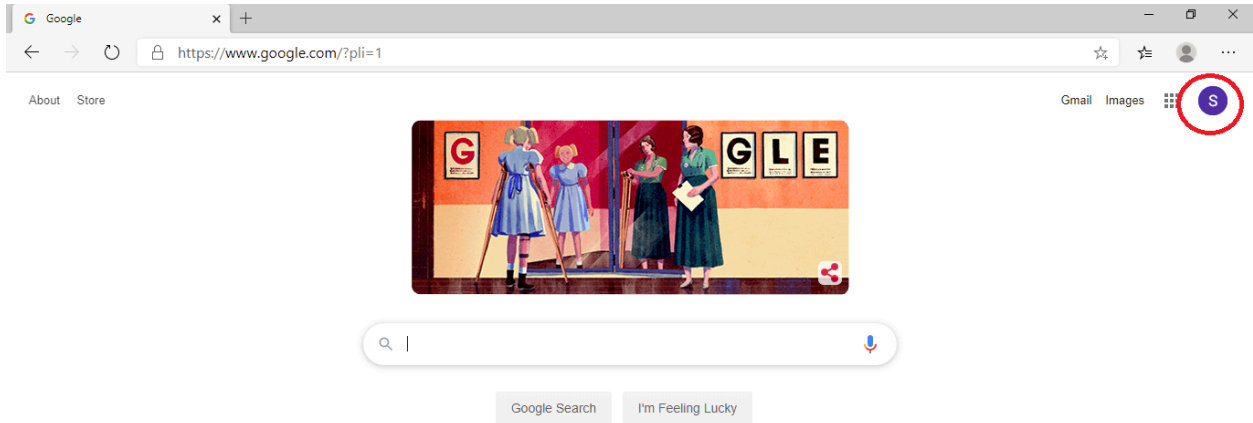
### 4. Press next



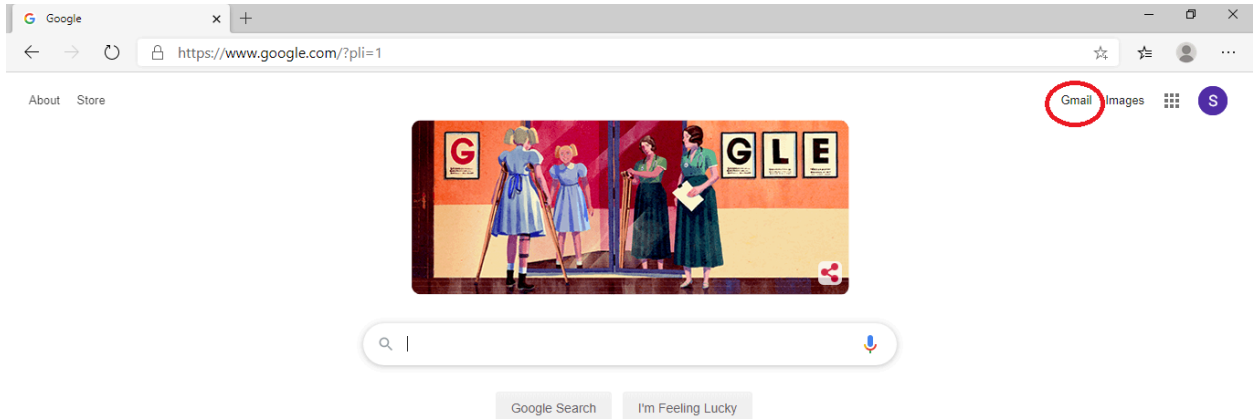
## 5. Enter your password



## 6. Press Next

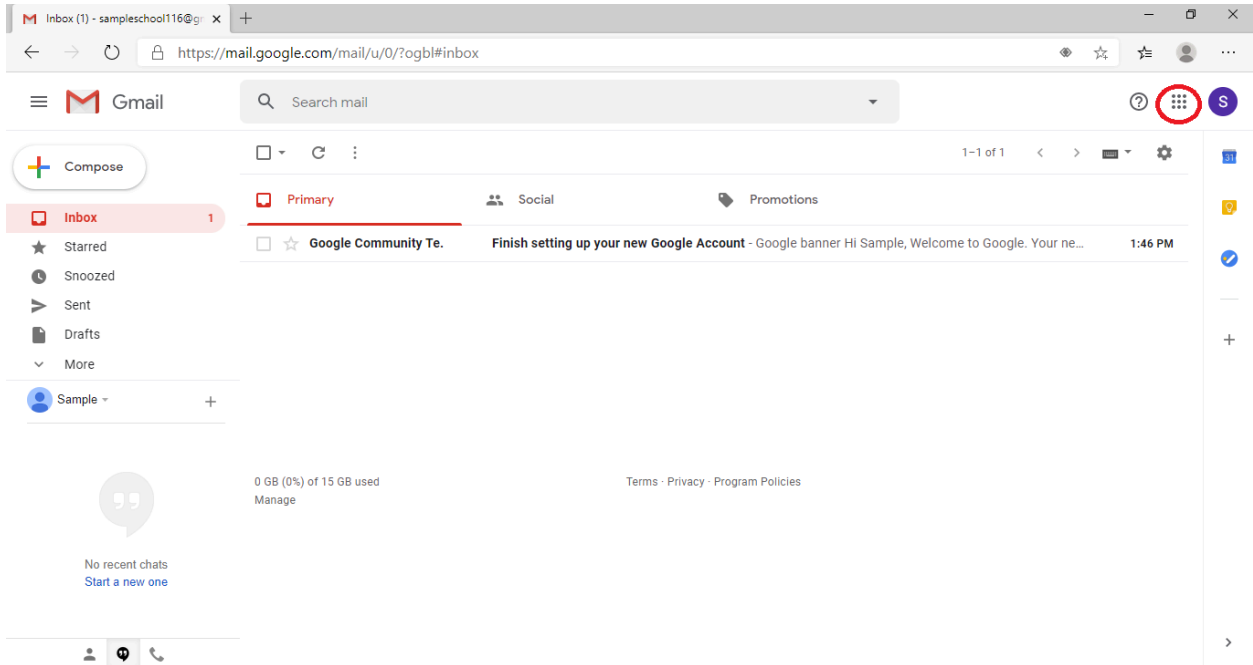


## 7. Make sure the “sign in” button is replaced with the first letter of your first name

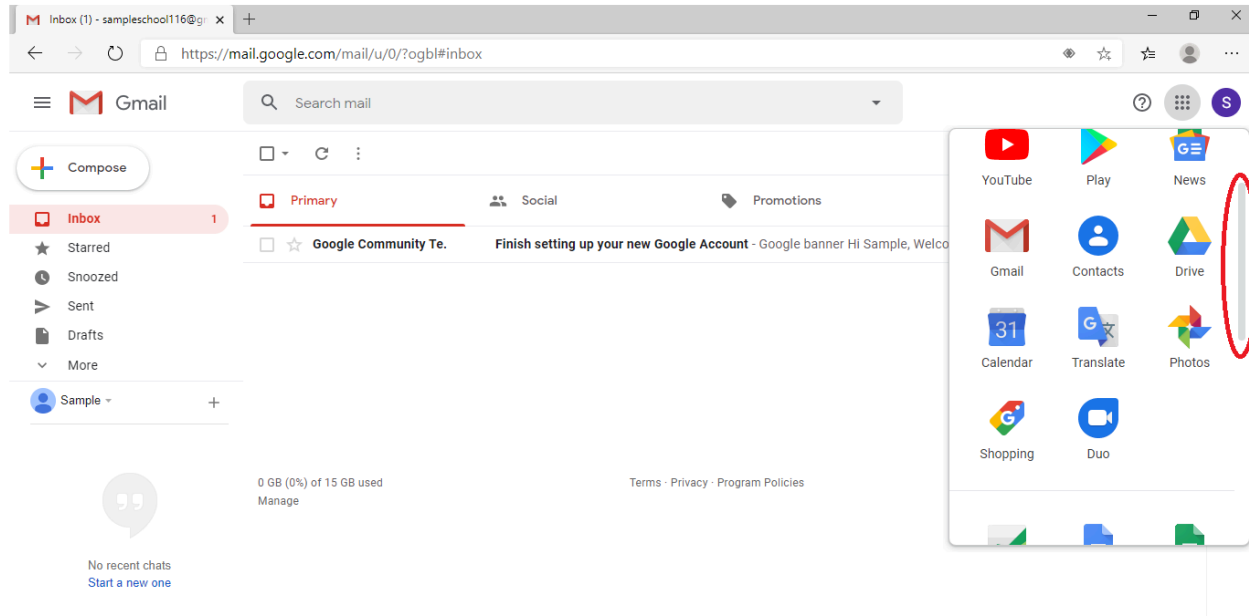


## 8. Click Gmail to access your email

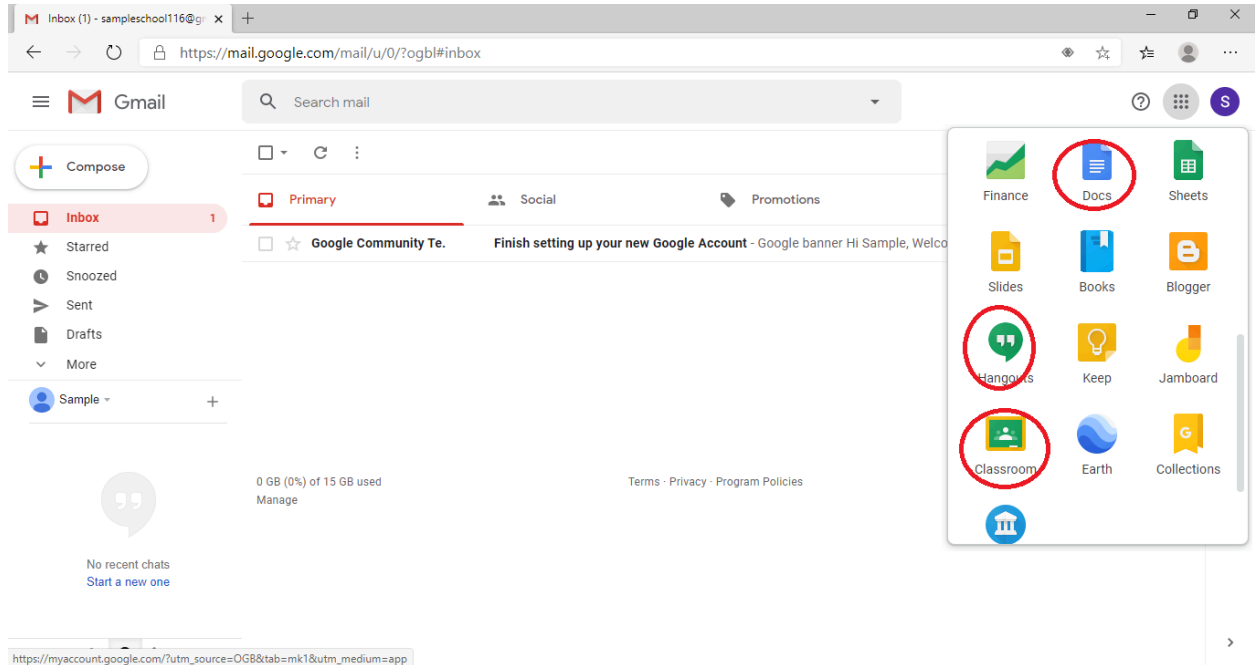
**Note: for students in grades K-5, email is not available. This page is to be used only to access Google Hangout and Google Classroom!**



**9. Click this icon to access other Google services**

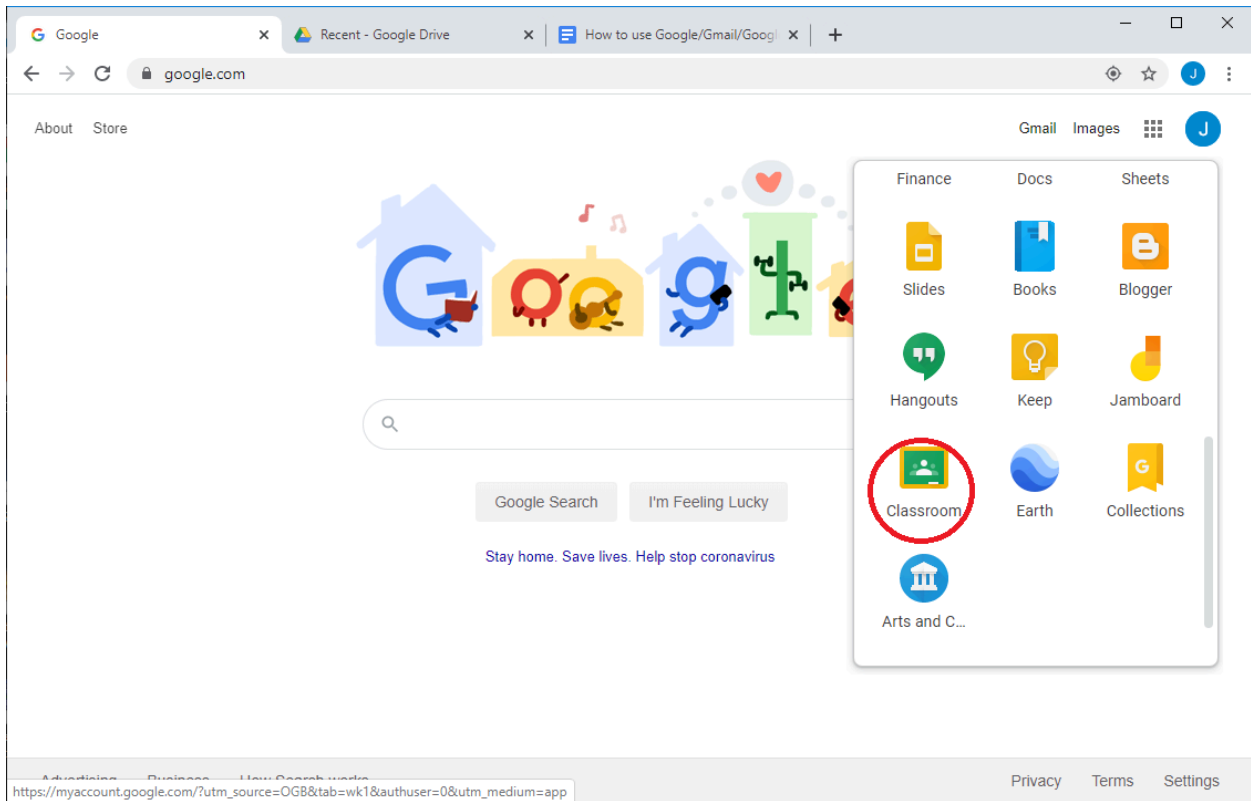


**10. Use this bar to scroll through the programs**

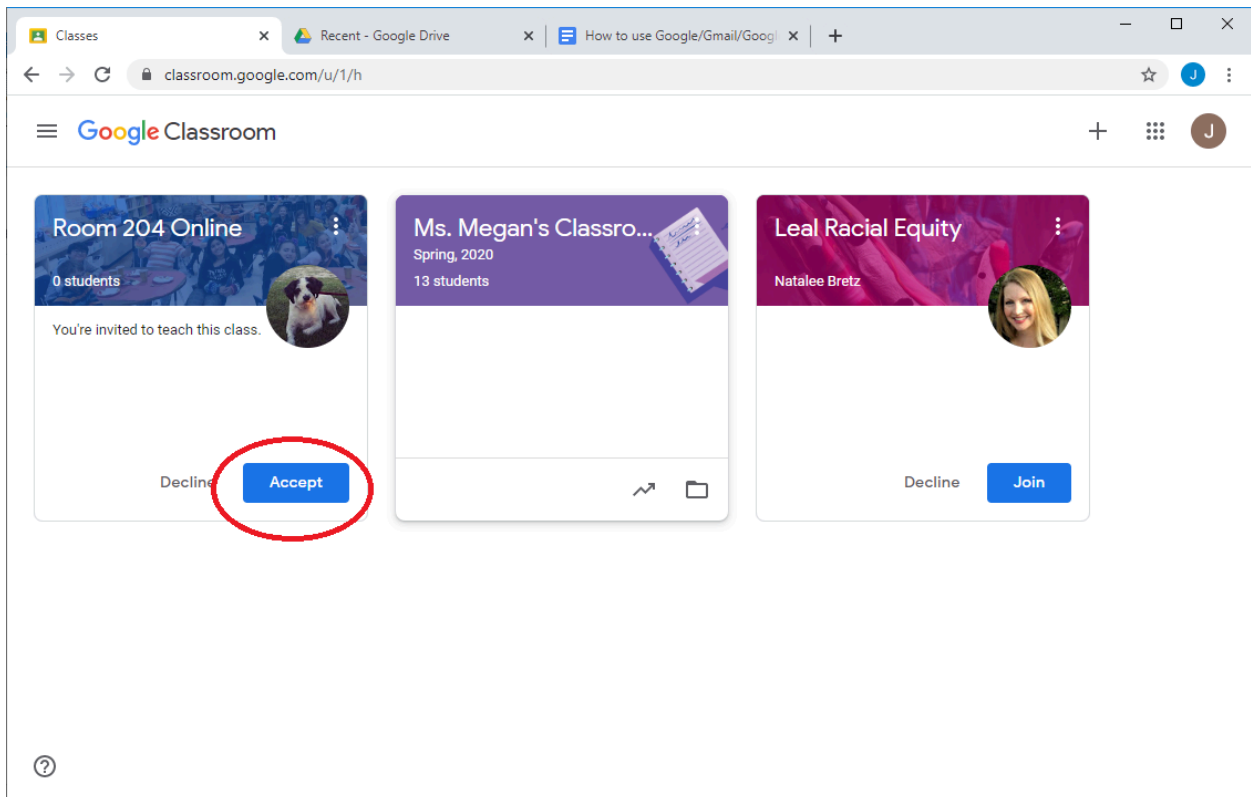


**11. Circled are a few Google programs your child may be asked to use. Clicking them will give you instant access!**

# GOOGLE CLASSROOM



## 1. Click on the Classroom icon

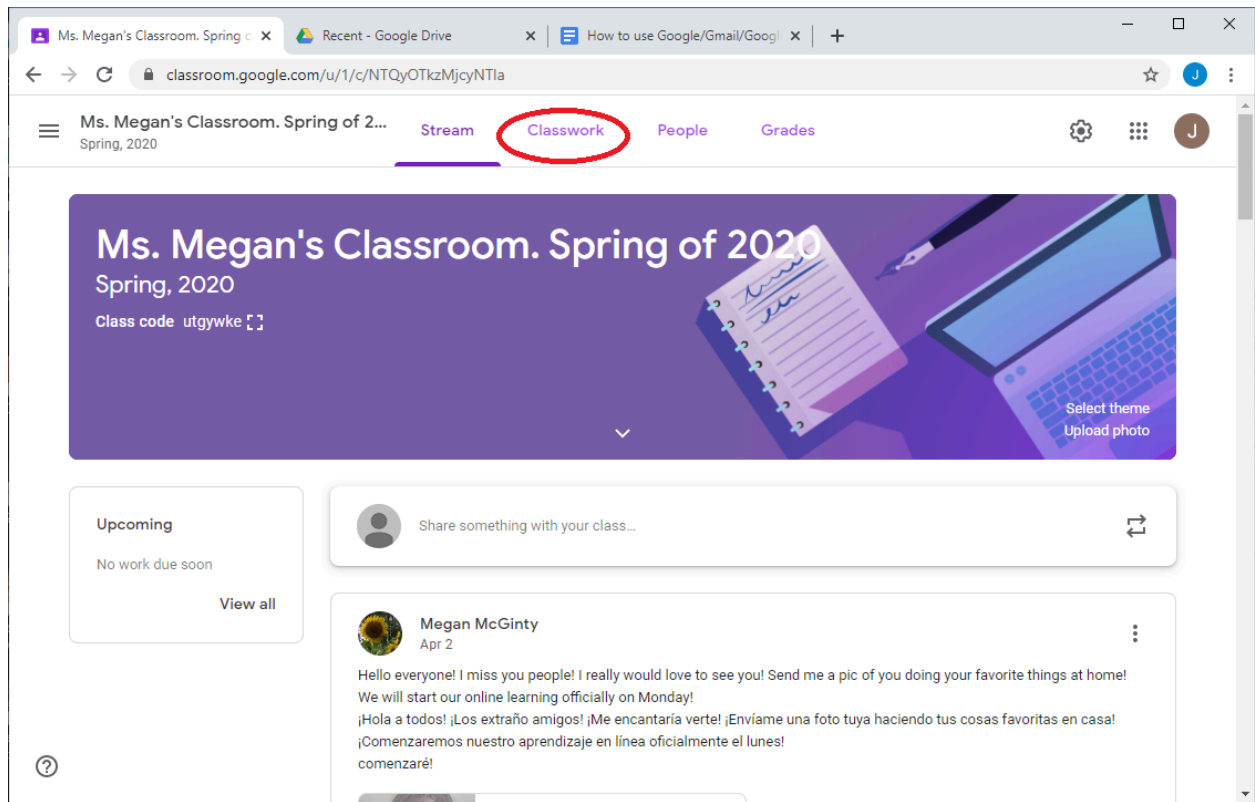


2. If you have been invited to a classroom, it will show up here. Click Accept.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** "Ms. Megan's Classroom. Spring c...", "Recent - Google Drive", "How to use Google/Gmail/Googl..."
- Address Bar:** "classroom.google.com/u/1/c/NTQyOTkzMjcyNTIa"
- Page Header:** "Ms. Megan's Classroom. Spring of 2020" with a hamburger menu icon on the left and "Stream", "Classwork", "People", "Grades" tabs on the right. The "Stream" tab is circled in red. There are also settings, grid, and profile icons on the far right.
- Hero Section:** A purple banner with the text "Ms. Megan's Classroom. Spring of 2020", "Spring, 2020", and "Class code utgywke [ ]". It features an illustration of a notebook and a laptop. There are "Select theme" and "Upload photo" options.
- Upcoming:** A box on the left with the heading "Upcoming" and the text "No work due soon" and a "View all" link.
- Share Prompt:** A box with a person icon and the text "Share something with your class..." and a refresh icon.
- Post:** A post by "Megan McGinty" dated "Apr 2". The text of the post is: "Hello everyone! I miss you people! I really would love to see you! Send me a pic of you doing your favorite things at home! We will start our online learning officially on Monday! ¡Hola a todos! ¡Los extraño amigos! ¡Me encantaría verte! ¡Envíame una foto tuya haciendo tus cosas favoritas en casa! ¡Comenzaremos nuestro aprendizaje en línea oficialmente el lunes! comenzaré!"
- Help Icon:** A question mark icon in the bottom left corner.

3. The stream is the screen you will land on when you open Classroom. It has any updates from members of the classroom. Anyone can post to the stream.

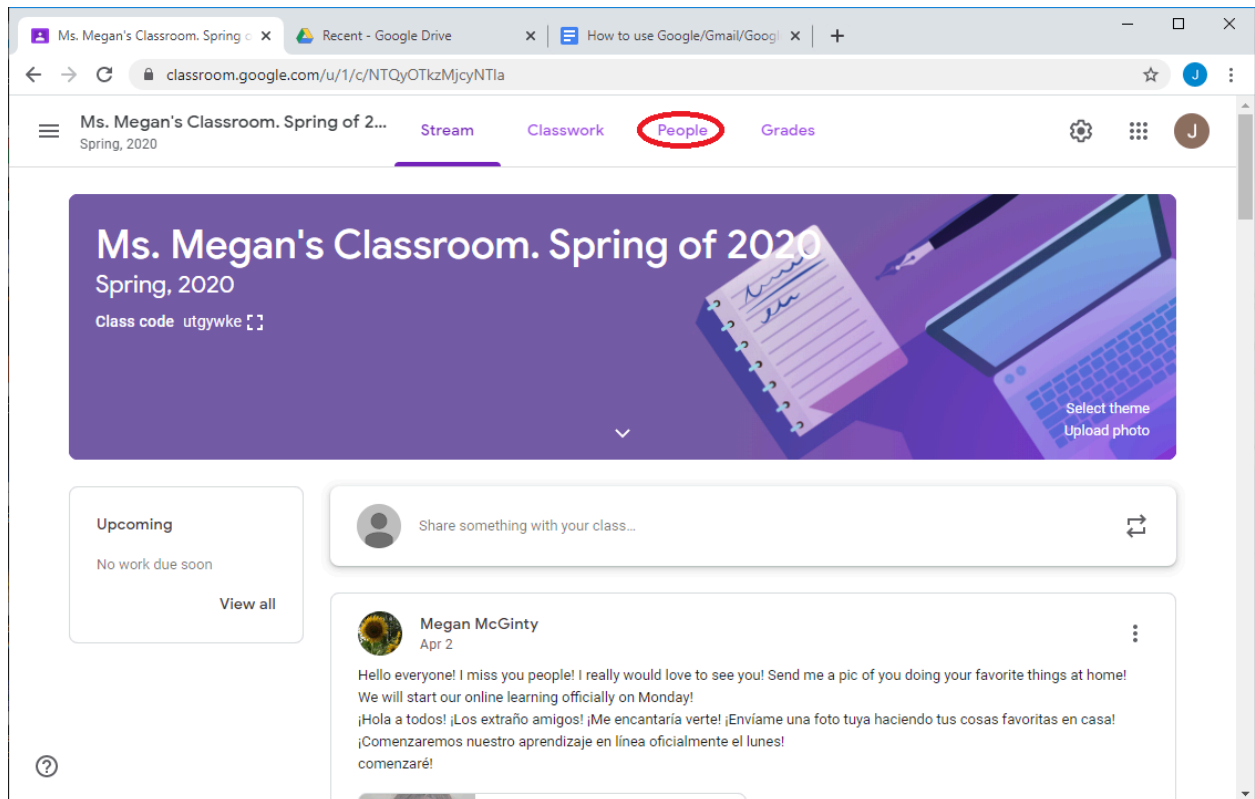


members of the classroom. Anyone can post to the stream.

The screenshot shows a web browser window with the following elements:

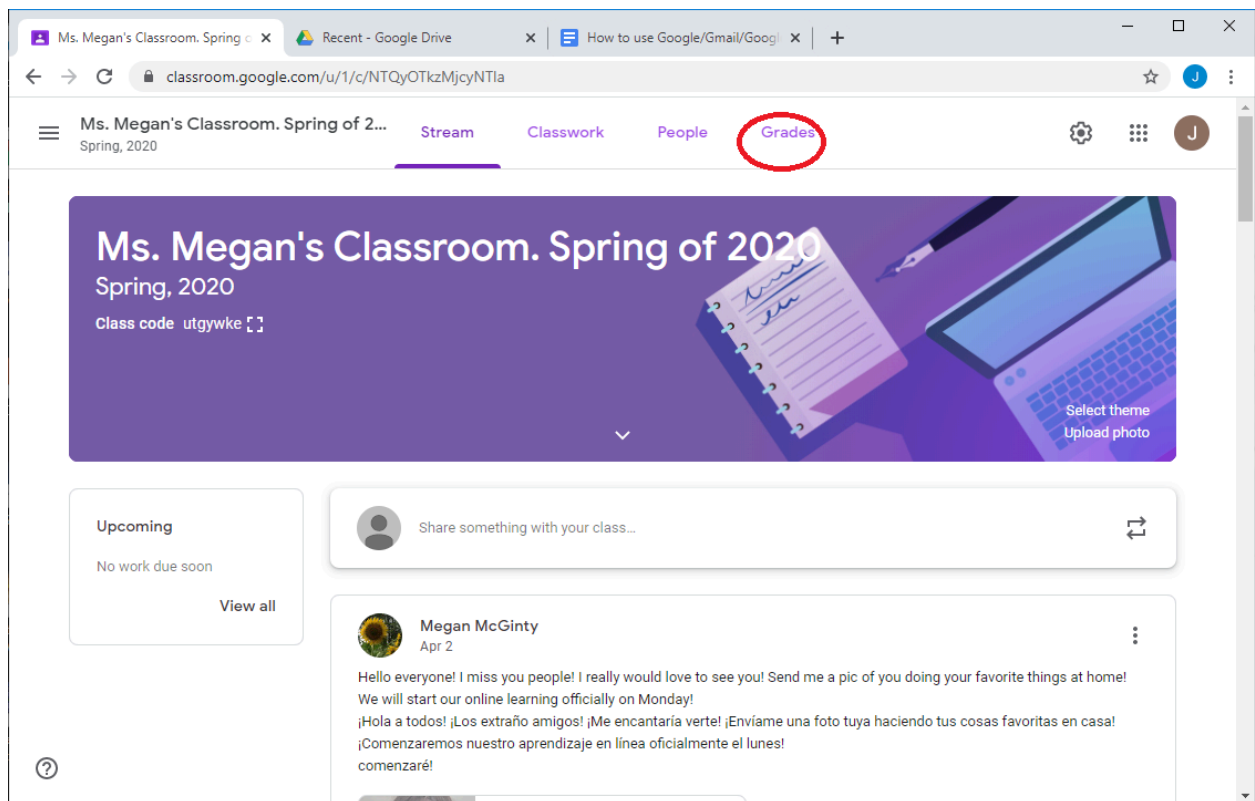
- Browser Tabs:** "Ms. Megan's Classroom. Spring of 2020", "Recent - Google Drive", "How to use Google/Gmail/Goog...", and a plus sign for more tabs.
- Address Bar:** "classroom.google.com/u/1/c/NTQyOTkzMjcyNTIa"
- Page Header:** "Ms. Megan's Classroom. Spring of 2020" with a hamburger menu icon on the left and a user profile icon on the right.
- Navigation Bar:** "Stream", "Classwork" (circled in red), "People", and "Grades".
- Main Banner:** "Ms. Megan's Classroom. Spring of 2020" with "Spring, 2020" and "Class code utgywke". It includes a "Select theme" and "Upload photo" option.
- Upcoming Section:** "Upcoming" with "No work due soon" and a "View all" link.
- Post by Megan McGinty:** Dated "Apr 2", the post reads: "Hello everyone! I miss you people! I really would love to see you! Send me a pic of you doing your favorite things at home! We will start our online learning officially on Monday! ¡Hola a todos! ¡Los extraño amigos! ¡Me encantaría verte! ¡Envíame una foto tuya haciendo tus cosas favoritas en casa! ¡Comenzaremos nuestro aprendizaje en línea oficialmente el lunes! comenzaré!"

4. The classwork link is where assignments will be listed.



The screenshot shows a web browser window with the URL `classroom.google.com/u/1/c/NTQyOTkzMjcyNTIa`. The page title is "Ms. Megan's Classroom. Spring of 2020". The navigation bar includes "Stream", "Classwork", "People", and "Grades". The "People" tab is circled in red. Below the navigation bar is a purple header banner with the text "Ms. Megan's Classroom. Spring of 2020" and "Class code utgywke". To the right of the banner is a "Select theme Upload photo" button. Below the banner are two main sections: "Upcoming" (with "No work due soon" and a "View all" link) and a post by "Megan McGinty" dated "Apr 2". The post text reads: "Hello everyone! I miss you people! I really would love to see you! Send me a pic of you doing your favorite things at home! We will start our online learning officially on Monday! ¡Hola a todos! ¡Los extraño amigos! ¡Me encantaría verte! ¡Envíame una foto tuya haciendo tus cosas favoritas en casa! ¡Comenzaremos nuestro aprendizaje en línea oficialmente el lunes! comenzaré!"

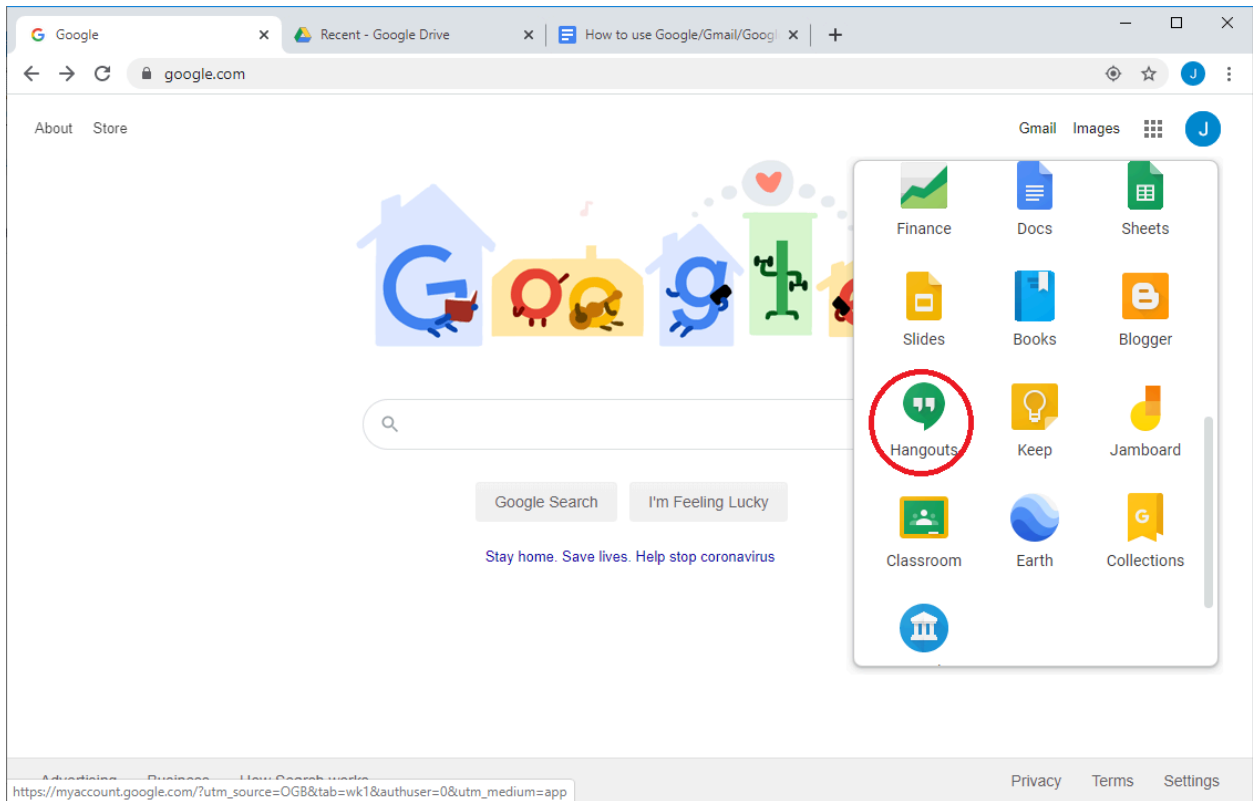
5. The People link shows everyone in the classroom.



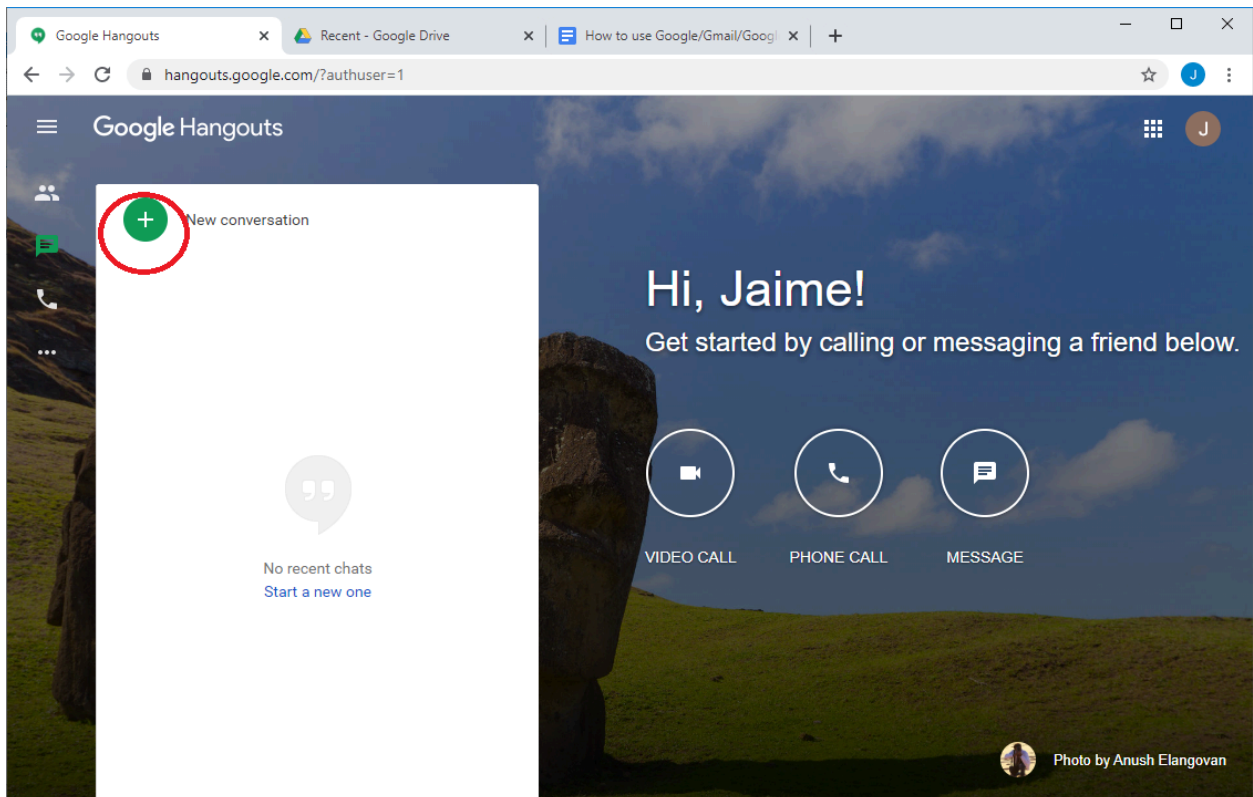
The screenshot shows the same Google Classroom page as above, but with the "Grades" tab highlighted in red in the navigation bar. The rest of the page content, including the header banner, "Upcoming" section, and the post by Megan McGinty, is identical to the previous screenshot.

6. el enlace calificaciones o (grades) como se le conoce en ingles, mostrara la calificacion en trabajos completados / The grade link with show any grades on completed work

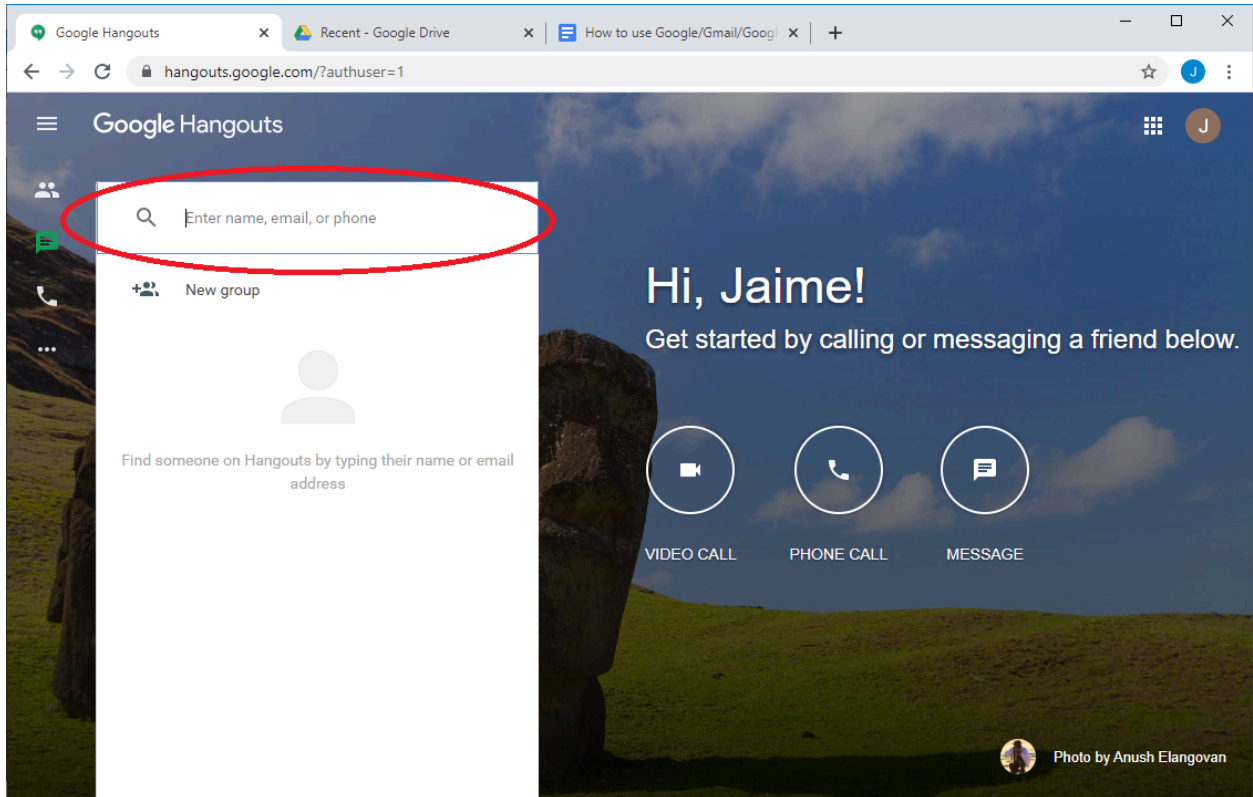
# Reuniones de google / GOOGLE HANGOUTS



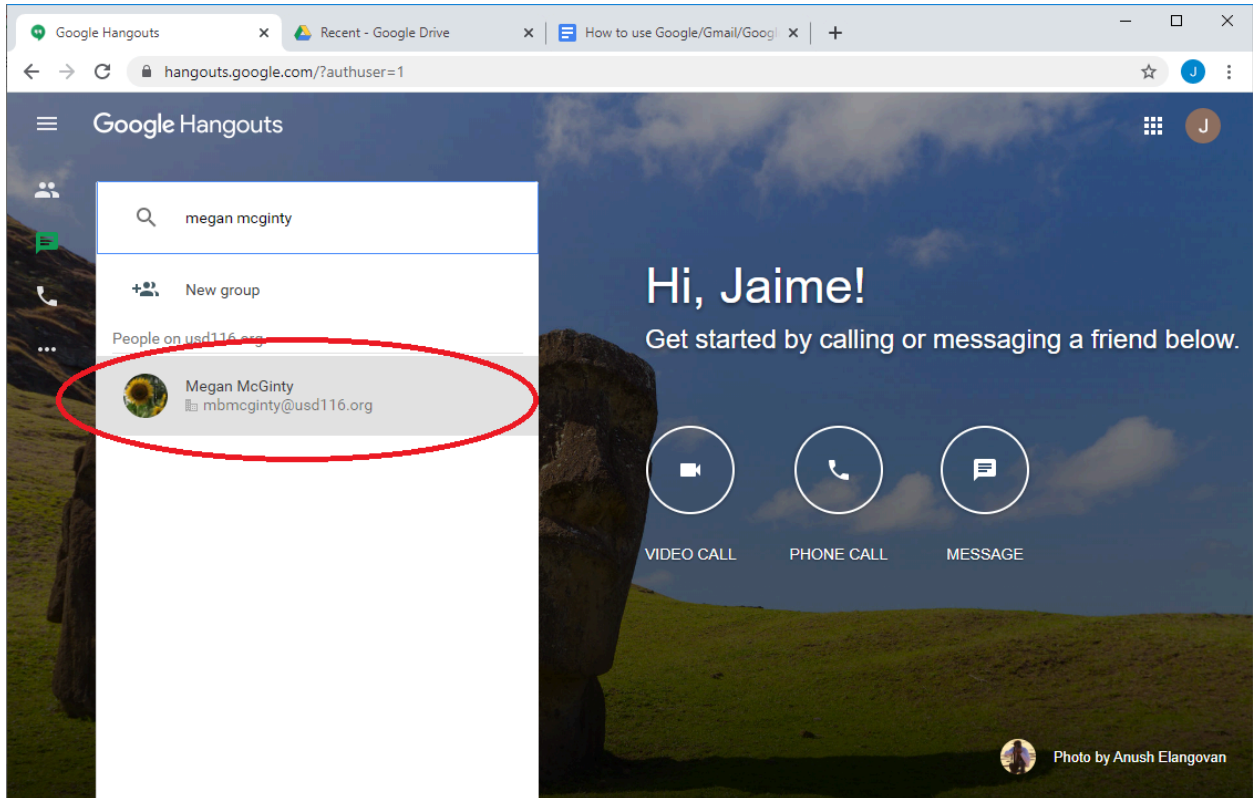
1. haga click en el icono "hangouts" / Click on the Hangouts icon



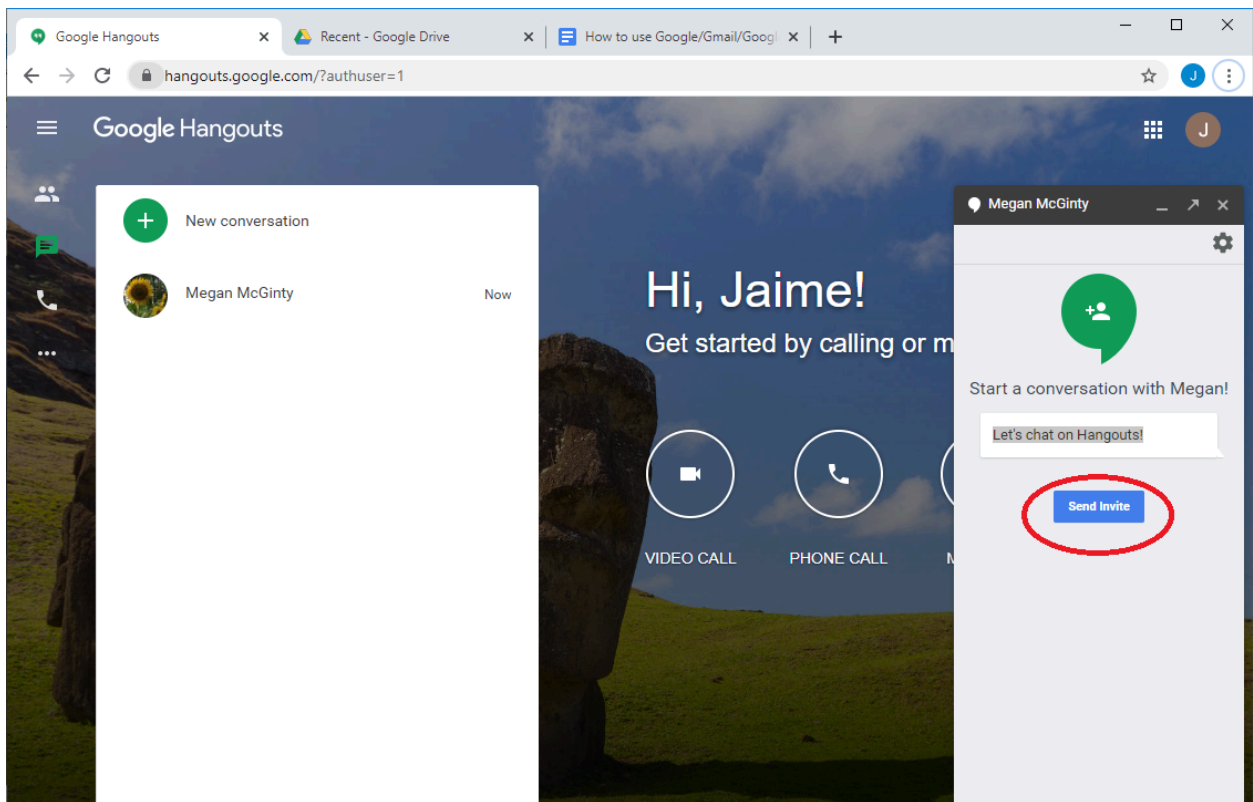
2. En google hang-outs (reuniones) puede charlar, hacer video llamadas, o llamadas por telefono. Para empezar una nueva conversacion precione el boton verde.  
In Google Hangouts, you can chat, video call, or phone call. To start a new conversation, press the green plus sign



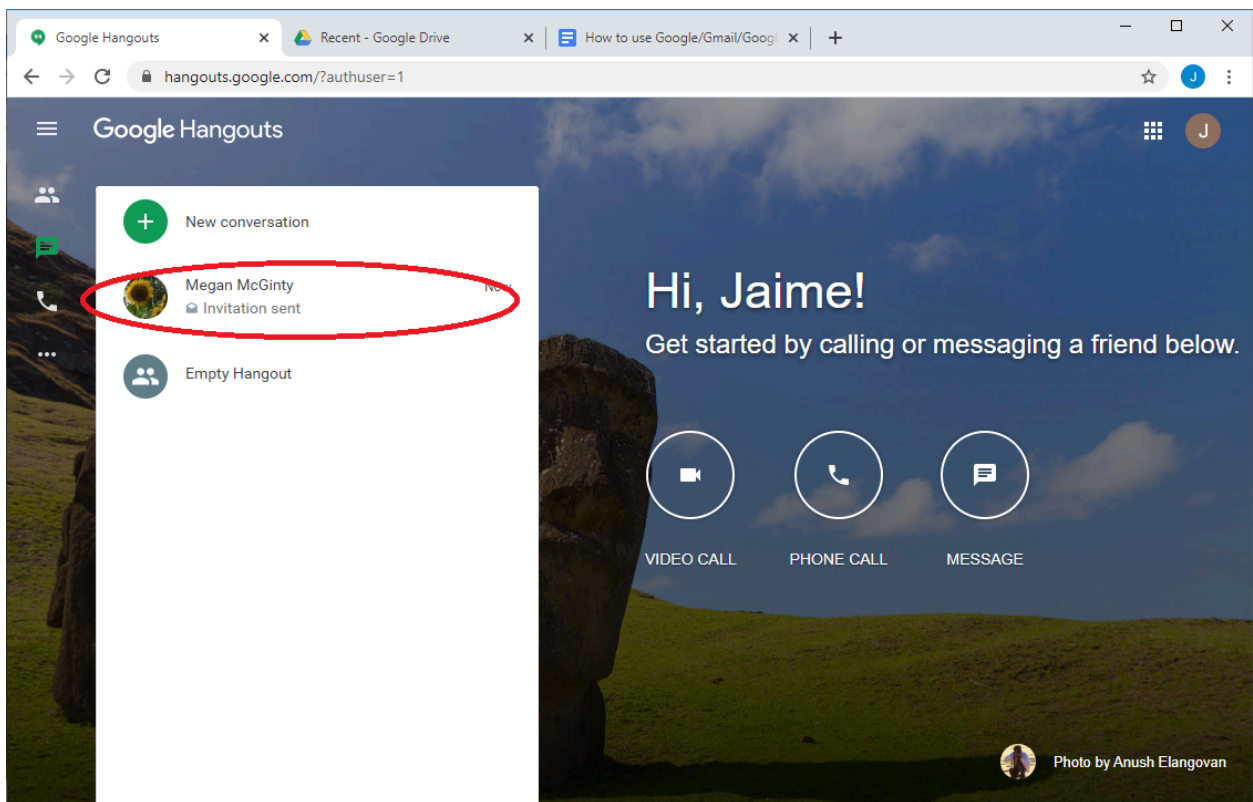
3. introduzca el nombre,numero de telefono, o correo electronico de la persona con la que desea comunicarse / Enter the name, phone number, or email of the person you want to have a conversation with.



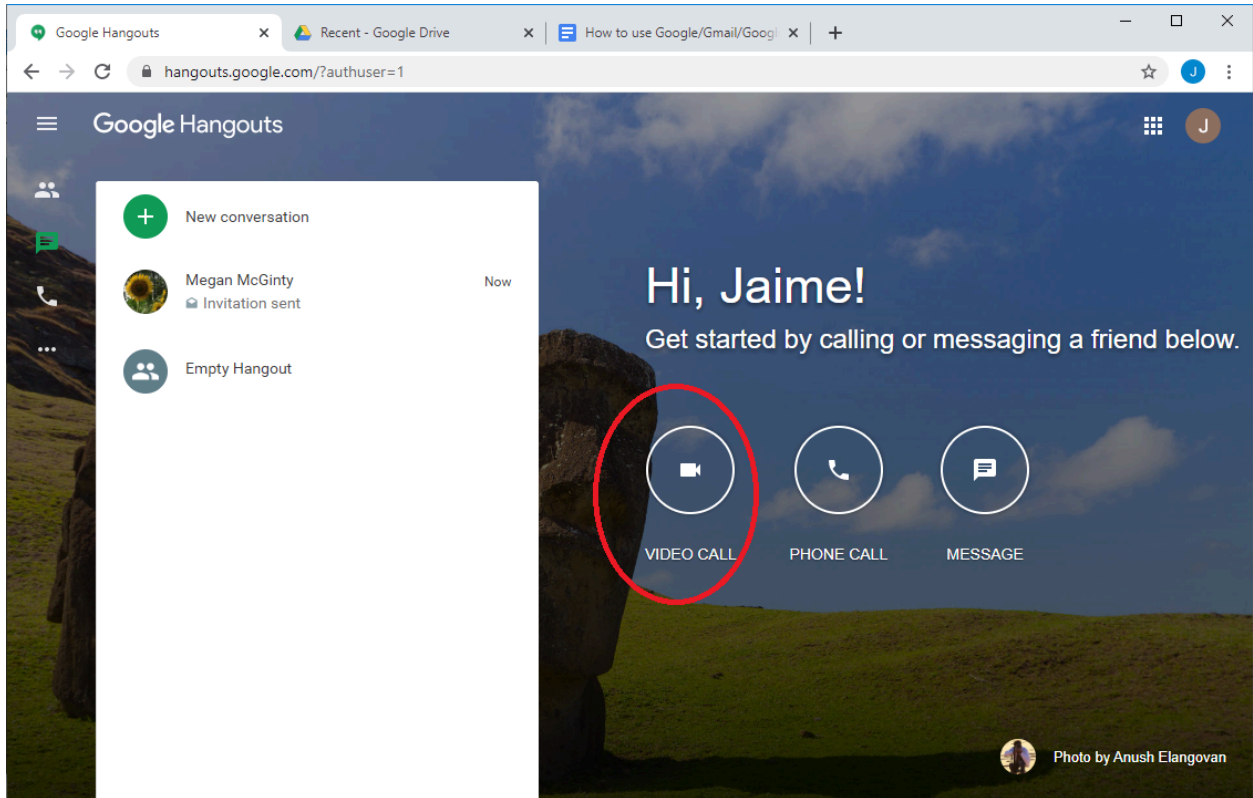
4. .Dele click al nombre de la persona / Click on the person's name



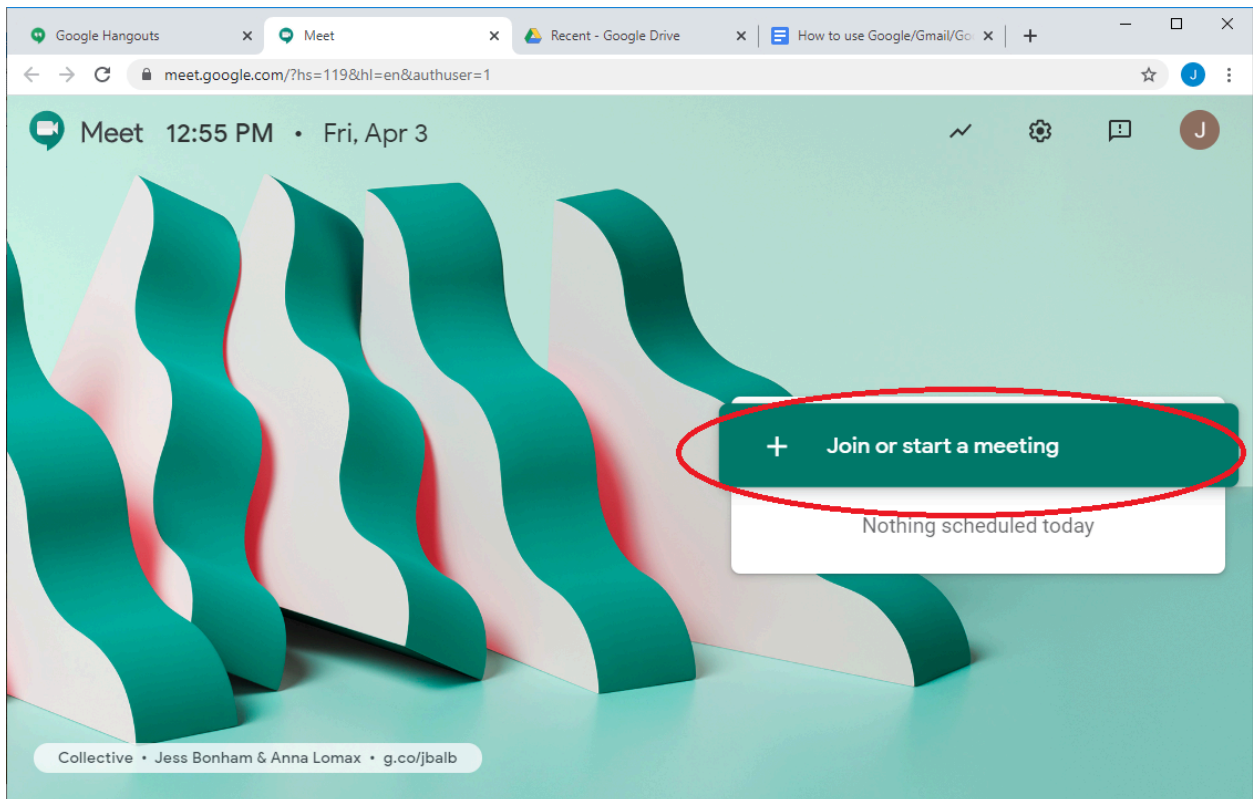
5. aparece una casilla nueva. Dele click en mandar invitacion (send invite) para comenzar una nueva conversacion / A pop-up will show up. Click "Send Invite" to start the conversation.



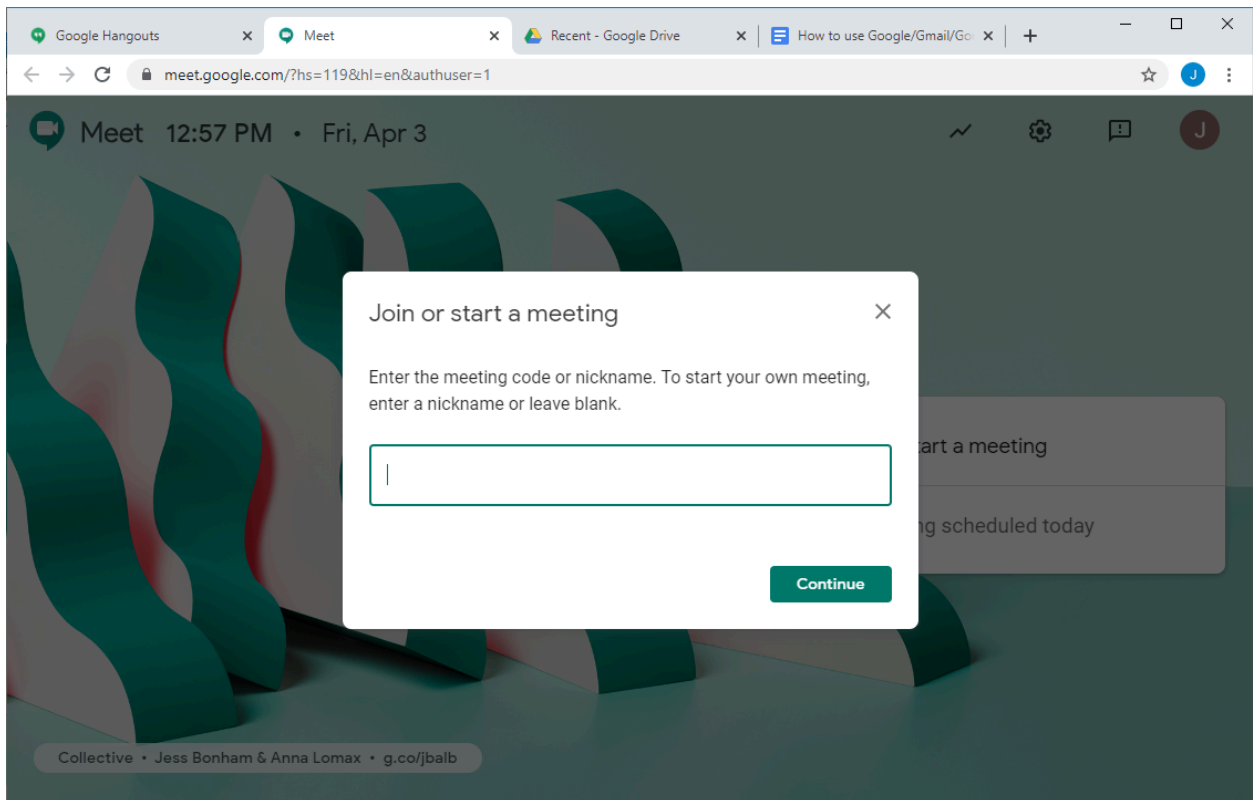
6. Asegurese de que la invitacion fue enviada. Una vez que la otra persona acepta, pueden empezar a conversar / Make sure the invitation was sent. Once the other person accepts, you can chat.



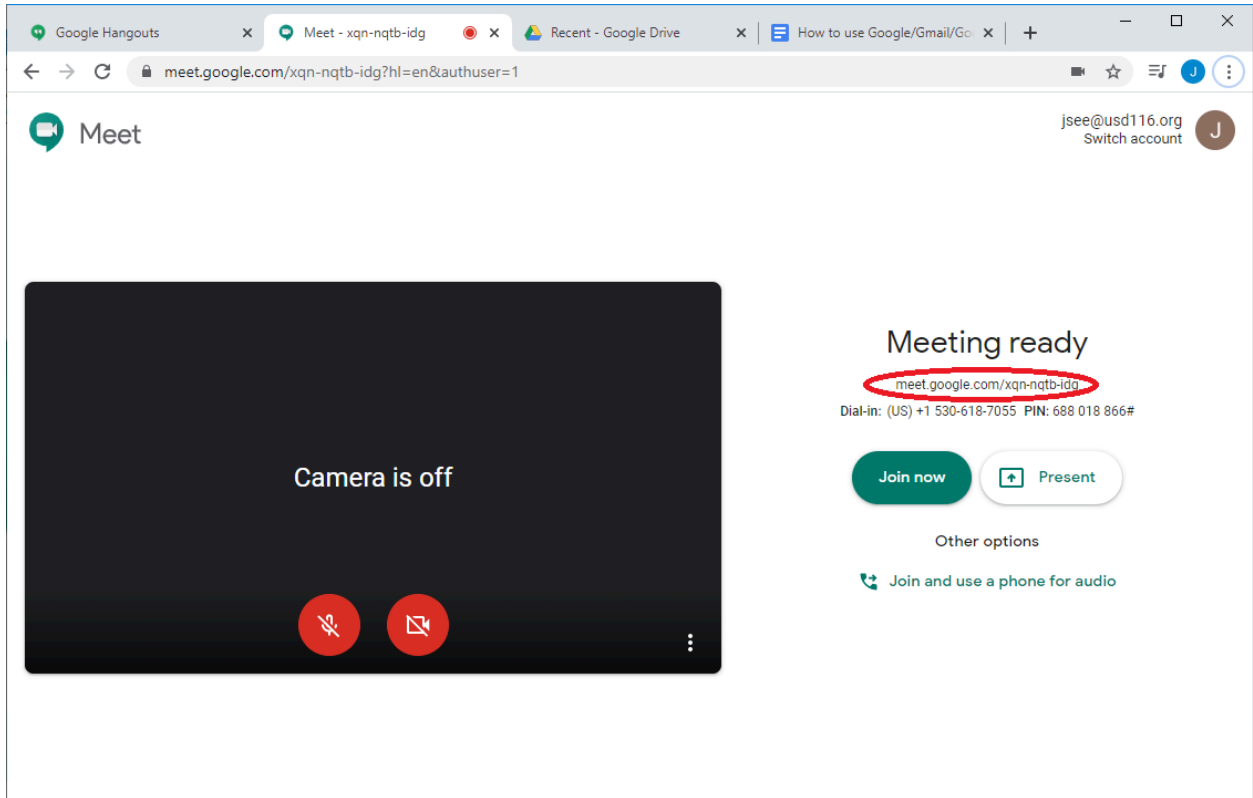
7. [si](#) le da click en video llamada( video call) se abrira otra pagina / Clicking on Video Call will open another page



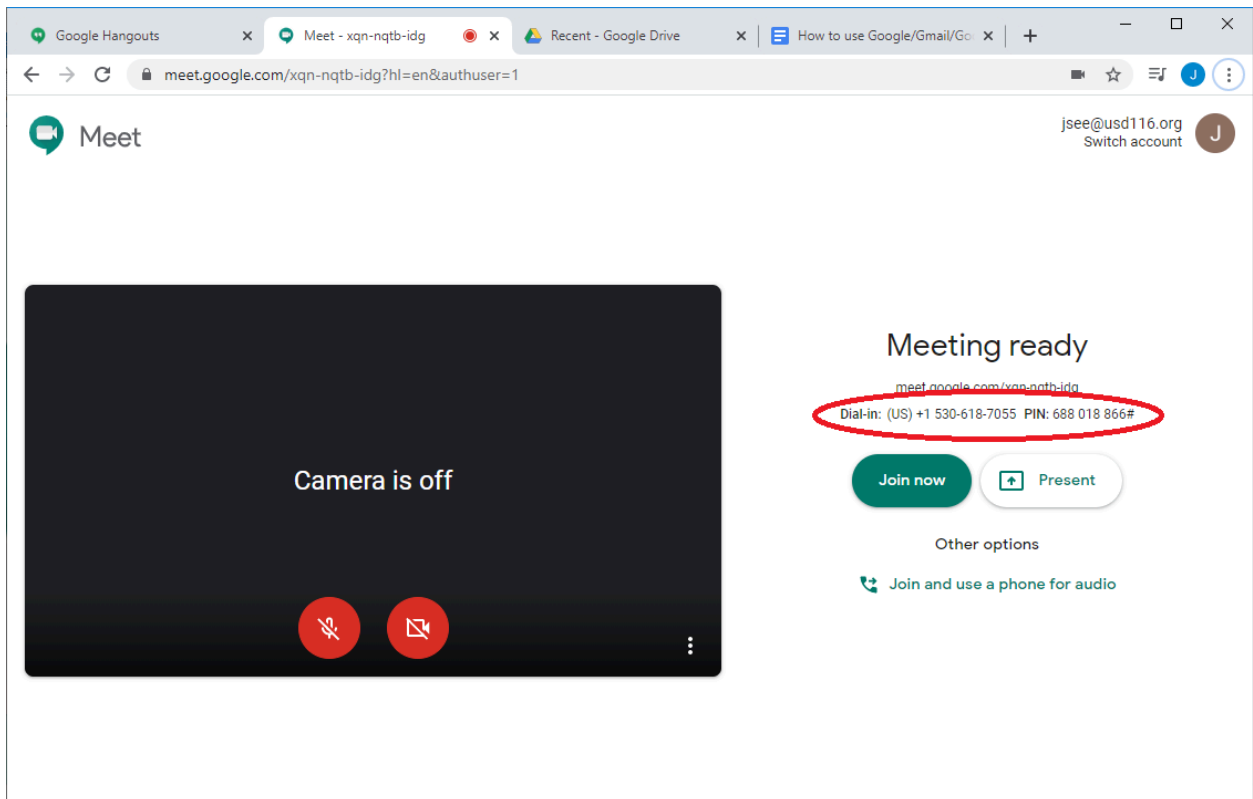
8. Para empezar una video llamada, haga click en:unirse o comenzar una junta.(join or start a meeting) / To start a video call, click on “Join or start a meeting”



9. Si se le ha asignado un código de reunión pongalo aquí. Si es usted la persona comenzando la junta, escoja un apodo o dejelo en blanco, luego precione continuar. / If you have been given a meeting code put it in here. If you are the one starting the meeting, choose a nickname or leave it blank, and then press continue



10. cuando comience la junta se le proveera un enlace que puede compartir con otros.  
When you start the meeting, it will provide a link to give to others.



11. Quienes no tienen Camara o computadora, se pueden unir a la conversacion con el numero de telefono dado y el numero pin. Una vez que se unen pueden empezar la conversacion en video llamada. Nota, La Camara aparecera apagada si la persona no tiene camara

For those that don't have a camera or computer, they can join the conversation with the given phone number and pin number. Once they join, you can start the video call.