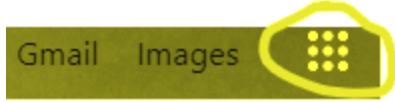
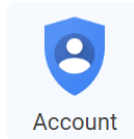


## How Students Login to Google

1. Open Google Chrome Browser
2. Click on the waffle in the upper right corner



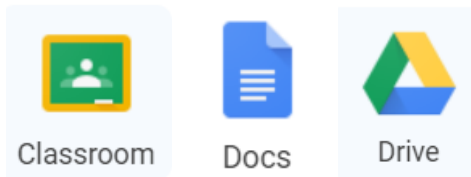
3. Click on the Account Icon



4. Click Sign In
5. Use your Mansfield TSD login information to sign in. Please get your username from your teacher or you can find it on the student summary tab in the Genesis Parent Portal. Your email address to sign in will need to be as follows:
  - [Username@mansfieldtsd.org](mailto:Username@mansfieldtsd.org) - then click enter.
  - Your password will be spike#### where #### is your lunch pin number. (Some of you may have less than 4 digits in your number, just use whatever you do in the cafeteria.) This is also available on the summary tab of the Genesis Parent Portal.
  - [Parent Portal Link](#)

<https://parents.genesisedu.com/mansfieldtsd/parents>

Now you should be logged into your Mansfield account. If you go to the waffle again in the upper right corner and click on it you should be able to click on the chalkboard to login to one of your classrooms or click on the blue Docs icon to create a document and share it with your teacher. The Drive icon will allow you to access anything you worked on before today as well as things your teacher may share with you.



### **How to Join a Classroom**

Go to the waffle in the upper right corner and click on the chalkboard icon for Google classroom.

- Identify yourself as a student (This will come up only on your first login.)
- In the upper right corner next to the waffle you should see a "+" sign, click this to "Join" a classroom.



- After you click the "+" click "Join Class"
- Now type in the class code you have been given by your teacher and click "Join".

A screenshot of a 'Join class' dialog box. It has a title bar 'Join class' and a subtitle 'Ask your teacher for the class code, then enter it here.' Below this is a text input field with the placeholder 'Class code'. At the bottom are two buttons: 'Cancel' and 'Join'.

### **How to share with your teacher**

- Click on the share button in the upper right corner.

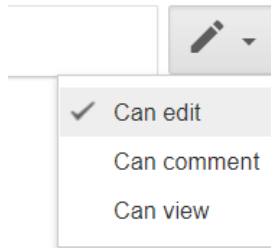


- You can then enter the information for your teacher in the People Box. Your teacher's email address is their last name and the first letter of their first name followed by @mansfieldtsd.org.

## People

Enter names or email addresses...

- If you click the down arrow next to the pencil you can change the settings from edit to view or comment.



The QR code and link below will take you to a video that walks you through the steps listed above to join a Google classroom and other Google Classroom features.

<https://drive.google.com/file/d/1Vs6uzQ1ff21519QgR2ZiT4nhkQOLLCx3/view>

[Video Link](#)

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