



THE CENTER

How to Navigate Through Google Classroom

ONA Navigator Training



**Office for
New Americans**



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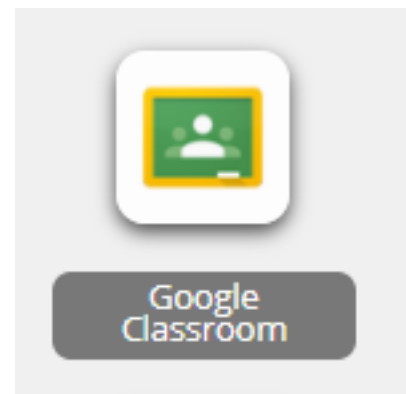


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To access Google Classroom:

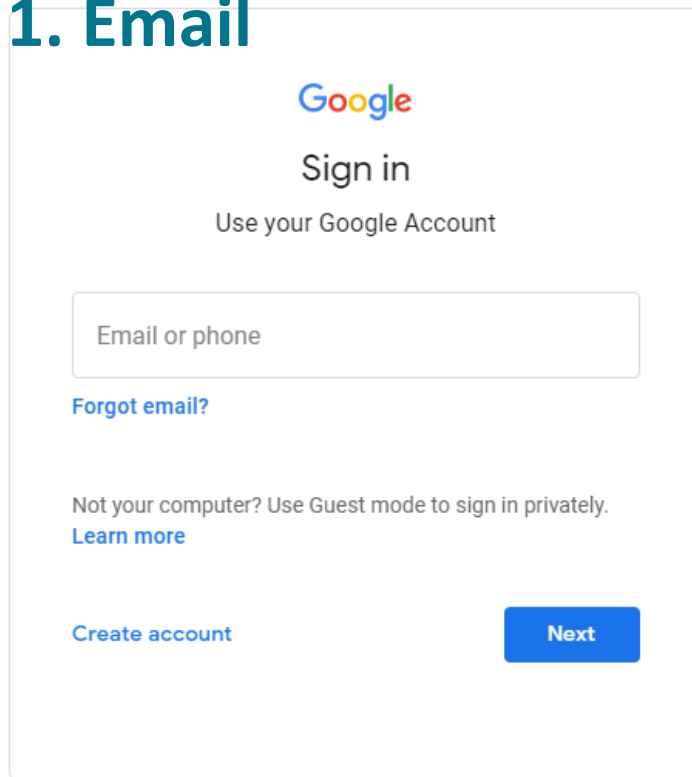
1. Sign into your computer using the login information provided to you by your school district
2. Go to classroom.google.com or click on the link depending on the instructions from your school district

* Utica School District-Sign into Classlink and then click the Google Classroom Icon



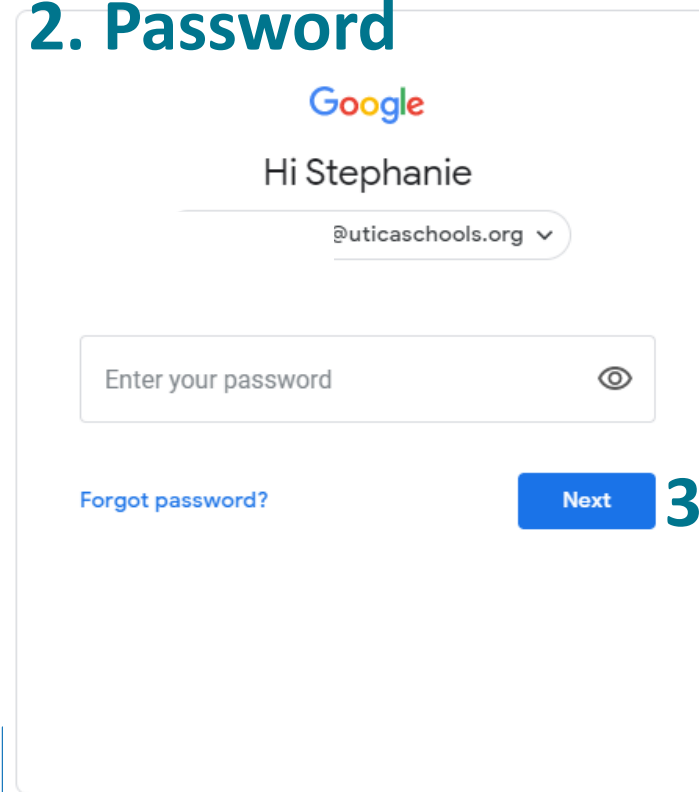
You will need an email address and password to sign into Google Classroom. This should be provided to you by your school district

1. Email



The screenshot shows the Google sign-in interface. At the top is the Google logo, followed by 'Sign in' and 'Use your Google Account'. Below this is a text input field labeled 'Email or phone'. A link for 'Forgot email?' is positioned below the input field. At the bottom, there is a 'Create account' link on the left and a blue 'Next' button on the right.

2. Password

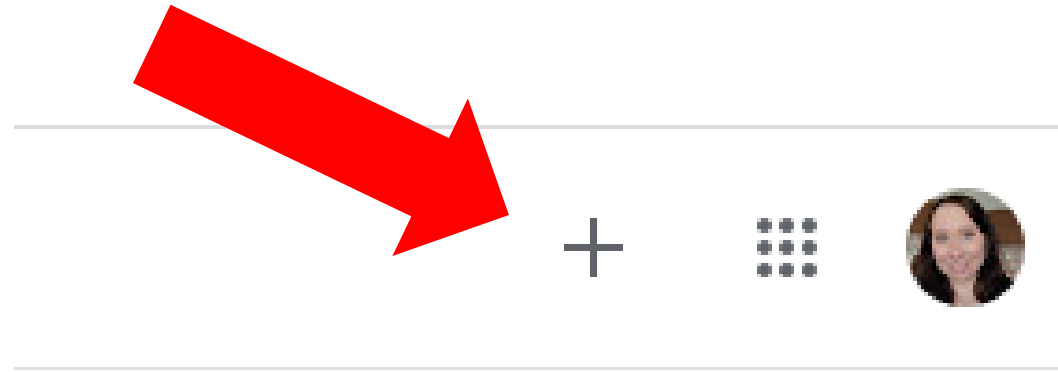


The screenshot shows the Google sign-in interface for the password step. It features the Google logo, 'Hi Stephanie', and a dropdown menu showing '@uticaschools.org'. Below is a password input field with an eye icon for visibility. A 'Forgot password?' link is located below the input field. A blue 'Next' button is positioned to the right of the input field.

3. Click "Next"



To join a class : Click on the + in the top right corner of your screen



Type in the classroom provided to you by the teacher or school

Join class

Join

You're currently signed in as



Stephanie Corchado
@uticaschools.org

Switch account

Class code

Ask your teacher for the class code, then enter it here.

Class code

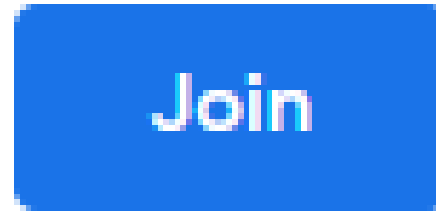


To sign in with a class code

- Use an authorized account
- Use a class code with 5-7 letters or numbers, and no spaces or symbols

If you have trouble joining the class, go to the [Help Center article](#)

After you have entered the code, click the “Join” button in the top right corner of your screen



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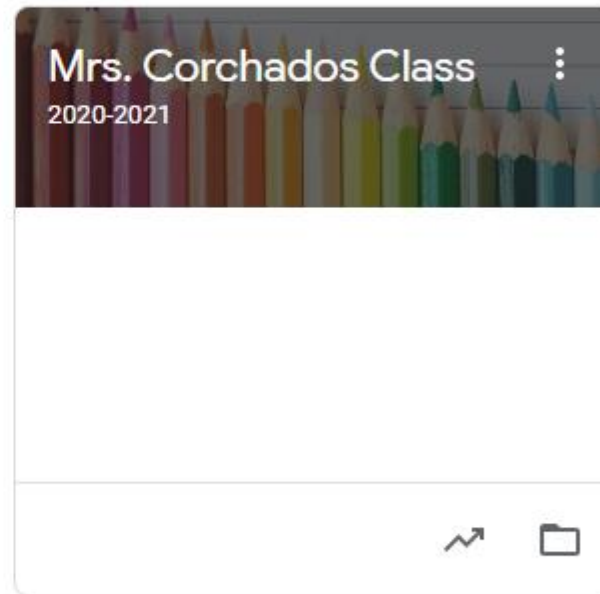
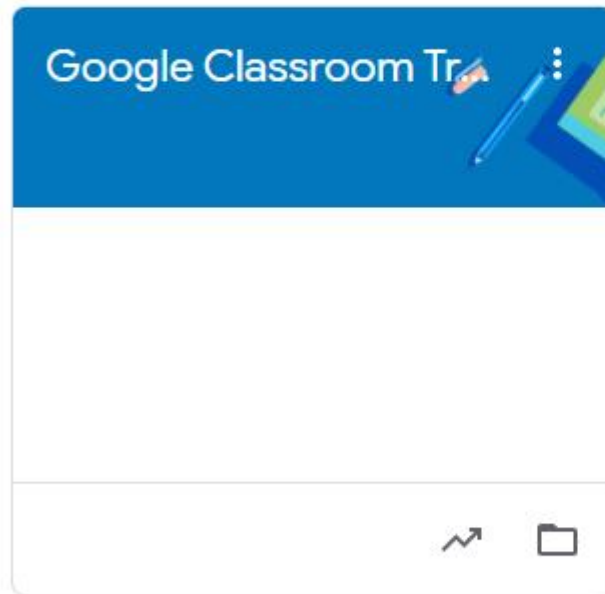
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OPPORTUNITY.

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You will then be brought to the Google Classroom Home Page.

☰ Google Classroom

☑ To-do 📁 To review 📅 Calendar



All Classrooms that you are enrolled in will be shown on this page.

*Important: Depending on the school, the student may already be enrolled in all the google classrooms they will need.

Students will automatically see all the classrooms once they log in
For Example:

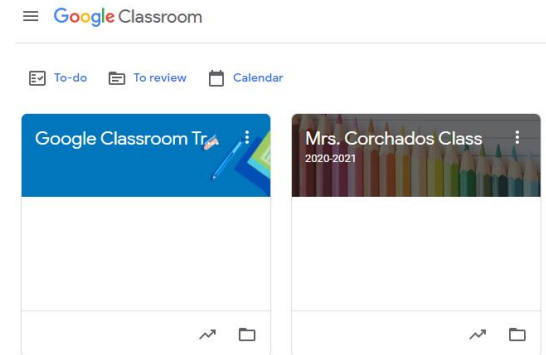
Classroom Teacher

Resource Room Teacher

Special Areas-Art, Physical Education, Music, Library

Foreign Language- Spanish, French, Italian, etc

Related Service- Speech, Physical Therapy, Occupation Therapy



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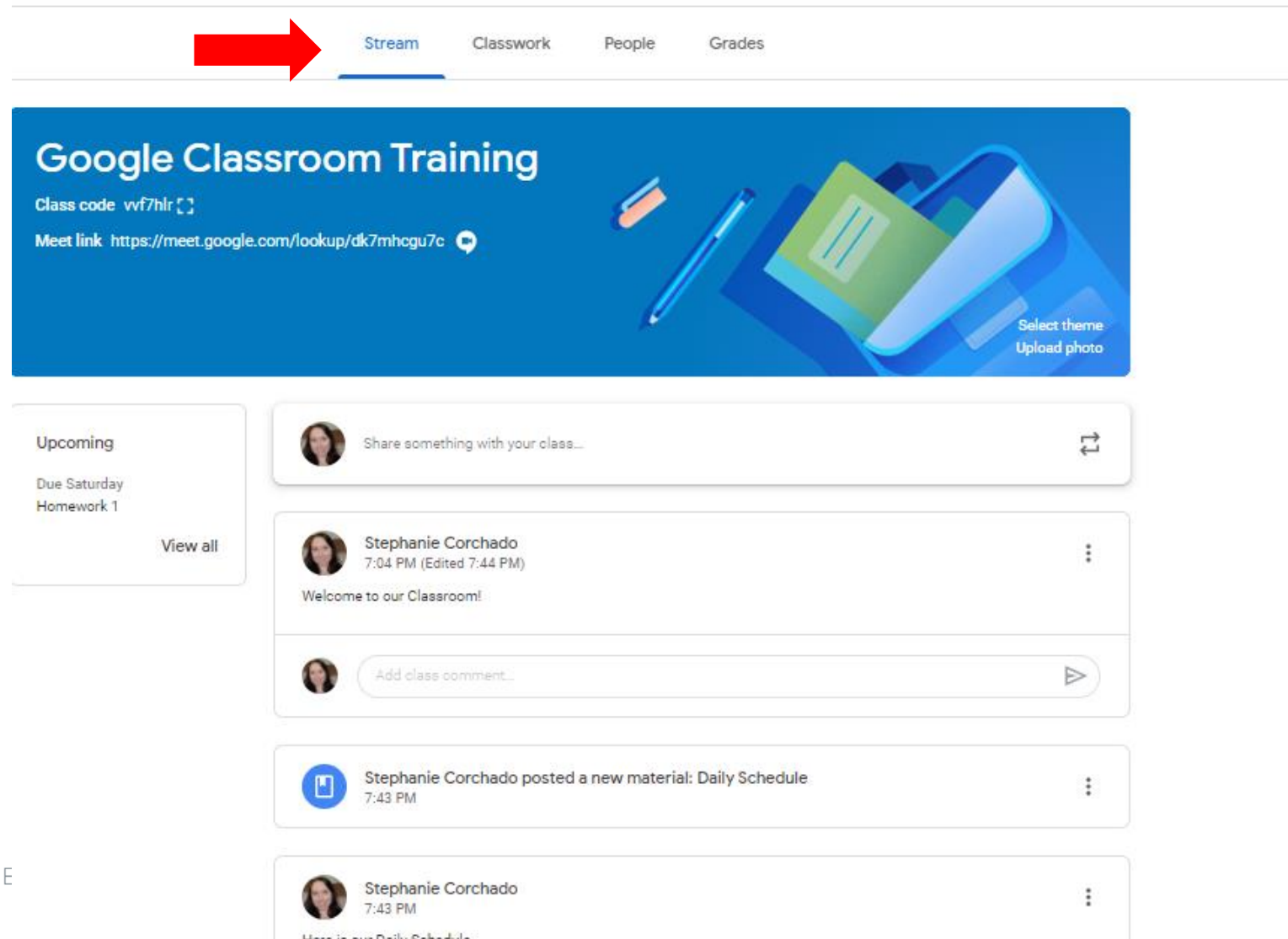
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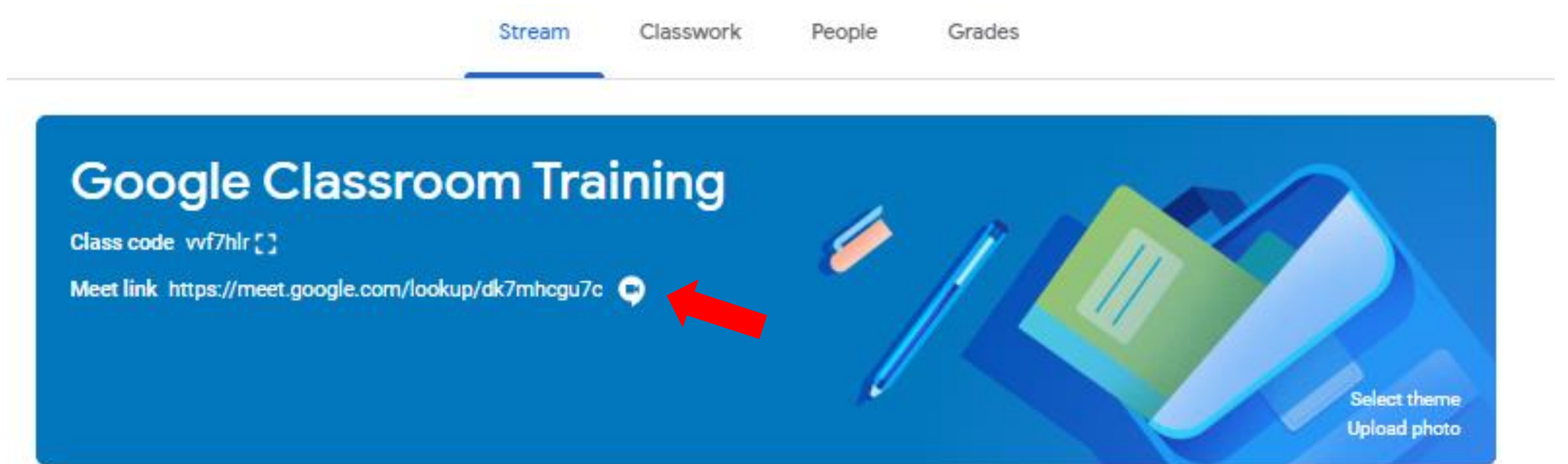
Important Google Classroom Features: “Stream”



The screenshot shows the Google Classroom interface. At the top, there are navigation tabs: Stream, Classwork, People, and Grades. A red arrow points to the 'Stream' tab. Below the navigation is a blue header for the class 'Google Classroom Training'. It includes the class code 'vfv7hlc' and a meet link 'https://meet.google.com/lookup/dk7mhcgu7c'. Below the header is a section for 'Upcoming' with a 'View all' link. The main area is the 'Stream', which contains a text input field for sharing, a post by Stephanie Corchado with the text 'Welcome to our Classroom!', a comment input field, and a post by Stephanie Corchado titled 'Daily Schedule'.

All important announcements and recently uploaded materials will appear here. Scroll down for older information.

Important Google Classroom Features: Live Video Call Link



Click this link to be brought to the Google Meet for Live Video Calls

*This link will only be posted if the teacher is using Google Meet for Live Sessions. Otherwise a Zoom Link may be posted in the stream to click on.



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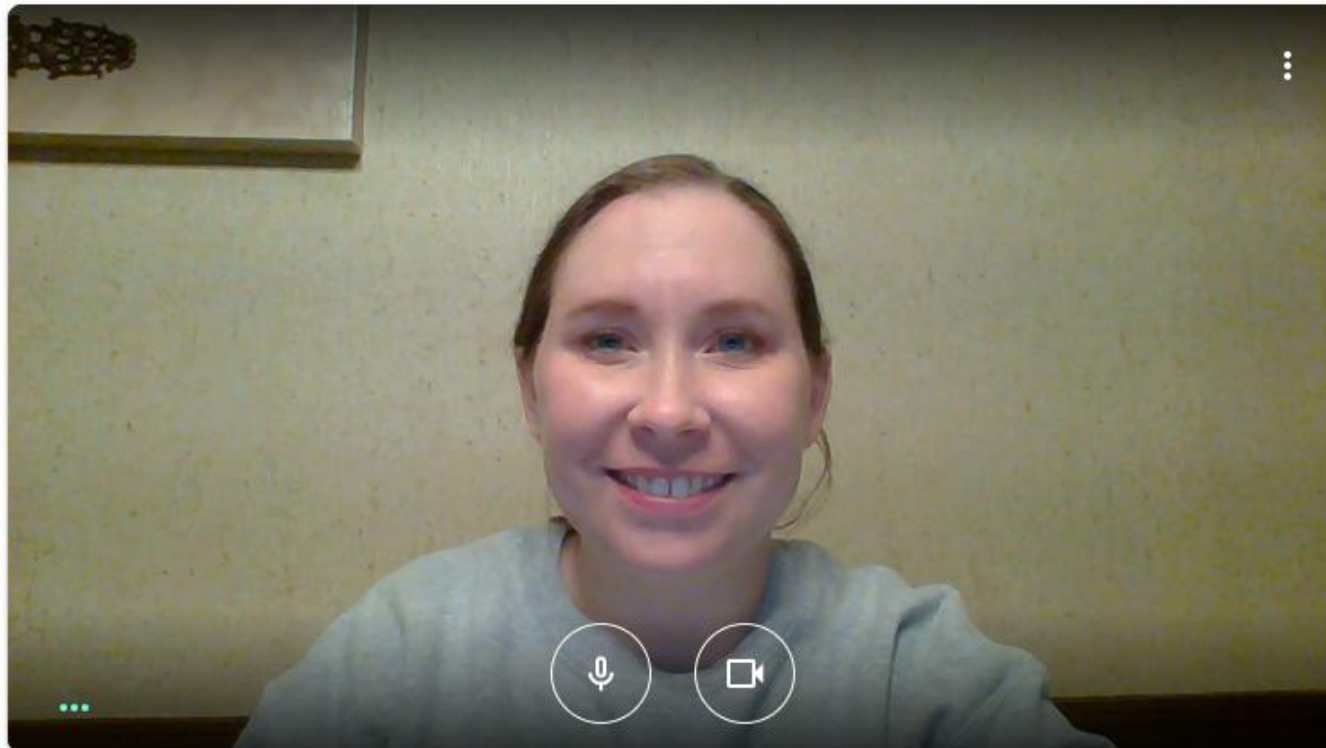


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Important Google Classroom Features: Live Video Call Link



scorchad



Click here when it is time to join the teacher live



dk7mhcgu7c

No one else is here

Join now

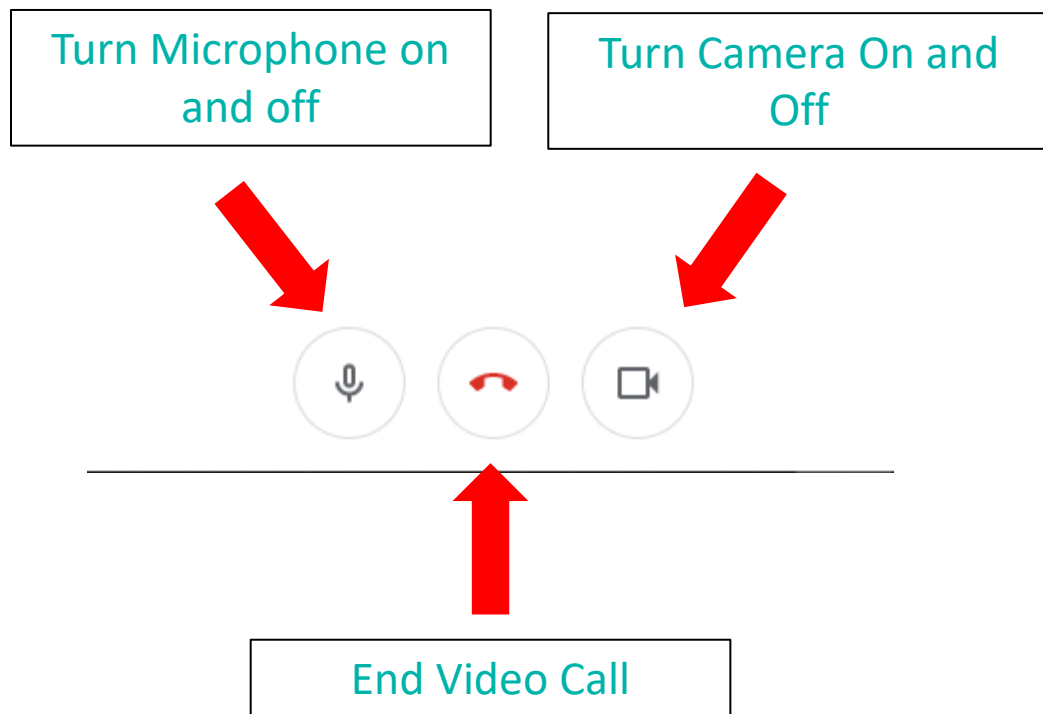
Present

Other options

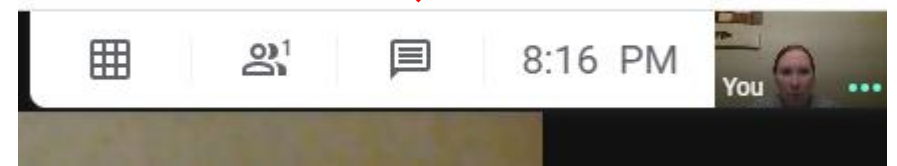
Join and use a phone for audio



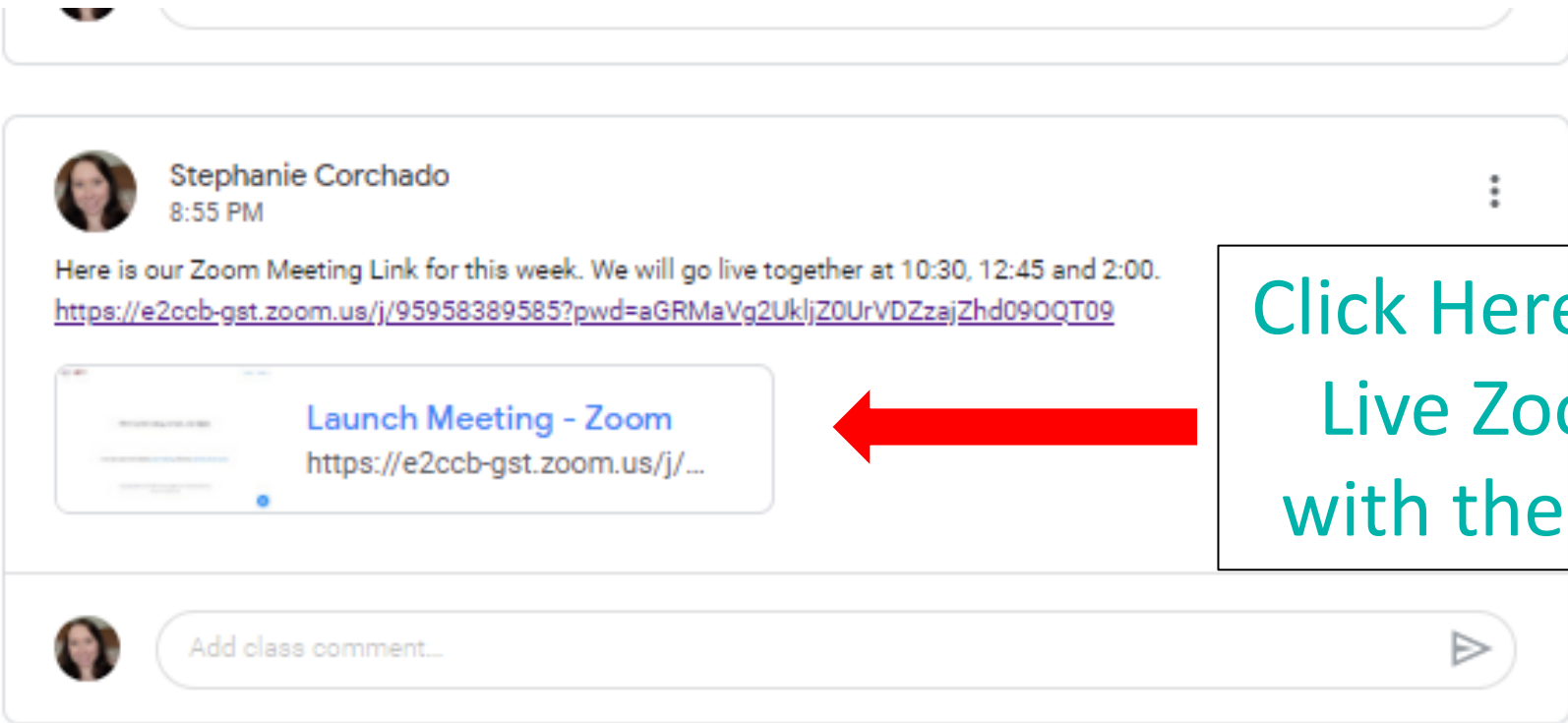
Important Google Classroom Features: Live Video Call Link



Click to type messages to the teacher if you need help



Important Google Classroom Features: Zoom Calls

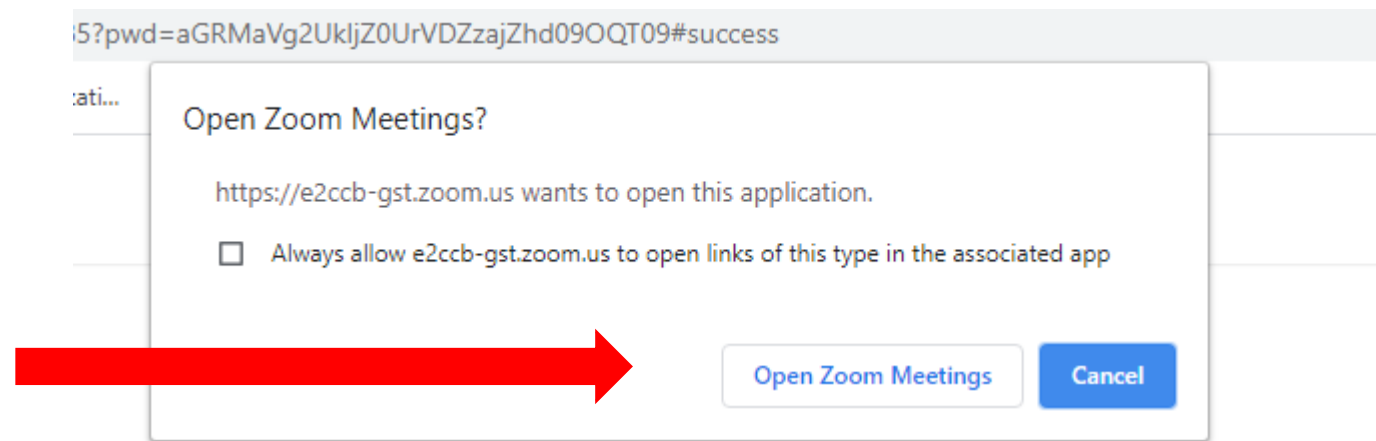


Click Here to go to
Live Zoom Call
with the teacher



Important Google Classroom Features: Zoom Call

Click Open Zoom Meetings to join

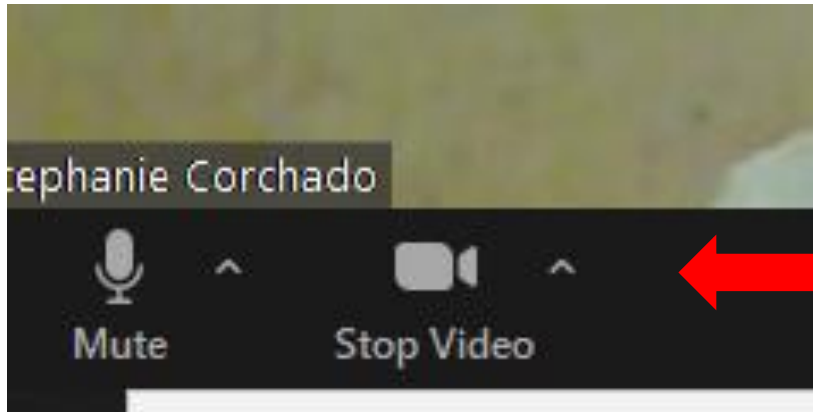


When system dialog prompts, click **Open Zoom Meetings**.



Important Google Classroom Features: Zoom Call

Turn
Microphone on
and off



Turn Camera
On and Off



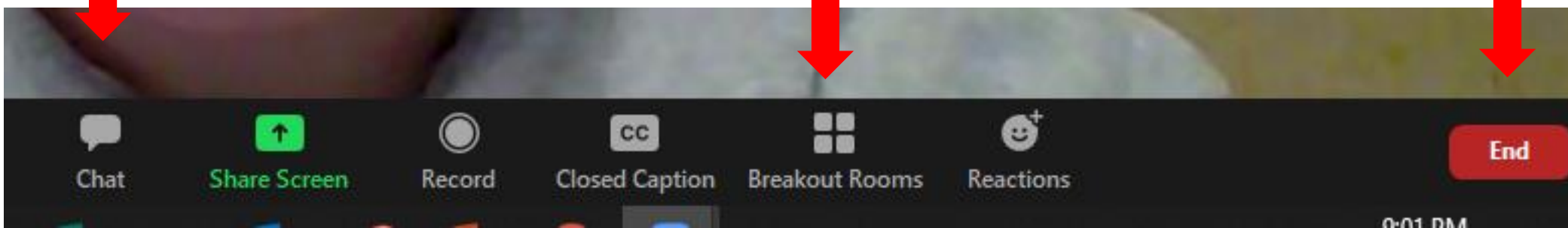
Important Google Classroom Features: Zoom Call

Click to type messages to the teacher if you need help or to respond to a question

Click to go to small groups as directed by the teacher.

*This is usually for higher grade levels

End Video Call



Important Google Classroom Features: Upcoming List


All upcoming assignments that have a due date will show up here.


Click “View All” to see a list.




Google Classroom Training
Class code vvf7h1r []
Meet link <https://meet.google.com/lookup/dk7mhcg7c> []

Upcoming
Due Friday
Homework 1
View all

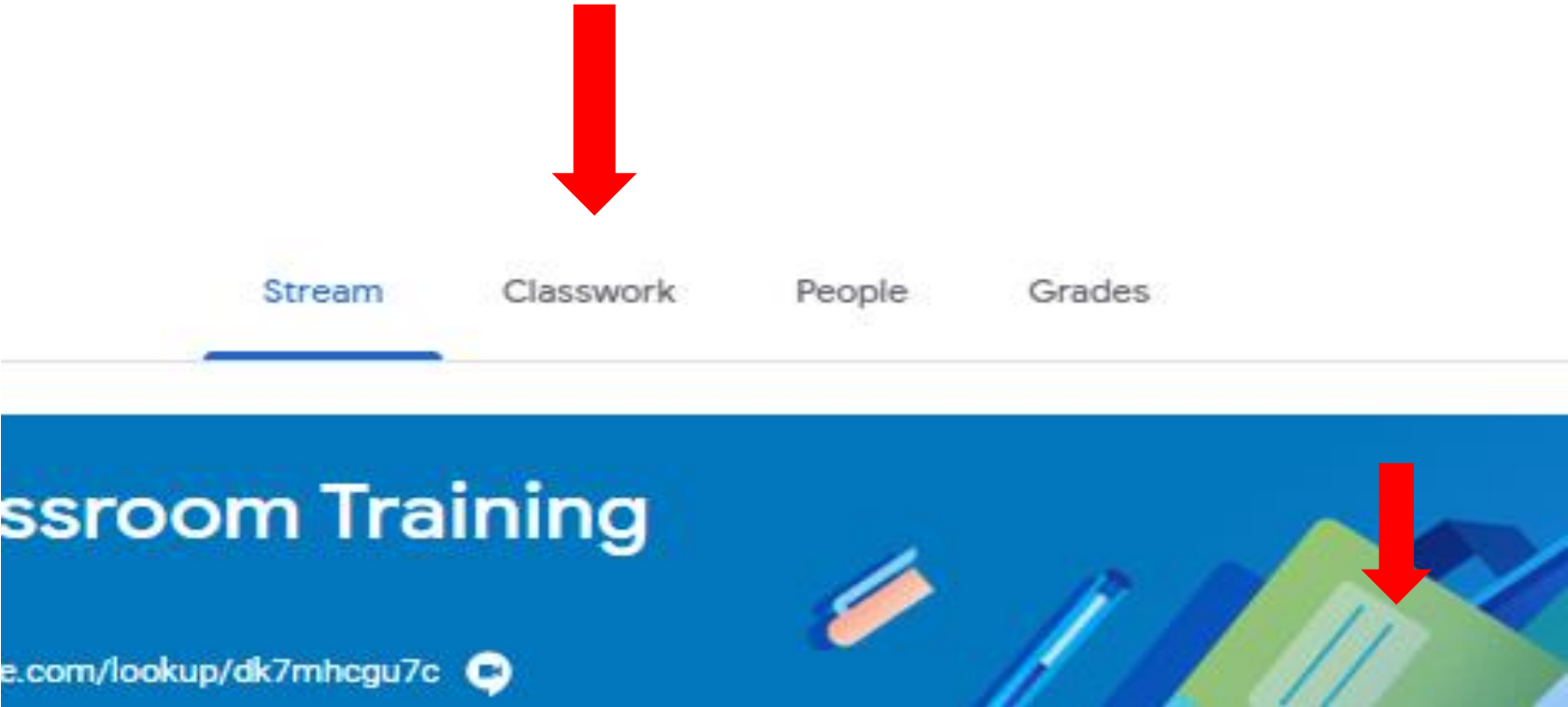
 Share something with y

 **Stephanie Corchack**
7:04 PM (Edited 7:44 PM)
Welcome to our Classroom!

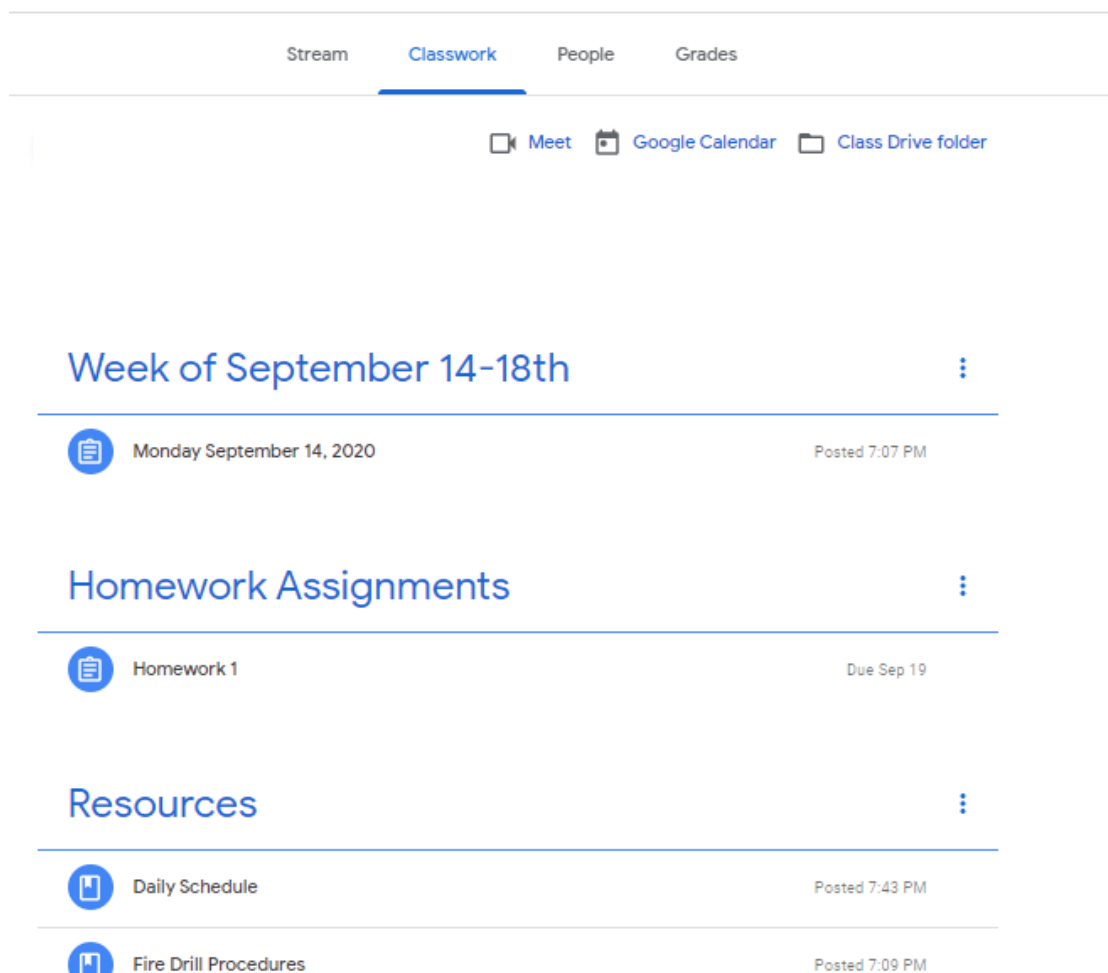
 Add class comment...



Important Google Classroom Features: “Classwork”



Important Google Classroom Features: “Classwork”



Classwork will be arranged by subject or type of work. This will vary depending on School and Teacher.

Click on “posted material” under each topic to see assignments and useful resources.

Important Google Classroom Features: “Classwork”

Click here to be brought to the assignment

Monday September 14, 2020

Stephanie Corchado • 7:07 PM

100 points

Class comments



Add class comment...



Click here to turn in the assignment to the teacher when finished.

Your work Assigned

Google Slides - Mond... X

+ Add or create

Turn in

Private comments



Add private comment...



Click here to type a question to the teacher



New Americans

Expectations during Virtual Learning

1. Students are expected to log into their Google Classrooms Daily and follow the schedule provided to them by the school and classroom teacher.
2. Students are expected to join Live Video Calls and participate in all teaching activities.
3. Students are expected to complete independent assignments posted in Google Classroom and turn them in on time.
4. If the school provided the students with paper assignments, they should be completed as instructed by the teacher.
5. Parents are expected to check that their student is logging in and completing assignments daily.
6. Student attendance will be taken daily-this will be based off of participation in Live calls and completion of assignments.
7. Teachers will record and post Live video sessions for students and families that are unable to join in Live due to work or childcare conflicts.



Expectations during Virtual Learning

***** Communication*****

Communication is extremely important during Virtual Learning. Teachers will be reaching out to students and parents on a daily and/or weekly basis.

This will be done by a number of communication methods including but not limited to:

- Phone Calls
- Text Messages
- Emails
- Comments on Google Classroom Assignments
- Messaging Apps- Class Dojo or Class Tag

Parents are expected to keep in contact with classroom teachers and reach out to the teacher with any questions, concerns or technology issues.



**Thank you for your time and
your support of your student
and their learning during
these challenging times!**



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ANTONIO CORCHADO JR.

OFFICE FOR NEW AMERICANS |
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