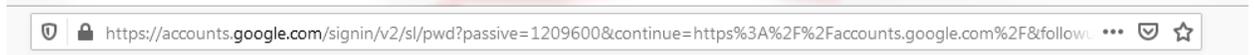


Google 101 for Teachers

Logging into Google

1. Open your favorite web browser (Chrome, Firefox, Safari, Internet Explorer, etc).
2. In the address bar type accounts.google.com
3. Your user name is your **SPEED 802 email address**.
4. Your password is initially **SPEED802!**

A screenshot of the Google login page. At the top is the Google logo. Below it, the text "Hi Gregory" is displayed. Underneath is a dropdown menu showing the email address "gfurgason@speed802.org" with a downward arrow. Below the email is a password input field with the placeholder text "Enter your password" and an eye icon on the right. At the bottom left of the form is a link that says "Forgot password?". At the bottom right is a blue button labeled "Next".

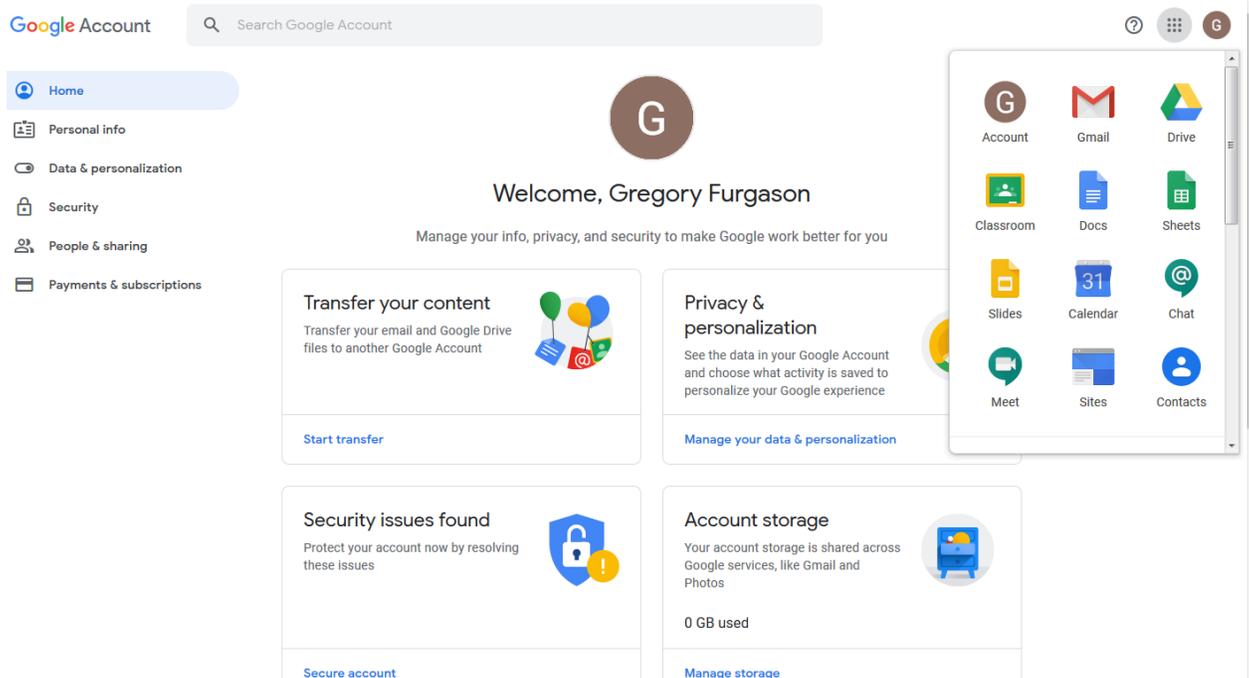
English (United States) ▾

[Help](#) [Privacy](#) [Terms](#)

5. If this is the first time you have logged into Google, it will ask you to change your password.

Google Apps

1. Once you have logged into Google you will be met with screen.



2. All of the Google Apps are under the gray icon that has the nine dots in it.



3. **Please note: Gmail does not work with our configuration!** Our email is still through our Microsoft Exchange Server.
4. **A Brief Apps Description:**
 - a. **Drive** – Google’s Cloud Storage application. You can store files here and share them via email address to anyone with a working email address. The files in Drive are available anywhere you have internet access.
 - b. **Classroom** - Google’s Classroom product for posting assignments, polls, discussions, etc. We will be attempting to use this app during the Stay at Home order.
 - c. **Docs** – Docs is the online word processor application for creating files similar to what has traditionally been done Microsoft Word.
 - d. **Sheets** – Sheets is the online spreadsheet program for Google Apps. It is similar to Microsoft Excel.
 - e. **Slides** – Slides is Google’s slideshow app. It is similar to Microsoft Powerpoint and is used for creating presentations.
 - f. **Calendar** – Is exactly what it says. You can create appointments and manage your events here.
 - g. **Chat** – Formerly called Hangouts, chat lets you send messages and create chatrooms with other Google Apps users.
 - h. **Meet** – Google’s video conferencing app. It is similar to Microsoft Teams, and Zoom.

- i. **Sites** – Sites allows you create web pages easily and quickly to share information.
- j. **Contacts** – Just what it says, Contacts lets you create cards to keep people’s contact information.
- k. There are more apps available if you are interested in exploring what Google has to offer. For now we will focus on the Classroom App.

Google Classroom

1. To start Google Classroom click the link from the Google Apps Menu.
2. The first step in Classroom is to create a class. You can create a class for each period of the day or just use one class. Do what makes the most sense and is easiest to manage for you and for the students. To create a class click the + icon in the top right of the screen.

☰ Google Classroom

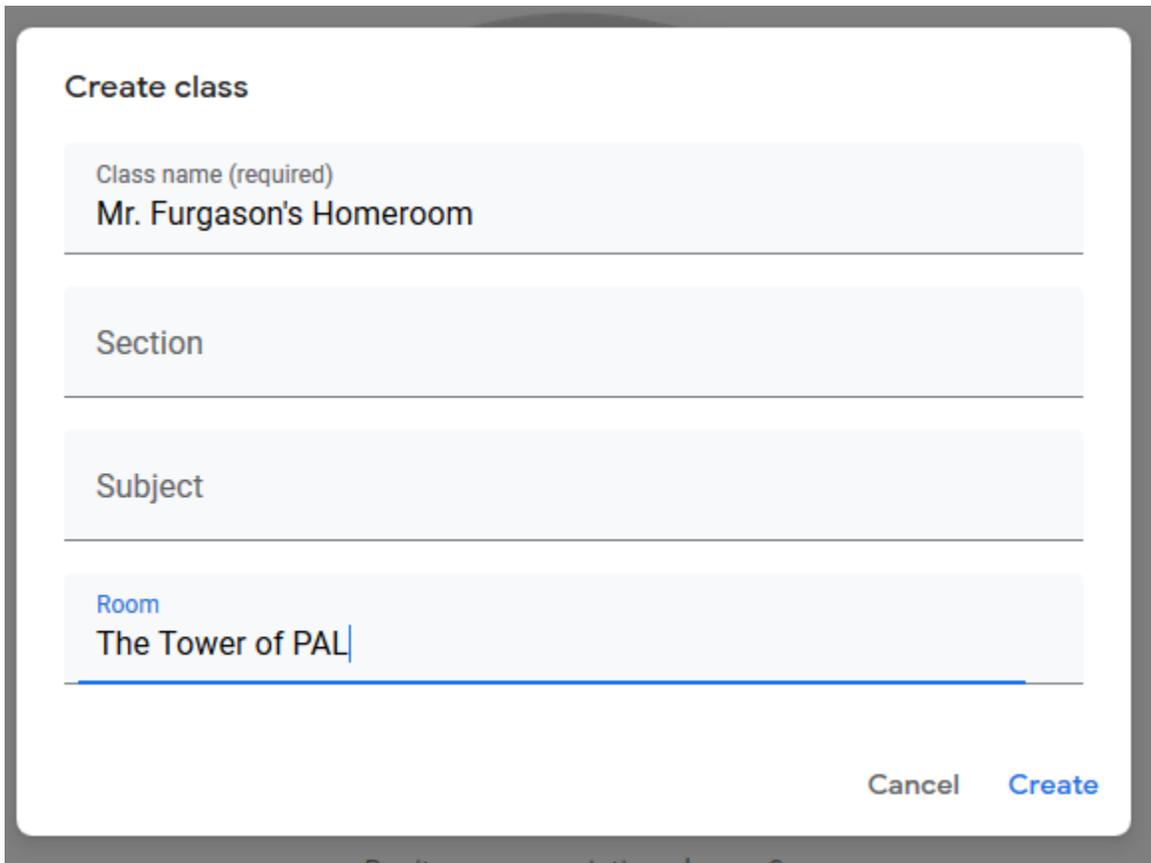


Create or join your first class!



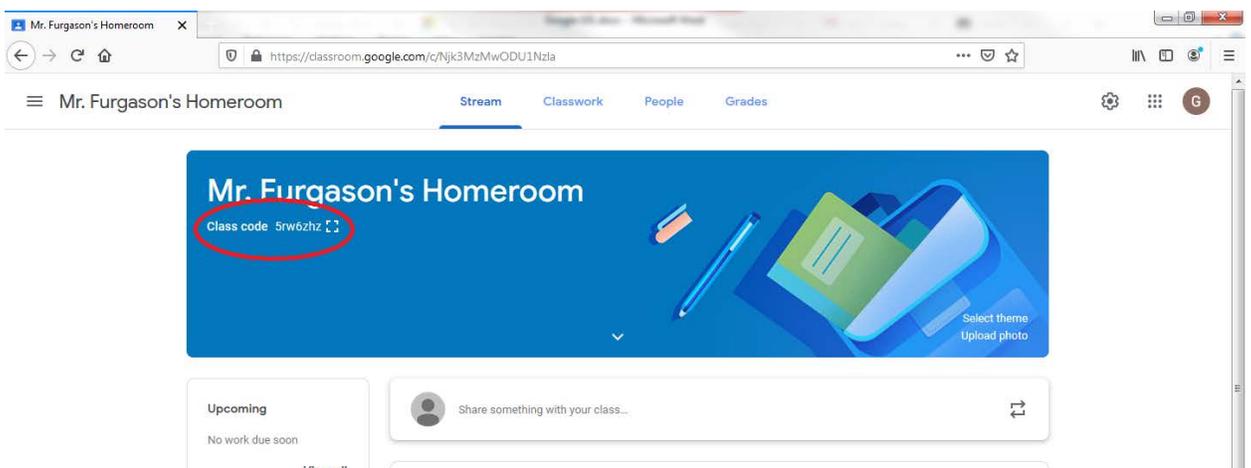
Don't see your existing classes?
[TRY ANOTHER ACCOUNT](#)

3. Name the class and fill in any other fields that may be useful for your classroom.



The screenshot shows the 'Create class' form in Google Classroom. It has four input fields: 'Class name (required)' with the text 'Mr. Furgason's Homeroom', 'Section' (empty), 'Subject' (empty), and 'Room' with the text 'The Tower of PAL'. At the bottom right, there are 'Cancel' and 'Create' buttons.

4. You will then be taken to the Classroom's homepage. Take note of the Classroom Code. You will need to distribute that code to your students so they can join the class. **Note: you cannot email students, we don't have student email accounts. You must distribute the code for them to join the class.**



5. The People Tab will show you who has enrolled in your class.

Stream Classwork **People** Grades

Teachers 👤+

 Gregory Furgason

Students 👤+

| | | | |
|--------------------------|--|----------------------------------|---|
| <input type="checkbox"/> | Actions ▾ | Email all guardians | ⌆ |
| <input type="checkbox"/> |  Christopher Mann (invited) | | |
| <input type="checkbox"/> |  Nancy Walsh | Invite guardians | ⋮ |

6. The Classwork Tab is where you can create assignments, discussions, and post material for the class.

Stream

Classwork

People

Grades

+ Create



Google Calendar



Class Drive folder



Assignment



Quiz assignment



Question



Material



Reuse post



Topic

our class here

and questions

ze classwork into modules or units

you want students to see it