

## Little Axe Public Schools 2020-2021

### Introduction

Little Axe Public Schools will be using the Google Suite for all learning platforms this year. Whether you have chosen for your child to be Traditional, Virtual, or Blended, they will be using pieces of the Google Suite.

Google Classroom - a location for videos, lessons, worksheets, activities, etc. to be uploaded for students. Assignments will be given and turned in using Classroom.

Google Mail - each student will have a "gmail" associated with the school. They will have to use this gmail to login to the Google Suite.

Note: if you have a personal gmail, you can have them both logged in but students will need to be sure they are in their school account to access everything.

Google Drive - online cloud storage for documents, slides, and sheets.

Google Meet - Google's version of Zoom but only accessible with the suite login.

Apps for your devices - apps for all of these are available in your app store



### Training

There are a lot of available resources online through searching your topic or looking for YouTube videos on "how to use Google Classroom for students", for example.

How to videos will be posted on our website as needed, check back for updates as we move through this learning process. <https://www.littleaxeps.org/google-suite-information--3>

### How to get your Google Suite set up using a browser

- 1) Go to [www.google.com](http://www.google.com)
- 2) Click "Sign in" in the upper right corner
- 3) Put in your school email: first initial first name, first initial middle name and your last name (ex: Jessica Marie Adams would be [jmadams@littleaxeps.org](mailto:jmadams@littleaxeps.org); this may vary if you have some else with matching initials/last name in the district)
- 4) Use the password temporary password provided to you - Indians!@LA
- 5) You can choose to do the 2-step verification. You will have to put in a phone number to receive a verification code when logging in to new devices or if you get logged out.
- 6) Click on the 9 dot "waffle" in the upper right corner to access the Google Suite applications (Mail, Drive, Classroom, etc).

Note: Google Classroom will not have classes listed right away, we have not synced the programs yet to do that.

### How to get Google Suite on your devices (phone, tablet, etc)

- 1) Go to your app store and download the app(s) that you want. Each piece of the Google Suite has their own.
- 2) Login with your school email and password like above.
- 3) If you have a personal gmail and already have the app on your phone, you can add the school account.
  - a) Open gmail account
  - b) Click on the circle (has your initial or picture) in the upper right corner
  - c) Click "Add another account"
  - d) Click Google
  - e) You can use this process to toggle between your personal and school account as well.

# Google Classroom How-To for Students

## How to Join a Class

1. Go to [google.classroom.com](https://google.classroom.com) and click **SIGN IN**
  - Sign in with your Google Email and password
  - Email: first initial first name, first initial middle name and your last name (ex: Jessica Marie Adams would be jmadams@littleaxeps.org; this may vary if you have some else with matching initials/last name in the district)
  - Temporary Password: Indians!@LA
2. On the classes page (in upper right-hand corner) click **+** add class > click **JOIN CLASS**
3. Enter class code and click **JOIN**

## How to Turn in an Assignment

1. Click **CLASSROOM ICON**
2. Click Class > Classwork > Assignment
3. To attach an item(s):
  - a. Click **ADD ATTACHMENT**
  - b. Click drive, link, file upload, take a photo or record video
  - c. Select attachment or type in URL and click **SELECT**
4. To attach a new document:
  - a. Click **ADD ATTACHMENT**
  - b. Click New Document, New Slides, New Sheets or New PDF
    1. For a new document/slides/sheets enter information and click **DONE ✓**
    2. For a new PDF, write notes or draw images. When finished, click **MORE > SAVE**
5. Click **TURN IN** and **CONFIRM**

## How to Turn in a Quiz

1. Click Classroom
2. Click Class > Classwork > Assignment
3. Click the quiz file and answer the questions
4. Click **SUBMIT**

## How to Mark an Assignment Done

1. Click Classroom
2. Click Class > Classwork > Assignment
3. Click **MARK AS DONE** and **CONFIRM**

## Keep track of Usernames and passwords:

Gmail:

Study Island: firstnamelastname@lams, password: lunch #

Wengage:

## Additional Information for Middle School Virtual Students:

- Teachers will have assignments posted for the week on Monday of that week (may vary a little this first week). Assignments will be due by Sunday night that same week.
- Student's do not have a specific time to log in to be present in google classroom to be present for their classes (unless specified by their instructors for specific things like potential tests, quizzes, video conferencing, etc).
- Student's attendance will be based on work turned in. If all work is turned in, they will be counted present. If work is not turned in, absences will be incurred.
- When looking at your schedule please disregard the period assigned and look at the descriptions. Students should have 4 core classes, 3 electives, and an advisory class
- The classes that are stated as "elective" are randomly determined subjects. They will vary depending on the instructor, and their instructor will notify them of subject and content during the first week of class.