
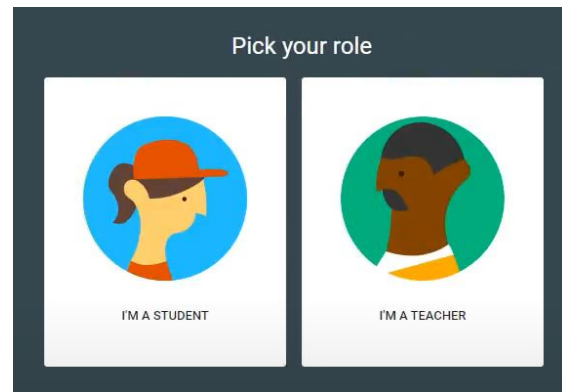
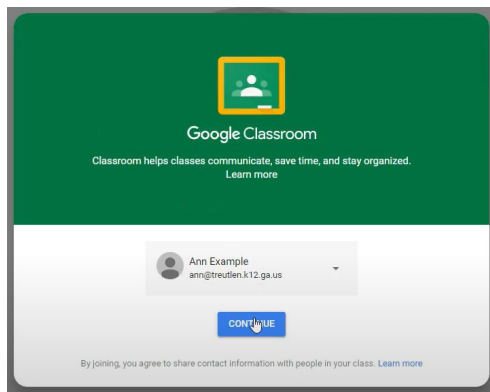
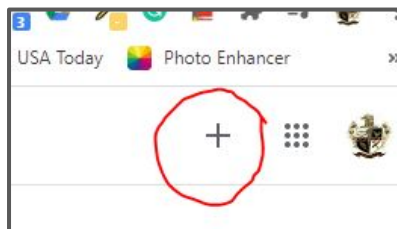


## Accessing the Google Classroom

- Connect your device to your wireless internet access.
- Sign into your Google account.
  - If on school Chromebook, open the Chromebook and type in your user name. This should be your first and last name with no spaces.
  - If on a personal computer or Chromebook, type in the same user name, but remember to add @treutlen.k12.ga.us
  - Type in your password: FL####\*\*
    - FL = First and Last Name initials (capitalized)
    - #### = 4 digit lunch code
    - \*\* = 2 asterisks (Shift + 8)
- Access the Google Classroom 
  - On a school Chromebook, click on the Google Classroom Icon
  - If on a personal device, open the Chrome browser and go to the Google Classroom website. [www.classroom.google.com](http://www.classroom.google.com)
- **If this is the very first time you have ever accessed the classroom**, you will see diagrams like these, click continue for the one on the left. You will then be asked if you are a student or teacher. Click I'm A Student.

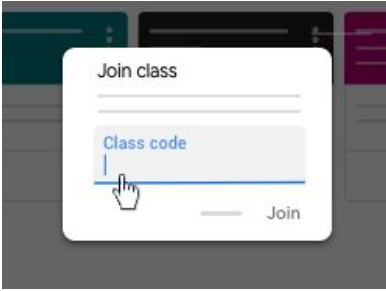


- This will take you to the Google Classroom. If you have used the classroom before for other classes, you may see the older classes listed. If you are brand new, you will not see any classes listed.
- At this time we will need to add your new class. Click on the Plus symbol in the upper right of the screen.



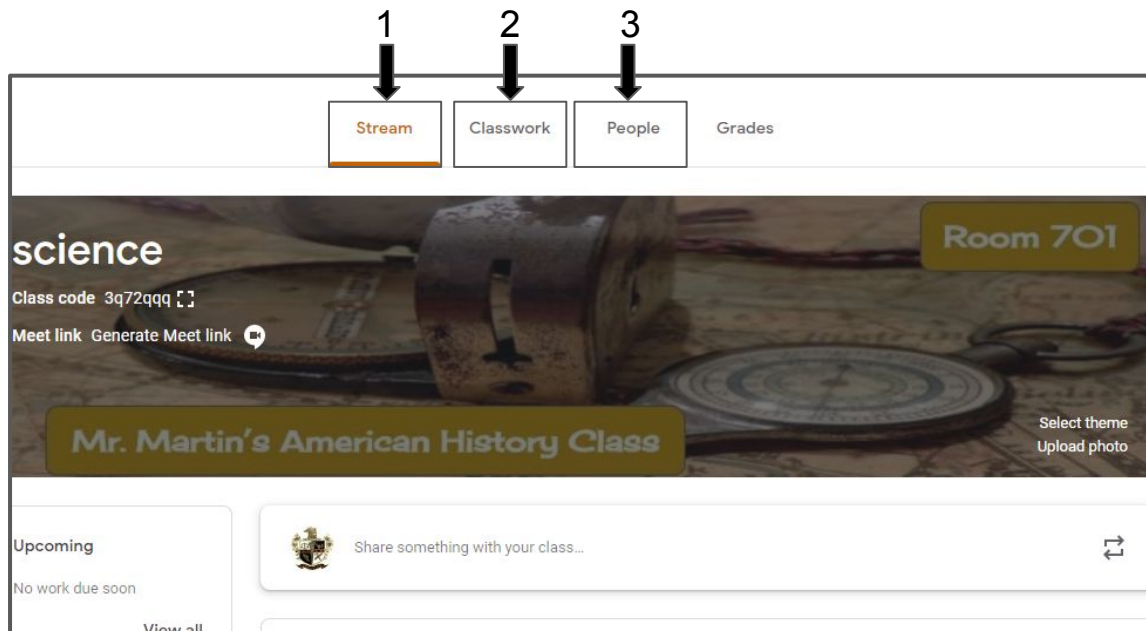
- Click Join Class
- You will then enter the code the the class you wish to join.
- After entering the code, click Join.

- Enter your code



- Click Join
- Your new class will appear.

Once you are in the new class, it will look similar to the following.



1	Stream	This are is where teachers will leave announcements and other important information for students.
2	Classwork	This is where students will find the learning materials posted. This may include lessons, electronic worksheets, quizzes and much more.
3	People	List of all people who are members of the classroom.