

## Guide to Google Classroom for Students and Parents

### Getting to Google Classroom:

1. Go to [www.google.com](http://www.google.com) on any browser.
2. In the upper-right corner, click on the blue “sign in” button.
3. Type in the AL email address and password. The email address is usually the first letter of first name followed by last name @academielafayette.org. Your child should know his/her login information. It might be written in the school agenda. If you need email help for your child, please contact your child’s homeroom teacher. They can share with you your child’s email address and password.
4. Once you are signed in, you can access Google Classroom by going to the upper-right corner and clicking on the 9 little dots, or typing directly in the address bar [classroom.google.com](http://classroom.google.com).

### Joining a Google Classroom:

1. Go to [www.gmail.com](http://www.gmail.com) and log into the AL email.
2. Check the inbox for an invitation to join a classroom.
3. Follow the link to Google Classroom.
4. If you or your child received a classroom code directly from the teacher, go to [classroom.google.com](http://classroom.google.com) and click on the + symbol in the upper right corner. Select “Join class” and type in the code.

### Navigating Google Classroom:

1. Once you are logged in, click on the 9 little dots and select “Classroom”.
2. Click on the classroom you’d like to view.
3. Your child should know how to navigate the classroom as she/he has been using it in computer class and several other classes at the middle school level.

Helpful video: <https://www.youtube.com/watch?v=2lowi-gmbys>

### Getting to the Hangouts Meet “live class”:

1. Have your child log in to his/her AL Gmail account.
2. Check for an event invitation email.
3. Click on the blue link below “Join Hangouts Meet”.
4. If a menu appears asking for permission to use the microphone and webcam, click “Allow”.
5. Mute your microphone.
6. Select “Join”

Seeing events on Google Calendar: When students are in their google calendar, they have to click on “more calendars” on the left side bar and then check each box for each of their teachers’ Google Classrooms calendars.

Basic Classroom/assignment questions: contact your child’s homeroom teacher.

Technology issues/questions: please contact Roger Goudiaby, [rgoudiaby@academielafayette.org](mailto:rgoudiaby@academielafayette.org).

Email issues: please contact Edem Addoh, [eaddoh@academielafayette.org](mailto:eaddoh@academielafayette.org)