

Google Classroom and Meet

Listed below are steps to get started in Google Meet and Google Classroom for teachers, parents, and students. The apps for Google Classroom and Google Meet are available to download. For additional details and support about Google Classroom and Google Meet, tutorial videos links have been provided.

Google Classroom and Google Meet (Hangout)

Teachers

1. Log into your Google email account.
2. Click on the waffle next to your picture on the top right corner.
3. Click on Google Classroom.
4. Click on +Create to create a class (subject).
5. Click on Classwork.
6. Add Topics and organize according to unit, chapters, or weeks.
7. Under each Topic add resources, assignments, and tests.
8. Create a Google Meet video meeting for scheduling a live lesson by clicking on Calendar.
9. Click on +Create to complete live lesson details. Add Video Google Meet video conferencing. You can make this reoccurring.
10. Copy the link and paste it in your Google Classroom class on your Stream page and in Classwork.
11. Have students join your class initially by using the class code. Each class has its own code. Click People to see a list of students.

Additional Resources:

<https://support.google.com/edu/classroom/?hl=en#topic=6020277>

<https://youtu.be/xjq8SDHnKbY>

<https://support.google.com/a/users/answer/9300131?hl=en>

<https://www.customguide.com/cheat-sheet/google-meet-quick-reference.pdf>

<https://support.google.com/meet/?hl=en#topic=7306097>

Parents

1. Log into your child's Google email account.
2. Click on the waffle (9 dots) next to their picture on the top right corner.
3. Click on Google Classroom.
5. Each subject is a separate class. Click on the class you wish to view.
3. Read the Stream page for teacher announcements.
4. Click on Classwork on the top of the page to access all content: resources, assignments, and tests. This is where your child will retrieve lesson information, assignments, turn in (upload) assignments, and take quizzes and tests.
5. To join Google Meet for live lessons, go to Calendar on the top page. Choose the date and class you wish to join. Make sure the video and microphone are on.

Additional Resources:

<https://www.commonsensemedia.org/blog/parents-ultimate-guide-to-google-classroom>

<https://support.google.com/edu/classroom/?hl=en#topic=6020277>

<https://support.google.com/meet/?hl=en#topic=7306097>

Students

1. Log into your Google email account.
2. Click on the waffle (9 dots) next to your picture on the top right corner.
3. Click on Google Classroom.
5. Each subject is a separate class. Click on the class you wish to enter. If you do see a class, ask your teacher for the Class Code to enter and join.
3. Read the Stream page for teacher announcements for that class.
4. Click on Classwork on the top of the page to access all class content: resources, assignments, and tests. This is where you will get lesson information, assignments, turn in (upload) assignments, and take quizzes and tests.
5. To join Google Meet for live lessons, go to Calendar on the top page. Choose the date and class you wish to join. Make sure the video and microphone are on.

Additional Resources:

<https://sites.google.com/ecstigers.com/ecstechnology/google-tools-videos?authuser=0>

<https://support.google.com/edu/classroom/?hl=en#topic=6020277>