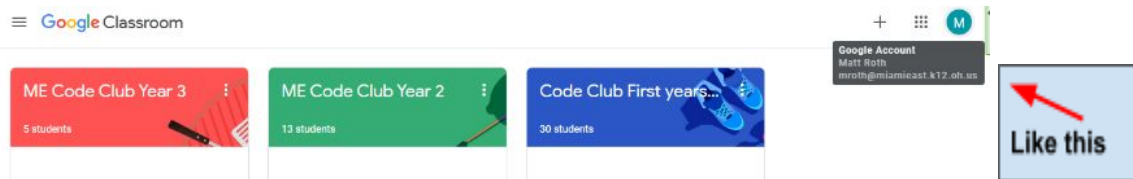Dear Parents and Students,

Below are the directions for logging into Google Classroom.

Logging onto Google Classroom at home.

1. Go to Google on your web browser, (the regular search page will do) and click on the "sign in" button which should be located in the top right of the screen. If you already have a Google account and are signed in, you can click 0n the icon that represents you in that corner and select the "add account" button.

2. Enter the student's school provided e-mail. All student e-mail are the same. It is their firstname.lastname@miamieast.k12.oh.us. Example joe.smith@miamieast.k12.oh.us.

3. Then click on the next button. Their password will be the same one they use to log in here at school. It is a series of 4 letters followed by 4 numbers. Your child knows it.

   IMPORTANT: It is important that your child logs into their school Google account first before trying to go to Google Classroom. If your child has logged into their school Google account then they should be able to get into their Google Classroom following steps 4 and 5 below. If you try to get into our class's Google Classroom, and it asks for a class code, that means your child is not logged into their school Google Account. Double check that they are logged in with their school Google account using steps 1-3 above and then try again. You can also check by looking up in the top right corner of the window and you should see the icon for their Google account. **When you hover over it with the mouse, you will be able to tell if it is their class Google account if you see their name and school email pop up. Look at the example from Mr. Roth's account below.**

4. From there, students can access their Google classroom from the apps button in the top right corner which looks like this   . Then they can click on the apps button again and scroll

   down to the classroom button that looks like this   . They may need to select their Google

   drive first which looks like this.

   If you don't see the google classroom icon when you click on the apps button, you can search for Google Classroom on Google and then follow the links. Once again, make sure you are signed into your child's school Google Account first.

5. Now they are in their Google Classroom. I recommend bookmarking this page.

Now your child can access everything they have been working on at school, at home.