

**Part 1 - Google Apps for Education Login Procedure**

***Initial Sign-In***

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| 1. Open **Google** **Chrome** browser
 |
| 1. Search for **myaccount.google.com** *OR* go to **gmail.com**
 |
| 1. Sign into your SD23 GAFE account. Your email **username** is: first.last.stu@learn.sd23.bc.ca
 |
| 1. Your initial **password** is **Learn#23**
* You will be able to change your password to your usual secure password once you have entered the information in steps 2 and 4
* Your password must be at least 8 characters long
 |
| 1. If a username is already filled in, you will need to sign in to a different account
* Click **Sign in with a different account**
 |
| 1. If you see a page describing Gmail instead of the sign-in page…
* Click **Sign in** in the top-right corner of the page
 |

***Sign-in Process***

* After the initial sign-in, you will need to sign into your ***Google Chrome*** account each time (top right corner after you open the Google **Chrome** browser).
* 2 ways to sign-in to Google Chrome 🡪 **Gmail** or **Sign In**





* + Either will get you to the sign in pop-up
	+ Email address is: first.last.stu@learn.sd23.bc.ca

**Part 2 – Signing Into a Specific Google Classroom**

It is very quick and easy to set up. To sign-up for a specific Google Classroom, you will self-enroll in the specified classroom.

***Student Self-Enrolment***

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| --- |
| 1. Sign in to Classroom **classroom.google.com**
 |
| 1. On the Home page choose "I am a Student"
 |
| 1. Click **+ sign**
 |
| 1. Enter the **unique class code** provided and click **Join**
 |

**Part 3 – Features of the Google Apps for Education and Google Classroom**

Google Classroom works side-by-side with Google Drive. Google Classroom is not a learning management system, student information system, or gradebook.

***Gmail Account***

* Some assignments might be emailed to your Gmail account. To get to Gmail:
1. Click on the word "Mail" next to your username at the top right of the webpage
2. Click on the Apps grid located beside your username in the top right side and then select click on **Gmail**

***Classroom Stream***

The Google Classroom Stream allows teachers to post assignments, add announcements, and share documents through the class Google Drive folder. There is also the ability to grade assignments and to provide student feedback.

* To add an item to the classroom **stream** simply select the **+ sign** at the bottom right of the stream page.

***Google Drive***

This is where some assignments will be posted and shared. To get there:



1. Open **Google Chrome** browser
2. Open your Gmail, then go to the Apps grid
3. **OR** click on the **Apps grid** located beside your username in the top right side and then select click on Drive (or any other App).

