

Dear Ridgeview Families,

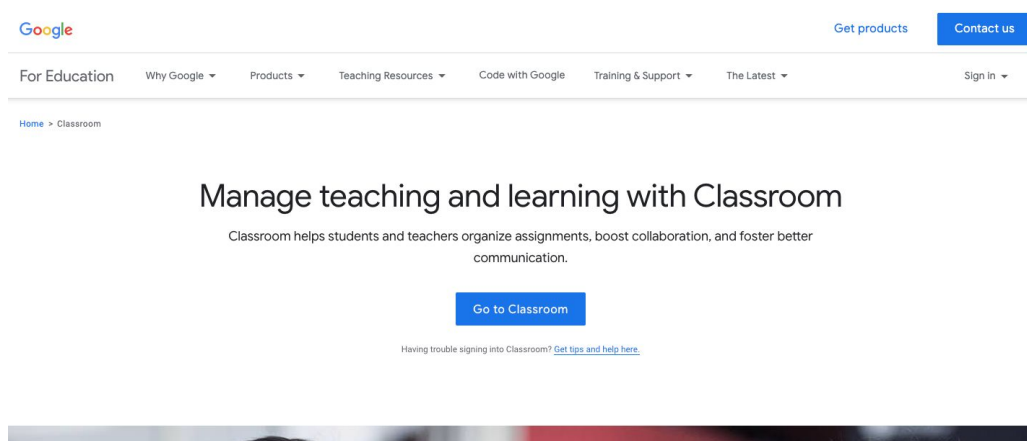
We will be using Google Classroom to work with your Husky at home. I am Mrs. V the tech teacher. I will help you log in and understand how to get to the Google Classroom. Google Classroom is an LMS or Learning Management System. It is an online classroom for your students to see announcements, access resources, view assignments, complete work, and some teachers might even grade while in the Classroom. This online type of learning is very customizable and will be up to your classroom teacher to let you know what she or he is using it for and what the expectations are. We have some basic rules for all Ridgeview students that we expect the students to follow while in the virtual classroom:

1. Online life is real life. We expect the students to follow the social contracts they made in school while they are in the virtual classroom as well.
2. Remember your Digital Etiquette. No YELLING (that is typing in all caps). No abbreviations like LOL or TTYL. No emojis.
3. Cyberbullying is not allowed in any form. There will be no put-downs, leaving kids out, or posting of information that is embarrassing.
4. Limit your chat and questions to school-related learning. This is not text messaging for the class.
5. Online learning is about personal growth. You get out of it what you put into it. In other words, you are growing your brain by doing your personal best and not giving up. Remember to ask for help when you need it.

To get to Google Classroom you need to get online and log in to your Google Account.

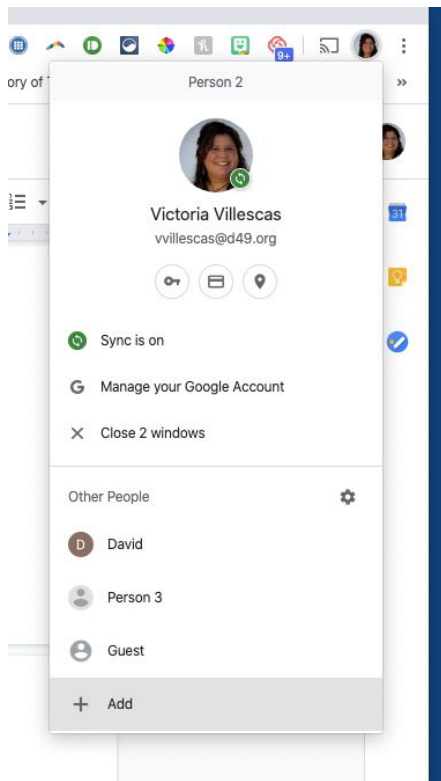
1. Using your internet browser (Google Chrome will work best for this), go to **classroom.google.com**. You will see this screen:

### Click Go to Classroom



Note: If you see the Classroom page you can skip ahead to Step 3

If you are logged in as yourself or another family member you will have to switch Google Accounts:



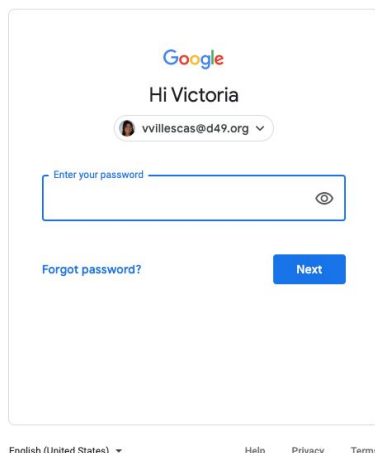
To switch accounts go to the three dots in the top corner of the page. On the bottom of the window it will give you a choice to add. You would sign in this way. You will be able to jump from your account to your students account by clicking here.

Step 2:

Sign in. Your students email address is their student number (aka Lexia number or lunch number) @d49.org.

For example: 12345@d49.org

**Click Next**



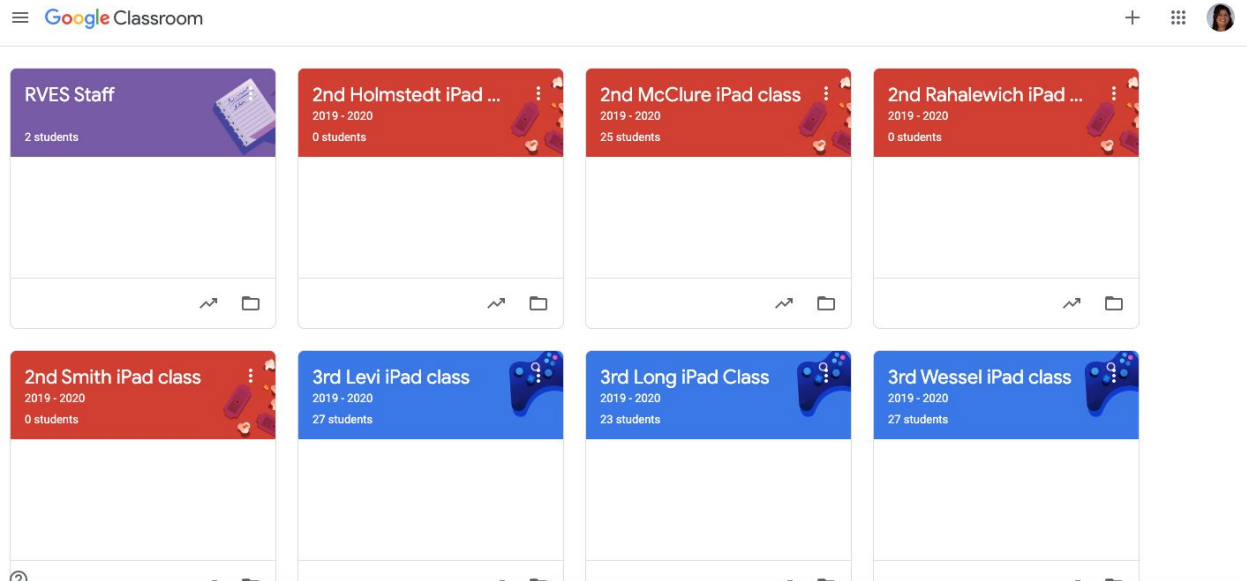
**Now enter your password:**

The password is usually a color, animal, and number word. Your student should know this password as they use it at school all the time. Please email your teacher for the password if you do not know it.

**Click next.**

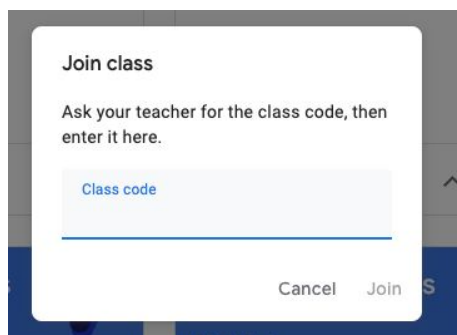
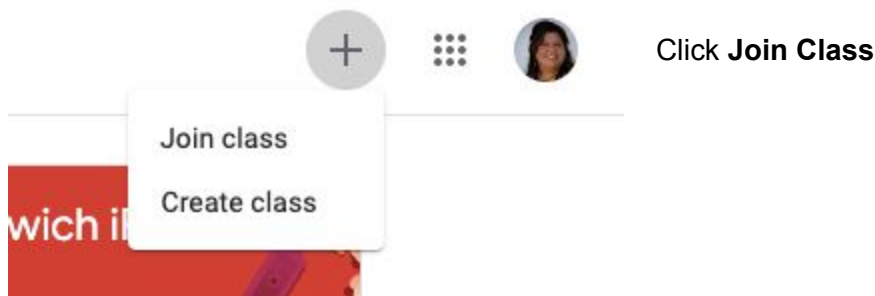
### Step 3: Joining a Class.

It will navigate you to a page that looks like this:



If this is your first time it will ask you to select “student” then the screen will be a gray page with a circle in it.

Now you are ready to click on the class you need **or** join a class for the first time. To join a class you will click on the **plus** in the upper right corner.

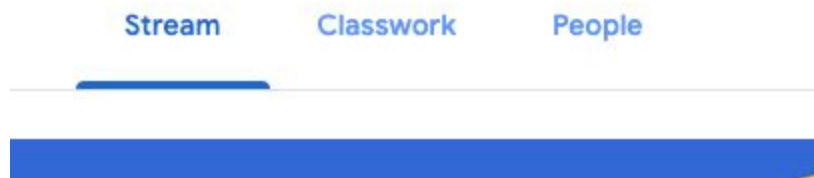


You will have an email from your teacher letting you know what the **class code** is to join her room. You may even get several rooms. One from your homeroom teacher, the technology teacher (me), and one from a reading teacher. Each teacher will have a “classroom” of their own.

If you are on a tablet you will download the app and log in just the same as above.



Once you are in the room you will see:



The **Stream** is the social hub of **Google Classroom**. This is where announcements can be made by the teacher. Students, if enabled, are able to share resources or ask questions. Any assignments created on the Classwork tab are announced on the **Stream**.

On the **Classwork** page, you can group assignments, questions, and **class** materials **under** topics. Think of topics as modules or units, and the assignments or materials as individual lessons.

The **People** tab is where you will see your teacher and all of your classmates.

I hope this helps you get started in Google Classroom. Please ask your homeroom teacher any questions and if they need more help they will send the email my way.

Thank you,  
Mrs. V