

# HOW TO LOGIN TO GOOGLE CLASSROOM:

1. Go to the website: [classroom.google.com](https://classroom.google.com)
2. Login to your child's WPA created g-suite account

*K - 6<sup>th</sup> Chromebook / G-suite / Google Classroom login*

Username: [firstname.lastname@wasatchpeak.org](mailto:firstname.lastname@wasatchpeak.org)

Password: first letter first name + first letter last name + lunch# + wpa + !

Example:

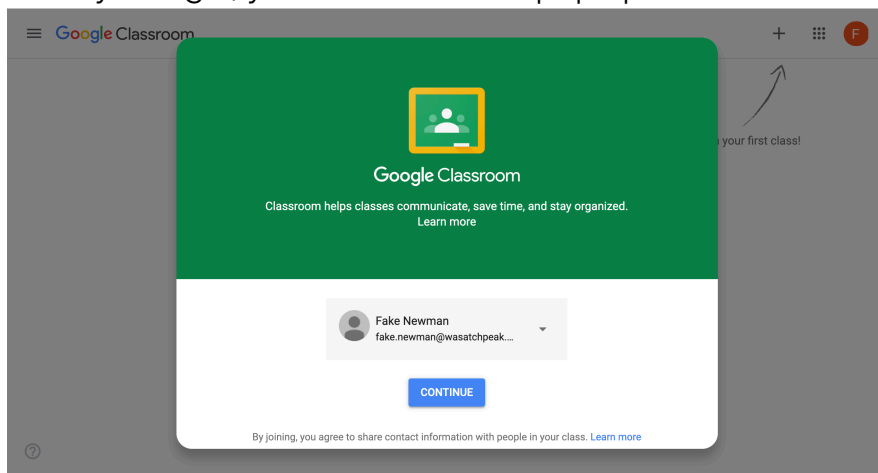
Student Name: Jane Smith

Student Lunch#: 1234

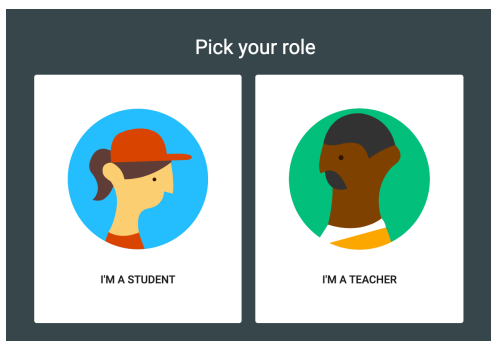
Username: jane.smith@wasatchpeak.org

Password: js1234wpa!

3. Click the "accept" button at the bottom.
4. Once you login, you should see this pop up... click "continue"

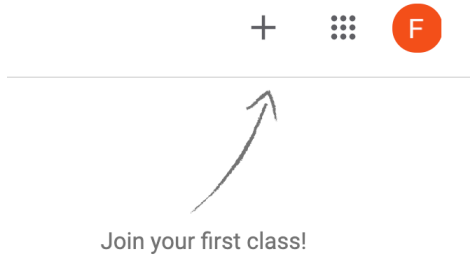


5. Then, select: "I'm a student"

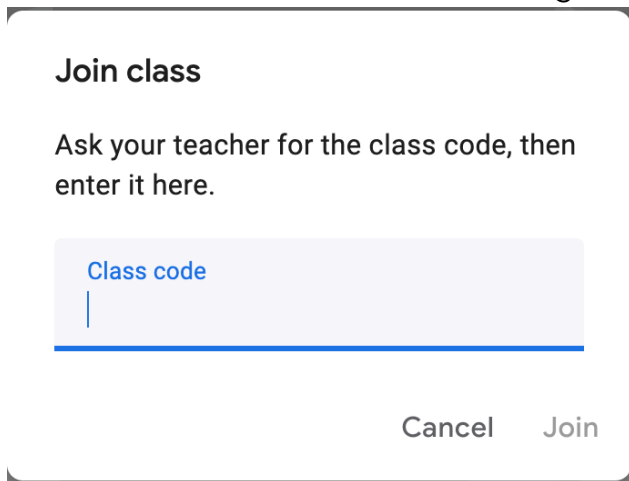


## HOW TO ADD A CLASS IN GOOGLE CLASSROOM:

1. Once logged in, move your cursor to the upper right hand corner of the screen and click on the “plus” button.



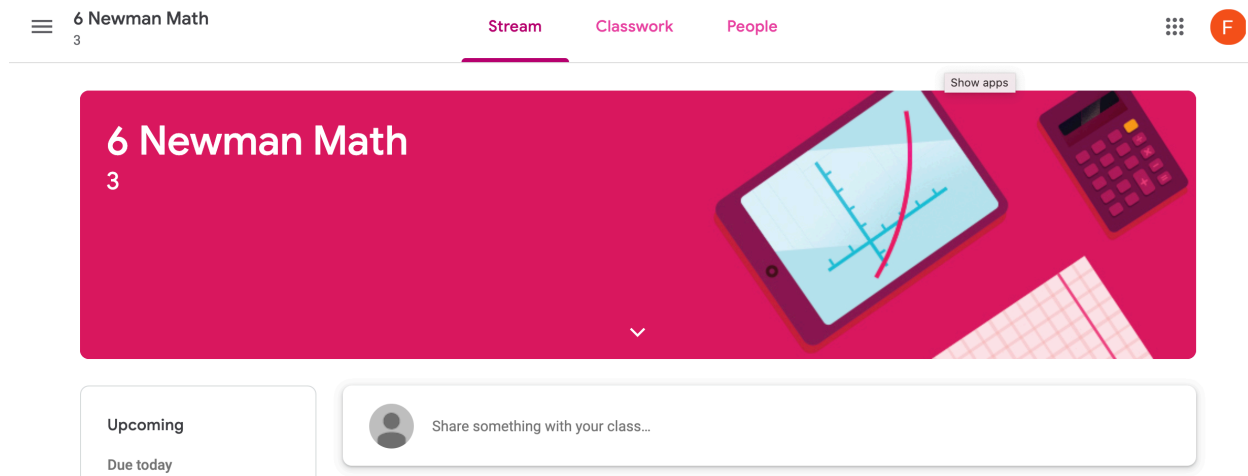
2. Click on “Join Class” and the following dialogue box will pop up.

A screenshot of a 'Join class' dialog box. The title is 'Join class'. Below the title is the instruction 'Ask your teacher for the class code, then enter it here.' There is a text input field with the placeholder text 'Class code' and a blue underline. At the bottom right of the dialog box are two buttons: 'Cancel' and 'Join'.

3. Reference the “GOOGLE CLASSROOM WPA CLASS CODES” handout that lists all of the class codes for each grade level. Please choose only the classes that are applicable to your child.
  - a. If you don’t remember who your child’s literacy, math, or homeroom teachers are, please reference Aspire.
4. Type in the class code you are trying to add.
  - a. For example, if you wanted to add Ms. Newman’s 6<sup>th</sup> grade math class, you would type in: 2dzpkpv
5. Then click “Join”.
6. The class should now pop up on your child’s dashboard.

## NAVIGATION WITHIN A CLASS GOOGLE CLASSROOM:

1. Click on the class you want to look through.
2. This is what the page should then look like:



3. The "Stream" tab at the top is where teachers can start conversations with the entire class.
4. The "Classwork" tab is where you can view and submit assignments.
5. The "People" tab shows students and teachers in the class.