

## **Google Classroom At- Home Instructions for First Time Use**

1. Open the Chrome browser and search for Google Classroom or enter [Classroom: manage teaching and learning](#). Google Chrome is free to download if you do not have it. You must run Classroom on GOOGLE Chrome as the browser! If you are using an Apple device, you must download these apps: Google Chrome, Google Drive, Google Docs, Google Classroom. When the Google sign-in screen appears asking for your email, log in with:

**FirstnameLastname@southmoreland.net**

**Your school password is your lunch number**

2. You will see a **WELCOME** screen, **click** “I accept. Continue to my account.” You will now see your email address in the top right corner. Your SMS Google Classroom will open. You may have to scroll down a bit to **select** “student”.

3. In the browser bar, **click** the **yellow star** to add the program to your bookmarks and/or drag the green lock to the bottom bar to pin the program to your screen. Each time you access Google Classroom, just **click** on the **icon** in the bookmark bar or the pin at the bottom of the screen.

4. **Click** on **your teacher’s class**.

5. **Select** the assignment that you need to complete. **Click open** to access the assignment.

6. **Select add** and then **Google Doc**. This will give you a document to work on. There is no “Save”. The document will automatically save as you work.

7. **Select TURN IN** to submit an assignment. You will **click** on **TURN IN** 2 times.

**Links to Google Classroom for Students and Parents**

[Join a class as a student - Classroom Help](#)

[Unenroll from a class - Classroom Help](#)

[See your class information - Classroom Help](#)

[View an archived class - Classroom Help](#)

[View due dates and events on your calendar - Classroom Help](#)

[Reorder your class cards - Classroom Help](#)

## Enable Multiple Google Drive Users on a Computer (useful when siblings are using same device)

**The Problem:** You have one computer on which multiple people in your house need to access their Google Drives. Even when you log out of your account and another user logs in, your Google Drive account always comes up.

**The Solution:** Add multiple Google Chrome accounts following the steps below.

### Go to the Chrome Settings Screen

- **Open** the **Chrome browser**
- **Click** the **3 bars** in the top right corner of the Chrome window
- **Select Settings**

### Create Additional Chrome Users

- Under the section **Users** **click** **Add new user**
- On the **Create user window**:
  - o **Select** a **picture**
  - o **Enter** the **name** of the additional user
  - o **Leave** the “**Create a desktop shortcut**” **box checked**. **Do not** check the “**Control**” box
  - o **Click** the **Create** button
- Have the **new user sign in** to Chrome.

For a SMS student account:

- o On the **Set up Chrome screen**:
  - **Enter** the Email **FirstnameLastname@southmoreland.net**  
ex: **TraceyKuchar@southmoreland.net**
  - **Leave Password** blank
  - **Click** the **Sign in** button
- o On the SMS **Sign In screen**
  - **Enter** the student’s **Username** (ex: 03jdoe)
  - **Enter** the students SMS **Password** (lunch number)
- A **Link data** window should appear
  - o **Click** the **Link data** button. The sync process normally happens in a few seconds, but can take a minute or more depending on how many extensions the student has added to Chrome.

- If additional users need to be added, **close** the current Chrome window(s), leaving the **Settings** window **open**, then **repeat** the steps for Create Additional Chrome Users .

### **To Open Google Drive for a Specific User**

- **Click** the user's **desktop shortcut for Chrome** (Or, if Chrome is already open for another user, you can open the account of another user by clicking the user icon in the top-left corner of the Chrome browser and selecting a different user. A new instance of Chrome will open into that user's account.)
- **Click** the **Apps menu** (the 3x3 grid **WAFFLE** of squares in the top-right corner of Chrome) and **select Drive**.