

Clifton Public Schools

Google Classroom Navigation

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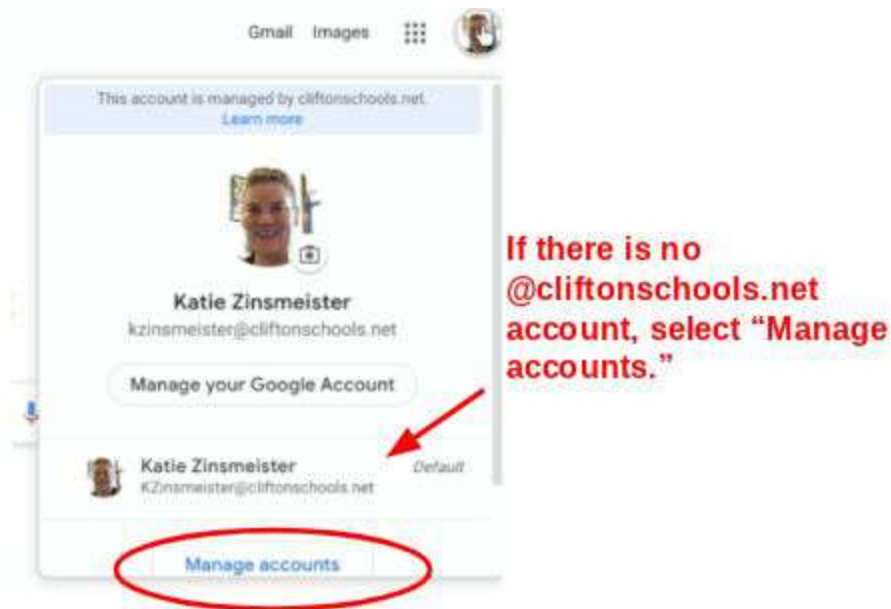
Google Classroom Navigation via Desktop

Managing Accounts or Adding Accounts

- Go to www.google.com
- Before using google classroom please go to the right top of the screen to make sure your child is logged into their **Clifton account**. There are two ways to do this.
 - Check the icon on the top right of the Google page. Hover over it and the log in info should show up.



- Or click on it and see if they are logged in. This should drop down a box to show which account it is logged into. If it does not click “Manage Accounts”.



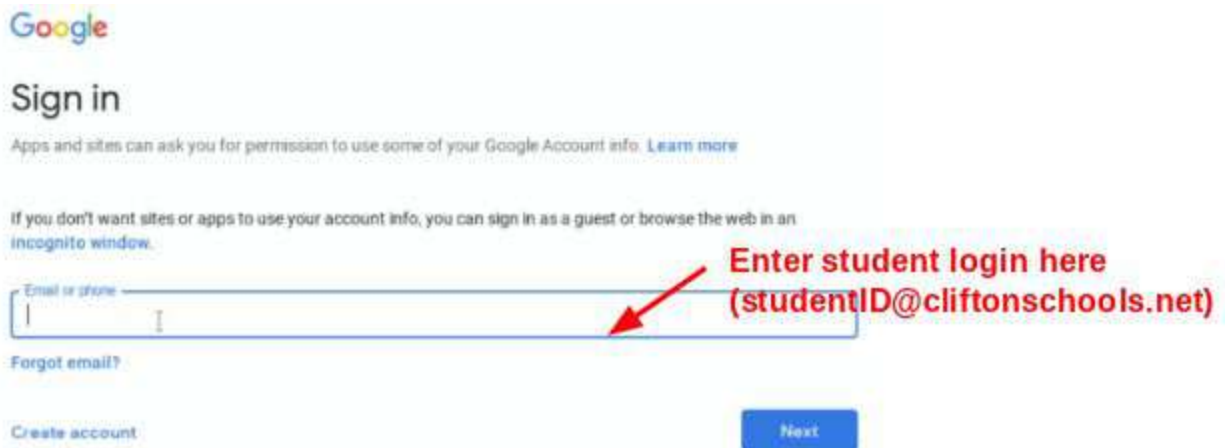
- “Manage Accounts” will allow you to add accounts to whatever device you are using if it is not logged in to your child’s **Clifton Account**.
 - Click on “Manage accounts on this device”



- Click on “Add Account” (Blue + sign)



- Type in your student's Clifton log in information
 - Username is student id#@cliftonschoools.net (Ex: 123456@cliftonschoools.net)
 - Click “Next”



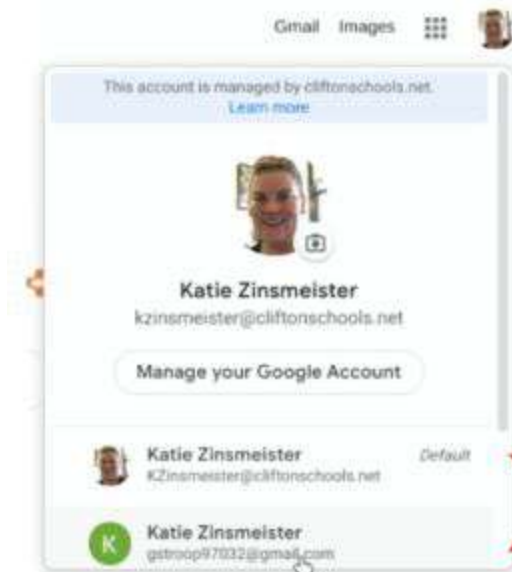
- Enter the Password (whatever your child made the password)
- Click “Next”



(Please note: if this is your first time logging in you must click “ I Agree”)

Switching Between Two Accounts

- If you now have more than two accounts under Google.
 - Go to www.google.com
 - Go to the top right corner again and click on the icon.
 - If you need to switch back and forth between the two accounts, just click the account you need.
 - Again make sure your child is on their **Clifton Account**.
 - It should say **@cliftonschools.net** after the student username.



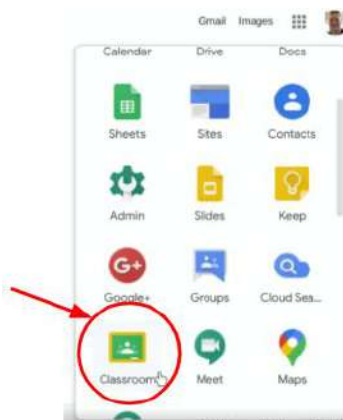
Notice multiple accounts are signed in. To access Google Classroom, you must select your the Clifton account.

Getting Into Google Classroom

- Once you are logged in to your **Clifton Account** you may click on the Google apps on the top right hand corner right next to your account icon.
 - They are nine little boxes, also known as a grid or a “waffle”



- This should drop down all the Google apps
 - Click on “Classroom”
 - It looks like a chalkboard with little people on it.



- Click the **+** sign next to your google account icon, top right.



- Two options will pop up.
 - “Create class”
 - “Join class”
 - Click “Join Class.”
 - Type in the class code provided by your child’s teacher or Clifton documentation.
 - Click “Join.” The Google Classroom will appear in your dashboard. Click on it to enter.
 - Select “Classwork” at the top of the screen to view student assignments.



Google Classroom Navigation via Apple Products (iPhone/iPad)

Downloading The App and Joining Google Classroom



- Download the “Google Classroom” app via the App Store.
- Open the app once it has downloaded. Select “Get Started.”



- Select “Add Account.”
- Type in your student’s Clifton log in information
 - Username is student id#@cliftonschoools.net (Ex: 123456@cliftonschoools.net)
 - Click “Next”

Enter student login here
(studentID@cliftonschoools.net)

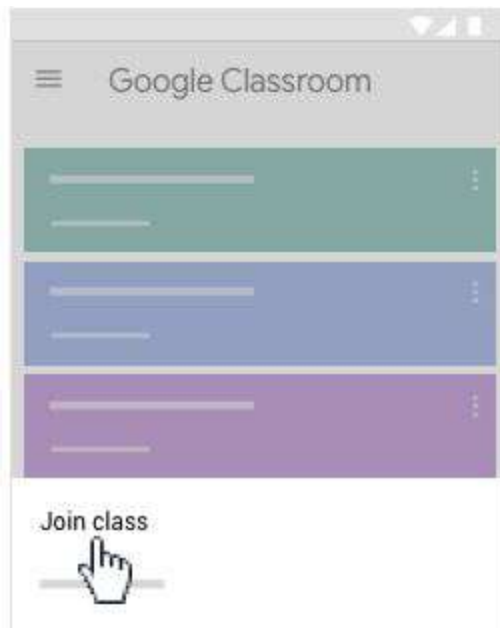


- Enter the Password (whatever your child made the password)
- Click “Next”

Enter student password here.



- If there is a Welcome/Terms of Service, read it and select “Accept/I Agree.”
- To join the class, select the **+** at the top and then “Join a class.”



- Enter the class code provided by your child's teacher or Clifton documentation.
- Your student's class will appear in your Google Classroom Dashboard. Click on the class to enter it. Student assignments are located in the “Classwork” tab.

Google Classroom Navigation via Android

Downloading The App and Joining Google Classroom

- Download the “Google Classroom” app via the App Store for your Android device (Google Play, Galaxy



Apps, etc).

- Open the app once it has downloaded. Select “Get Started.”



- Select “Add Account.”
- Type in your student’s Clifton log in information
 - Username is student id#@cliftonschoools.net (Ex: 123456@cliftonschoools.net)
 - Click “Next”

**Enter student login here
(studentID@cliftonschoools.net)**

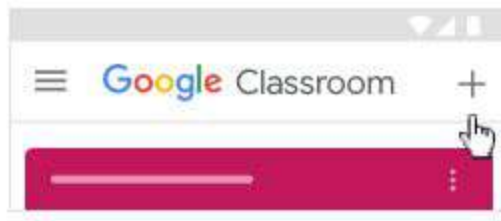


- Enter the Password (whatever your child made the password)
- Click “Next”



Enter student password here.

- If there is a Welcome/Terms of Service, read it and select “Accept/I Agree.”
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