

Getting Started Guide for Students and Families

The tool that will be used to deliver connected learning for all Akron Public School students is Google Classroom (except Buchtel students use Echo and STEM students use Blackboard).

Beginning on Monday, March 30, all students will connect with their teachers through Google Classroom(s) to find materials and assignments.

1. Visit www.akronschools.com.
2. Scroll to the bottom of the page and click on APS Connected Learning.
3. Click on the APS Connected Learning Student Toolkit.

THE APS CONNECTED LEARNING STUDENT TOOLKIT

This is NOT the site where students will get their class assignments, but it is an information page with training tutorials for students. ***The better students understand how to use the online tools, the more successful you will be!***

The Student Toolkit is set up a lot like a school...there are district announcements that will be sent to students, a classroom to learn about how to connect with their teachers, an LRC with books and magazines, and the Office where they can go for help.

Your first step for help will be to contact your teachers and counselors through Google Classroom, Meets, or gmail. If you are having technical issues, submit the form on the toolkit site at the bottom of the page.

Use the Student Toolkit to learn how to ...

- Use the Google Classroom
- How to email
- Borrow books from the LRC
- How to join a Google Meet
- Get important announcements
- Get help from the district

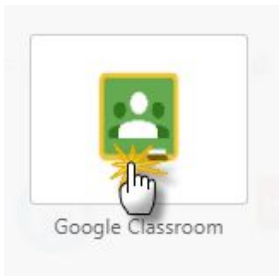
Enclosed below is a Google Classroom Student Guide.

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FIRST GOOGLE CLASSROOM LOGIN FOR STUDENTS

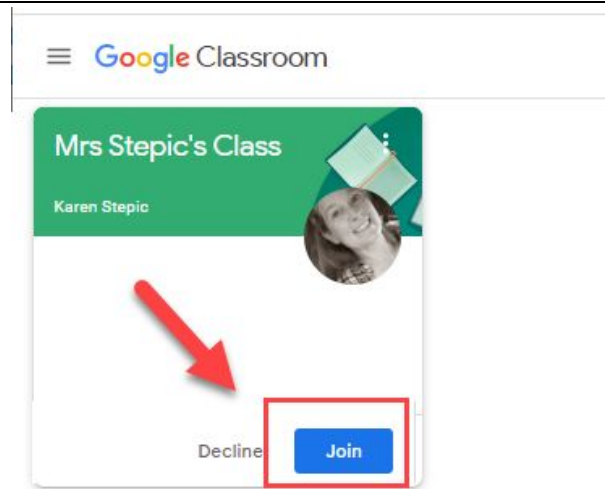


The direct link to Google Classroom is <https://classroom.google.com>

There is also a tile in the APS Portal called Google Classroom.

If you see a class with a **Join** button.
Click **Join** to join the class.

If you do not see a Join button for all your teachers, check your email for an email from your teacher to get the Join Code and do the next two steps.



OR If you have a code,
Click on the **+** to join a class.



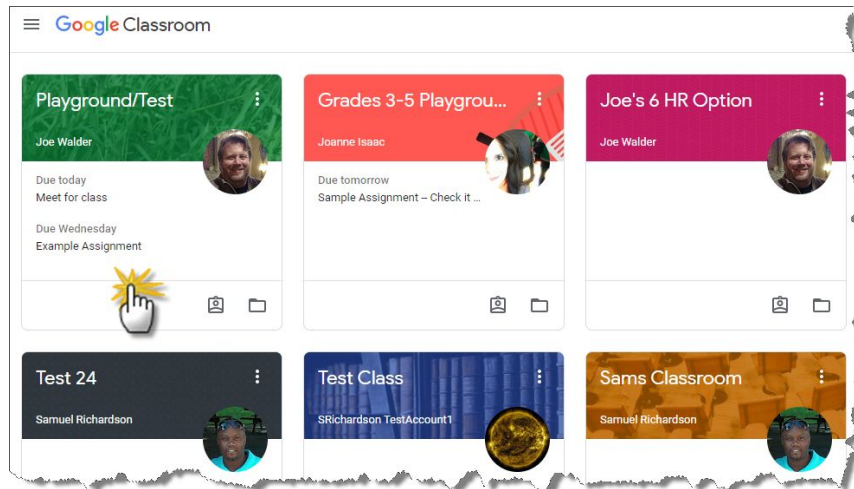
Enter the class code provided by your teacher and click Join.

Once students have joined all their classes, they are able to participate and will not need to join again.

IMPORTANT: If you DO NOT SEE a course that you are supposed to have, email your teacher directly to be added or receive the join code.

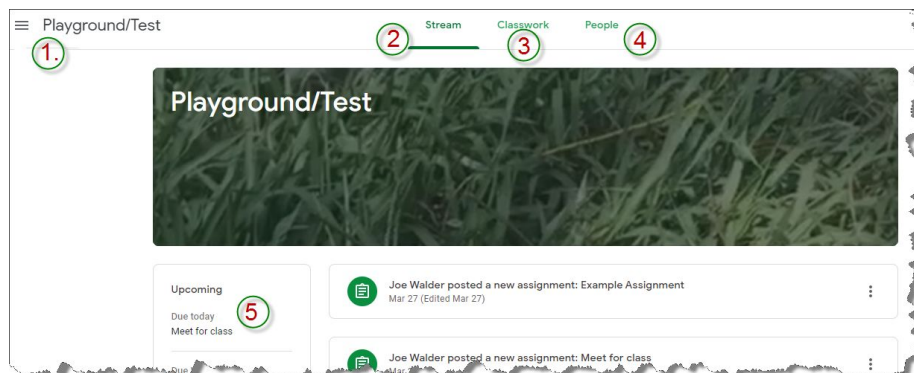
GOOGLE CLASSROOM STUDENT NAVIGATION

- [Classroom.google.com](https://classroom.google.com) will now have all of your student courses in one spot.
- Click on any class to start to check in with the teachers' lessons, assignments, and announcements.













CLASSROOM HOMEPAGE

1. **Main Menu (3 lines):** Click here to go back to access all of your classes, calendar, student work, and settings.
2. **Stream:** The Stream is where you will find announcements from your teacher, upcoming deadlines, and where you can post and comment (if your teacher enables this for you).
3. **Classwork:** The Classwork page is where you will find your assignments and class materials.
4. **People:** The People page is where you can email your teacher and classmates.
5. **Upcoming Assignments Quick View**



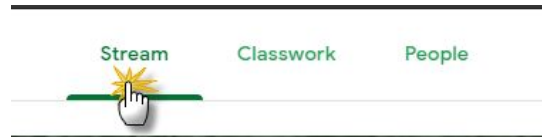
GOOGLE CLASSROOM MAIN MENU

- The main menu is always on the top left of the Google Classroom screens.
 - Click on the three horizontal lines.

	Classes	Takes you back to your google classroom home page.
	Calendar	You can see a calendar of due dates for this class.
Enrolled		
	To-do	To do list of all your classes on one page.
	Playground/Test	
	Grades 3-5 Playground	
	Joe's 6 HR Option	Each of your classes are listed here to click on.
	Sam test 3	
	Sams Classroom	
	Archived classes	
	Settings	

CLASSROOM STREAM PAGE

- Think of this page like twitter or facebook.
- The Stream is posted announcements from your teacher or classmates.
- Read the Stream announcements first, before going to your classwork page.



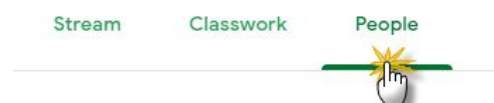
CLASSWORK PAGE

- This is where your teachers have organized your classwork.
- Each teacher's page may look slightly different.
- Reach out to your teacher if you have questions.

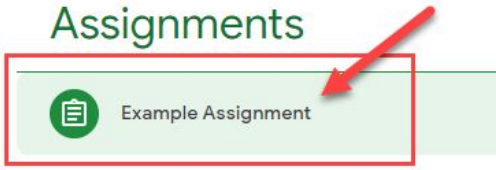
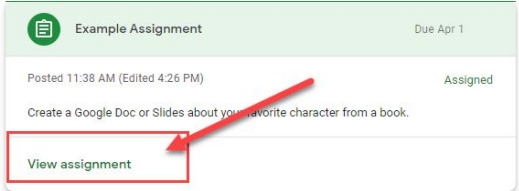
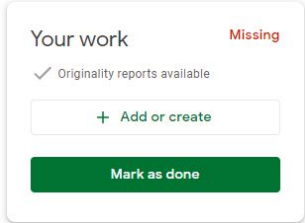
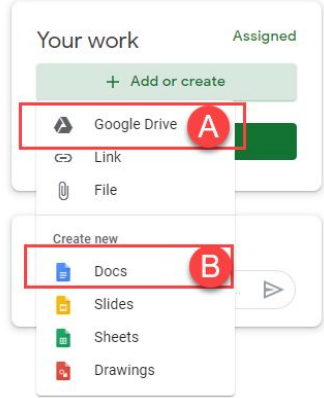


CLASSROOM PEOPLE PAGE

- The People page allows you to email and connect with your teacher or other students.
- Elementary students may only email their teachers.



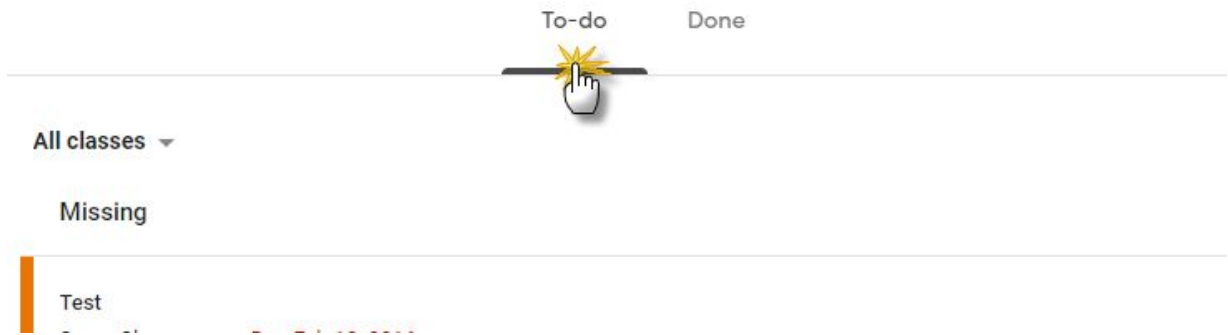
COMPLETING AN ASSIGNMENT IN GOOGLE CLASSROOM

Always read the directions from your teacher! Assignments may vary in type.	
Click on the assignment title.	
Click on View Assignment .	
Click on + Add or Create .	
(A) Click on Google Drive . If the file already exists, go to the next step. Or (B) If you need to create the file, click on one of the choices under Create New .	
IMPORTANT! Click on TURN IN when complete.	

TO SEE ALL YOUR WORK IN GOOGLE CLASSROOM

Click on the **TO DO** link in the Main Menu to:

- Quickly see upcoming work
- See all your missing work
- See sort arranged by class, if you have more than one Google Classroom.



- You can also check to see what work is done and turned in.



- Watch the Student Toolkit videos...
- Read all directions carefully...
- Ask your teacher and family for help!