Google Login

1. Go to Google and click “Sign in”
2. Type in school issued email then click “Next”
   a. School issued email will be first and last initials and your lunch number
      i. Example: xy123456@hendry-schools.net

3. Type in school issued password and click “Next”
   a. School issued password is Capital first initial, lower case last initial and your 8-digit birthday
      i. Example: Xy08132007
Google Classroom Access

1. If you are already signed into your school Google account you will click on the waffle in the upper right corner.
2. Click on the “Classroom” icon in the drop down box

3. This is where all your teachers Google Classrooms will be listed click on the specific class you need to complete assignments in
4. Look for instructions in the stream section. This is where I will post information and videos for the whole class.

5. To find assignments click on “Classwork” at the top.

6. This is where you will find assignments with instructions and due dates that teachers have posted for the week.
7. You will then click on the assignment title. A drop down box will appear click on “View Assignment”
8. You will see the instructions and any documents or videos you will need to use to complete the assignment. In order to complete an assignment, you MUST NOT delete any Google Docs you will use for the assignment. Deleting the Google Doc will result in a 0 for the assignment. When you have completed the assignment click the “Turn in” button at the top right.