



## DOCK STREET GUIDE

# HOW TO USE GOOGLE CLASSROOM

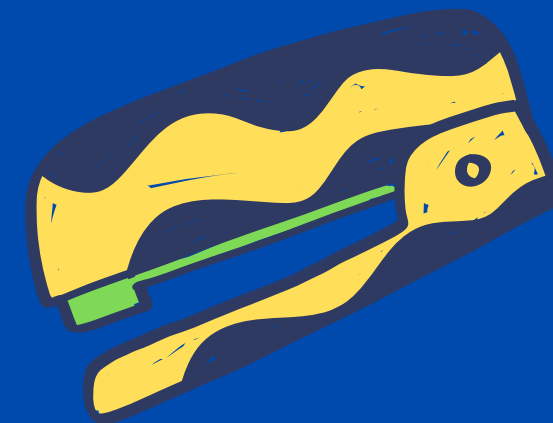


An orange starburst graphic with eight points.

# What is Google Classroom?

Google Classroom is your child's online learning tool to stay in class even at home.

Teachers use Google Classroom to share assignments, homework, newsletters, and much more with students AND parents!

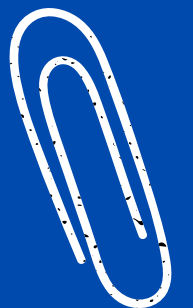
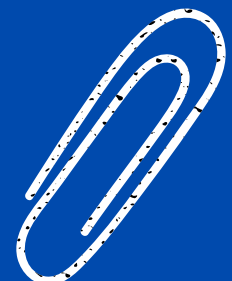
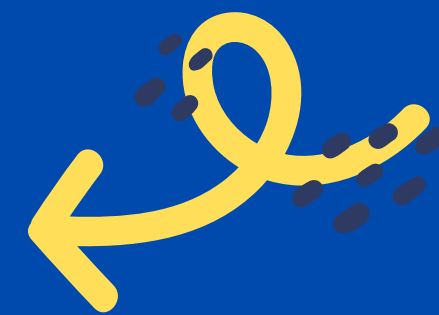




# Getting started

The only thing required for class  
is your computer, laptop, or  
phone

Your child will be provided with a secure login and  
password that is unique to them.



# Your Dock Street Username:



- The first letter of your first name
- The first three letters of your last name
- Number 24
- @dockstreetschoolnyc.com

# Creating\_your\_password:

- Your nine digit OSIS #
- Followed by \_dstreet.
- Make sure to include the underscore, no spaces, no caps.

Please note that due to G-Suite for Education policy students cannot recover forgotten passwords. All forgotten passwords must be reset by Dock Street staff so please please don't forget your password!



1

# Getting started

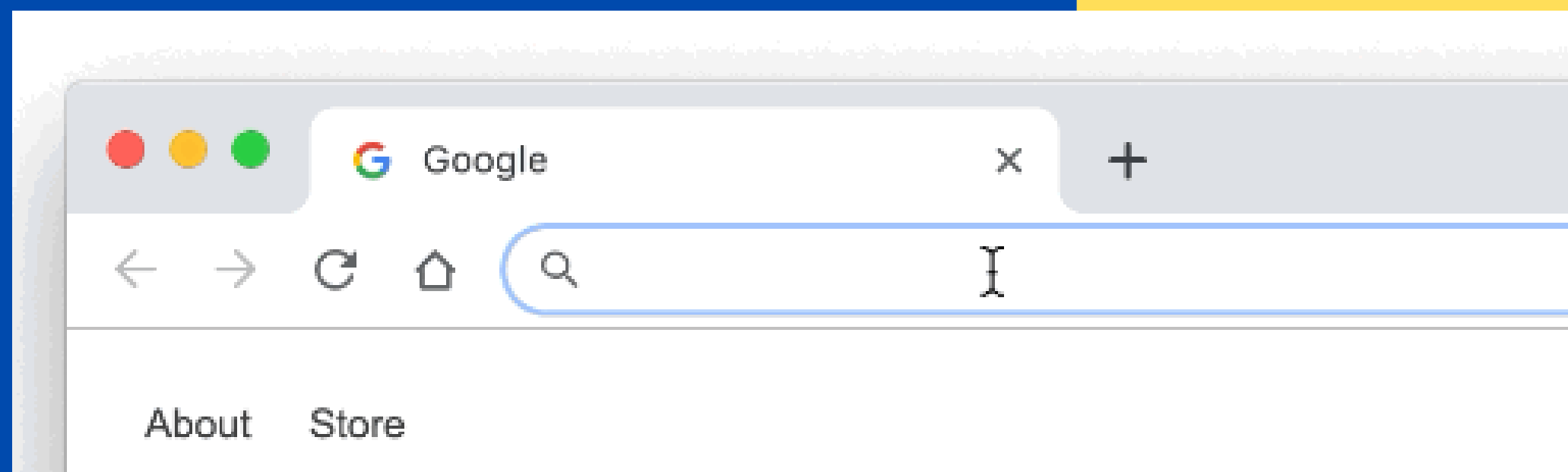
Click on the Google Chrome  
browser icon.



2

# Getting started

Type `www.google.com` into  
your web  
address bar.



3

# Getting started

Click on SIGN IN in the upper right hand corner of the browser window.

Or Click on ADD ANOTHER ACCOUNT if you already have a personal google account.





4

# Getting started

Type in your child's Google  
Email address & click "next."

For example our incoming student  
Dennis Johnson would be  
djoh24@dockstreetschoolnyc.com

A screenshot of the Google sign-in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". Under the field is a link "Forgot email?". Further down is a link "Not your computer? Use Guest mode to sign in privately." and another link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".

5

# Getting started

Type in your PASSWORD  
and click “next.”

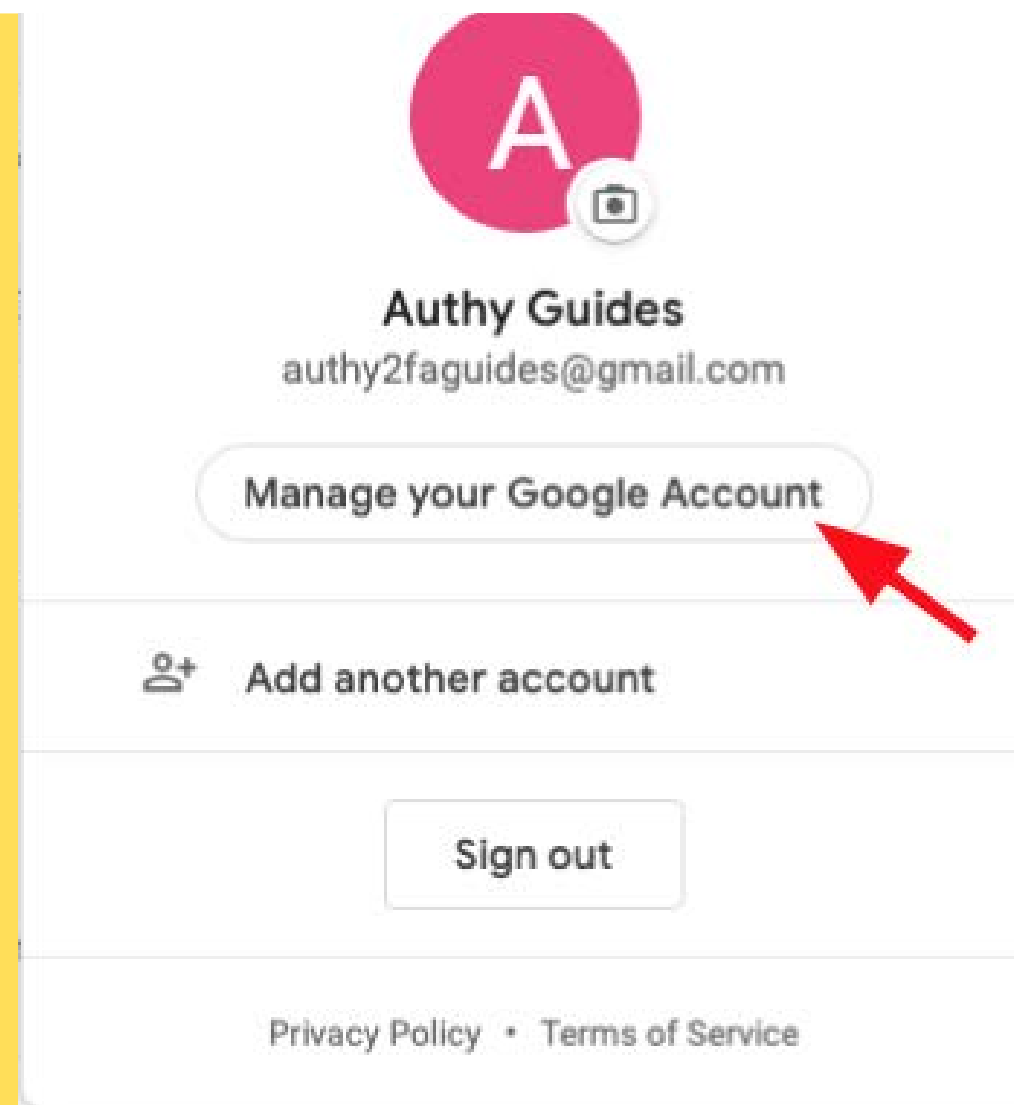


For example:  
If your OSIS # is 224356880  
your password would be  
224356880\_dstreet





Now you'll see that you are signed in to your  
Google Apps for Education account!



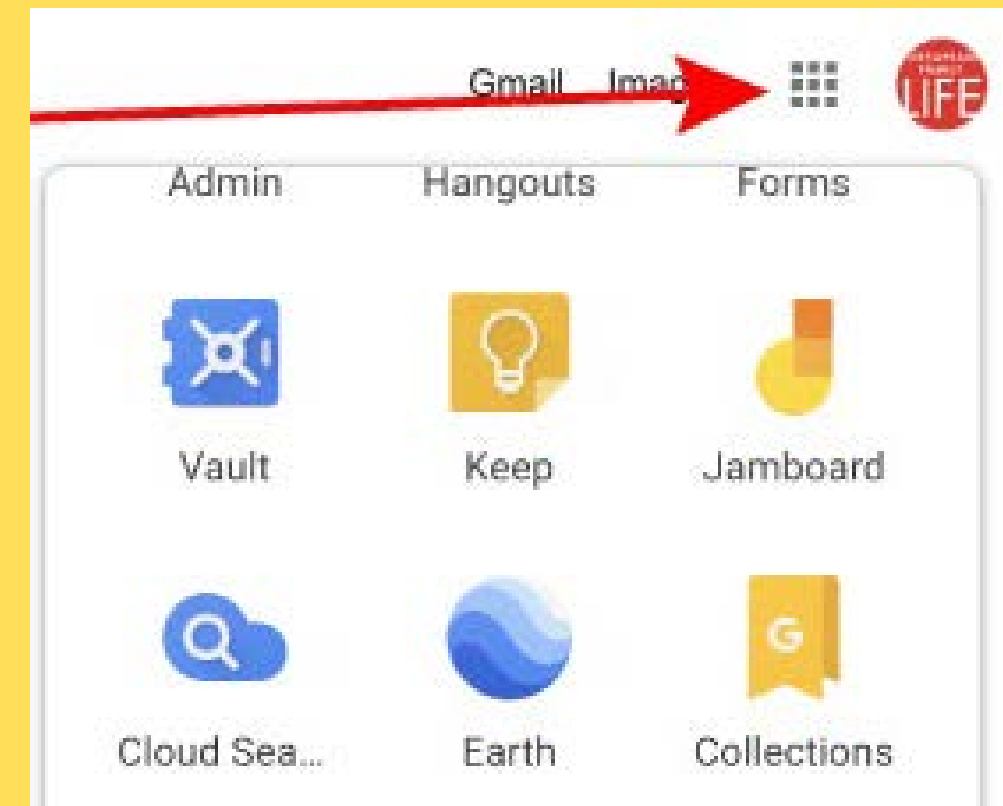
# Google suite

Click on the 9 squares

(Waffle/Rubik's Cube) icon in the

top right hand corner to see

the Google Suite of Products!





# GOOGLE ICONS to recognize:



My Account



Search



Google+



YouTube



Maps



News



Mail



Calendar



Drive



AdWords



Photos



Translate



Docs



Sheets



Slides



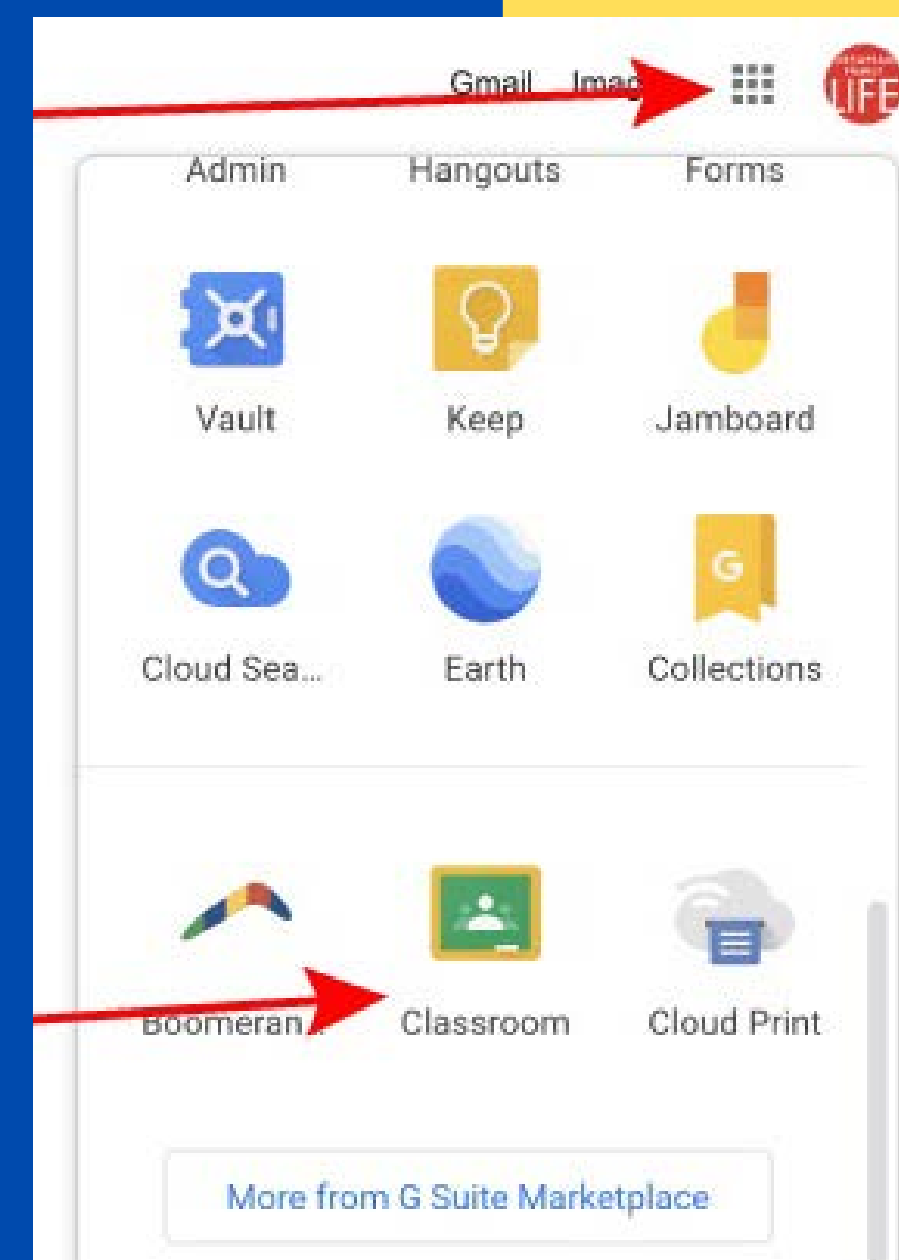
My Business



1

# Navigating classroom

Click on the waffle button  
and then the  
Google Classroom icon.

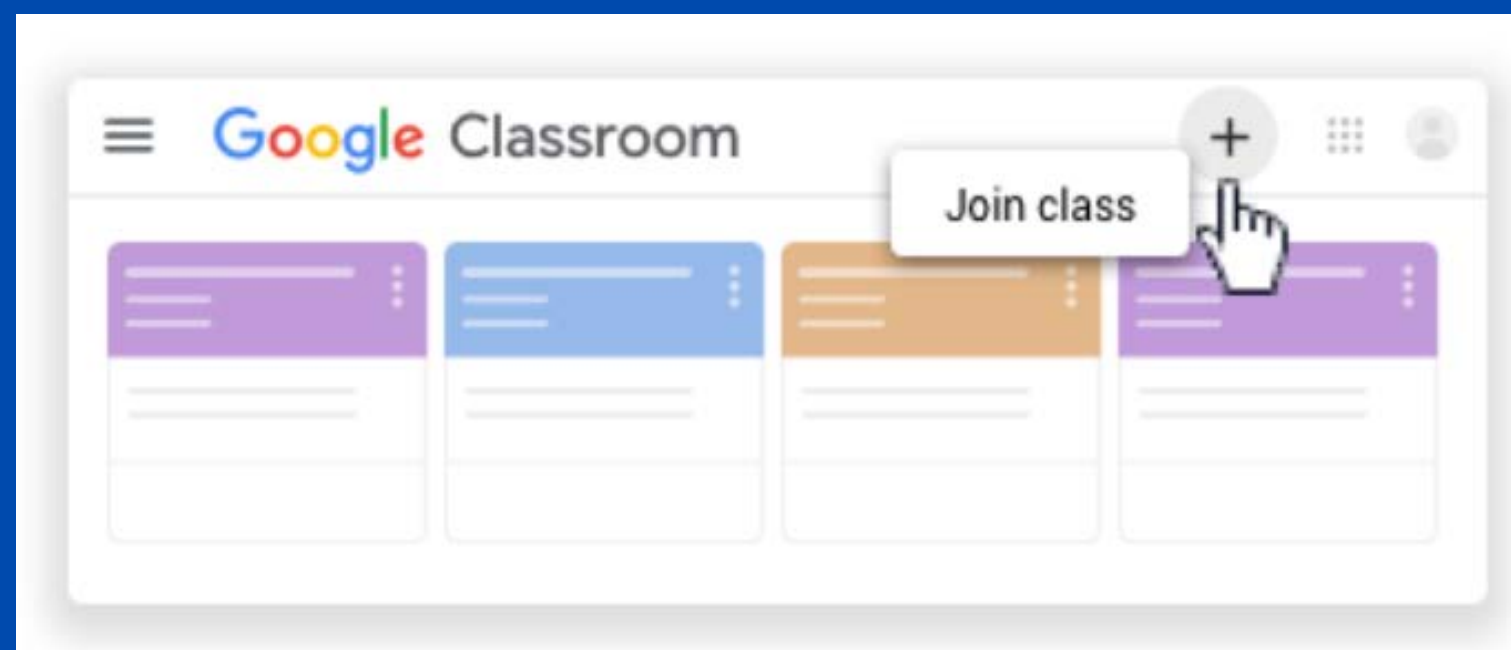




2

# Joining a classroom

At the top, click Join class.  
Enter the class code from  
your teacher and click Join



3

# Navigating classroom

Page tools  
(Left side)



The screenshot shows a classroom management dashboard. At the top, there's a navigation bar with icons for 'Menu of Classes', 'Current Class', 'Announcements', 'Assignments', 'Teachers & Crossmatters', 'Profile Button (App Directory)', 'Your account', 'Upcoming Assignments', and 'Updates from your teacher'. Below this is a main content area with a header '3rd hour Science' and an image of a hammer and a screwdriver. The main area contains two sections: 'Upcoming Assignments' and 'Updates from your teacher'. A large white arrow points from the text 'Page tools (Left side)' to the 'Menu of Classes' icon in the top navigation bar.

- 1 Menu of Classes
- 2 Current Class
- 3 Announcements Page
- 4 Assignments
- 5 Teachers & Crossmatters
- 6 Profile Button (App Directory)
- 7 Your account
- 8 Upcoming Assignments
- 9 Updates from your teacher

4

# Navigating classroom

## Assignment details



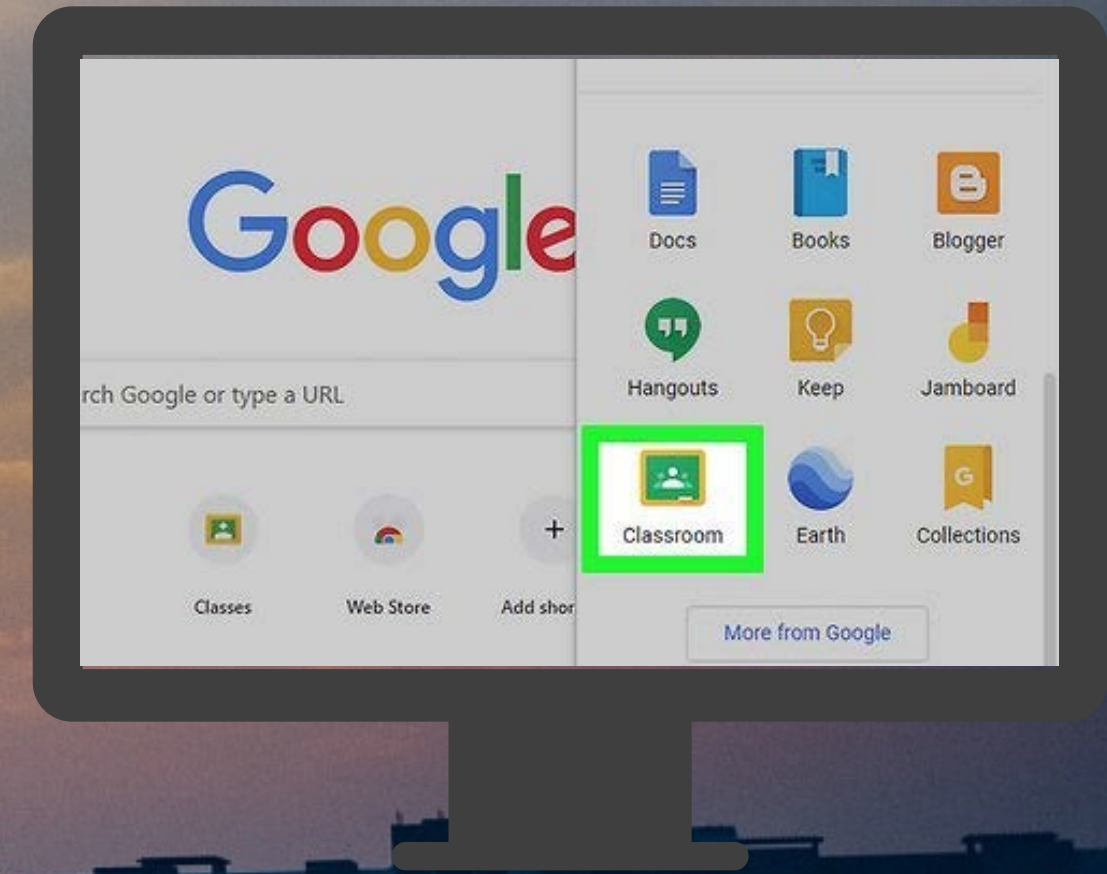
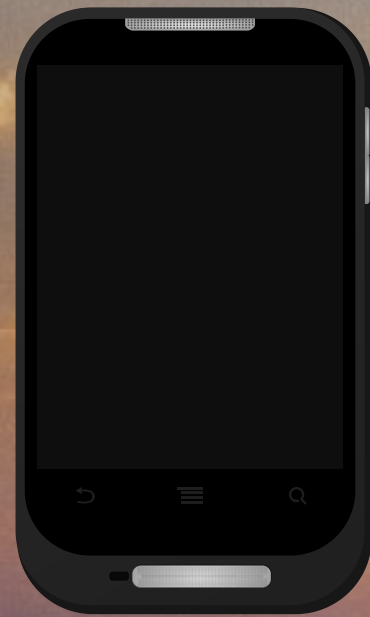
The screenshot shows a classroom management interface with the following elements and callouts:

- 1** Classwork Tab
- 2** See your Grades
- 3** See Due Dates
- 4** View your Files
- 5** Topics available
- 6** Topic Headings
- 7** Assignment Title
- 8** Assignment Due Date
- 9** Assignment Status
- 10** Attached File/Link
- 11** Click to view assignment

The interface also displays sections for 'Benchmark Tests', 'Daily Lesson Files', and a 'New Assignment' button.



# ACCESS Anywhere



Android Iphone

Tablet

Desktop



# GOOGLE APPS

allow you to edit  
Google assignments  
from  
any device that is  
connected to the  
internet!



GET IT ON  
**Google Play**



Download on the  
**App Store**



If you have any question please contact  
Assistant Principal Johnson  
at  
[rjohnson15@schools.nyc.gov](mailto:rjohnson15@schools.nyc.gov)

