

How to Access Google Classroom

Before beginning you will need the following information

- Student's name
- Student's birthdate
- Student's student number
Student numbers are 7 digits and can found at the top of every report card, on jcampus, through contacting your child's teacher, through contacting an AC Steere administrator
- The teacher's Google Classroom code
This can be obtained directly from your child's teacher or on the following website
<https://www.acsgators.com/online-learning.html>

Step By Step Instructions

1. Make sure that all other users are signed out of their google accounts.
2. Go to <https://www.google.com/>
3. In the top right corner you will click the button that says "Sign In"
4. Use the following credentials to sign in
Username: 1st initial first name + 1st initial last name + student number (no leading zeros)@my.caddoschools.org

Password: 1st initial first name + 1st initial last name + birth date (no leading zeros)

Example: George Tucker, 0698852, 5/31/2006

Username: gt698852@my.caddoschools.org

Password: gt5312006

5. This takes you to the main screen so you'll need to click on the nine dots on the top right and select Google Classroom from the options (other options include docs, sheets, drive, slides, forms, etc.)
6. Locate the "Google Classroom" icon and click it
7. In the top right corner you will see a "+" sign, click it and choose "Join Class"
8. Type in the teacher code

You will only have to join a class once and then the class will be there every time you access the google classroom account.

Any parent that would like access to google classroom need only use their child's credentials to log in.