

Google Classroom

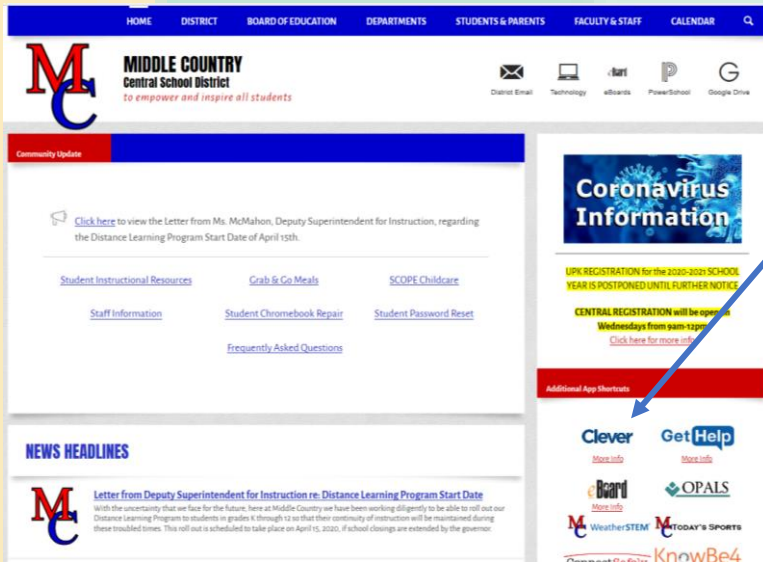
Directions to Access Google Classroom from Home

You can access Google Classroom two ways, through the Clever Portal on the district website or by signing into your Google Drive.

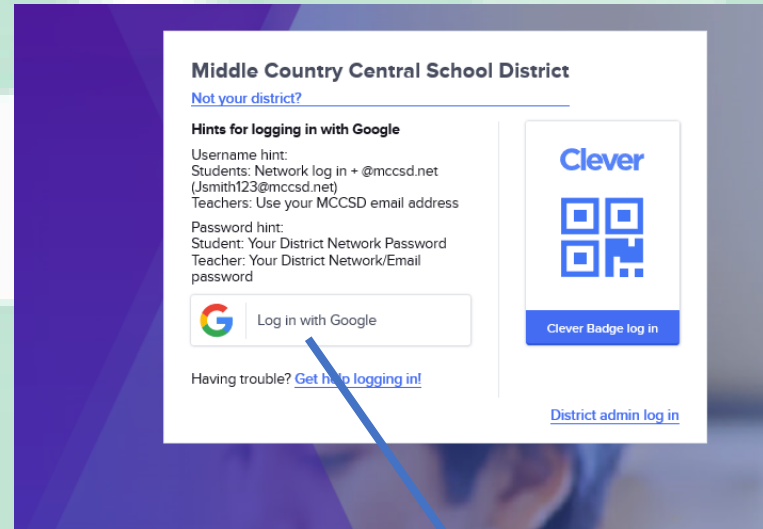
Accessing Google Classroom through the Clever Portal

1. Sign onto www.mccsd.net and click on the Clever portal link.

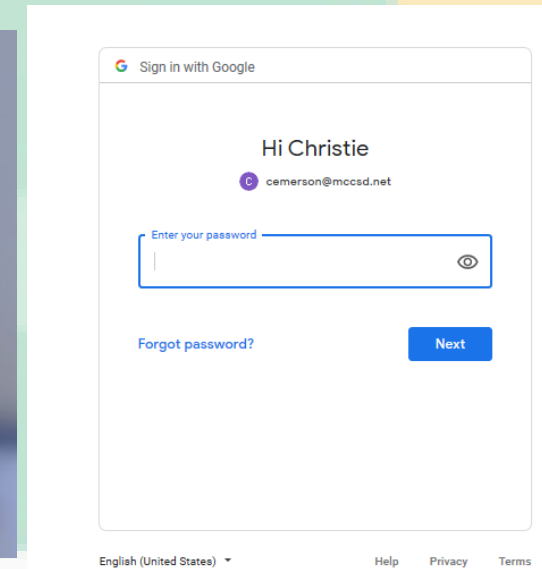
2. You will be prompted to sign into Clever by using your username and password. This is the same username and password students used to access the emergency work packets.



The screenshot shows the homepage of Middle Country Central School District. The navigation bar includes links for HOME, DISTRICT, BOARD OF EDUCATION, DEPARTMENTS, STUDENTS & PARENTS, FACULTY & STAFF, and CALENDAR. The main content area features a 'Community Update' section with a link to a letter from Ms. McMahon, a 'Coronavirus Information' section with registration updates, and a 'NEWS HEADLINES' section. In the bottom right corner, under 'Additional App Shortcuts', there is a 'Clever' logo with a 'More info' link. A blue arrow points from this logo to the Clever login page.



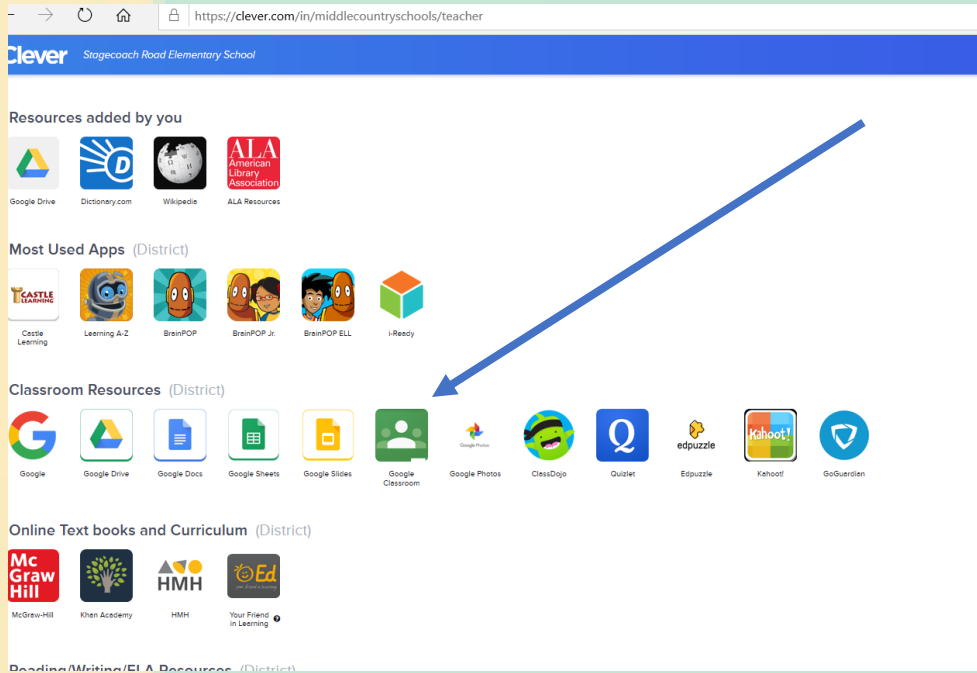
The screenshot shows the Clever login page for Middle Country Central School District. It includes a 'Not your district?' link, 'Hints for logging in with Google' (Username hint: Students: Network log in + @mccsd.net, Teachers: Use your MCCSD email address; Password hint: Student: Your District Network Password, Teacher: Your District Network/Email password), a 'Log in with Google' button, a 'Clever Badge log in' button, and a 'District admin log in' link. A blue arrow points from the 'Log in with Google' button to the text below.



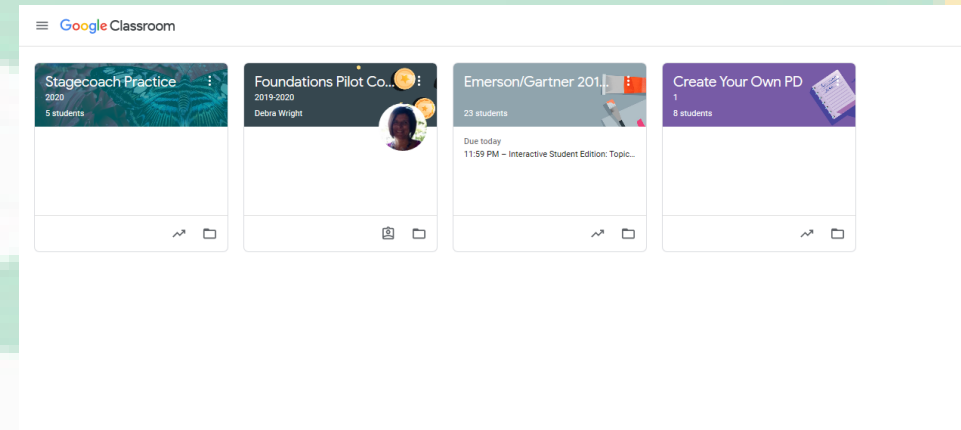
The screenshot shows the Google sign-in page for Hi Christie. It includes a 'Sign in with Google' header, the user's name 'Hi Christie' and email 'cemerson@mccsd.net', a password input field with an eye icon, a 'Forgot password?' link, and a 'Next' button. At the bottom, there are links for 'English (United States)', 'Help', 'Privacy', and 'Terms'. A blue arrow points from the 'Log in with Google' button in the previous screenshot to this page.

Click "Log on with Google" and enter your username and password.

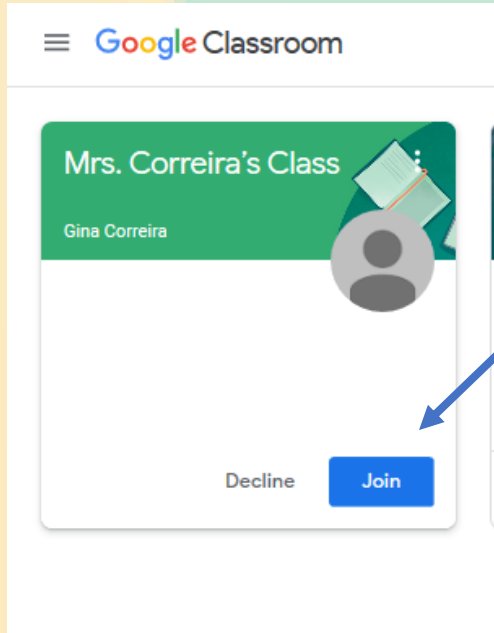
3. Once you are in the Clever portal, scroll down to find the Google Classroom app. If this is your first-time logging into Google Classroom you may be prompted to re-enter your username and password.



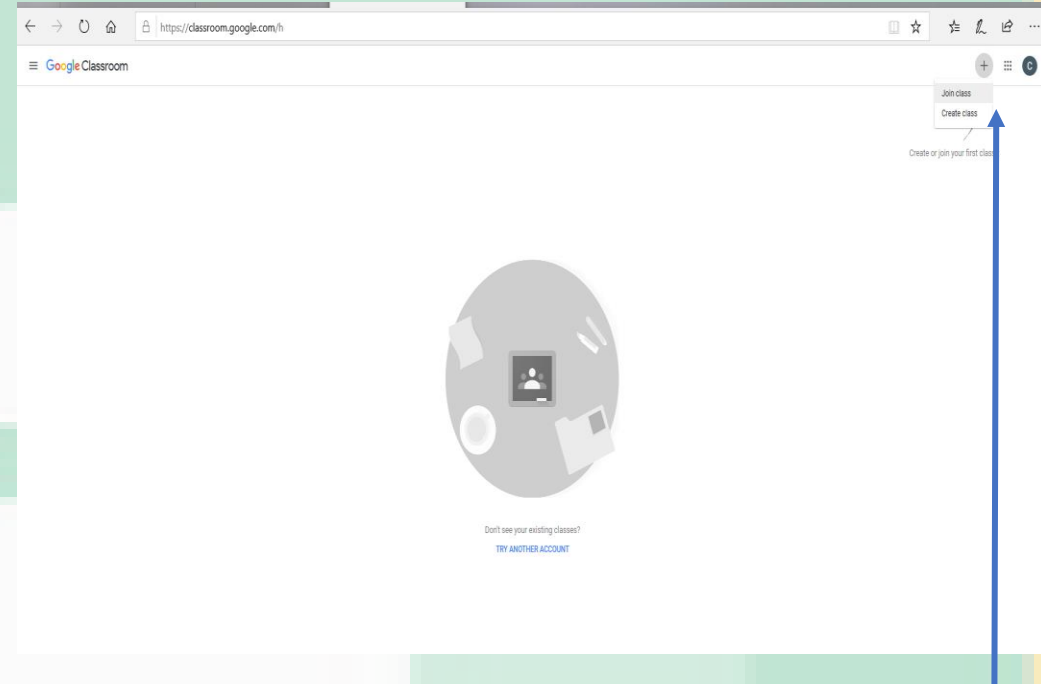
4. Once you click on the Google Classroom app it will take you to your Google Classroom home screen. If your teacher already invited you to join their Google Classroom you will now see it on this page.



5. To finalize joining your teacher's Google Classroom click the blue "join" button.

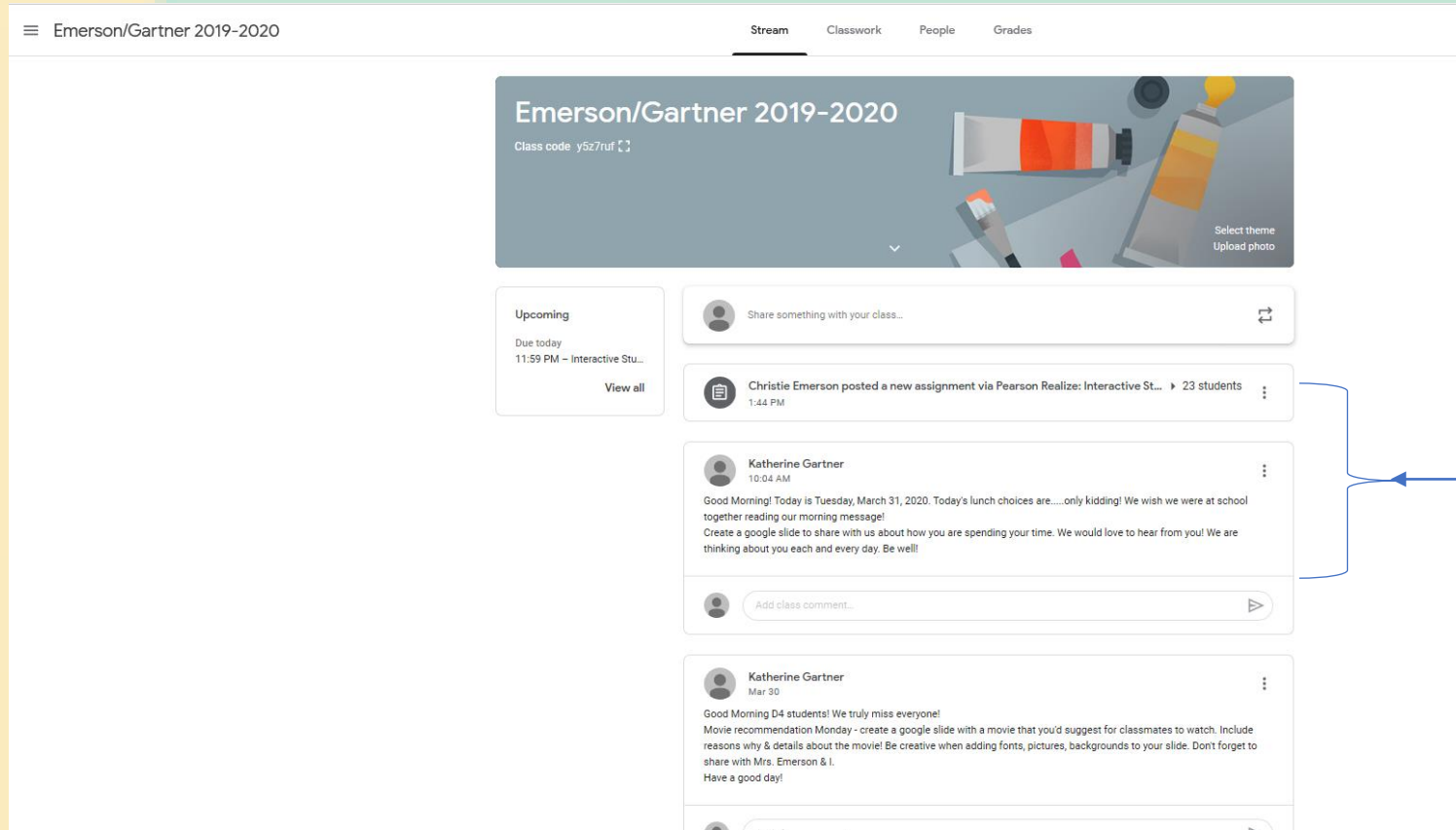


6. If you do not see a Google Classroom for your teacher you may have to join using their classroom code.



On the right-hand side of your screen click the + sign. A drop-down menu will come up and will give you the option to join a class. Click "join a class" and enter your teacher's classroom code.

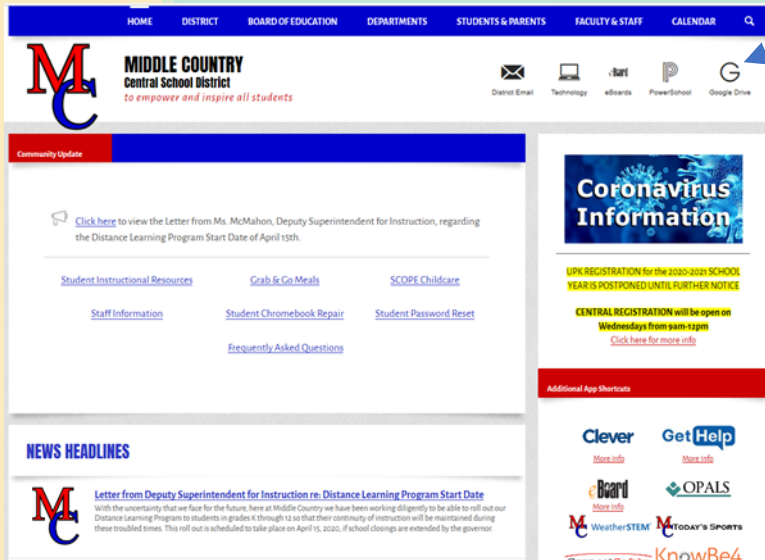
7. Once you join your teacher's Google Classroom, you will be taken to their classroom homepage. This page will display announcements and assignments from your teacher.



You can click into the assignments posted to access the classwork and assignment directions.

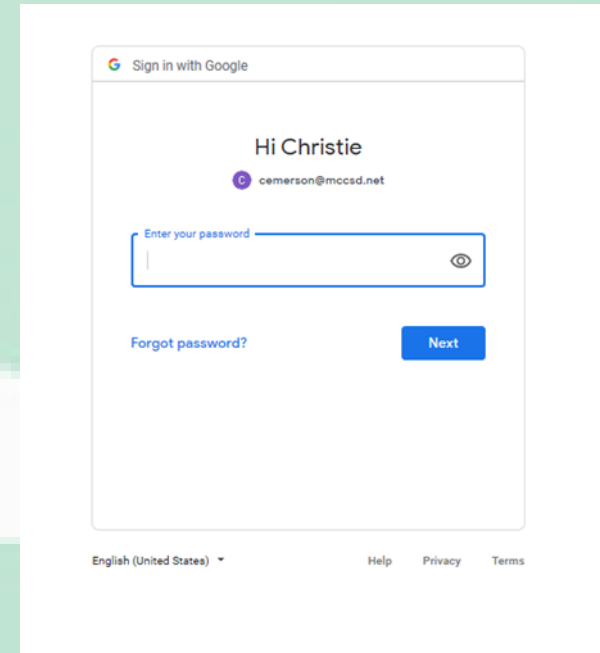
Steps to access Google Classroom Through Google Drive

1. Sign onto www.mccsd.net and click on the Google Drive link.



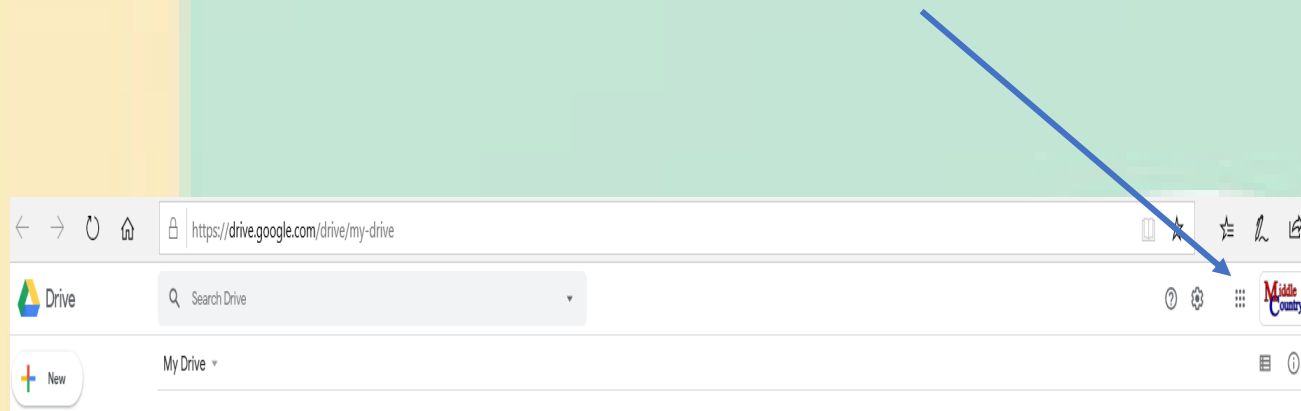
The screenshot shows the homepage of the Middle Country Central School District website. The top navigation bar includes links for HOME, DISTRICT, BOARD OF EDUCATION, DEPARTMENTS, STUDENTS & PARENTS, FACULTY & STAFF, and CALENDAR. Below the navigation bar, there are icons for District Email, Technology, eBoards, PowerSchool, and Google Drive. A blue arrow points to the Google Drive icon. The main content area features a "Community Update" section with a link to a letter from Ms. McMahon, a "Coronavirus Information" section with links for UPK registration and central registration, and a "NEWS HEADLINES" section with a link to a letter from the Deputy Superintendent.

2. You will be prompted to sign into Google Drive by using your username and password. This is the same username and password students used to access the emergency work packets.

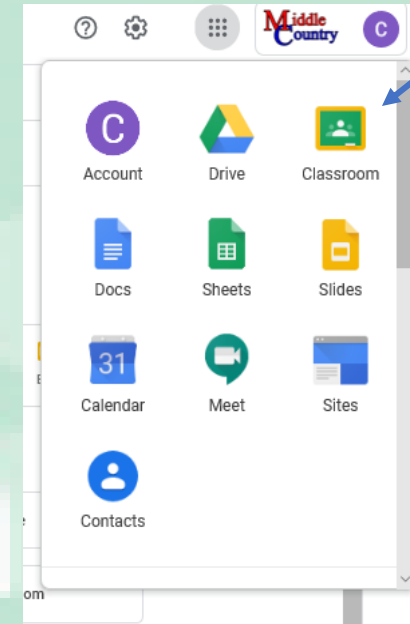


The screenshot shows the Google sign-in page. The page displays "Sign in with Google" at the top. Below that, it says "Hi Christie" and shows the email address "cemerson@mccsd.net". There is a password field with the placeholder text "Enter your password" and a "Next" button. A "Forgot password?" link is also visible. At the bottom, there are links for "English (United States)", "Help", "Privacy", and "Terms".

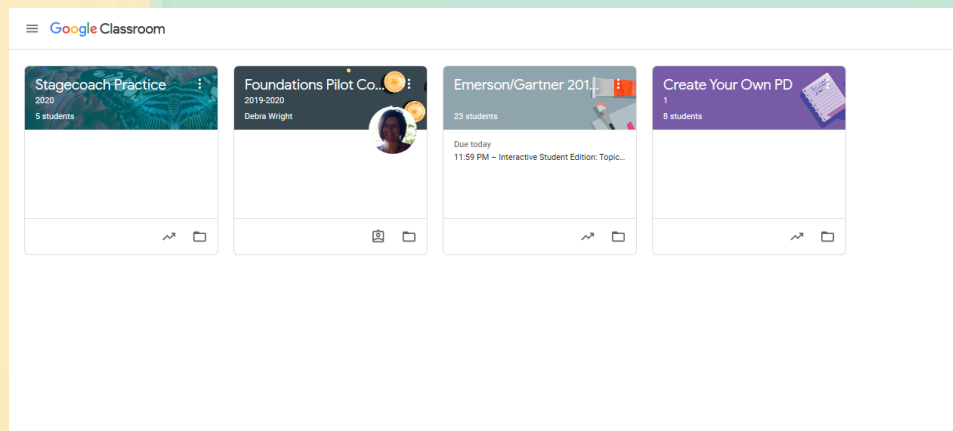
3. Click on the “waffle” icon on the top right hand-side of the screen.



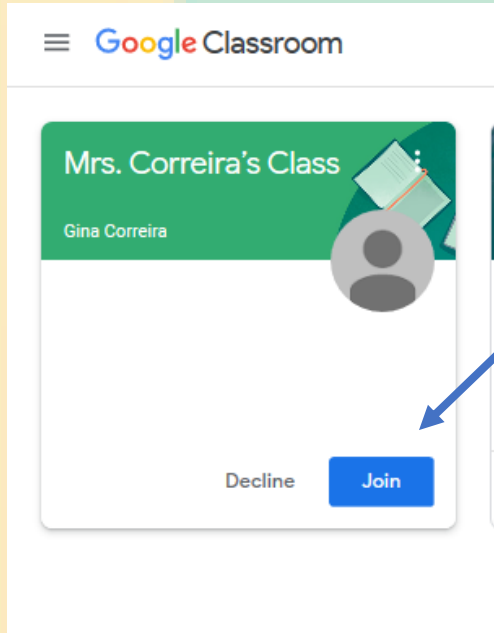
4. Clicking on the “waffle” will give you a drop-down menu with different Google apps. Click on the Google Classroom app.



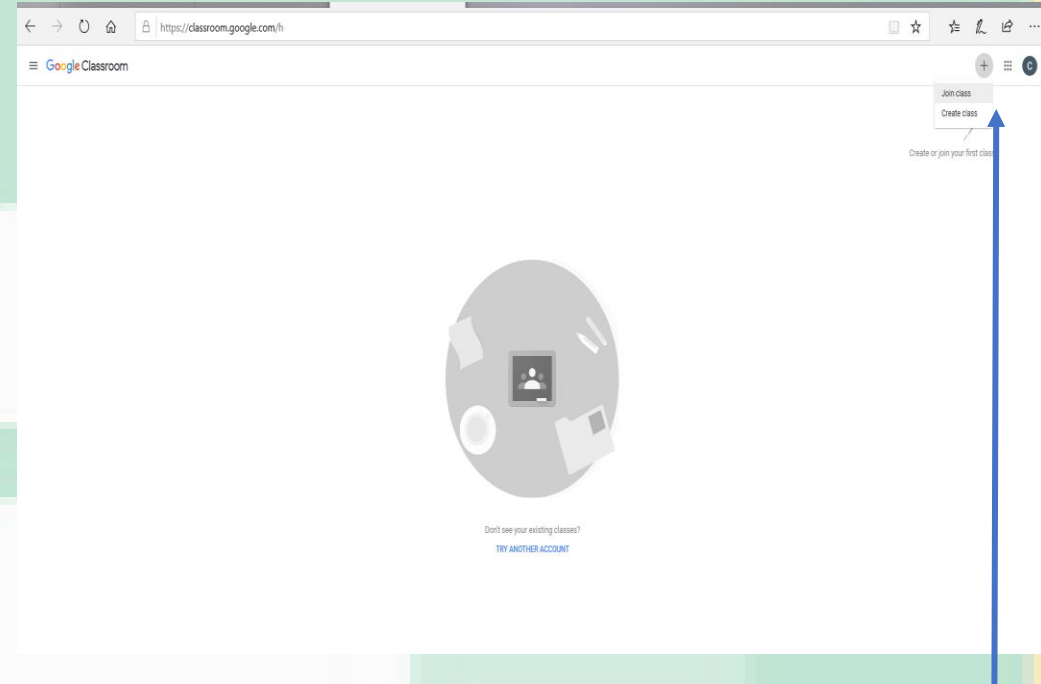
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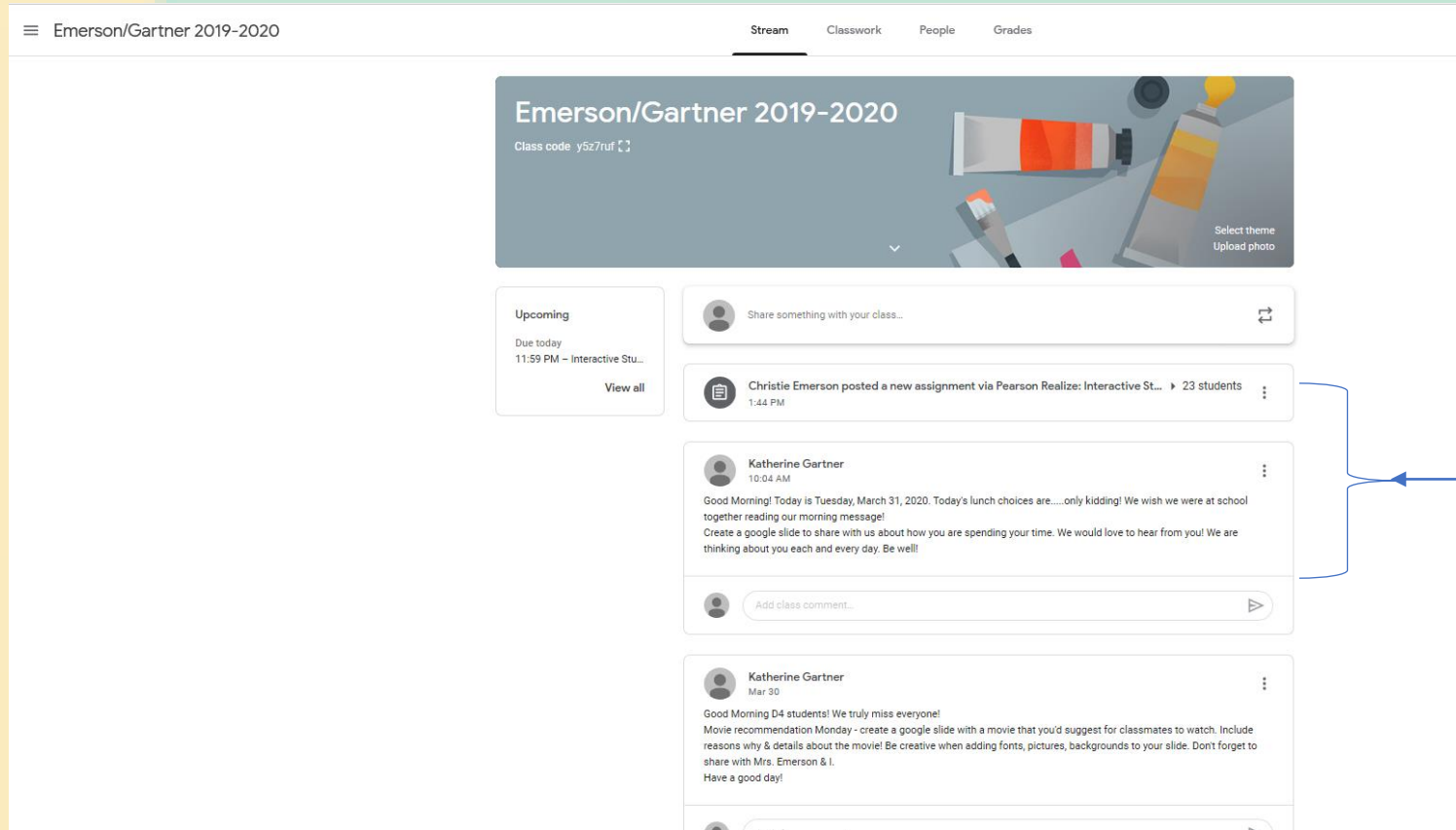


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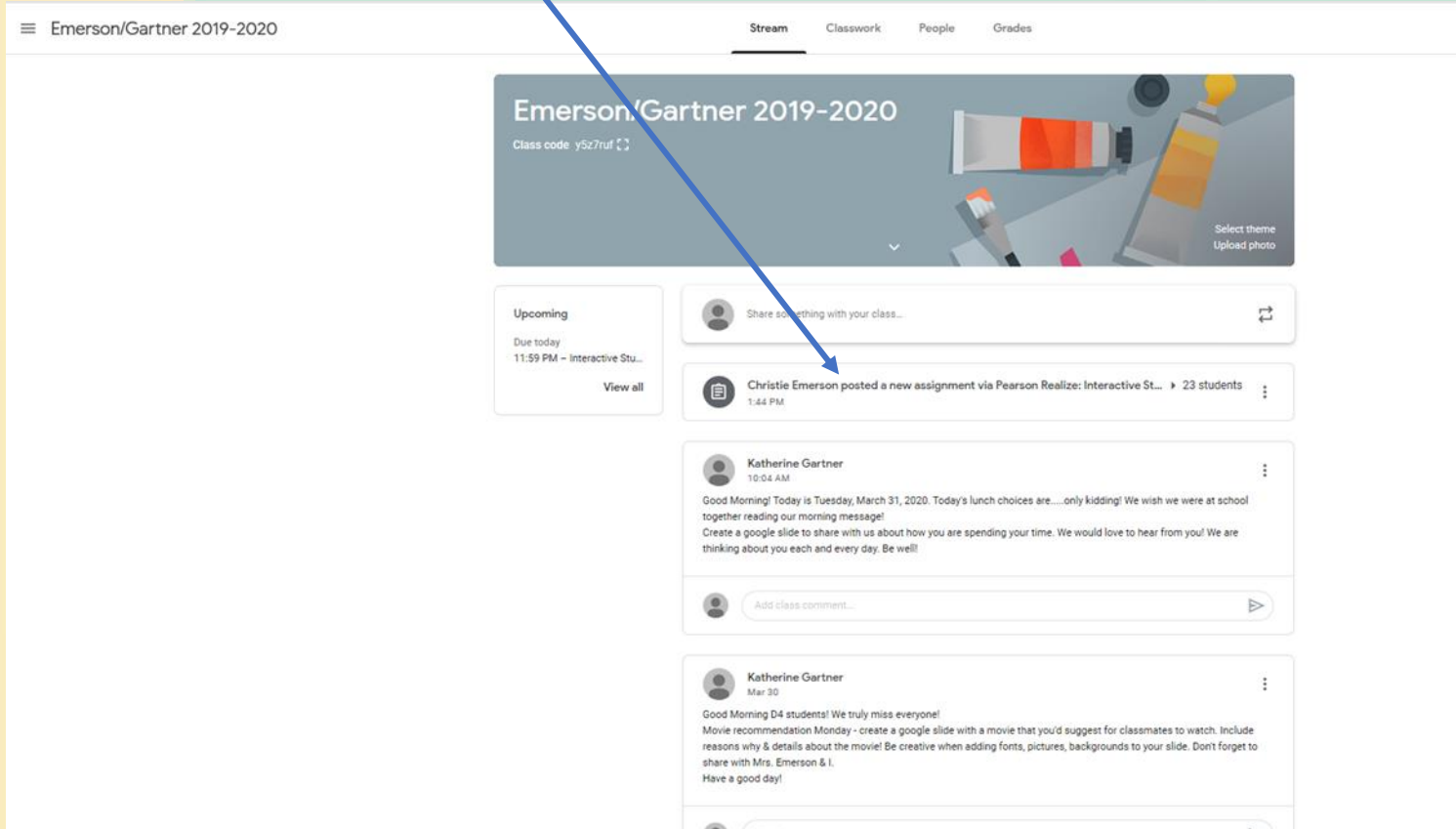
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Turning in Assignments

1. To turn in a completed assignment you must click into the assignment post on the classroom homepage.



The screenshot shows a classroom homepage for "Emerson/Gartner 2019-2020". The page has a navigation bar with "Stream", "Classwork", "People", and "Grades". The main header features the class name and code "y5z7ruf". Below the header, there is a "Share something with your class..." prompt. The main content area displays a post from "Christie Emerson" titled "Christie Emerson posted a new assignment via Pearson Realize: Interactive St..." with 23 students. The post content includes a message from Katherine Gartner dated 10:04 AM, which reads: "Good Morning! Today is Tuesday, March 31, 2020. Today's lunch choices are....only kidding! We wish we were at school together reading our morning message! Create a google slide to share with us about how you are spending your time. We would love to hear from you! We are thinking about you each and every day. Be well!". Below this is a comment input field and another post from Katherine Gartner dated Mar 30, which reads: "Good Morning D4 students! We truly miss everyone! Movie recommendation Monday - create a google slide with a movie that you'd suggest for classmates to watch. Include reasons why & details about the movie! Be creative when adding fonts, pictures, backgrounds to your slide. Don't forget to share with Mrs. Emerson & I. Have a good day!". A blue arrow points from the text above to the assignment post.

2. After clicking into the assignment post, you will see the box below on the right-hand side of your computer screen. To turn in the assignment click the “Turn in” button. Please note that once you turn in an assignment you will no longer have access to that assignment. To make changes the classroom teacher will need to send the assignment back.

