Parent/Guardian and Student Guide to

GOOGLE CLASSROOM
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Google Classroom (GC) is:

- a digital online platform for learning available Dufferin-Peel students and teachers.
- a G Suite for Education App which is included amongst many other G Suite for Education Apps.
- Teachers use GC to share assignments, homework, newsletters, announcements, and much more!
Dufferin-Peel students have been provided with a secure login that is unique to them so that they can use any of the G Suite for Education Applications (G Suite).

To access the Google Classroom that the teacher has set up, Dufferin-Peel students can access Google Classroom through two ways:
1) Using a Computer/Laptop/Chromebook
2) Using app-based mobile device (Smart Phone, Padlet, Tablet)

Younger students will most likely need assistance from parents/guardians
Apps that are available to students!

- **Writing Tool**: Write a paper!
- **Multi-media presentation tool**: Make a presentation!
- **Survey/Quiz Tool**: Survey your classmates!
- **Organization/data tool**: Record data, create graphs, sort information!
- **Creation tool**: Create posters, use as a math tool, concept maps!
- **Filing tool**: Automatically saves and store all of your work from Docs, Slides, Forms, Sheets, & Drawings. Be sure to organize your files!

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**Google Docs**

**Google Slides**

**Google Forms**

**Google Sheets**

**Google Drawings**

**Google Drive**

**Google Classroom**

Online Platform for your Class

Must be logged into the Dufferin-Peel G Suite account...Keep reading!
Using a Computer, Laptop or Chromebook
GETTING STARTED with a Computer/Laptop/Chromebook

STEP 1

Click the “chrome web browser”

TIP: Easily download the browser for FREE by searching “Chrome Web Browser”
GETTING STARTED with a Computer/Laptop/Chromebook

STEP 2

Type “google” in the URL window and click enter
GETTING STARTED with a Computer/Laptop/Chromebook

STEP 3

Click the “Sign in” icon

Sign in Dufferin-Peel credentials:

studentnumber@educ.dpcdsb.org

Insert password

(same password when you log in at school)

TIP: Forgot password? Go to page 17
STEP 4

YOU ARE NOW SIGNED INTO THE DUFFERIN-PEEL GOOGLE APPS FOR EDUCATION ACCOUNT!

Click on the “waffle” icon on the top right hand corner to see the available Google Suite of products!
Click on the Google Classroom Icon found in the waffle
Now that you are inside Google Classroom, if a teacher already added you, simply find the class in the tiles.

If a teacher gave you a class code click on the “+” icon, choose “Join Class”, and INSERT CODE.
GETTING STARTED

Using an app-based mobile device (Smart Phone, Padlet, Tablet)
GETTING STARTED with a mobile device (Smart Phone, Padlet, Tablet)

**STEP 1**

Download the Google Classroom App on a phone!
Go to an App store on a phone and search for “Google Classroom”

**STEP 2**

When asked to sign in to the device, enter the DPCDSB login (studentnumber@educ.dpcdsb.org) and use your student Dufferin-Peel password

*TIP: Forgot password? Go to page 17*
1. The “Stream” tab is where the teacher posts announcements.
2. The “Classwork” tab is where to view assignments, handouts, and work for a class.
3. The “People” tab shows classmates.
4. Click on to see other Google Classrooms.
5. See all upcoming work to complete.
To view the classwork that the teacher has posted, click on the “CLASSWORK” tab

Choose the assignment, and click on “View Assignment”

A new window will open...
• Click “Add or Create”
• Add the assignment

OR
Create the assignment directly

Once done, becomes...

CLICK TO SUBMIT!
If your password has expired and you do not know your password:
- Access the student portal (students.dpcdsb.org)
- Click “Office 365 dpcloud.dpcdsb.org” tile
- Reset password will be prompted when you login

If you forgot your password and you have previously registered for the password reset tool:
- Access the student portal (students.dpcdsb.org)
- Click on the “Reset Password” Tile

If you forgot your password and have not registered for the Password Reset Tool:
- Contact your teacher
WELCOME TO GOOGLE CLASSROOM!
Information for students & parents/guardians

Google Classroom (GC) is:
- a digital online platform for learning available Dufferin-Peel students and teachers.
- Teachers use GC to share assignments, homework, newsletters, announcements, and much more!

Dufferin-Peel Google Classroom can be accessed using:
1) Using a Computer/Laptop/Chromebook
2) Using app-based mobile device (Smart Phone, Padlet, Tablet)

1) DPCDSB G Suite Login:
   Below are login credentials to access DPCDSB Google Apps (G Suite):
   1) If using a computer/laptop/Chromebook, go to a GOOGLE main page and SIGN IN
      Email: studentnumber@edu.dpcdsb.org
      Password: your standard DPCDSB password
      Make sure to use a Chrome web browser
   2) If using a mobile device, download the Google Classroom App and sign in with credentials above

2) FORGOT PASSWORD?
   1) Access the student portal students.dpcdsb.org
   2) Contact teacher

3) Apps that are available to students!
   - Writing Tool
   - Google Docs
   - Google Sheets
   - Google Drawings
   - Multi-media presentation tool
   - Google Forms
   - Organization/data tool
   - Filling tool
   - Survey tool
   - Google Classroom
   - Online Platform for your Class

4) NAVIGATING GOOGLE CLASSROOM
   1) The “Stream” tab is where the teacher posts announcements
   2) The “Classwork” tab is where to view assignments, handouts, and work for a class
   3) The “People” tab shows classmates
   4) Click on to see other Google Classrooms
   5) See all upcoming work to complete

5) TO TURNING ASSIGNMENTS IN THROUGH GOOGLE CLASSROOM
   To view the classwork that the teacher has posted, click on the “CLASSWORK” tab
   Choose the assignment, and click on “View Assignment”
   A new window will open...
   - Click “Add or Create”
   - Add the assignment
   OR
   Create the assignment directly
   Once done, becomes...
   CLICK TO SUBMIT!