

How to Get to Google Classroom

1. Go to www.southmoreland.net.
2. Click on email.
3. Your child's email address is his/her;
first name last name @southmoreland.net without any spaces.
Example: janedoe@southmoreland.net
4. Your child's password is his/her lunch number. If your child received an email invitation to join a Google Classroom, open the email and click join.
5. If your child's teacher sent a Google Classroom code, then continue with this step. On your child's email page in the right corner, there are nine dots that form a square. Click on the dots.
6. Next, click on Google Classroom.
7. Click on the plus sign in the right corner.
8. Enter the class code, and click on join.
9. If using a smart phone, go to the APP store, search Google Classroom, and download the APP. Once the APP is downloaded, use the classroom code from your child's teacher to join.
10. Congratulations and Welcome! Your child is part of our online Google Classroom!

Finding Things in Google Classroom

1. Your child will need to use the same steps above to log into his/her classrooms each time but will not need to enter the code again.
2. He/she will need to click on each classroom to view upcoming lessons or activities daily. Another way once in a classroom, your child can click on

the three lines in the left corner before that classroom's name, then click on To-do to view all of his/her classes' activities. A third way to view activities is from that same three lines and is by clicking on the word calendar to view activities for that day.

3. Once your child completes an activity and if there is a turn in button at the top of the assignment, he/she will need to click on it to turn it into his/her teacher.
4. If a turn in button is not on the page, your child will need to click the share button in the Google document at the top right and type in his/her teacher's email address to turn in the activity. A teacher's email address is his/her last name first initial @ southmoreland.net without any spaces. Example: `doej@southmoreland.net`
5. Under the people's tab at the top of a classroom's page, your child can email his/her teacher questions.