

# Google Classroom and Google Hangouts

## Meet 101:

### A Guide for Parents and Students



Google  
Classroom +



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Students will be using Google Classroom extensively during the EBRPSS Summer 2020 program. As a parent, it is important for you to understand the way that these applications work in order to be fully aware of how and what your student is doing.

#### 1. Accessing Google Classroom

On the Chromebook, Select the Google Classroom Icon:



On a computer (PC or Mac):  
on your computer, first, select the Google Chrome browser icon.



Then, browse to <https://classroom.google.com>

On a Tablet or smartphone: Download the Mobile App for your Device:

- [iOS](#)
- [Android](#)

## 2. Logging in to Google Classroom

Each student in EBRPSS receives a secure login for Google Classroom.

A screenshot of the Google sign-in page. It features the Google logo at the top, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". There are links for "Forgot email?", "Not your computer? Use Guest mode to sign in privately. Learn more", and "Create account". A blue "Next" button is located at the bottom right of the form.

The username is: first initial + last initial + student id + @ebrschools.org

The password is unique and also provided by the district.

\*Please note that the password has a capital letter at the start and a two-digit number at the end corresponding to your child's current grade.

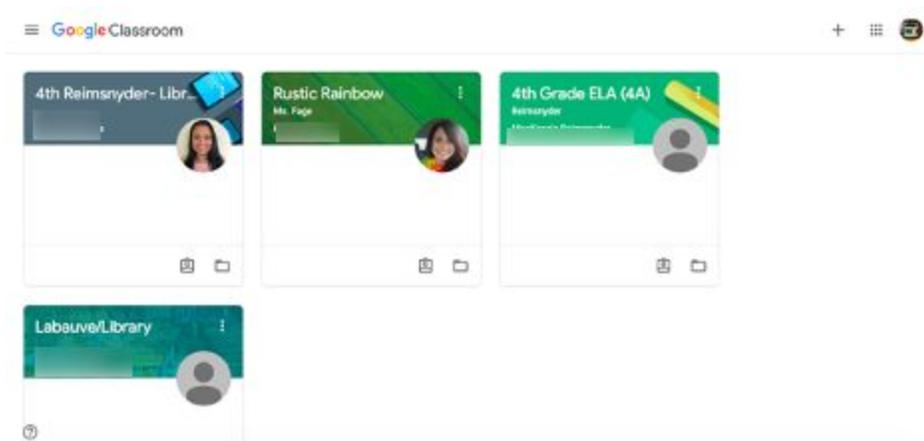
Example: Jack Hayes, 4th Grader

[jh123456@ebrschools.org](mailto:jh123456@ebrschools.org)

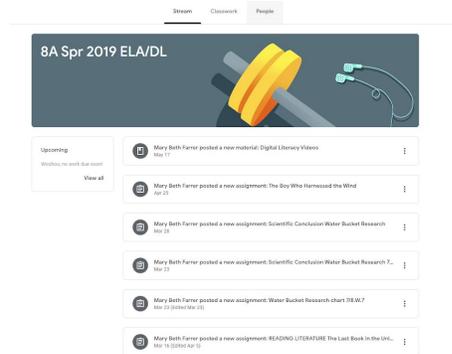
Yuzuza04

\*Please note: **logging into EBRPSS Google Classrooms with personal Google/Gmail accounts will not work**

3. When your student has logged in, you should see a screen providing an overview of any classes they are enrolled in:

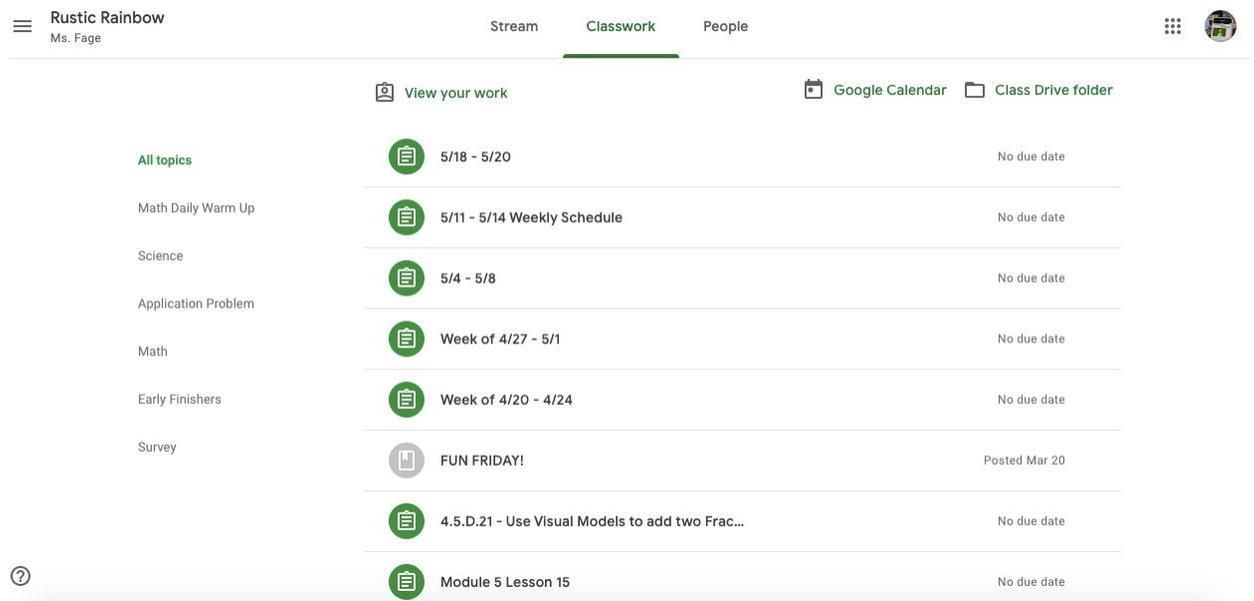


4. Clicking on a class card takes you to a screen that looks something like this:



This page is called the “Stream”. Here you will see everything that has been posted in that class, usually in the order that it was posted. This is where you can see things like announcements and materials for the class.

If you click on the “Classwork” tab, you will see a screen that looks similar to this:



This is where you can find a list of all of the assignments that have been given in the class. The lighter color circle next to the assignment indicates that the assignment has been completed. The darker color circles indicate that the assignment still needs to be completed.

From the “Stream” page, if you click the button on the left that says “view all”, you will see the screen:

	Title	Due	
Filters	The Boy Who Harnessed the Wind	May 17	Missing
Assigned	Scientific Conclusion Water Bucket Research	No due date	Assigned
Returned with grade	Scientific Conclusion Water Bucket Research 7/8.W.4	Mar 25	Missing
Missing	Water Bucket Research chart 7/8.W.7	Mar 25	10/10 Done late
	READING LITERATURE The Last Book in the Universe (TLBitU)	Apr 9	Missing
	Effects on Natural Resources	Feb 20	Missing
	References page	Feb 13	Missing
	FINAL Argument Essay DST/AA/HR	Feb 19, 11:59 PM	Missing
	Conclusion Paragraph Argument Essay	Feb 12	Missing
	Counterclaim Paragraph Argument Essay	Feb 12	Missing
	Body Paragraph 2 Argument Essay	Feb 5	Missing

Here, you can see a simple list of which assignments are missing, which have been submitted, and which have been returned with a score.

If you click on an individual assignment, you will see this page:

Due Mar 25

## Water Bucket Research chart 7/8.W.7

10/10

Mary Beth Farrer Mar 23 (Edited Mar 23)

LT: 7/8.W.7  
I can conduct a short research project to answer the following questions: Is this an effective water conservation method? How much water can I potentially conserve? What other methods could I use to conserve water?

Students received a bucket and chart. Each day place your bucket in the shower or tub before you turn on your shower or bath water. Turn the water on to get it to the right temperature. Capture all of that water that you can in your bucket. When the water is the right temperature, move the bucket out of the shower or tub and take your shower or bath. After you get done showering, record how much water is in your bucket. Choose what you will use the water in the bucket for that you would normally use water for anyway. Record your use of the water. After 14 days, total how much water you collected in the bucket. Return this data sheet to ELA on March 25th.

 WATER BUCKET Data  
Google Sheets

Your work Graded

+ Add or create

Resubmit

Private comments

 Add private comment...

Class comments

Here you can see the instructions for the assignment, the materials needed to complete the assignment, what the student has attached for their own work, the grade received (it's the small 10/10 to the left of the "Your work" box), and private comments from the teacher.



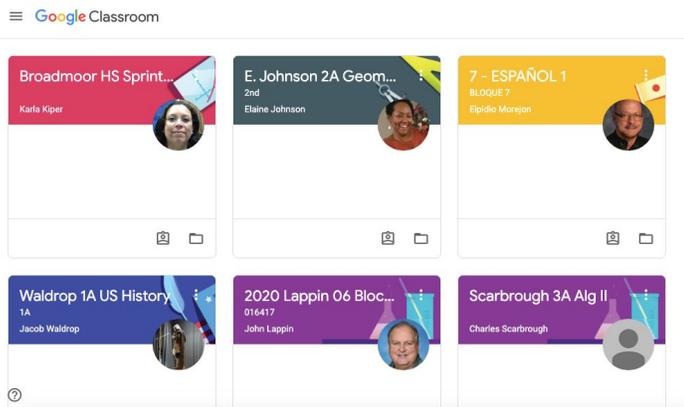
Google Hangouts Meet is fully integrated into Google Classroom. Your child's teacher will be posting links to join Google Hangouts Meet video conferences within Google Classroom. As a parent, it is important for you to understand:

- Google Hangouts Meet is part of Google Classroom which means it is safe, secure, and district-monitored.
- Your child should not be joining video conferences outside of Google Classroom and adult supervision.

- Your child cannot start or send a Google Hangout Meet link.
- Your child’s teacher may use Google Hangouts Meet for office hours, check-ins, or full virtual lessons. **Check with your child’s teacher if you do not fully understand how videoconferencing will be incorporated into daily instruction.**
- EBRPSS has created [guidelines for student use of video conferencing](#).

What students see when teachers invite them to a Google Hangouts Meet:

1. Students should access videoconferences by logging into Google Classroom, just as they normally would. For Google Classroom login help, please see the directions above.
2. Select the Google Classroom where your teacher has set up Google Hangouts Meet video conferencing sessions:



3. Next, select the “Meet link” at the top of the classroom Stream.



**Upcoming**  
Woohoo, no work due soon!  
[View all](#)

Share something with your class...

**Brandl Bergeron**  
Mar 14  
I will be at school Sunday and Monday from 11:00-1:00 if you have not picked up your hot spot or need help with chromebooks.

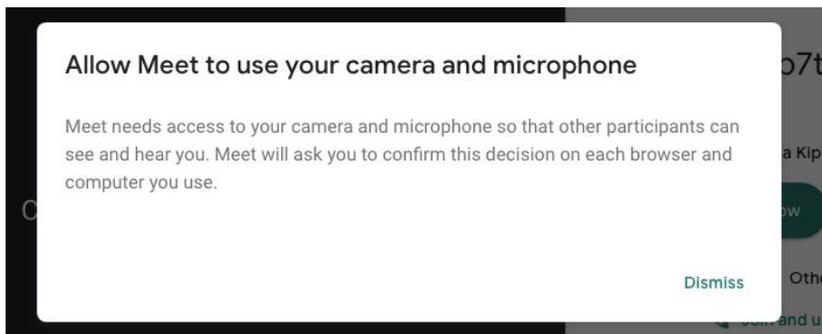
Please note: **this link only works when the teacher has opened and started a Google Hangouts Meet videoconference.** If a student selects this link without the teacher starting a meeting, here is what they will see:

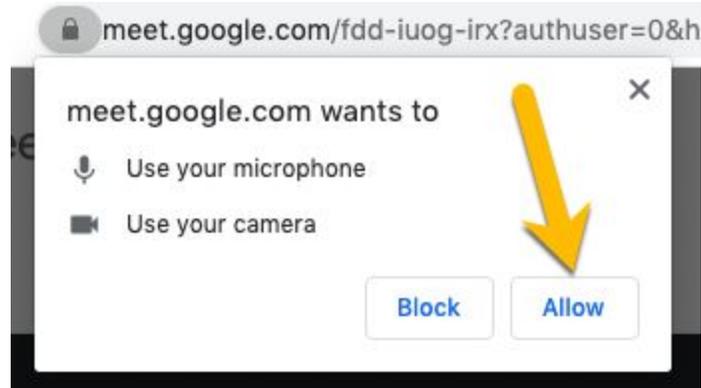
Sorry, we encountered a problem joining  
this video call.

You can't create a meeting yourself. If you're joining a meeting from Google Classroom, wait for your teacher to join and then refresh this page.

[Reload](#) [Return to home screen](#)

4. Be sure that your camera and audio are on: Select "allow" to allow your camera and audio to be used during the videoconference.





## 5. Basic Controls:



**Mute:** always mute yourself when entering the class. If you don't, your teacher will mute you. You should only unmute yourself when your teacher requests that you do so. This will keep the lesson running smoothly.

**Leave:** Clicking this button will cause you to leave the videoconference. Do not click this button unless your teacher requests that you do so, or the class meeting has ended.

**Camera:** turns your camera on or off.

**Chat:** The chat feature allows the teacher to send messages or links to lesson materials to the class and the student to send messages during the video conference.

 People (2)

 Chat

Send a message to everyone 

**Turn on Captions:** makes it easier to follow what is being said in meetings. For more on captions in Google Hangouts Meet select [this link](#).



Turn on captions

More Options: Click the three dots at the bottom right for even more options or help.



Change layout



Full screen



Turn on captions



Settings



Use a phone for audio



Report a problem



Report abuse



Help