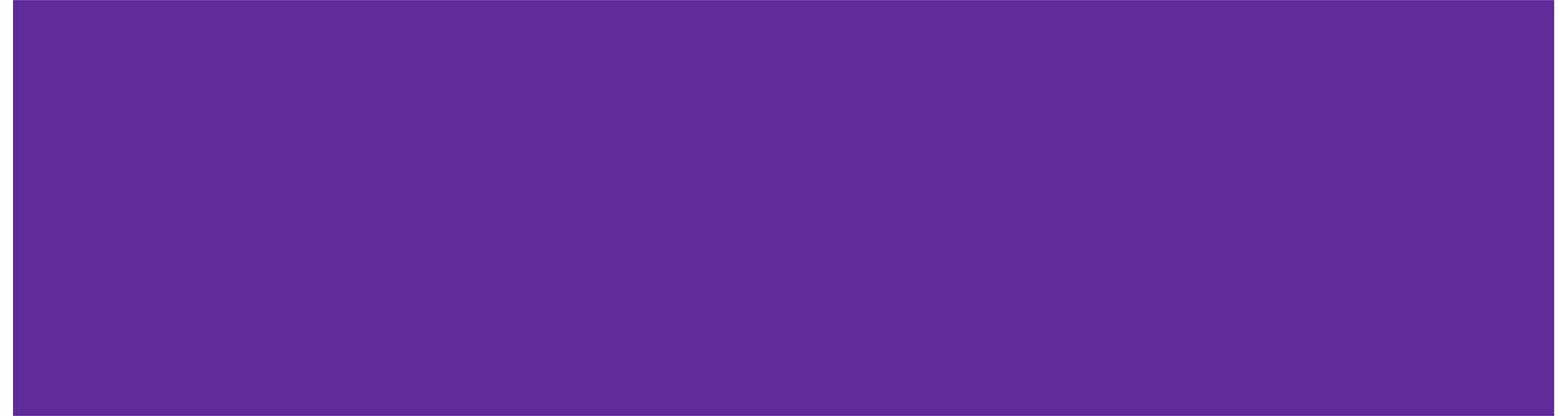


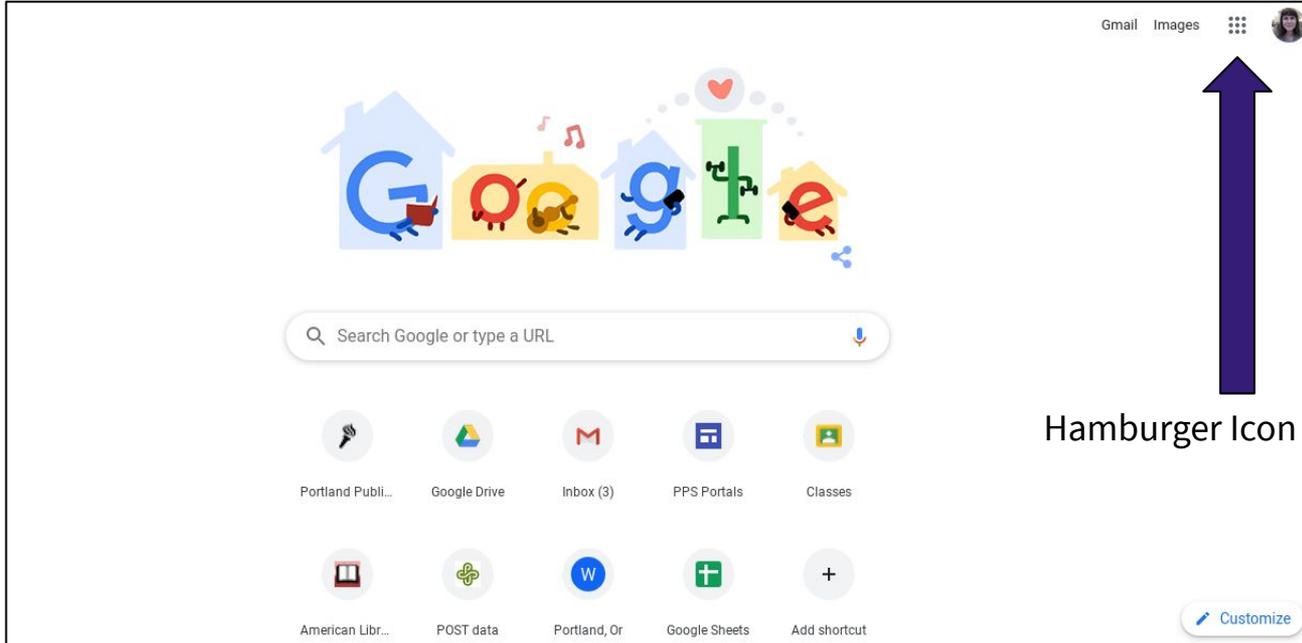
Tips for Distance Learning

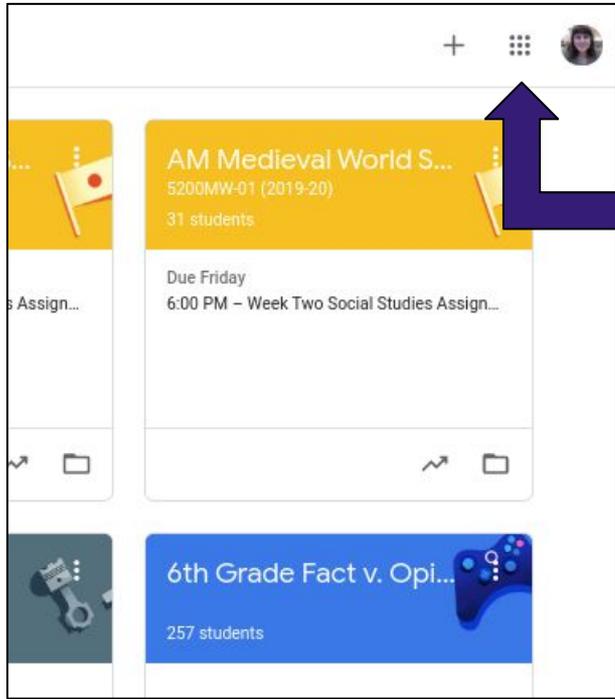
West Sylvan Middle School



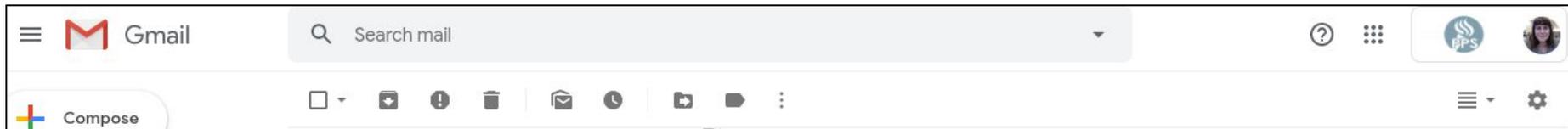
Google Account Navigation

An easy way to navigate between Google accounts, once a student has logged in, is the hamburger icon on the top right of the browser. It will appear at the top right of any Google app, or any open page on Google Chrome browser.

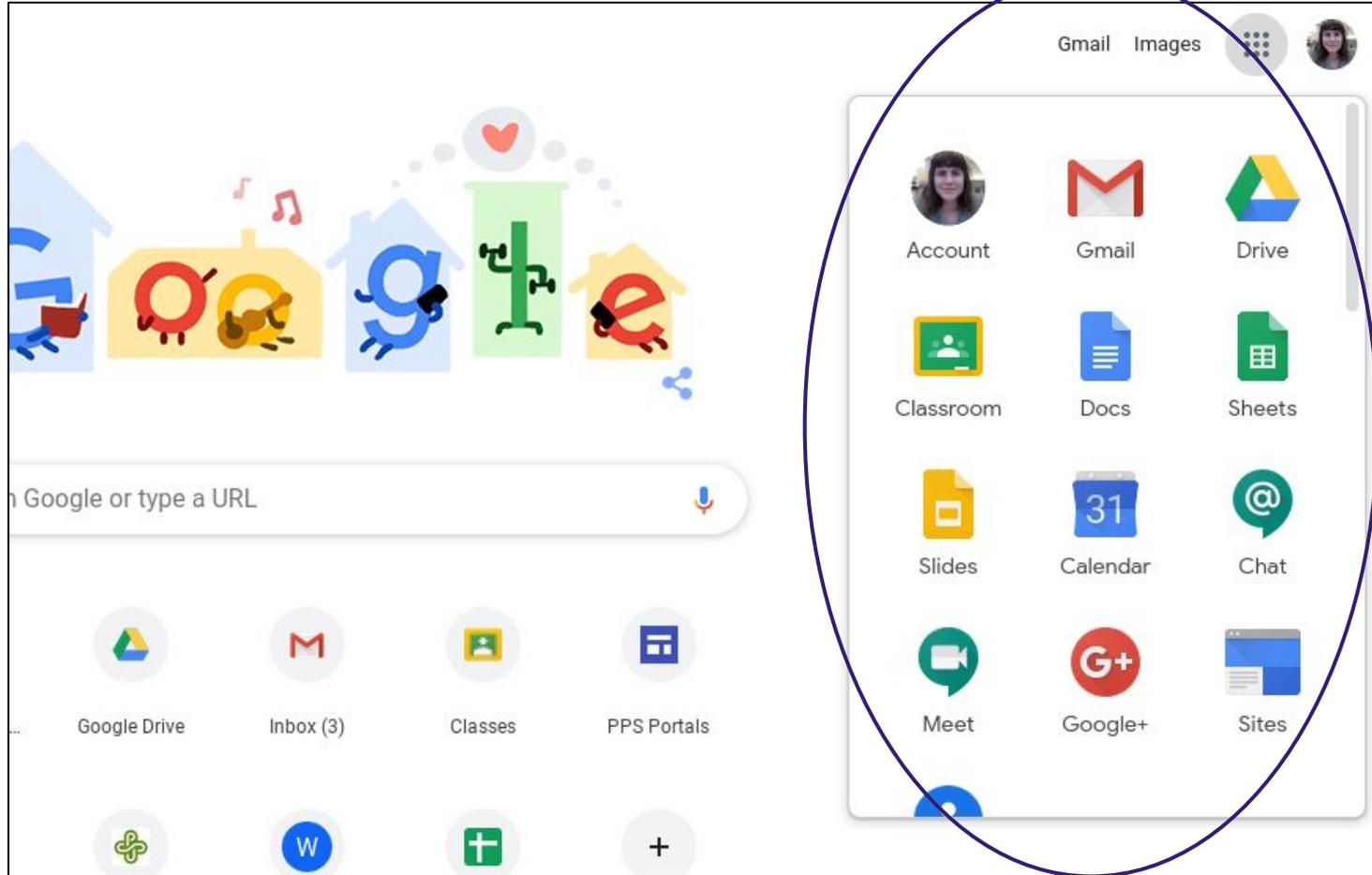




Here are examples of how the hamburger icon looks on Classroom and Gmail:



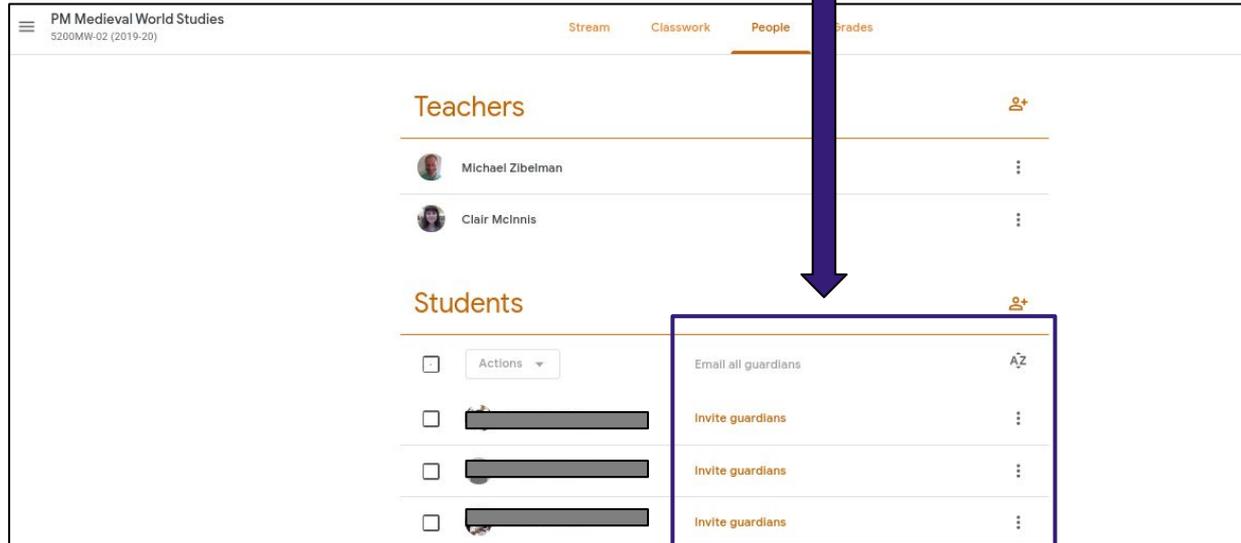
Click to
open
different
Google
apps
without
having to
login
multiple
times:



Google Classroom

Parents do not have access to student Google Classroom pages in order to protect the privacy of other students in the class.

If a parent would like to receive guardian emails on a weekly basis to show what work their student has submitted or what work is due/missing, the classroom teacher can set up email communications for that parent.



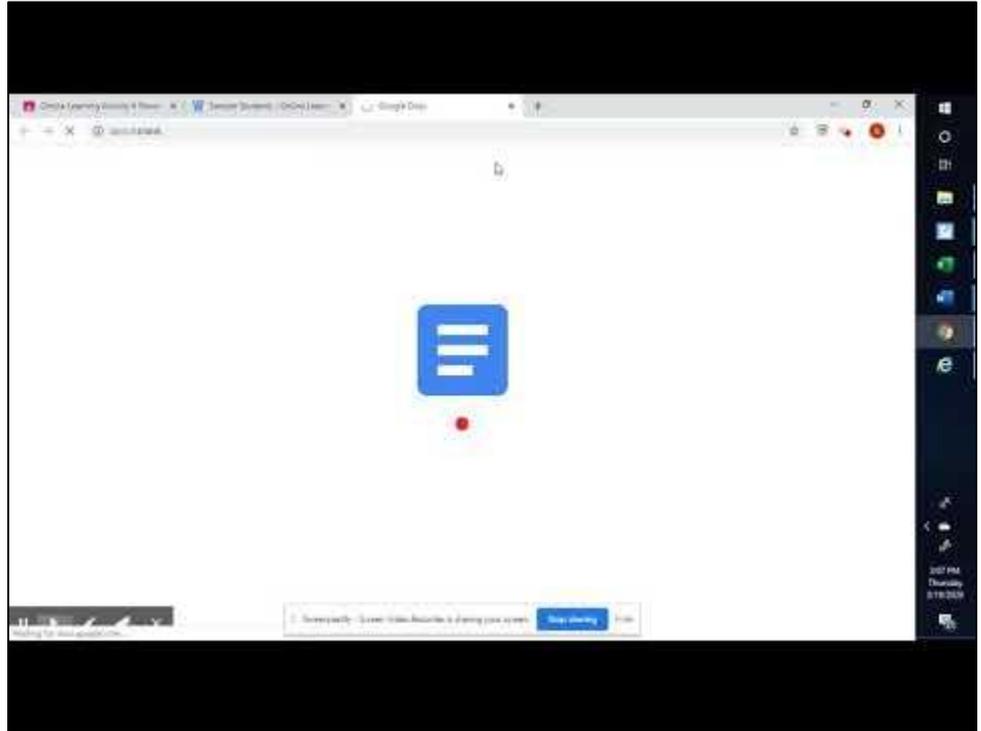
The screenshot shows the Google Classroom interface for a class named "PM Medieval World Studies" (ID: 5200MW-02 (2019-20)). The "People" tab is selected, displaying a list of teachers and students. A blue arrow points from the top of the page down to the "Email all guardians" option in the "Students" section.

Teachers		⊕
	Michael Zibelman	⋮
	Clair McInnis	⋮

Students		⊕
<input type="checkbox"/>	Actions ▾	📧
<input type="checkbox"/>		Invite guardians ⋮
<input type="checkbox"/>		Invite guardians ⋮
<input type="checkbox"/>		Invite guardians ⋮

Turn In Assignments on Google Classroom

When completing work through Google Classroom, you must be sure to **TURN IN** your assignment. Remember, once you open and edit a document through the Classwork page on Classroom, your work still needs to be turned in. This involves a couple of extra steps:

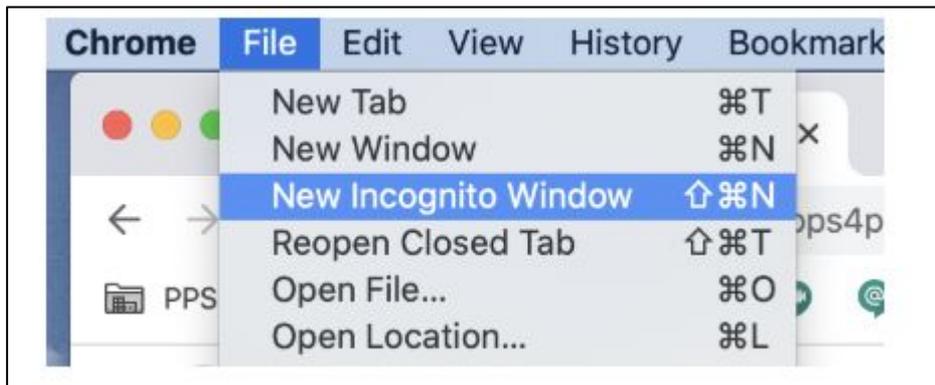


Gmail

Students can login to Gmail using their PPS accounts. Students will use their PPS usernames, followed by “@student.pps.net”

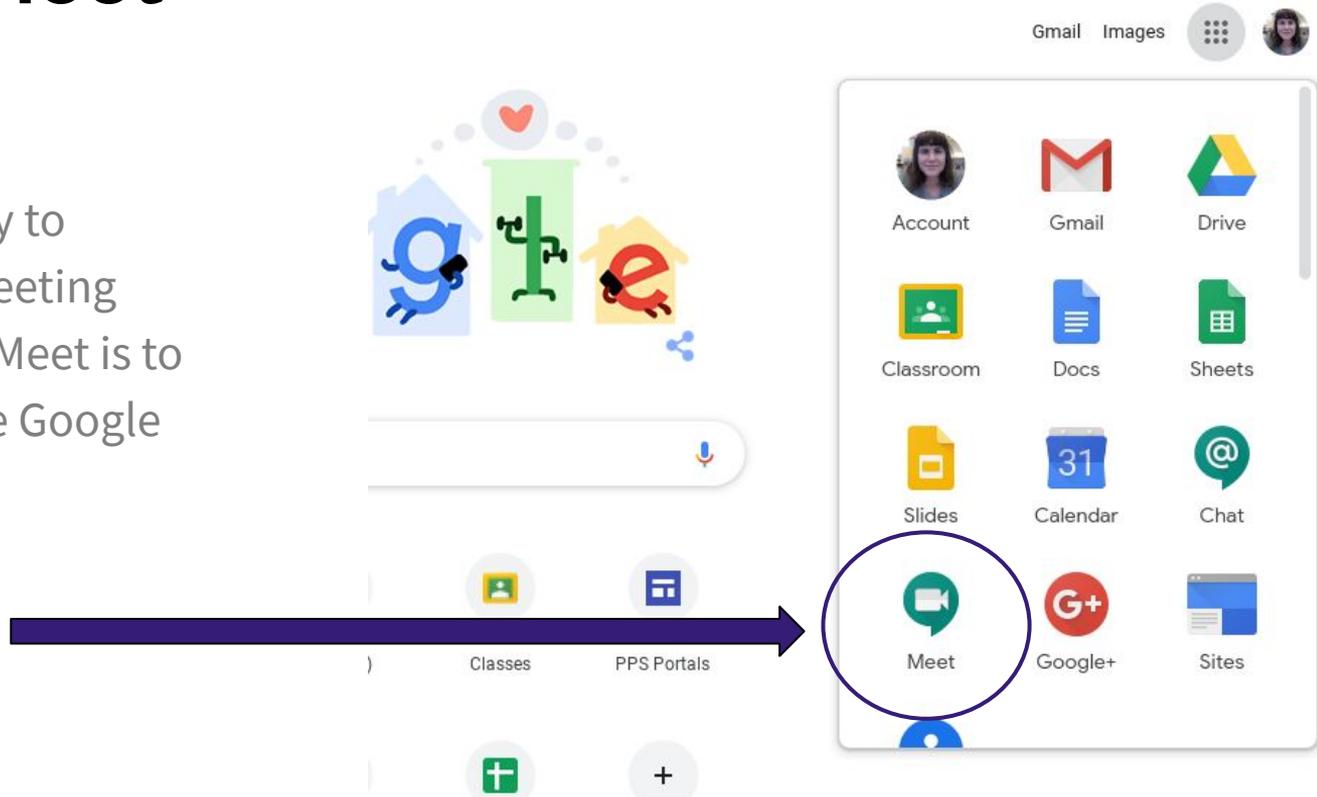
Remember, students DO NOT use “@gmail.com” after their usernames.

If students have trouble logging into Gmail, but not other PPS Google apps, try using the incognito browser window in Google Chrome:

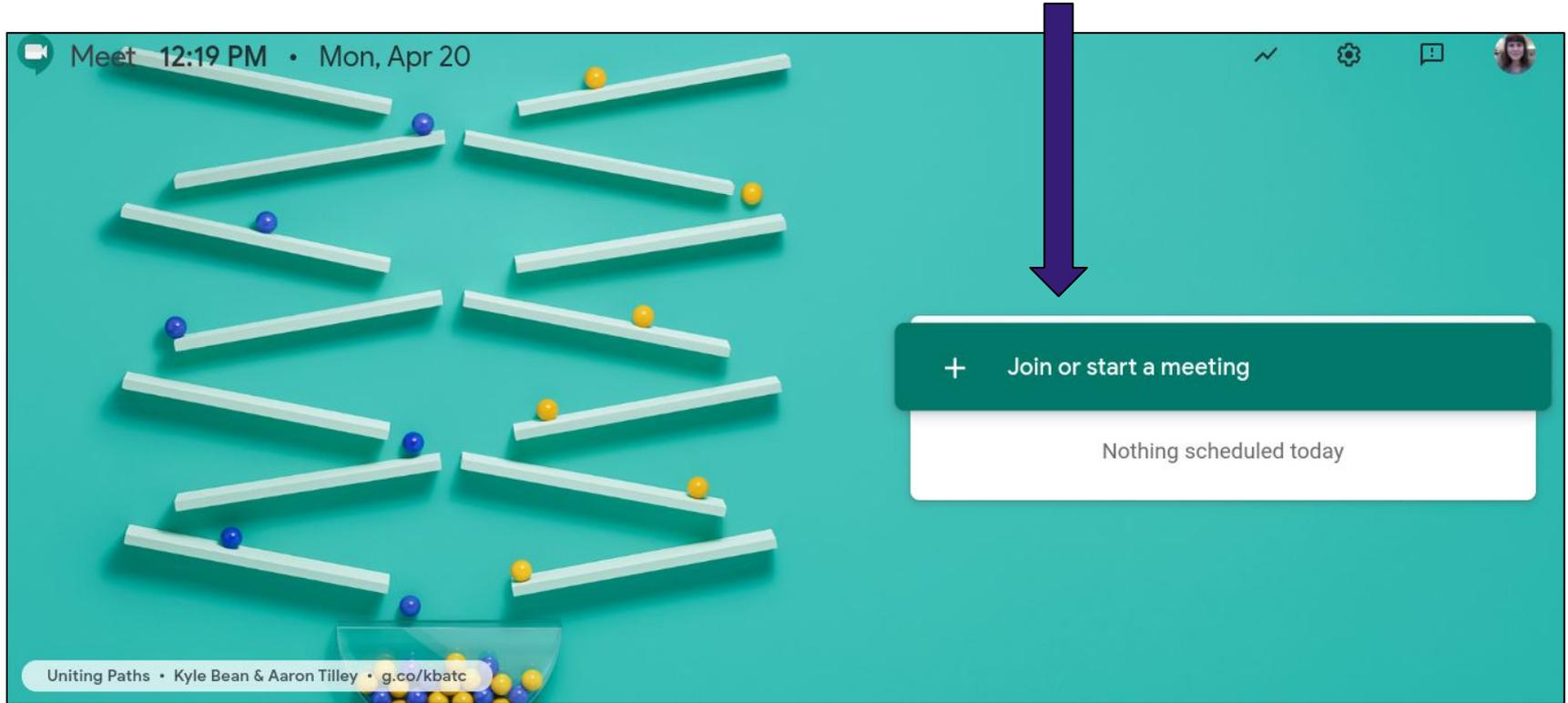


Google Meet

The simplest way to access a class meeting through Google Meet is to go straight to the Google Meet app.

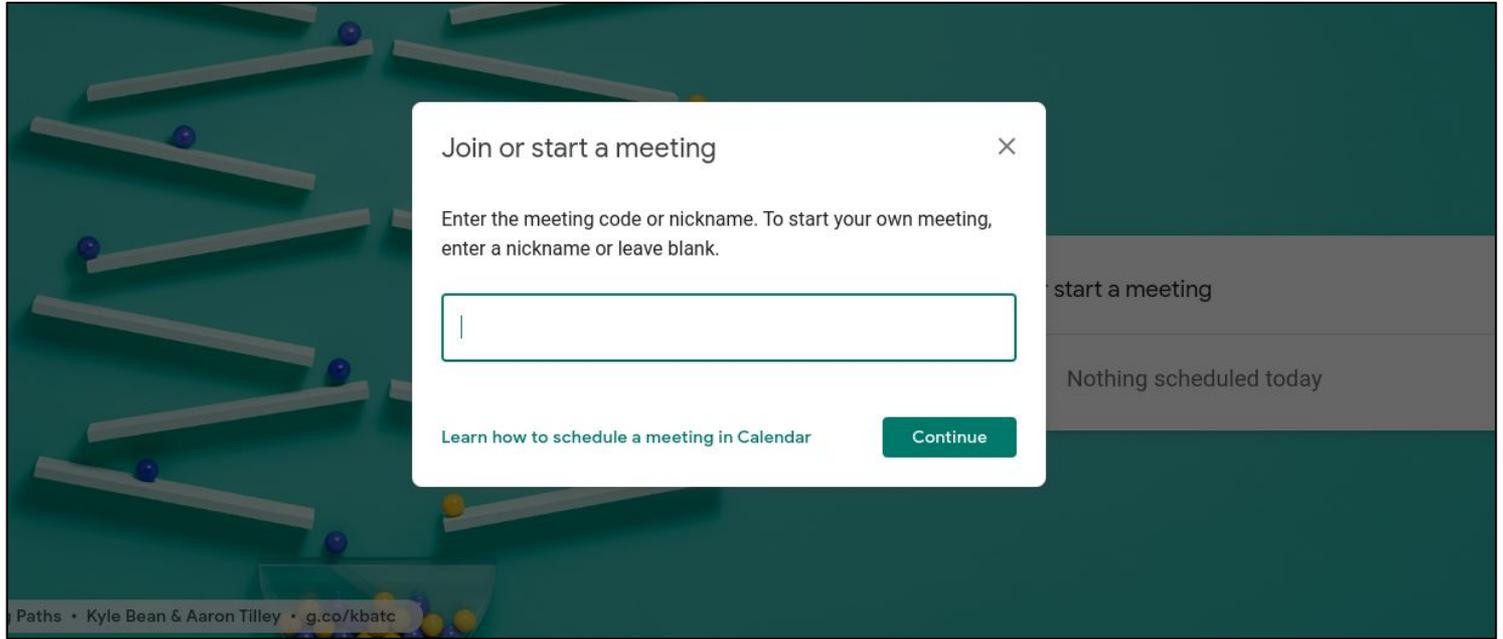


From the Meet home screen, click “Join or start a meeting.”



Keep in mind that students **cannot** join until their teacher has started the meeting

You will then be prompted to enter the code or nickname your teacher has given you to join the class meeting:



Enter the code, hit “continue,” and you will be prompted to join your class.

Contact

If you are experiencing any issues with the PPS Google suite, including a forgotten password or login, please contact:

Clair McInnis - Teacher Librarian - cmcinnis@pps.net

In your email, please include specific information about the problems you are having, such as:

- Any specific error message you are receiving
- If a login problem is Gmail specific, or if it applies to all Google Apps
- If a login problem comes from a PPS-provided Chromebook