

March 13, 2020

Dear St. Bartholomew Families,

Because of the potential need for our school to turn to online instruction due to the virus, we are providing details on how students will be able to access that instruction when the time comes.

Our students already have access to Google Classroom, which will become the main tool for this online instruction in Grades 4-8. Since this application has multiple functions, please be assured that our teachers will have the ability to not only distribute digital files and assignments, but also the ability to record instruction, answer comments and questions, and finally collect the work assigned. They also can grade and return work through the application.

Here are the steps necessary to access Google Classroom:

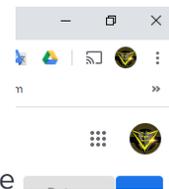
1. It is **HIGHLY** recommended that you install Google Chrome if you have not already done so. This browser allows students to log in and sync all of their work. This will make sure they have access to Google Classroom and Google Drive which contains all of their digital files they have created and will create as they use the application.
2. Download the **GOOGLE CLASSROOM** app on either a phone or tablet to gain similar access. **HOWEVER**, the ability to work on assignments is limited. It definitely can be used for communication, submitting work already completed.

A. LOG IN TO GOOGLE ACCOUNT

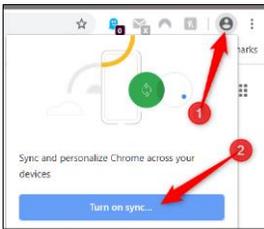
1. Look for this logo in the top right corner of the browser window



this will be where the smaller of the two logos are

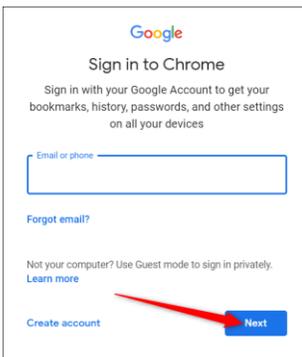


2. Click on the logo which will then open this window



3. Click “Turn on sync”

4. That will open this window (ignore the red arrow)



5. In the email field type in

(student username).20(year of student graduation)@stbartseb.com

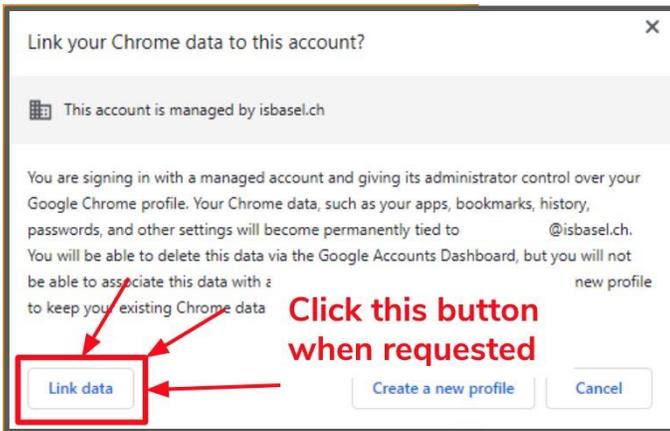
EXAMPLE for John Smith, Class of 2022 was logging in

josmith.2022@stbartseb.com

6. Click NEXT (in blue)

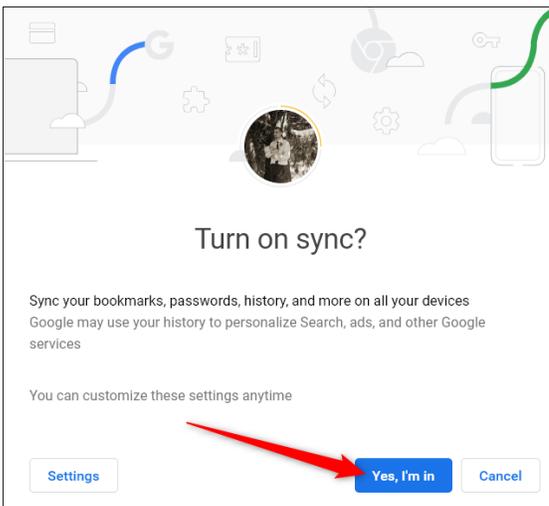
7. In the next window enter PASSWORD (click icon to SHOW password if necessary)

8. **Very important - Click LINK DATA** in the next window



This enables all data from Classroom and Drive to be synced across all devices. If you don't you will have to start over.

9. On the next window

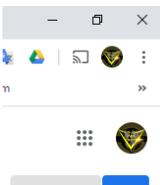


10. Once you have completed the process that original icon  will now have a

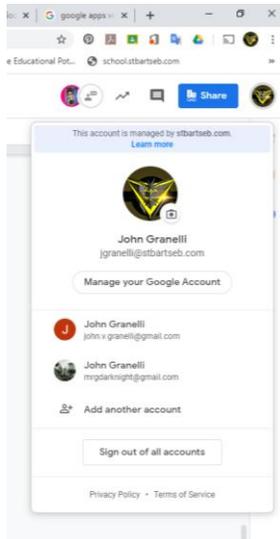
color AND the first initial of your student, like this EXAMPLE 

B. USE ONLY IF THERE IS A GOOGLE ACCOUNT ALREADY LOGGED IN

1. On this corner with the TWO similar logos, click on the LOWER logo



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2. This will open a small window in the same area similar to my account



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-
3. Click on “ADD ANOTHER ACCOUNT”

-
-
-
4. Then FOLLOW THE ORIGINAL STEPS for the single account listed in **A** above

If you have any questions or problems please email me at jgranelli@stbartseb.com .

Sincerely,

John Granelli

Technology Teacher, St. Bartholomew School
472 Ryders Lane
East Brunswick, NJ 08816