

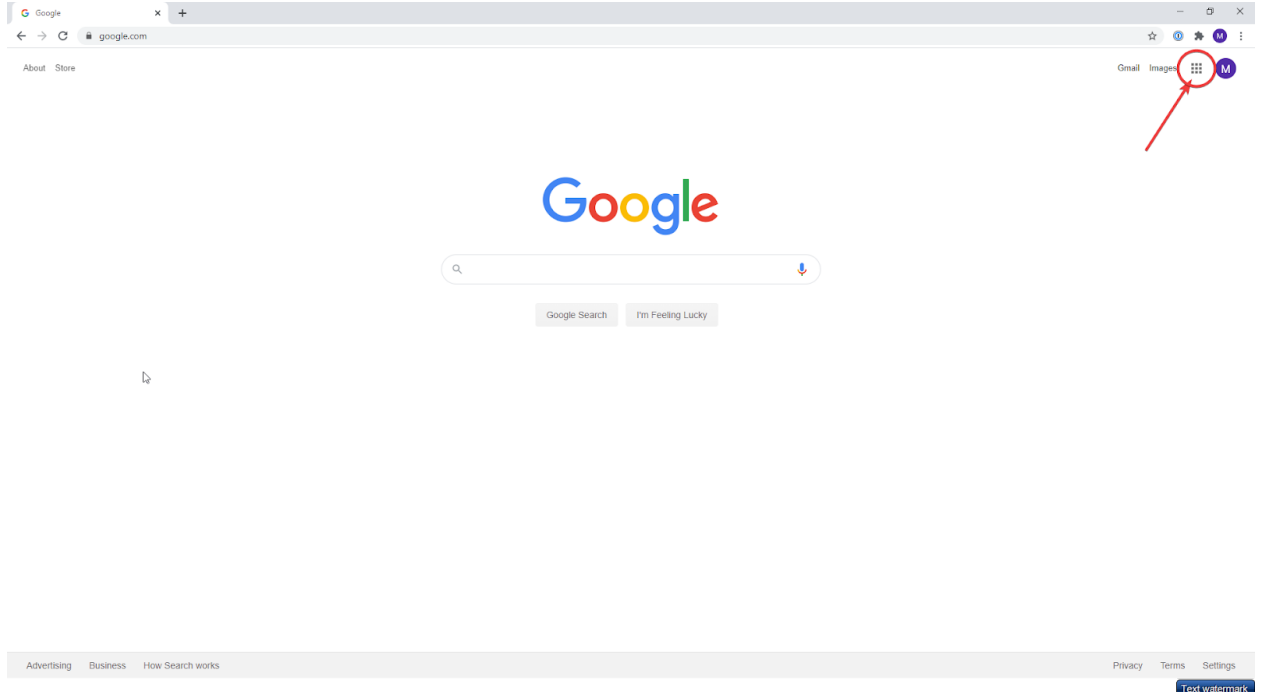
# Setup

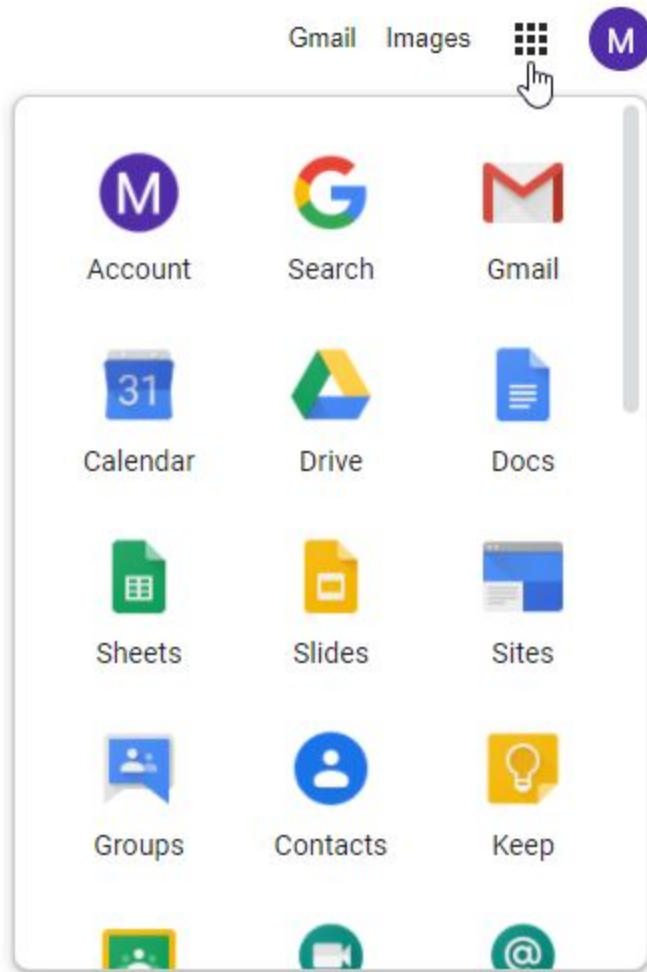
## You will need:

- A CCS domain account, provided by CCS. You will receive login information by Tuesday 8/18
- A device with access to the Google Suite of apps. Demonstrations and screenshots will be shown on a Google Chromebook, but Windows and Mac PC's will work fine. I highly suggest using Google Chrome on Windows and Mac OS X.

## Getting started steps

1. Sign in to Google on your student's device. If your student is using a Chromebook, I highly recommend signing into the Chromebook itself with their CCS account. You can sign in from any Google App, but I recommend the main page: <https://google.com>
2. If you have any questions or concerns about your login information, contact Mr. Seibert
3. Familiarize yourself with the Google Suite of applications. To switch between apps quickly use the app locker, located in the top right corner. Clicking on another app will open that app in a new tab.





4. Practice switching and using these apps, as they are most commonly used at CCS
  - a. Google Classroom (Only Grades 3-8)
  - b. Google Drive (Only Grades 3-8)
  - c. Gmail (Only Grades 3-8)
  - d. Google Meet (For ALL Synchronous students)

## Info

Google has created a [guide for using Google Classroom](#). Your student does not need to join any classes, as they have already been added to Google Classrooms.

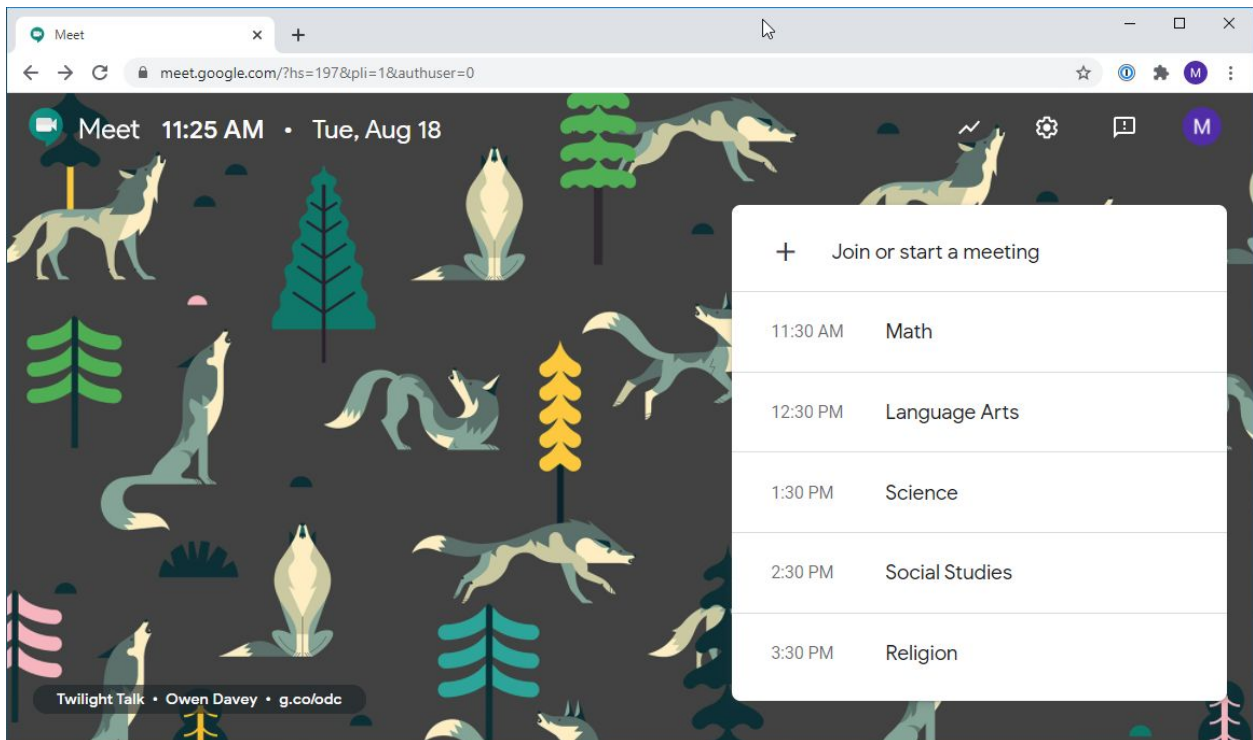
The most common issue I see is when a device is signed into multiple accounts. When accessing an app, make sure your device is signed into the CCS account. In the top right, next

to the app grid, you can click the circle with your initials to make sure it is using the CCS account.

You should change your password from the default password that I've set. Make sure it's something both you and your student(s) know!

# Attending Synchronous Classes

CCS Students will be using Google Meet to attend classes from home. Each grade is split into cohorts, and synchronous students will be following the same schedule as the cohort they are in, even though they are at home. These classes are scheduled meaning they will show up on the Google Meet homepage.



In order to join a meeting simply click on the meeting.

## Important Info about the schedule and list of Google Meets

- Multiple classes are scheduled each day. Google Meet will only display five upcoming classes. As the day goes on, the morning classes will disappear to make room for the afternoon classes in the list. If you'd like to see a whole day calendar, you can open up Google Calendar to get a whole day view.
- At the scheduled ending of each meet, your student must go back to the Google Meet homepage and open up the next Meeting. By doing this you're ensuring that teachers and students always end up in the correct Google Meet rooms.
- Always make sure you are logged into your student's CCS Google Account!

## Tips and Tricks

- Make sure you are using Google Meet with headphones. A headset is even better!
- Teach your student how to mute and unmute themselves

## Assignments (Grades 3-8)

Students in Grades 3-8 will use Google Classroom for assignments in addition to any packet material that is picked up. As mentioned before, students are automatically enrolled in all Google Classrooms so there is no need to join anything.

Please read Google's [Guide to getting started with Google Classroom](#)

### Important Info

- Please **do not** use the Google Meet link at the top of each class. Go to the Google Meet app and use the scheduled meetings there.
- Google Classroom is linked with FACTS, so assignments and grades will still be viewable in FACTS.

### Tips and Tricks

- I recommend turning off email notifications for Google Classroom, this can be done by clicking on the menu in the top left, scrolling down to "Settings" and turning off email notifications off.
- In the same menu, there is a "Calendar" View that allows you to see a week long overview of assignments in Google Classroom

## Assignments (Grades JK-2)

Students in Grades JK-2 will use Seesaw. All students have been enrolled in their grade on Seesaw, and you will receive a special code that allows your student to login to Seesaw.

[Start here](#) for a guide on getting started with Seesaw.