

Logging on to Google Drive, Google Classroom, Tips

Sign into your susdgapps account - Students have to sign in with their SUSD credentials:

1. Go to Google
2. In the top right hand corner click “sign in”
3. Email: Type in first letter of first name, entire last name, last 2 digits of ID number (6 digits) @susdgapps.org

Example: jsmith45@susdgapps.org

***All students should be set up this way with a few exceptions. If you are unable to log on this way, please email your teacher.*

4. Click on next
5. Click on password box
6. Enter student’s birthday – 2 digits for month, 2 digits for the day, and 4 digits for the year
7. Uncheck “stay signed in” – unless at home
8. Puts you back at Google screen - Now your child is signed in!



Welcome to your new account

Welcome to your new account: amaggio04@susdgapps.org. Your account is compatible with many Google services, but your susdgapps.org administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your amaggio04@susdgapps.org account information, including any data you store with this account in Google services. You can learn more here, or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can manage which account you use with Google services and switch between them whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite core services, your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have service-specific terms. Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your amaggio04@susdgapps.org account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

[Accept](#)

Accessing Google Drive and Applications:

Google Drive is your child's storage center and portfolio!

1. Go to top right hand corner and click on the app launcher sign (3x3 array, waffle, rubiks cube)
2. Click on "Drive"
3. On **Drive** you can go to the left hand side of the screen to the plus sign where it says "New". Click on "New" and from here you can create a Google Doc, Google Slide Show, etc. "More" will give you more options.

Accessing Google Classroom:

1. Get to Google Classroom by just clicking the app launcher (3 x3 array) and looking through the apps until you see "Classroom". You may have to click "More" to see it. Click on the green box w/yellow outline titled "Classroom"
2. Accept any invitations to join all grade level classrooms.
3. Once you have joined, you should be able to see and access all assignments and teacher directions in all subject area classrooms.

About Classroom Set Up:

1. There are tabs at the top of Classroom that say:
 - a. Stream
 - b. Classwork
 - c. People
 - d. Grades
2. The "Stream" is a place where teacher notes, directions, and announcements will pop up. It is a place where students and teachers can comment back and forth. Please remind your child that they always need to make sure responses and comments are

appropriate and pertain to the information we are learning. Others from our grade level WILL see student comments including parents and other district personnel.

3. “Classwork” is a place where students can see all of their detailed assignments, read specific directions, due dates, see links and resources teachers have added.

4. “People” should show students a list of people who are a part of this classroom.

5. “Grades” would be the place that students can see grades for particular assignments if teachers have set point values to assignments. Teachers will inform parents/students specifically about expectations with grading.

Thanks for your patience as teachers and students embrace this new style of learning and navigate through new features and programs.

Please reach out to your child’s teacher with questions.