

Getting Started with Google Classrooms

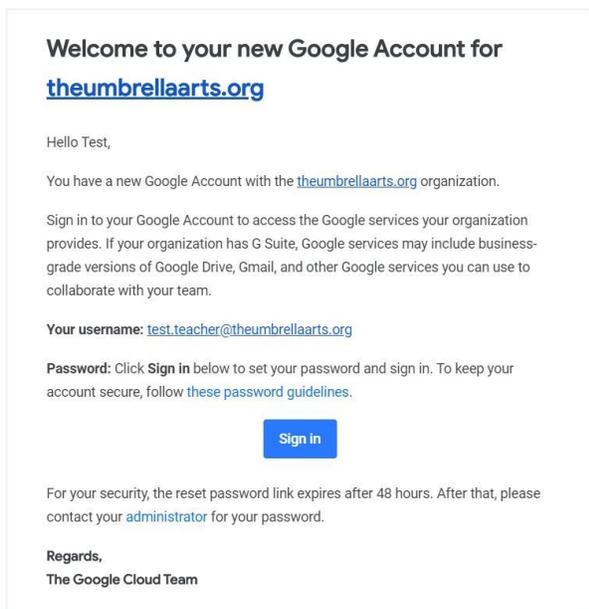
For Teachers

Welcome to The Umbrella's Virtual Classrooms! The instructions below will guide you through the process of logging in to the The Umbrella's GSuite system with a personalized GSuite Account, and joining your Google Classroom(s). Let's get you logged in to The Umbrella!

Activating your Account

When Jason confirms that you will be teaching an online class, you will receive an invitation by email to log into The Umbrella's GSuite account using a brand new personalized username. The username generally follows the format: [your first name].teacher@theumbrellaarts.org.

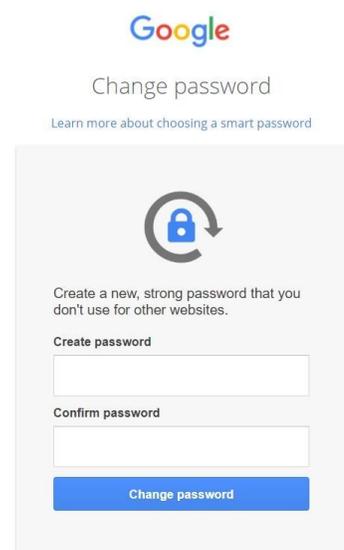
The email you receive will look something like this:



Click the "Sign in" button and follow the instructions to create a password.

Your account is all set and ready to go!

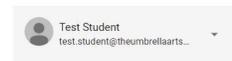
To continue, **go to classroom.google.com**.



Accessing Google Classroom

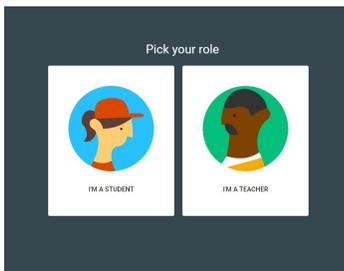
Once you have joined The Umbrella's GSuite, you will be able to access your classes by **going to classroom.google.com**.

The first screen will ask you to select or confirm the account you are using. **Choose your @theumbrellaarts.org account and click Continue.** This is especially important if you are taking or teaching any classes at other institutions that use Google Classroom.



CONTINUE

By joining, you agree to share contact information with people in your class. [Learn more](#)



When you first arrive, Google Classroom may ask you if you are a student, or a teacher. **Click "I'm a TEACHER."**

You should now see the classrooms which you have been added to as a co-teacher. **Click "Accept"** on the class that you have been invited to.

If you do not see any classes here, contact The Umbrella and we will send you another invitation to join the class.

Signing in to your account

To Sign In to your Umbrella account at a future date, simply go to www.google.com and **click the Sign in button** at the top right of your browser window.

Gmail Images



Sign in

Select your @theumbrellaarts.org account and **sign in** using the password you created in the step above.

If you have **another gmail account**, it can sometimes interfere with your ability to use your Umbrella GSuite account. Make sure that you are **logged out** of any other accounts first in order to avoid this issue.

Signing out of your account

Gmail Images  

When you are done teaching a class or you want to sign out of this google account, simply **click the circle** in the top right of your browser and **select sign out**.

Using Google Classroom

Stream and Classwork Tabs

Most of the information you will need for your class is stored in the **Stream** and **Classwork** tabs.

The **Stream** acts similarly to your facebook feed or any other social media platform. You can use this to **send notifications** and **make announcements** to your students.

The **Classwork** tab will house your **assignments** as well as useful **resources** like your Materials Lists, your Google Meet URL, and your Class Schedule.

Google Hangouts Meet

Google Hangouts Meet (or **Google Meet**) is the platform we use for **live video classes**. It works similarly to Zoom or Skype but is more secure and is limited to your class. Your class has a dedicated URL for all of your classes which you can find below the title of your class on the **Stream** tab. You can also find a link to this at the top of your **Classwork** page.

Resources

For more information on Google Classrooms and the ways that you can use it to help you teach, we recommend the following resources:

Google for Education

<https://www.youtube.com/channel/UCt84aUC9OG6di8kSdKzEHTQ>

Google Teach From Home Guides:

<https://teachfromhome.google/intl/en/>

Google Classroom Community Forum

<https://support.google.com/edu/classroom/community/?hl=en&gpf=%23!forum%2Fgoogle-education>

Pocketful of Primary Guides:

<https://www.youtube.com/watch?v=rCNlmsWUxZA>

<https://www.youtube.com/watch?v=qOUEP29MX58>

Congratulations!

You are now ready to use Google Classrooms for your class at The Umbrella. Let us know if you have any questions and we will be happy to help!