



Directions

How to Login to Google Classroom If You Are Using a School Chromebook

1. Click on the power button in the upper right corner of the keyboard to turn your Chromebook on.
2. On the next screen, there is a white field that should have the school domain: **@student-schoolsofwestfield.org**
3. Type your child's username in that field. It should be the one that your child's teacher gave you. It will be your child's first name and their 6 digit school ID# (e.g. tyler498245) **No spaces or capital letter.**
4. On the next screen you should see another white field in which to type your child's password. It should be a four letter word followed by four numbers. The first letter should be capitalized (e.g. Bank4678). Click **NEXT.**
5. After the icons load at the bottom of the screen, click on the Google Classroom icon.
6. In the next screen, it may ask the child to select if he/she is a student or a teacher. Click on "I'm a student."
7. You should see the home screen for Google Classroom. On that screen will most likely be your child's Google Classroom. You should click on the **JOIN** button if it is showing. If you do not have the option to click **JOIN**, that means your child's teacher has not yet invited your child to his/her Google Classroom. Please contact your child's teacher to say that there was not an invitation to join.
8. That should let you enter your child's homeroom class. To access your child's assignments, including Specialists' assignments, click on the **Classwork** tab at the top of the page.



How to Login to Google Classroom at Home if Using a Laptop or Desktop Computer

- Go to **www.classroom.google.com**
- Scroll down and click on the blue **Go To Classroom** button
- Username is: **student name and six digit #**
@student-schoolsofwestfield.org (no spaces or capital letter- example: john123456@student-schoolsofwestfield.org)
- Password is: **the student's computer password at school** (Four letter word w/first letter capital, and four numbers)
- You should see your initial in a colored circle in the top right corner next to the waffle
- If you are not in your Google Classroom, click on the **waffle** and choose **Google Classroom**

