

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Period: \_\_\_\_\_

# Logging on to the Chromebooks/Google

## The First Time in school

When you open the Chromebooks, you must log on like this:

1. **First** go to the bottom right hand corner and right click on the little upside down triangle. When the window opens, look for how your Chromebook is connected. **You MUST be connected to “RocklinUSD BYOD.”** If you are not and you are signed on as a “visitor,” click on the arrow where the “rocklinusd vistor” line is then click on the RocklinUSD BYOD before you sign in. If you don’t, your page will not function correctly!
2. **Signing in:** Once you know for sure that you are on the RocklinUSD BYOD connection, sign into your account with the following information:

**GOOGLE / rocklinusd.org ACCOUNT on Chromebook**

- a. For the **USER NAME**

[john.smith@rocklinusd.org](mailto:john.smith@rocklinusd.org)

**You must use your first name, a period, your last name, @, rocklinusd.org.**

- b. For the **PASSWORD**

431997 (your **birthday, in numerals...month, day, year**) For the PW, don’t add zeros in front of month or day and enter all four digits of year. Contact your site tech if a student cannot log in.

**Note: YOU MUST USE ALL 4 DIGITS FOR YOUR YEAR**

## Getting into Google Classroom for Assignments—First Time:

1. **Click on the Googlechrome circle** button in the bottom left hand corner of the screen.
2. In the address bar at the very top of the page, **type in—classroom.google.com**
3. **Scroll down** to the bottom of the “Classroom” page to the “Getting started using Classroom” and **click on “Student”**
4. On the next page in the upper right hand corner look for the “+” to **“Join your class”** and click on it
5. Then you must enter the class code to gain access. Please write down **your class code** \_\_\_\_\_, and enter into your class.
6. Close out the box asking if you want to take a tour.
7. Now look for the “Simple, Compound, Complex Review” Google Form hyperlink and click on it to begin your grammar practice
8. When you are done working on this, hit submit.
9. Then, **sign out** of your Google account using the drop down arrow under your account email, close the Google Window, go back to the upside down triangle in the lower right hand corner to “sign out,” and then hold the power button down for 6 seconds to shut down the Chromebook, close the lid and return it to the cart.

**In Order to log in AT HOME and complete assignments, you need to use the following steps:**

1. Open up Googlechrome
2. Log in with your RUSD Account
  - a. [Firstname.lastname@rocklinusd.org](mailto:Firstname.lastname@rocklinusd.org)
  - b. Password: birth month, day, 4 digit year
  - c. You will default to your email, so the next step is very important
3. Type in "classroom.google.com" in the top "address bar"
4. Look on the page for the assignment you need to complete
  - a. Make sure to use the provided Google Doc; **do not cut an paste Word files**
5. Click on the assignment link that you need
6. Read all directions
7. Open the Google Docs page under the assignment
8. Read any additional directions and type your document into the Google Doc provided for you with the correct heading, title, identifiers, transitions, etc.
9. After you have spell checked, grammar checked, done an all parts/identifiers/transitions/content/capitalization/etc. check, and checked all your resources (Help Sheet, Format for the Paragraph, etc.) look for the "Turn In" button in the upper right hand corner near the "Comment" button and click "Turn in." After that, a new window will open and YOU MUST "Turn In" a second time and wait for the note saying your document has been submitted at the top of the page. You must also see the "Done" sign on the assignment. If not, you turned it in wrong, or you missed one of the 2 "Turn in" buttons.
  - a. **Note, once you hit the "Turn in" button twice, you can change something by unsubmitting your paper, make the corrections or changes, and then resubmit your paper. Just make sure that you do so before the deadline turn in day and time. Otherwise, your work will be late. So, be sure you are ready before you "Turn in."**
10. **We will probably not do sharing in class, but you are more than welcome to share your paper with another classmate and help each other with corrections, editing, etc.**
11. **Remember, you need to "unsubmit" your paper if you want to edit it after you have already turned it in and then turn it in again.**