

# *How to access Google Classroom from home!*

1. Go on to the Longwood Home page , [www.longwood.k12.us.org](http://www.longwood.k12.us.org)

2. Scroll down to the very bottom to where it says "quick links".

3. Click the right arrow until you the Google symbol "g". Click on this symbol.



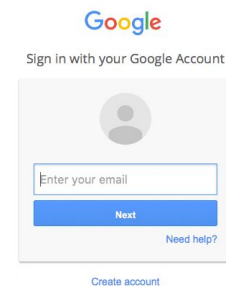
4. Click the blue "sign in" button on the top right.



5. Type in your Google email address and password.

Follow format of First name, last name initial, 23 @students.longwoodschoools.org

Ex./ John Smith: johns23@students.longwoodschoools.org



6. Now, click on the set of 9 tiny black squares called the "chicklets". Then click on the "drive" symbol, it's a blue, yellow, and green triangle.



7. Once the drive is open, click back on the chicklets, Click on "more", then "classroom" (green and yellow icon)



8. From here, our classroom will show up!

To access Google Classroom and complete assignments on your smart phone or tablet, please download the following apps.

**They are all FREE!** You need all four apps for it to work correctly!

Google Drive



Google Classroom



Google Docs



Google Slides

