

Student & Parent Instruction for Accessing Teacher Webpages and Google Classroom
Laurel County Public Schools
2020-2021

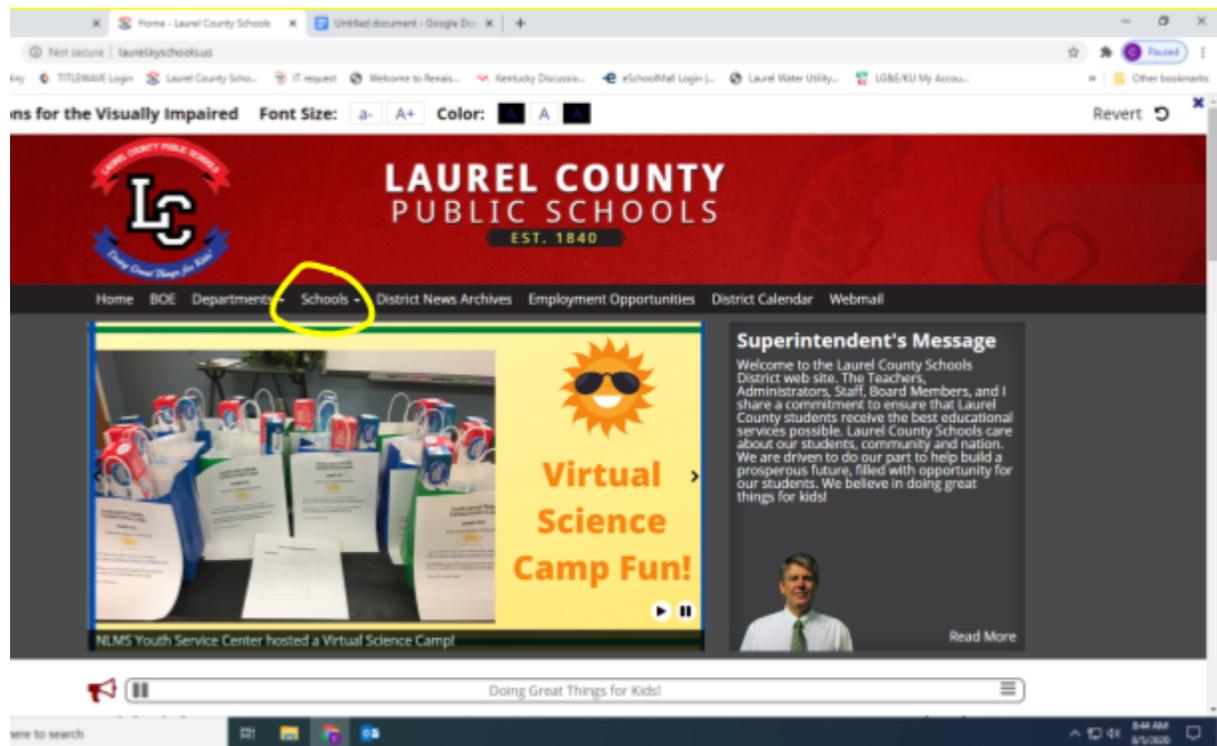
The following instructions have been designed to assist parents and students of the Laurel County School System with accessing Google Classroom and other Google platforms that may be used for virtual learning in these unprecedented times.

I. Obtaining a Google Classroom Code

Teachers will provide a code that will be used to access their Google Classroom. Each class has a unique code. For example, a middle school student with six classes would need to obtain six different Google Classroom Codes.

Teachers will be utilizing their teacher webpages on the Laurel Co. Schools website to distribute their classroom codes. *It is important to note that these codes will only be available on teacher webpages for 2-3 days after the official start of school. After that point, students will need to email their teacher or call the school to obtain the appropriate codes.* Please use the following instructions to access teacher webpages:

1. Go to the Laurel Co. Schools website at <http://www.laurel.kyschools.us>
2. Click on the **SCHOOLS** dropdown menu:



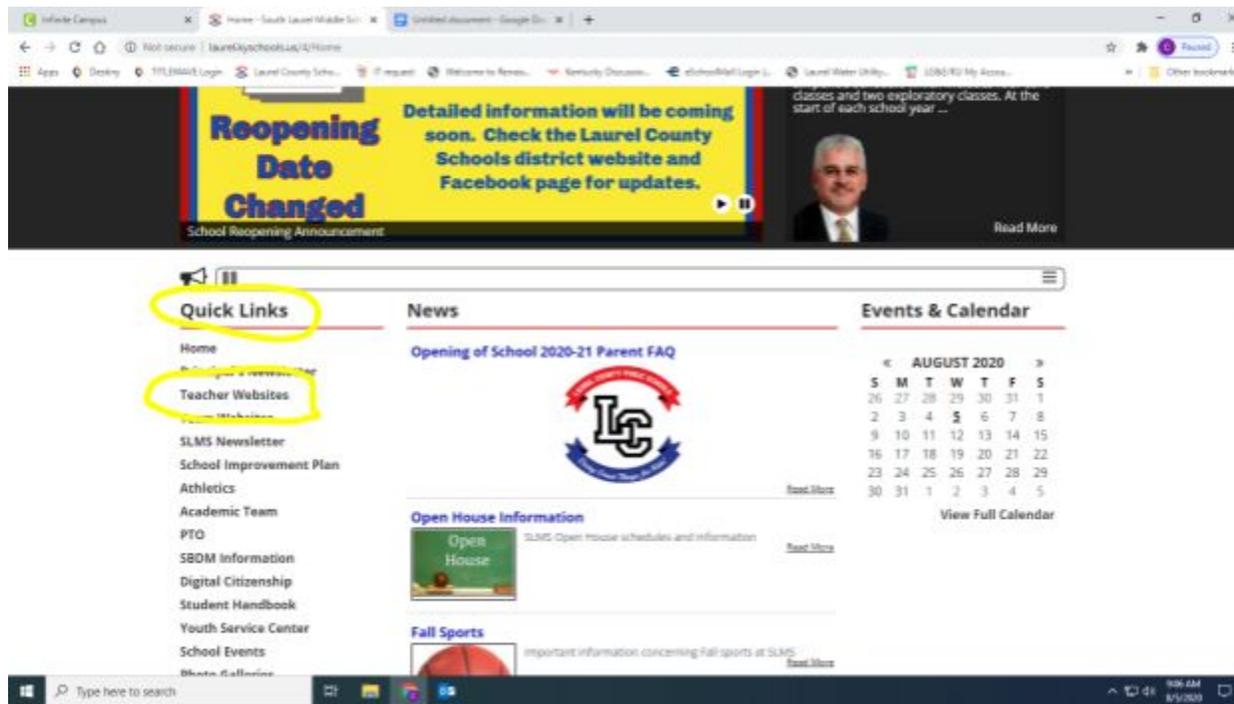
- Click on the appropriate level (elementary, middle, high, or alternative). For the purposes of this tutorial, we will be using South Laurel Middle School:



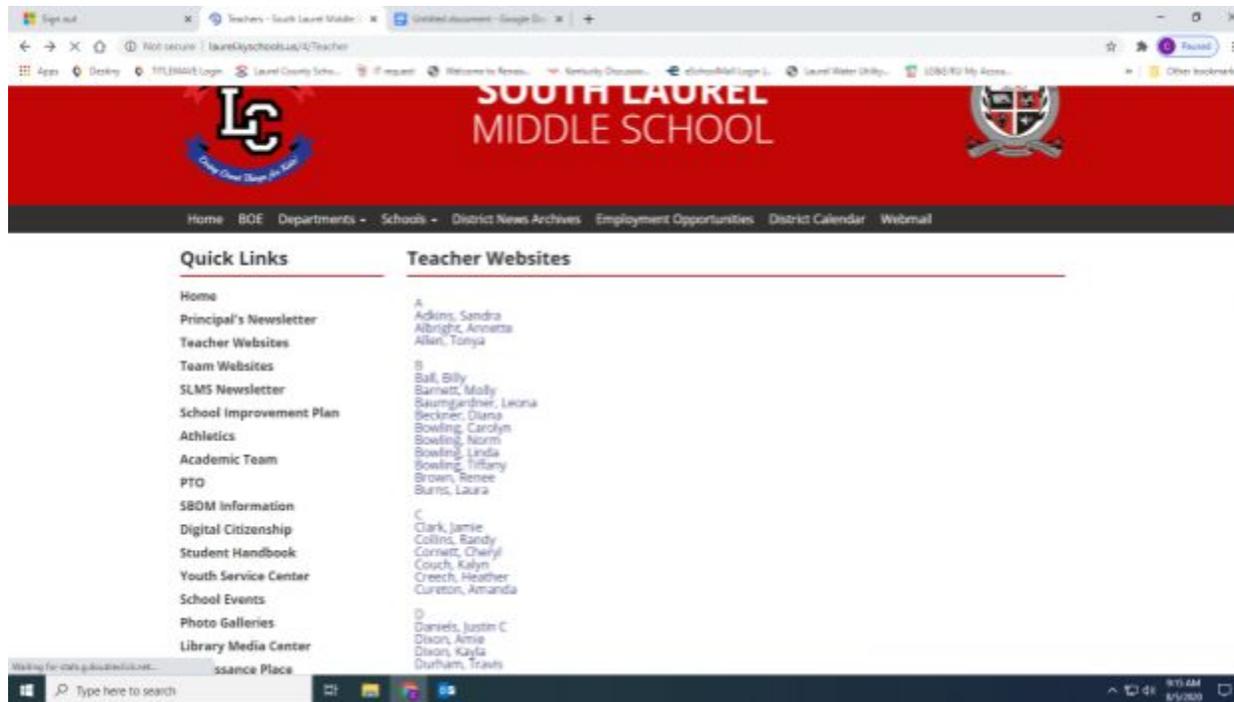
- Click the appropriate school:



5. Look under the **QUICK LINKS** and click on the link for **TEACHER WEBSITES**:



6. Click on the appropriate teacher's name to visit their teacher webpage and obtain a code for their Google Classroom:

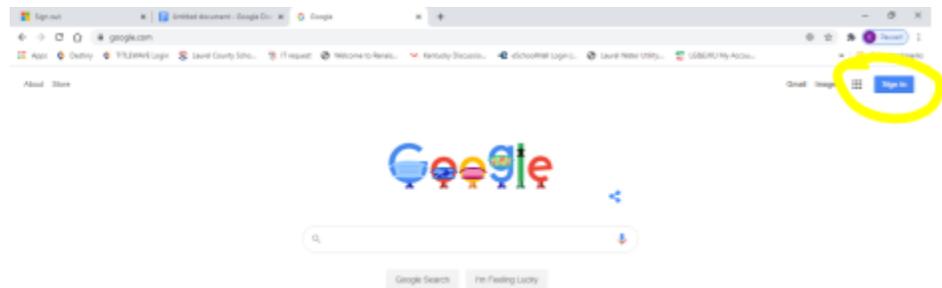


II. Properly Logging In (and Out) of Google

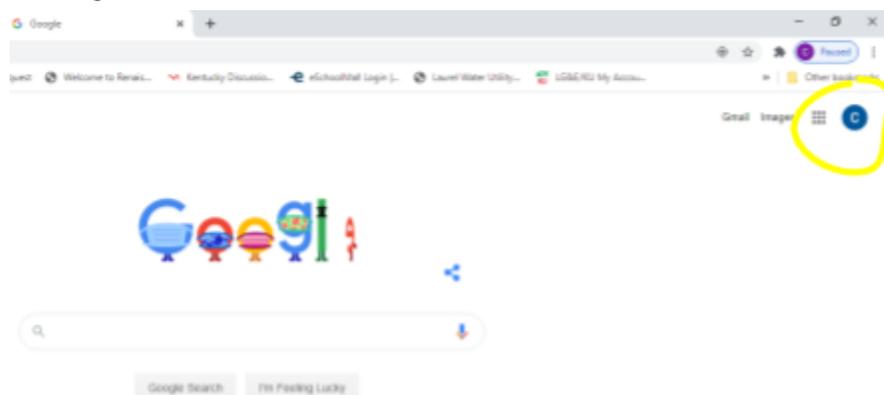
Once you have obtained the appropriate code for a teacher's Google Classroom, your child will need to log into Google. The next statement is **crucial** to successfully accessing a teacher's Google Classroom.

Students must be signed into their Laurel Co. Schools student Google account. If a student or parent is logged into a personal Google account, he or she will be unable to access the appropriate Google Classroom. Please use the following instructions to ensure that you log in correctly:

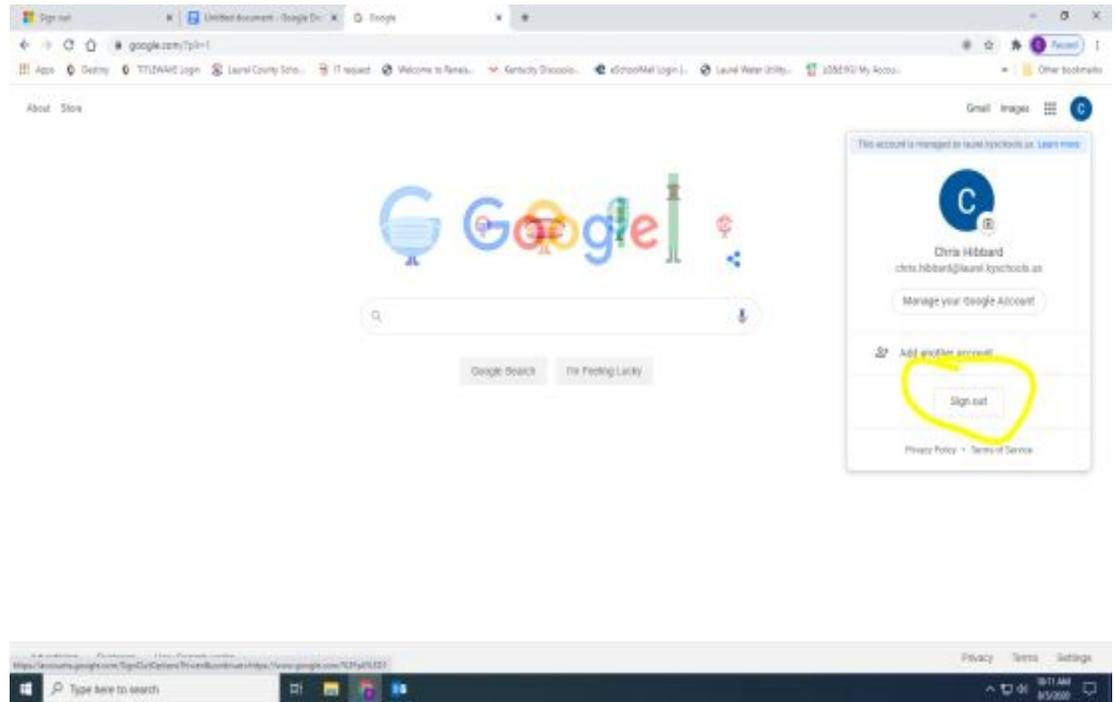
1. Go to www.google.com. If you do NOT see the blue sign-in button as in the image below, then you or another user are signed in to Google:



2. If someone is signed in to Google, you will see an initial rather than the blue sign-in button.



3. To sign out of a Google account, simply click on the initial in the upper-right corner and then click on **sign out**.



4. If you see the blue sign-in button, then use it to sign in using your Laurel Co. Schools login.

Student email addresses are in the following format:

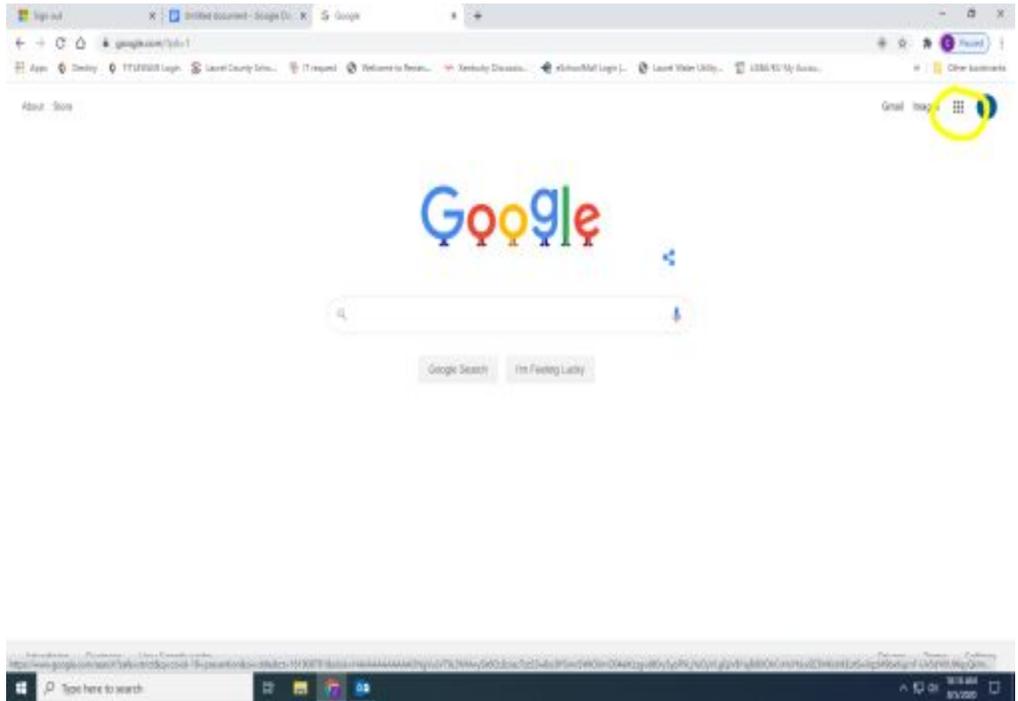
firstname.lastname@stu.laurel.kyschools.us, so student John Doe's email address would be john.doe@stu.laurel.kyschools.us

Student passwords are an 8-digit number consisting of their graduation year followed by the last four digits of their Student ID number. Student ID numbers can be obtained from the Infinite Campus Parent Portal.

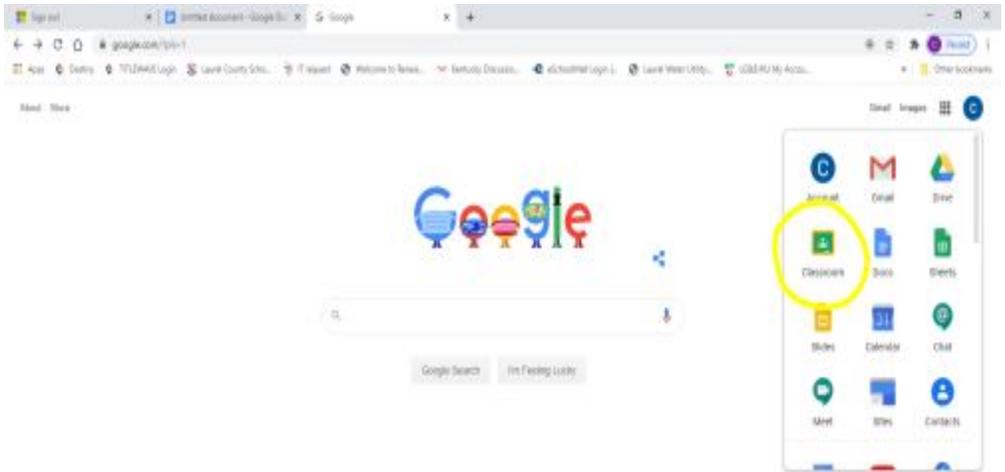
If a student has an email address that doesn't appear to be working with Google, please contact your teacher for assistance.

III. Logging into Google Classroom

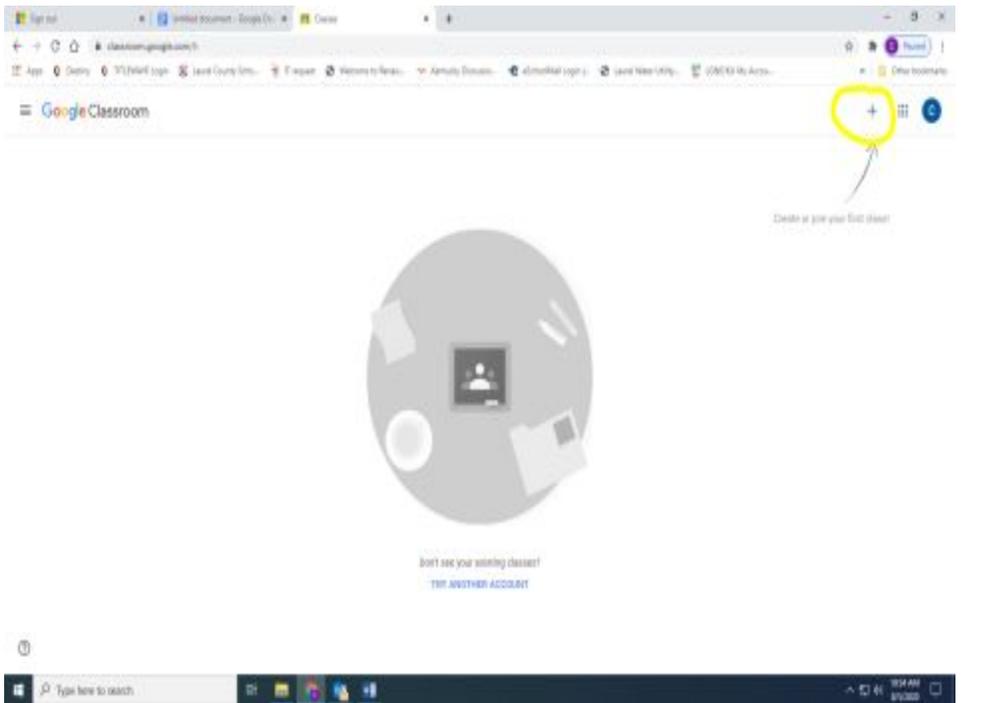
1. Once the student has successfully logged into Google, click on the Google Apps button in the upper right corner:



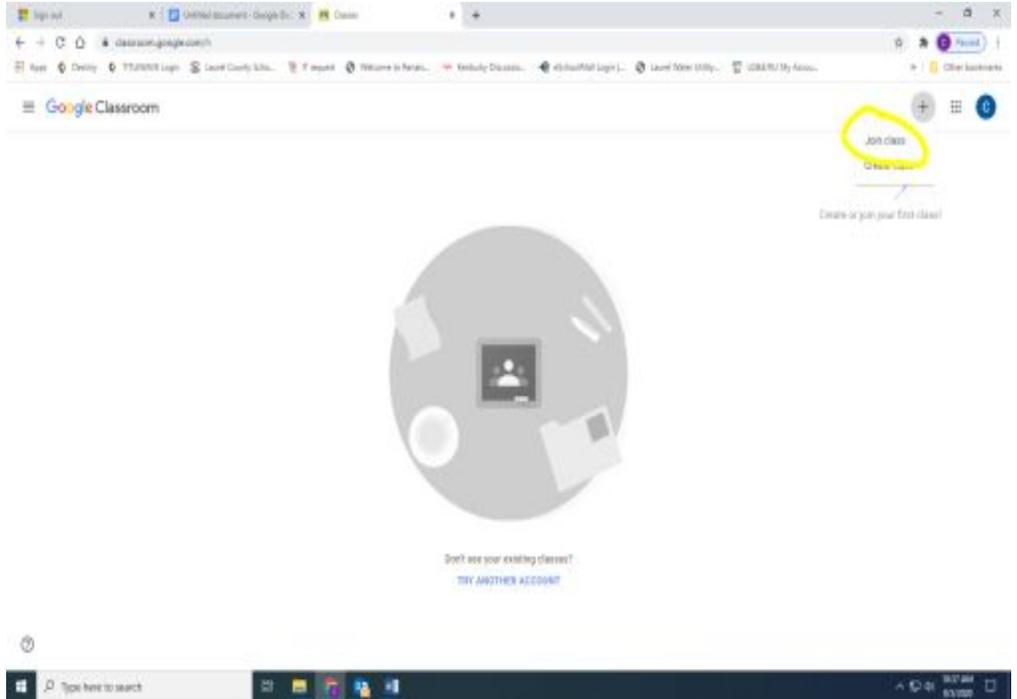
2. Click on the icon for Google Classroom:



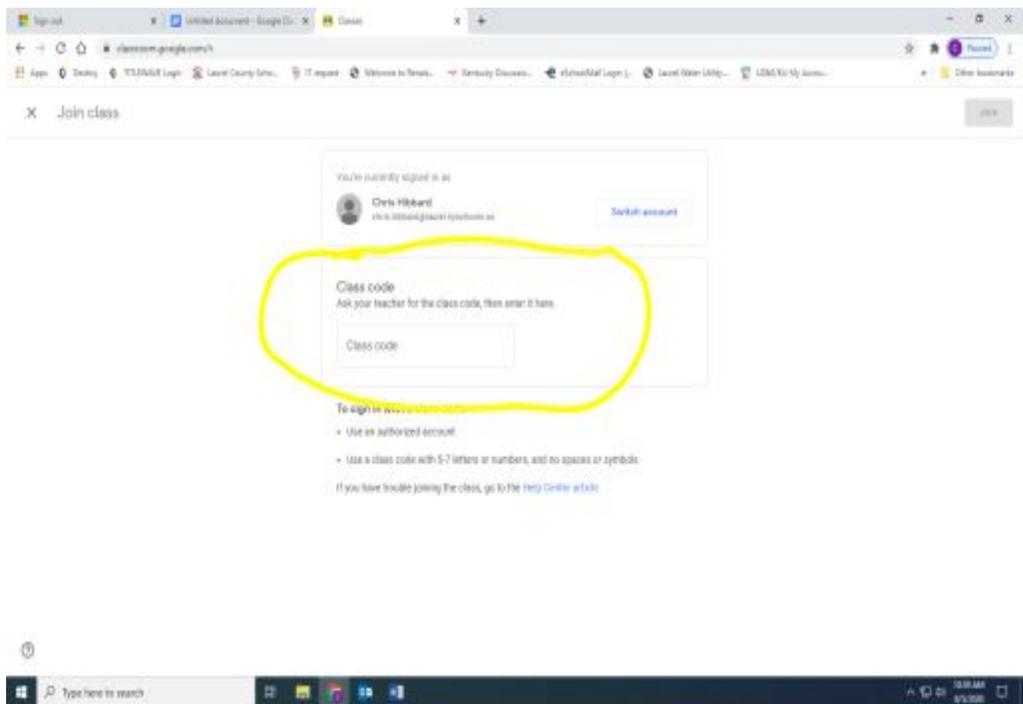
3. Click on the **PLUS SIGN** in the upper right corner:



4. Click **JOIN CLASS**:



5. Enter the classroom code provided by your teacher:



6. Once you have entered a valid Google Classroom code, the join button will turn blue and you will click to join:

