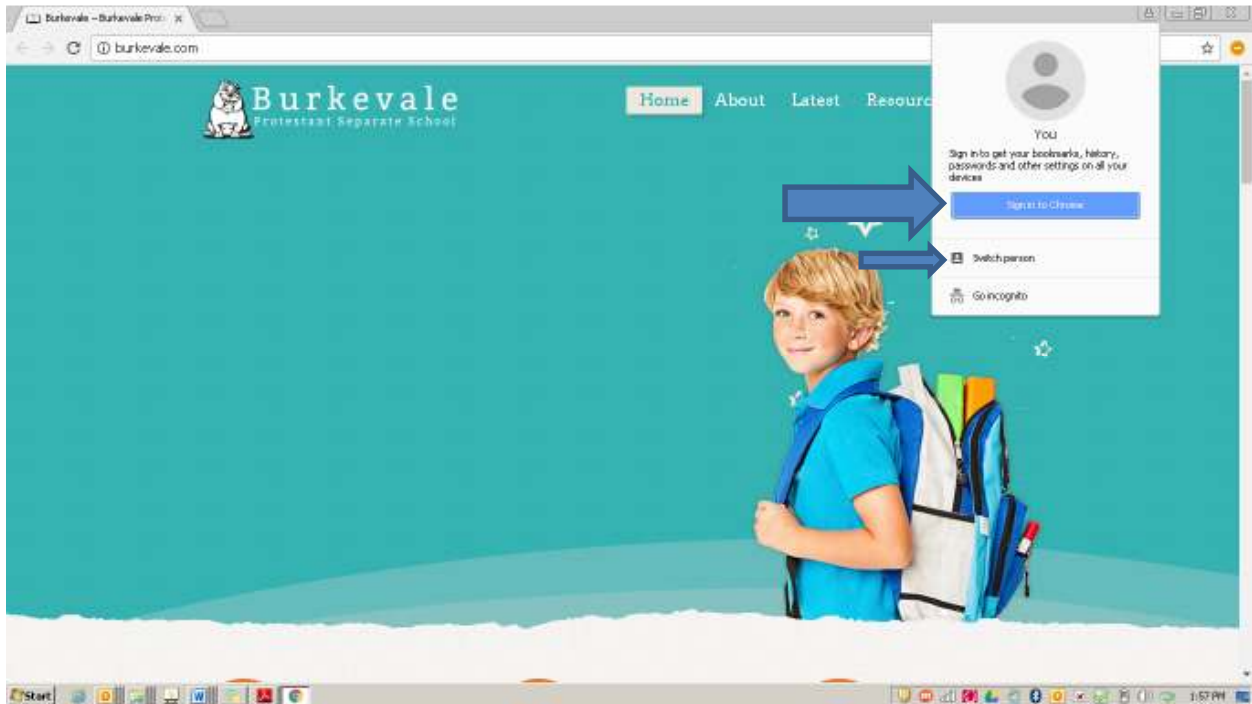


Google Suite for Education Login Instructions

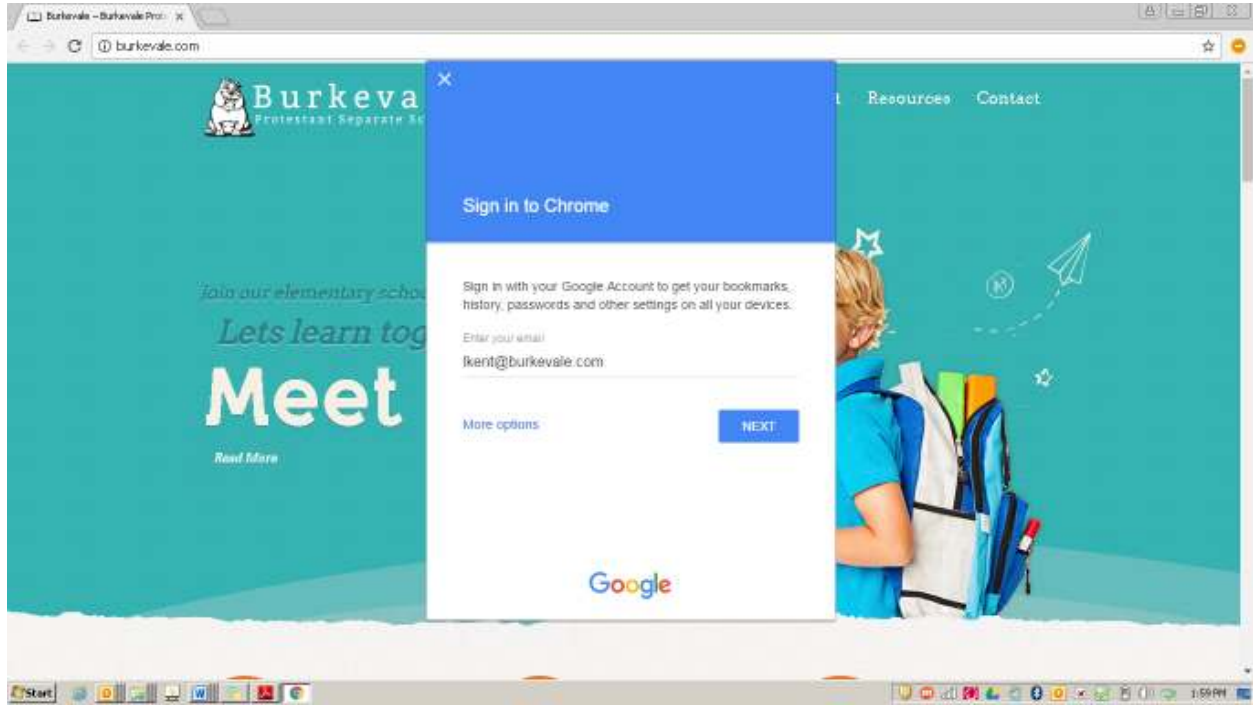
1. Login at the top of the chrome browser. If you don't have the chrome browser you can download it here <https://www.google.com/chrome/>.



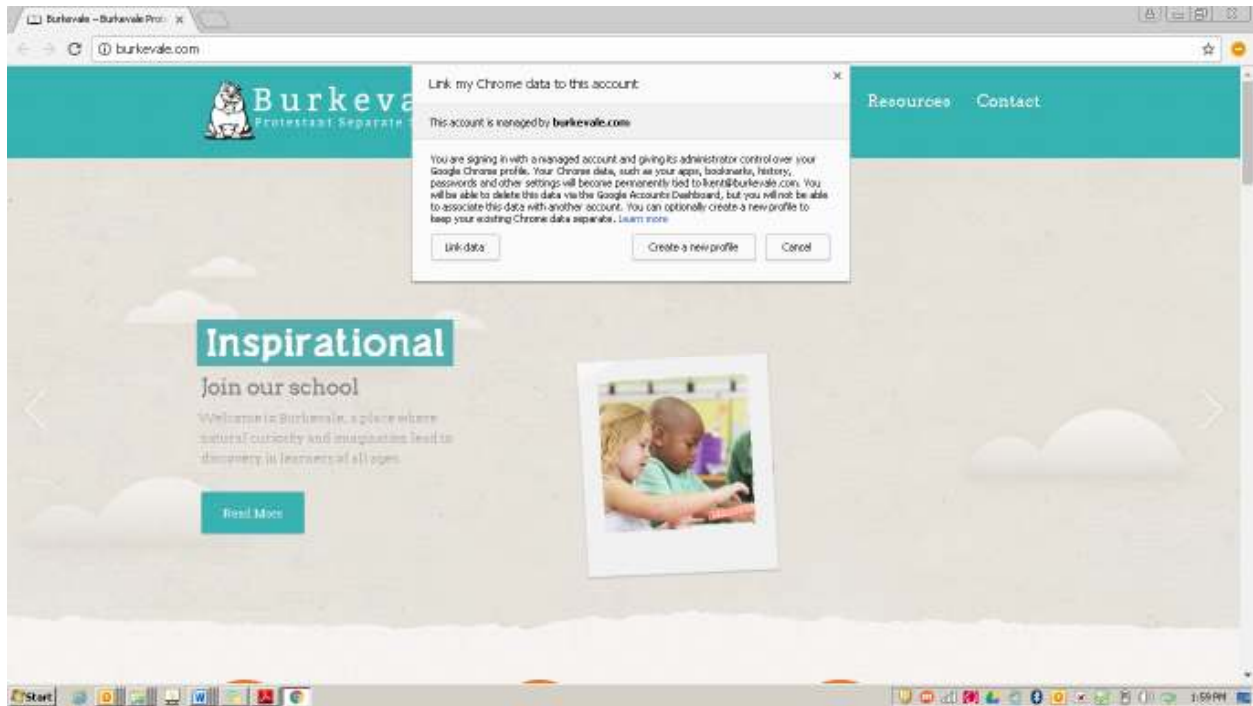
2. Click Sign in to Chrome (Note: multiple users can be logged into the Chrome browser for switching back and forth between users at home).



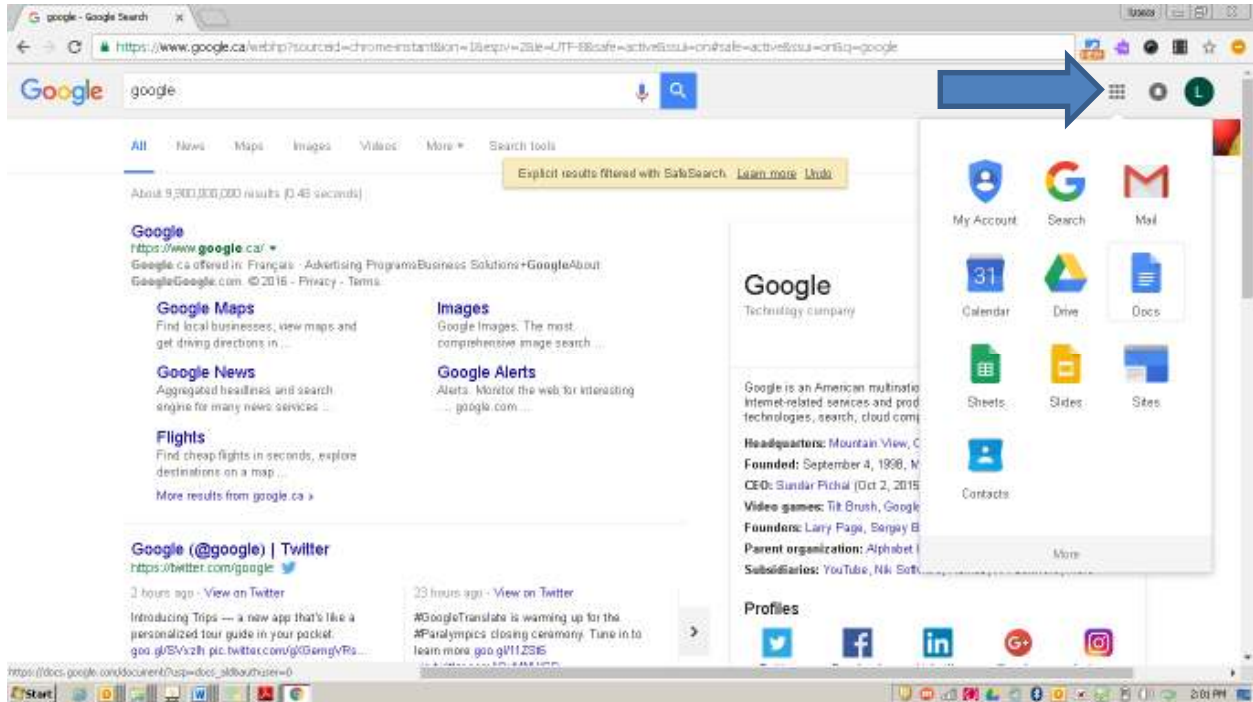
3. Enter the username and password of the student that was given to you by their classroom teacher or contact Mr. Kent at lkent@pssbp.ca for assistance.



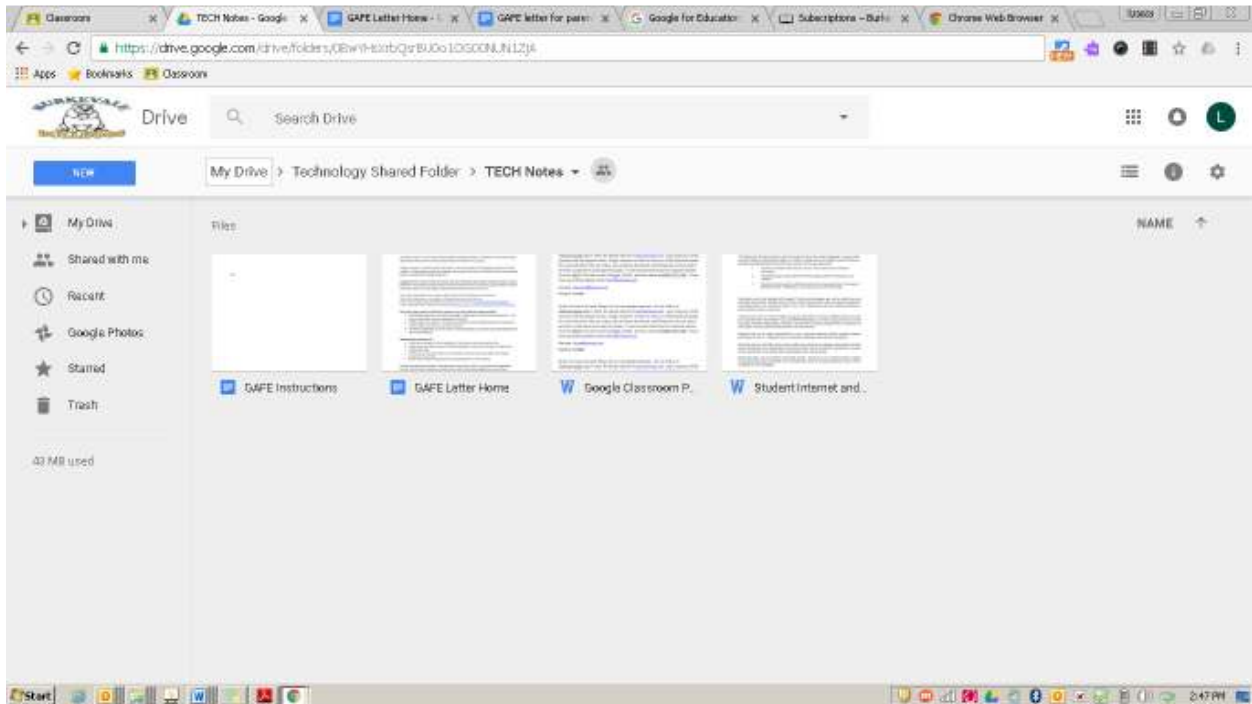
4. Make sure you click “Link Data” so that all the student’s bookmarks, extensions, usernames and passwords transfer to their home computer. Usernames and passwords for online programs such as, Mathletics, Sumdog, Typing Pal and others should appear if students have saved them to their profiles.



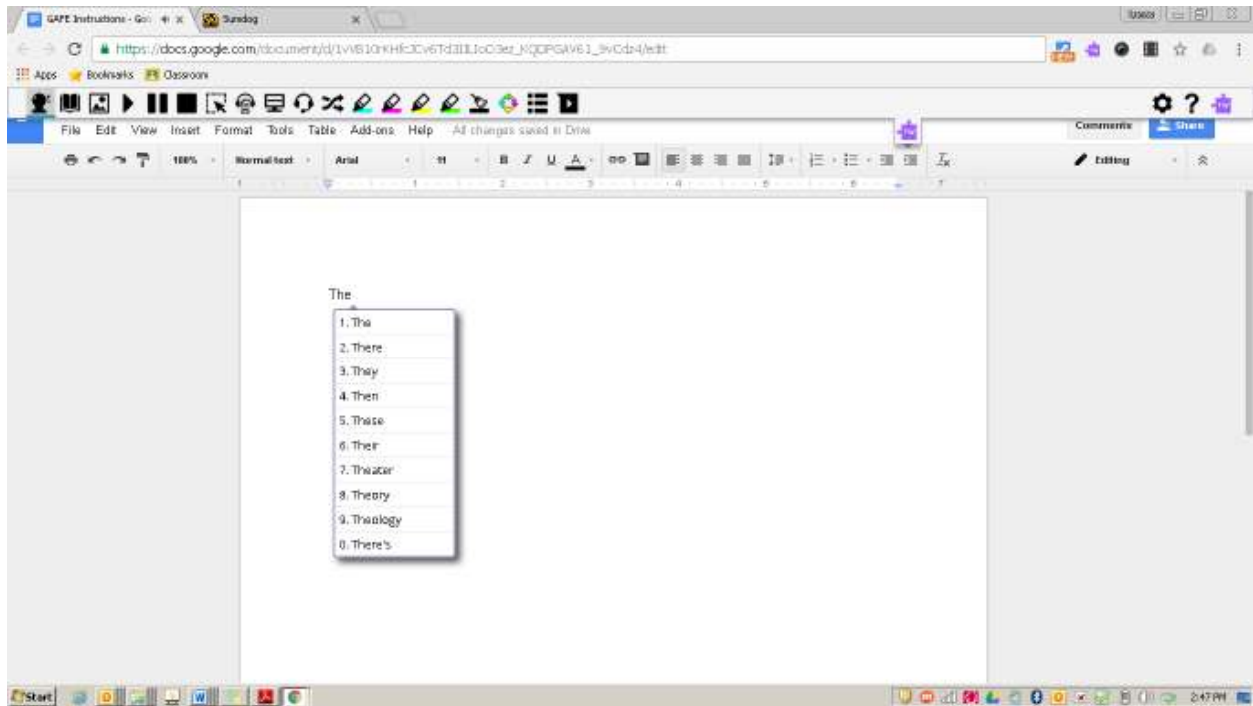
5. Click on the Google Apps Menu and select Google Drive.



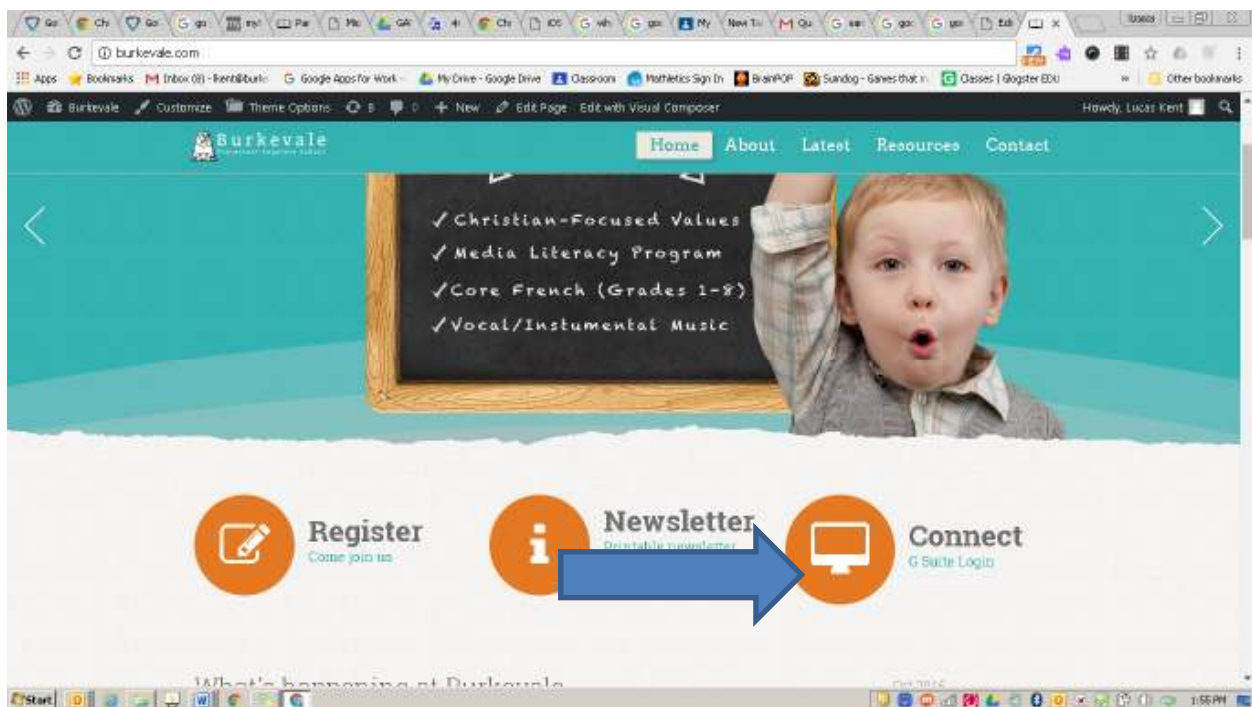
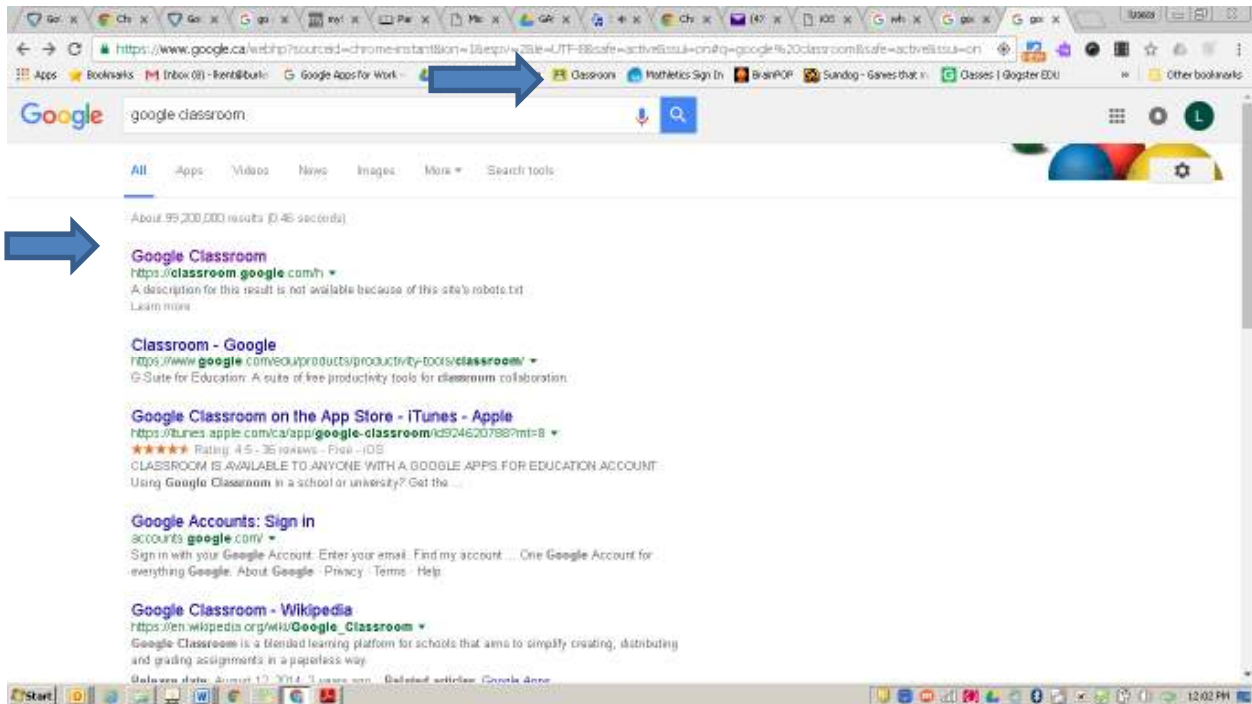
6. Students can now create, share and store documents, slide shows and more within Google Drive.



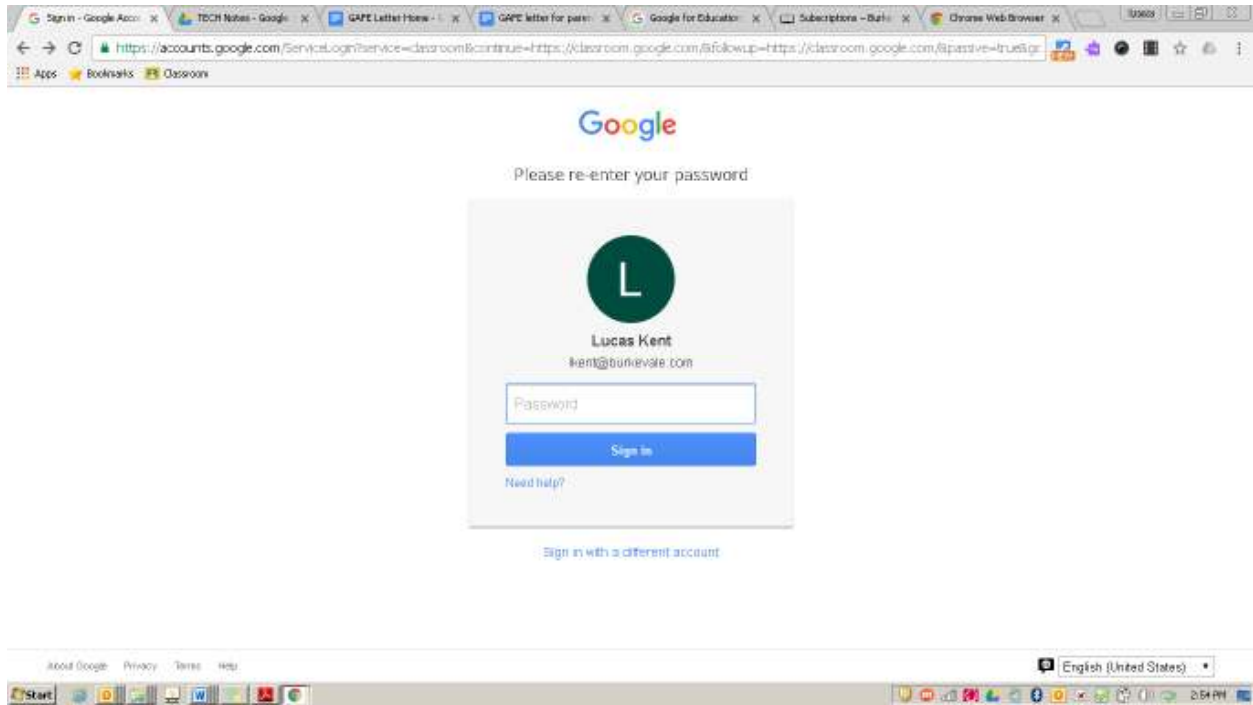
7. Students have access to the Read & Write Extension which can help students write, revise their assignments and even listen to text on web. Ensure you Allow Access for extensions like Read & Write for them to work properly when the Allow Access window pops up (the window may pop up twice).



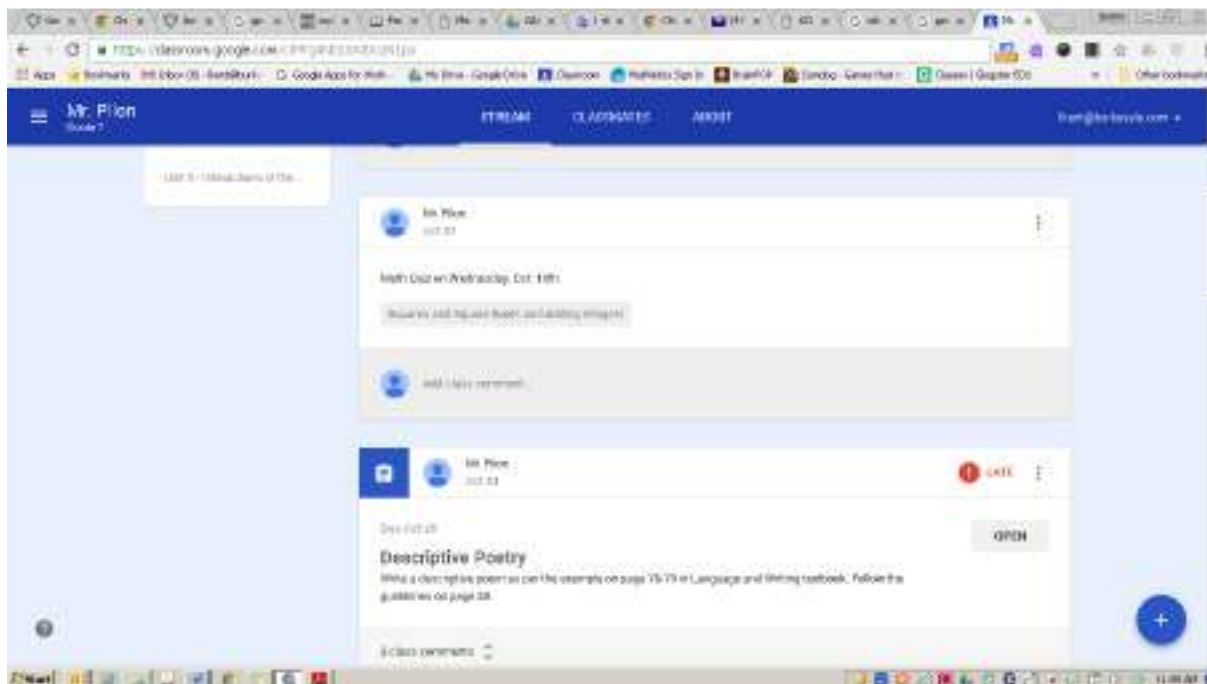
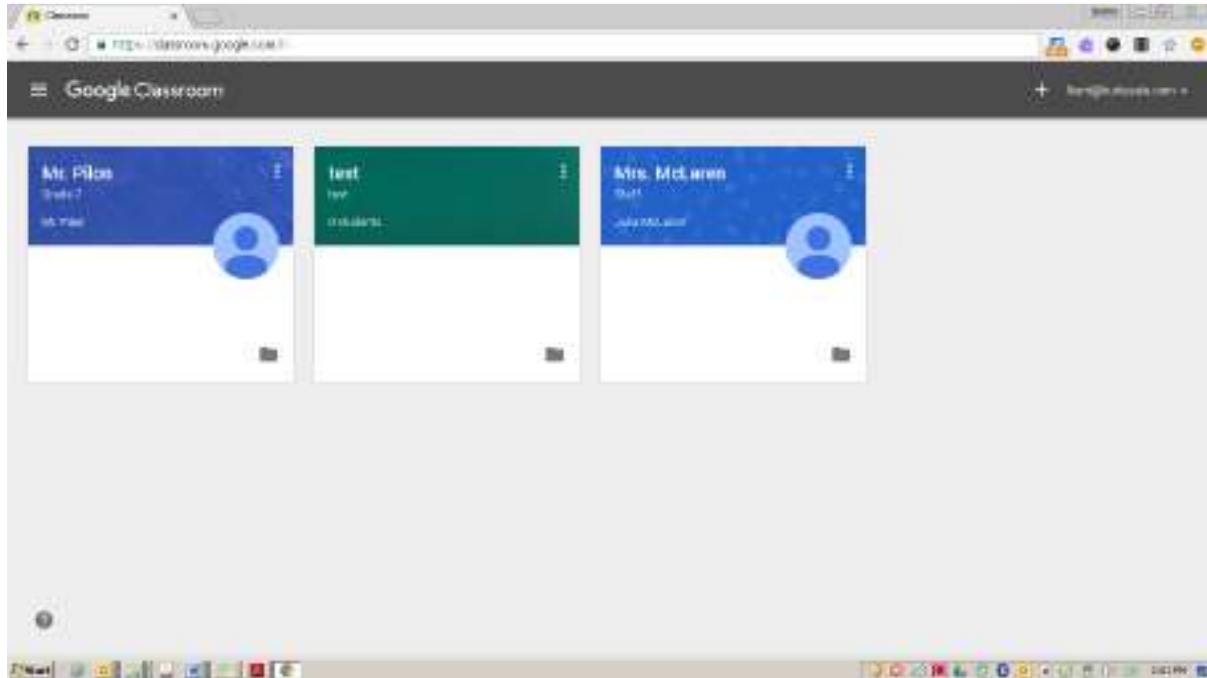
8. Google Classroom is tied to G Suite for Education but requires students to login separately using their same G Suite credentials. Click the Google Classroom link on Burkevale.com, search for Google Classroom or it may appear on the student's bookmark bar if they have added it.



9. Enter the same credentials as Google Suite to logon.



10. Select the appropriate classroom to access assignments, announcements etc... (Note: Most primary grades do not use Google Classroom, but they use seesaw instead and will send separate information about home, however students still have access to G Suite).



11. Some teachers may email an invitation for parents/guardians to receive daily or weekly summaries from Google Classroom right to your email. Simply accept the invitation and choose daily or weekly summaries to keep up to date on what your student is doing on Google Classroom.

