

# Google Classroom Instructions Grades K-5

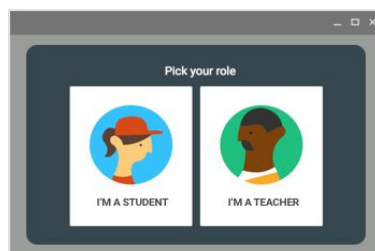


## Logging In To Google Classroom

- All of our students have their own personal login credentials for all of the Google services (G Suite for Education).
- Students will need to log into their Google account first, with their email address and password. For grades K-3 who have not been on Google before, students will enter their assigned email address and temporary password. If you get a welcome message click accept. The system will then prompt you to change the password. Please write down the new password.
- Students will have received their assigned email address. Their email address is typically in the format of: the first four letters of the students first name followed by the first three letters of the students last name followed by @navikings.org.
- For example, “David Johnson” grade 5 his email would be: davijoh@navikings.org
- There are some exceptional circumstances where students may have more or less letters of the first or last name. Please refer to the assigned email address and temporary password that was sent to you.

## Finding Google Classroom

- The link for Google Classroom can be found on [www.navikings.org](http://www.navikings.org)
- Click on Viking Virtual School
- Go to the pulldown menu and click on Google Classroom.
- Click on the plus sign in the upper right corner. Click on the picture of a student on the left.
- Click on get started.
- Enter class code to join Google Classroom.



## If a student can't login please check the following:

- A student must be logged into their Google account.
- Check in the upper right corner of the screen to see their initial or icon. If it is not there, they are not logged in.
- If they are logged into another Google account they won't have access to Google Classroom.
- Sign out of other gmail accounts by clicking on your icon in the right corner of the screen. Click add account. Students can enter their username and password to login.

If you need help with your email address or a password reset please contact [jsuter@navikings.org](mailto:jsuter@navikings.org)

If you need help with Google Classroom please contact our Media Specialist Ms. Lewis at [klewis@navikings.org](mailto:klewis@navikings.org)