
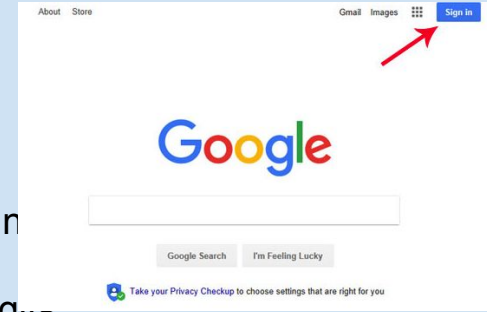


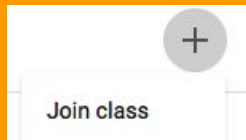
Signing into Google Account on Personal Device

1. If you are using a personal computer or laptop go to www.google.com using Chrome browser. 
2. Type in google search **sign in**.
3. Click blue button and sign into account using your opsb school google account
4. Student username: student 7 digit ID [number@opsb.info](mailto:1234567@opsb.info)
5. Student password: first initial and first three letters of last name@ last four digits of their social security number. Both of these can be found at the top of the Yellow sheet for VIP and blue sheet for in class students.
Examples: 1234567@opsb.info
jbur@1234

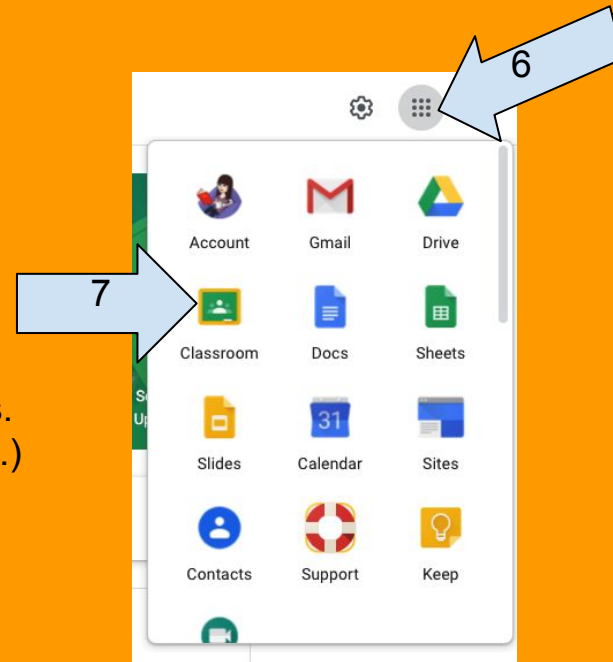
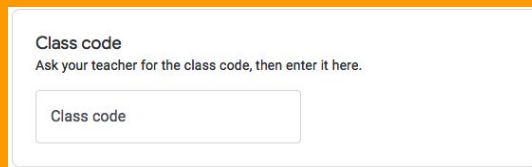


Joining Google Classrooms

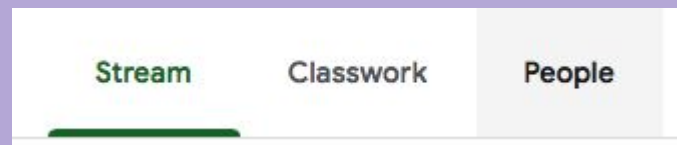
6. Click on the waffle on upper right corner.
7. Click on classroom icon.
8. Click plus sign in upper right corner.
9. Click join.



10. Type in the class codes given to you by your teachers.
(Yellow sheet for VIP and Blue sheet for in class students.)



11. After adding all your classes, you are ready to start learning!



Stream: Here you will find announcements about classes and you can enter a Google Meet session.

12. Click the classroom icon and select the class you want to enter.

At the top of the page, there will be three sections of the classroom- Stream, Classwork and People

Classwork: Here you will find assignments and the link to enter the virtual live class (Google Meet).

People: Here you will find other people in your class and link to email the teacher.