

March 2020

Dear Parent/Guardian(s),

We, the teachers and staff, at Cedar Park Charter Academy, want your student to continue to have the best education possible during this time. Therefore, each CPCA elementary teacher has set up a Google Classroom account.

Google Classroom is a free and secure learning network for teachers, students and schools. It provides a safe way for us to connect, share content, access homework, participate in discussions and receive class information.

Using Google Classroom allows you and your child to have access to instruction and class work at any time through the Internet and is accessible online and through any mobile devices with Internet capabilities—including iPhone, iPad and Android devices. Additionally, the use of Classroom will help keep students and parents informed of due dates, assignments and grades.

Google Classroom is used as an educational tool that will be used strictly for educational purposes. Guidelines for using Google Classroom are as follows:

- Students will be required to use appropriate communication.
- The site will be used to discuss school-related content only.

Your child will log in, with their assigned name and password, to their gmail account. Then, select the classroom code for their grade level, and join the classroom for each subject. Directions and codes are attached.

Please feel free to email any of your child's teachers, if you have questions or need assistance with the log-in process. We truly appreciate and thank you for all that you're doing to help your child continue to learn and be successful.

Sincerely,

CPCA Teachers

## Student Login to Google Classroom

Each teacher has a code so you can join your classes within Google Classroom in order to receive your assignments.

### Once you receive the code to join a class:

1. Type the following website:  
<http://classroom.google.com>
2. Sign into Google by typing
  - a. Your username:
  - b. Your passcode:
3. Click Sign In
4. On the Google Classroom Home Page, click + on the top right hand corner of the screen.



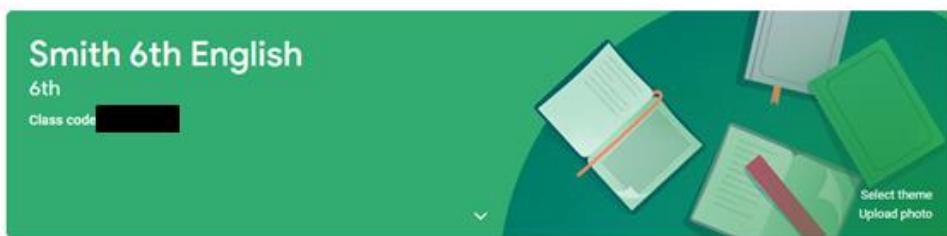
5. Select Join Class
6. Enter the Class Code
7. Click Join

Enter class code to join.

CANCEL

JOIN

8. You will be entered into the class and will view the class home page.



9. Repeat the process until you have joined for each of your assigned classes/subjects.

### Entering Google Classroom

The first page of Google Classroom is called the Stream Page. On this page you will be able to:

1. Navigate to other classes
2. Create posts to share with your classmates and the teacher
3. View announcements
4. View assignments
5. Navigate to see who else is in your class (Classmates)
6. Read about the class (About)