**Directions for Chromebooks, Google Classroom and Google Meet**

**Step 1**: Grade 4's log in to your Chromebook using your PASSWORD that you use at school. If you can't remember it, please let me know at alevy@gnspes.ca.

If you **DO NOT**have your Chromebook, open a new browser or Google search menu and go to **gnspes.ca** to log in.

You will need your **USERNAME** and **PASSWORD** for this. See the photo below.

The **USERNAME** is just the initials and numbers BEFORE the @ symbol of your email address. If you do not have this information, please let me know.

<----- gnspes.ca

**Step 2**: Next, you will see your **LAUNCH page** where you can access Gmail (your email), Google Classroom and your Google Drive.

Your launch page will look *similar* to the picture below.

<---- LAUNCH page

**Step 3**: Grade 4's, you can open your Gmail to see if I sent you any messages  😊

*NOTE: This will automatically open a NEW browser window*.

You can *go back* to the LAUNCH page at any time by using the **TABS** at the top of your screen.  See the picture below.

 <----- Gmail symbol

<---- TABS at the top

**Step 4**: Next, open Google Classroom from the **LAUNCH page**.

This is where you will find information, announcements and any activities on the class **STREAM**.



**Step 5**:  On Monday, just before 9:30 a.m., go to the **Google Classroom** and join our morning meeting by looking for the Meet symbol and button to JOIN. See the picture below.

You can also join the meet from this link ---> <https://meet.google.com/ftu-wjdf-kzs>

 🡨 Meet symbol

**Step 6**: If you need to go back and forth between Google Classroom, the LAUNCH page, Gmail, a Google search page, or anything else, use the **TABS** at the top of your screen (see **Step 3**above).

The Meet tab is important to know.  Look for the symbol below if you happen to go to a different tab and get bumped from our meeting.

<-------- This is the **Google Meet** tab