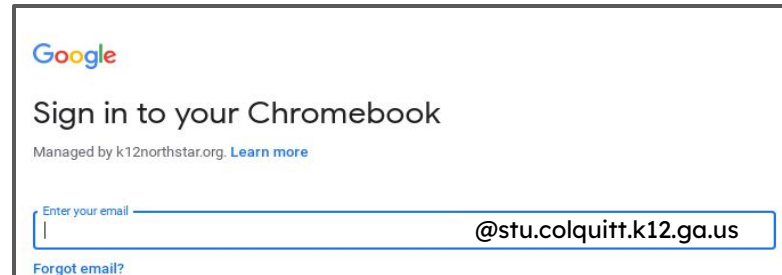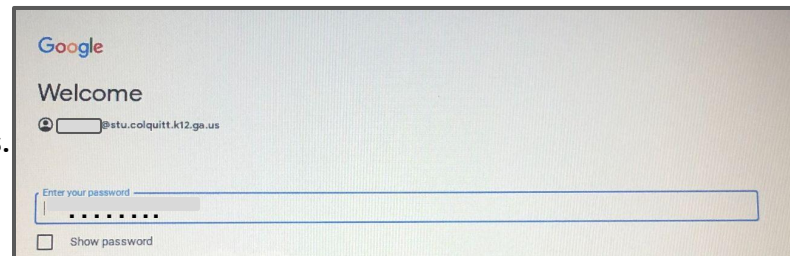# Student Directions for Logging into a Chromebook

1. Open and power on the chromebook.

2. From the login screen on the student chromebook, type the student number.
   a. The @stu.colquitt.k12.ga.us is already there but you will need to type it in should you accidentally delete it.
   b. The username is the student number@stu.colquitt.k12.ga.us.

3. Click next once the username is entered.

4. Enter the student password information.
   a. This is a randomized mixture of letters and numbers assigned to each student for security purposes.
   b. This information should not be shared with anyone.

5. When the password is entered, click Next.

6. If you entered the correct information, you should see the desktop screen.
   a. Now you have several options for accessing your instructional information that include the Chrome Web browser for accessing programs, including Google Classroom.
   b. Directions for accessing Google Classroom can be found on the next page.
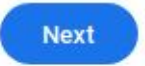
Signing Out of a Chromebook

Students can close their chromebooks to logoff or they can Sign out of the device.

1. Mouse over the date and time in the toolbar.

2. A window will pop-up with information about the device.

3. Select the Signout button at the top of the window.
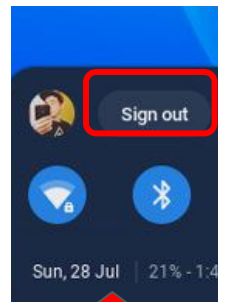
Students should press the power button to TURN OFF the chromebook.

From a desktop or laptop:

1. Using an Internet browser, preferably Chrome, visit classroom.google.com
2. Login with your school Google account information.
   a. Remember you must type your complete email that includes your **student number** and **@stu.colquitt.k12.ga.us**
   b. Click NEXT.

3. Enter your password.
   a. Click NEXT.

4. If you entered the correct information, you should see your Google Classroom Dashboard that contains each Classroom that you have joined.
   a. These may look different as each teacher can personalize the theme and appearance.

5. Click on the appropriate Classroom to access materials, assignments, and other information.
   a. Teachers may use the Stream tab, the Classwork tab, or a combination of both to communicate information and provide materials.
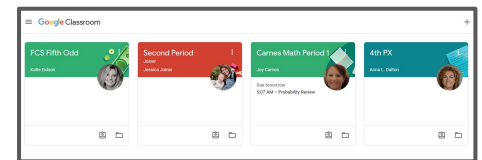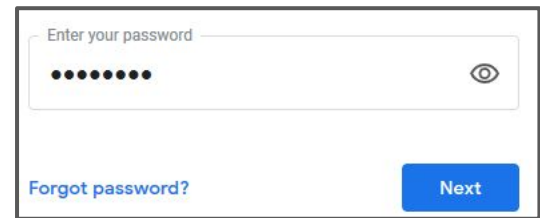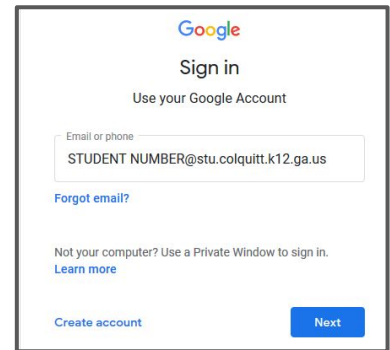
On a mobile device:
1. Visit the appropriate app store to download the free Google Classroom App.
2. After the application has loaded, students should log in using their complete school email STUDENTNUMBER@stu.colquitt.ga.us and their school password.
3. You should be able to see the Classroom Dashboard and access Classrooms from here.
4. Please note that you may also be prompted to download the free apps for Google Drive, Docs, Slides, and Sheets in order to view and complete some assignments.
   a. This is only necessary on a mobile device.
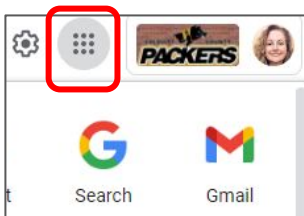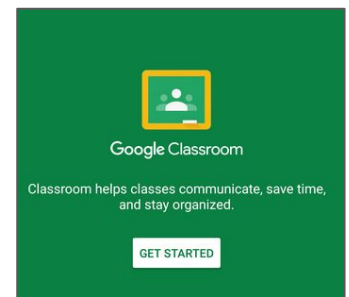
Accessing other Programs via Google

Students access other programs by accessing the waffle icon on the top right of the page. They may have to scroll to the bottom of the options within the waffle menu to find specific programs.