



SJB Virtual Classroom  
Resource Manual  
for  
Parents and Students

# Table of Contents

- I. Google Accounts
  - A.Login Credentials
  - B.Computer login
    - a. Chrome Browser
    - b. Non-Chrome Browser
    - c. iOS
    - d. Android
- II. Google Drive
  - A.Docs
  - B.Sheets
  - C.Slides
  - D.Create new folders
- III. Scanning Worksheets
  - A.iOS Notes
  - B.Android Genius Scan
- IV. Google Classroom
  - A.How to find an assignment
  - B.How to turn in an assignment
  - C.Google Meet
- V. IXL
  - A.How to log in

# I. Google Accounts

Getting Started (student accounts):

## A. Login Credentials:

-The login for your child is their first full name and the first initial of their last name followed by the year they will graduate from Bosco. (example John Smith [johns2020@sjbbulldogs.org](mailto:johns2020@sjbbulldogs.org)) Please add @sjbbulldogs.org at the end of the username. (Your child's teacher will email you their password.)

## B. Computer Login

School Chromebook:

1. Open the Chromebook

2. Click on the Wifi icon on the bottom right



3. Select your home Wifi and input your password

4. Enter the student's email address and password at the login screen

Computer Using Chrome Browser:

1. Open up Google Chrome (other browsers are permitted but Google accounts in Chrome share and save login information according to your child's school account)

2. Click on the silhouette of a person on the upper right corner (if you already have your account click on your account)

3. Click on "Sign Into Google" or "Add another account" and put your child's school account information

-Video Resource: [Signing into Google Chrome](#)

-Video Resource: [Signing into Google Chrome v2](#)

## Computer Using Non-Chrome Browser:

1. Go to the desired Google site (www.gmail.com  
<https://drive.google.com> https://classroom.google.com)
2. Sign in and input your child's email and password

-Video Resource: [Signing into Google Chrome](#)

## iOS Devices:

1. Download Google Drive, Gmail, Google Classroom and Google Meet in the App Store
2. Go to your phone/ipad settings (looks like a metal gear)
3. Go to Accounts and Passwords
4. Go to Add Accounts
5. Go to Google
6. Login with your child's school account
7. Open each app that was downloaded for school and touch sign in
8. Choose your child's school account.

-Video Resource: [iOS Google sign in and features](#)

## Android Devices:

1. Download Google Drive, Gmail, Google Classroom and Google Meet in the Play Store.
2. Go to your settings
3. Go to Google (Google settings)
4. Select your name at the top
5. Go to Add another account
6. Login with your child's school account
7. Open each app that was downloaded for school and touch sign in

## II. Google Drive

### **A. Google Docs:**

-Word processing program (very similar to Microsoft Word)

1. Go to Google Drive
2. Click on new at the top left corner
3. Select Docs
4. Go to the top and click on untitled document to change the name of the document
5. Click on the white area to start typing

-Video Resource: [Google Docs](#)

### **B. Google Sheets:**

-Data spreadsheet program (very similar to Microsoft Excel)

1. Go to Google Drive
2. Click on new at the top left corner
3. Select sheets
4. Go to the top and click on untitled document to change the name of the spreadsheet
5. Click on the squares to start inputting data

-Video Resource: [Google Sheets](#)

### **C. Google Slides:**

-Presentation program (very similar to Microsoft Powerpoint)

1. Go to Google Drive
2. Click on new at the top left corner
3. Select Slides
4. Go to the top and click on untitled document to change the name of the document

5. Click on the title area to start typing and creating your presentation  
-Video Resource: [Google Slides](#)

#### **D. Create a folder:**

-Google Drive is also a cloud storage program that will allow the user to upload any files and have access to it from any device with internet access. This will also allow you and your children to better organize their files for classes and homework.

1. Sign into your child's school Google Drive account (Chrome or open the app on your iOS or Android device)
2. Make sure that you have your child's school account selected.
3. If it is not, then go to the top right and click on the account icon.
4. Select the correct account
5. Click on the plus sign (+) (bottom right corner for iOS and Android users) or the "New" button (top left corner for browsers)
6. Select Folder
7. Change the title of the folder

-You can also create additional folders to further organize the material that is being uploaded.

Video Resource: [Folders in Google Drive](#)

### III. Scanning Worksheets

\*\*Before you start, please create a folder in your child's Google Drive for a single place to upload documents for each week to help organize assignments to be turned in. For example: Week 1 assignments, Week 2 assignments, etc.

#### **A. iOS Notes**

1. Open Notes on your device

2. Go to Folders and create a folder for your child/children so you can organize all the scans properly On My iPhone.
3. Go to the folder that you want to scan and save to
4. Go to the square with a pencil on the bottom right (iPhone) or the upper right (iPad) of your screen
5. Select the plus sign at the bottom (iPad) or the camera button (iPhone)
6. Select Scan Document
7. Hold the device over the paper you wish to scan (a solid dark background behind the paper is best)
8. A yellow square will automatically come up to auto detect the paper. (If you do not have a dark background you will need to manually adjust the box)
9. Do this for multiple pages so it will create only one PDF file to upload
10. Select Save
11. Select the new scanned document
12. Go to the top and touch scanned document
13. A menu will come up to change the name of the document that you scanned.
14. Select Save
15. Go to the top right corner and select the square with the up arrow (upload button)
16. Select Google Drive
17. Select your child's school account
18. Go to the menu and touch select folder
19. Select My Drive
20. Go into the folder that you created earlier to house your child's scans
21. Select save here

## 22. Select UPLOAD

-Video Resource: [iOS device scan to PDF](#)

### **B. Android Genius Scan**

**\*\*This app is free but to get the full features (to upload directly to Google Drive) you will need to pay \$4.99 for the app.\*\***

1. Open up Genius Scan
2. Select the camera icon on the bottom right
3. Hold the device over each of the page/s you wish to scan  
(Having a dark contrasting background will help the app better scan the paper)
4. A yellow box will appear to indicate the auto scan
5. Select the check mark in the center
6. Scan the next page or select the check mark on the bottom right to save the PDF
7. Go to the top where the date and time is and delete it and replace with the appropriate title
8. Select the share button (three dots connected together)
9. Scroll down to other apps and select Save to Drive
10. Make sure the document title is correct
11. Select your child's school account
12. Select the correct folder it will go into
13. Select save at the bottom to upload to Google Drive

-Video Resource: [Android Genius Scan](#)

### **C. Google Drive(app) Scan (preferred method)**

1. Open Google Drive on your device
2. Select the folder that you wish to upload to
3. Select the multi-colored plus sign at the bottom right

4. Select scan (camera icon)
5. Hold the device over each of the page/s you wish to scan  
(Having a dark contrasting background will help the app better scan the paper)
6. Touch button to take a picture of the page/s
7. Touch ok
8. The scan will automatically change it to a PDF
9. Touch title at the top to rename the scan
10. Touch save
11. Touch save again

#### IV. Google Classroom (View the video resource below for more information)

##### **A. How to find assignments**

1. Go to [classroom.google.com](https://classroom.google.com)
2. Sign in with your child's school login
3. Go to the subject/class where the assignment was assigned
4. Go to the top and select Classwork
5. Scroll down and click on the desired assignment

##### **B. How to submit assignments (Upload scanned items)**

1. Go to the assignment located in classwork
2. Go to the upper right under Your work and click on Add or create
3. A small drop down menu will appear
4. Select Google Drive
5. On the next menu click on MY Drive
6. Find the folder you uploaded the scanned documents to
7. Double click on the document to select it
8. The document title will appear in the box under your work
9. Click turn in

## C. How to attend the live virtual class

1. Go to [classroom.google.com](https://classroom.google.com)
  2. Sign in with your child's school login
  3. Go to the subject/class at the designated time
  4. In the banner at the top of the page, click on the Meet link or if you are using the app click on the camera button at the top
- Video Resources: [Google Classroom](#)

## V. Google Meets

### A. Attending Class

1. Go to Google Classroom
2. Login with your child's school login
3. Click on the class/subject
4. Go to the top of the page and click on the Google Meet link that is located in the top banner

### B. Class Etiquette

1. Mute mics before going into the class (click the mic icon)
2. Keep the camera on at all time unless given permission from the teacher (camera icon at the bottom of the screen)
3. Post your questions into the chat or raise your hand and wait to be called on
4. Non-school related devices should be off during class time.

## VI. IXL

### A. Logging into IXL

1. Go to [www.ixl.com/signin/stjohnbascocs](https://www.ixl.com/signin/stjohnbascocs)
  2. Enter your child's gmail login **without** the @sjbbulldogs.org
  3. Enter the password
- Video Resource: [Getting Started on IXL](#)