

Complete this checklist BEFORE the Student Check-Ins on September 16<sup>th</sup> & 17<sup>th</sup>

- Review this entire Guide
- Login to Google Classroom
- Accept Invites for each of your classes
- Create your Zoom account\*
- Check video and sound settings
- Make sure your space is clear and ready

**Technology Guides**

**HOW TO**

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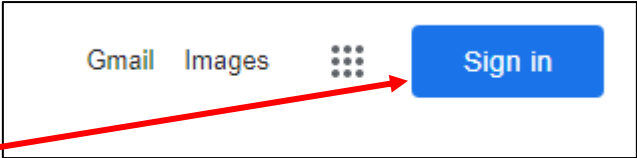
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\*Please note, you must create a NEW account in Zoom using your Ailey School provided email address (name@iley.school). You will be unable to access classes if you are signed into a personal zoom account.

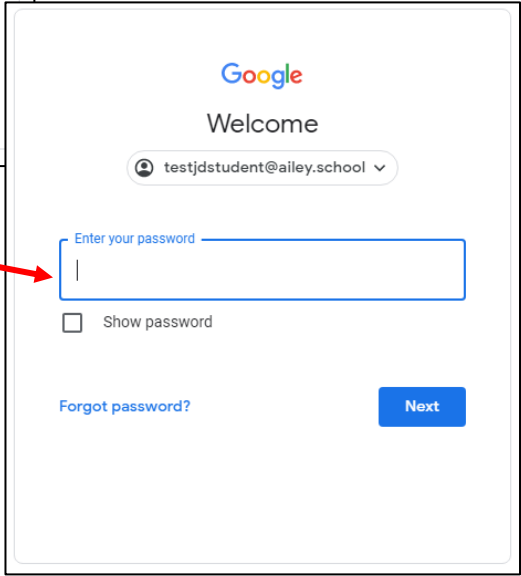
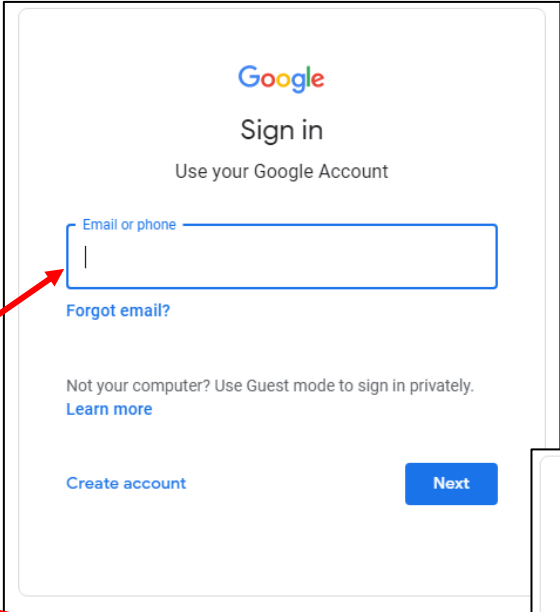
1

Click on the below link to access Google.  
[www.google.com](http://www.google.com)  
 Then, click "Sign in" in the upper right-hand corner.



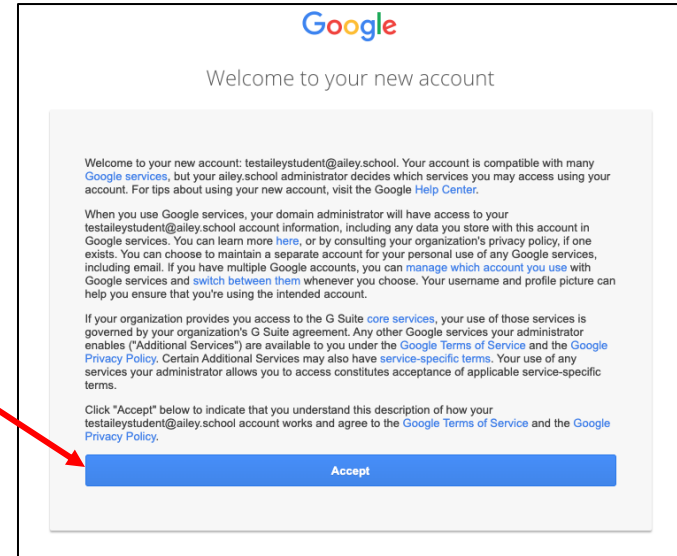
2

Enter your ailey.school email address and click "Next".  
 Then, type in the temporary password you received by email and click "Next".



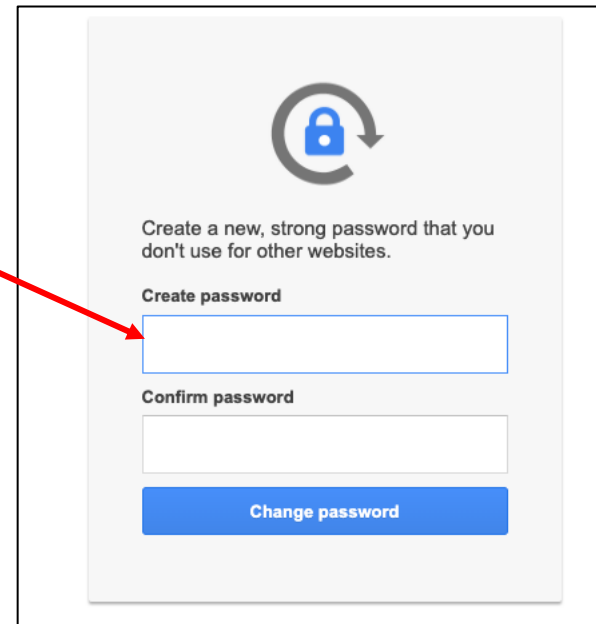
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Click "Accept".



4

Create a password for your account and then click "Change Password".  
Be sure to keep this password somewhere safe and easily accessible.



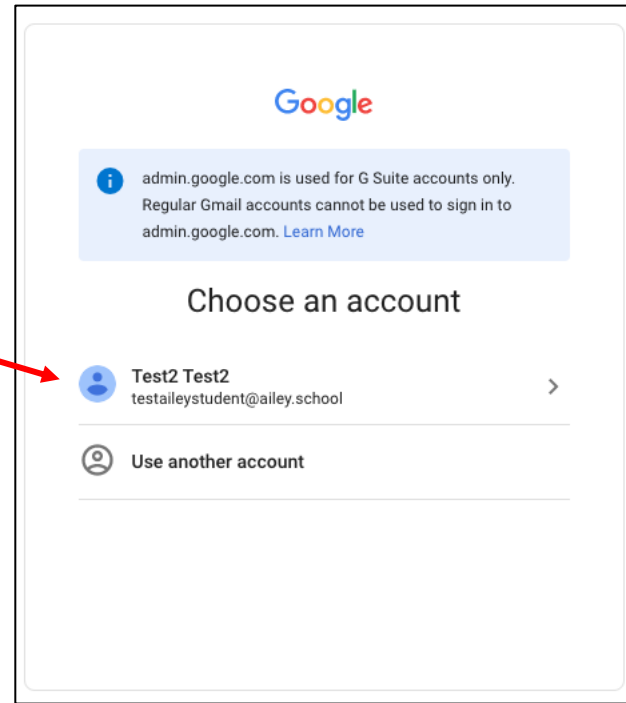
# 5

If you already have another Google account for another school or your personal use, it may show up here.

Make sure to pick your new Ailey School account in order to access the Ailey School content.

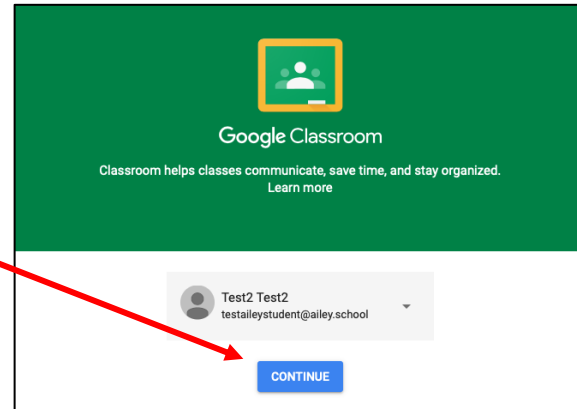
**Helpful Hint:**

If you have multiple Google accounts, it is helpful to login to your Ailey School account in a different internet browser than you typically use. For example, use Google Chrome for your personal google account and Internet Explorer for your Ailey School account. This will limit the need to switch between accounts.



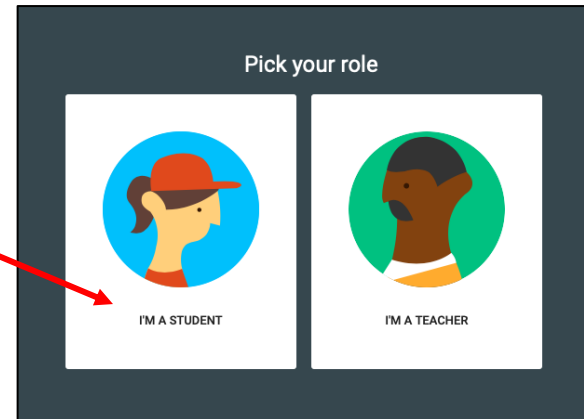
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Click on the below link to access Google Classroom.  
[www.classroom.google.com](http://www.classroom.google.com)  
 Click "Continue".



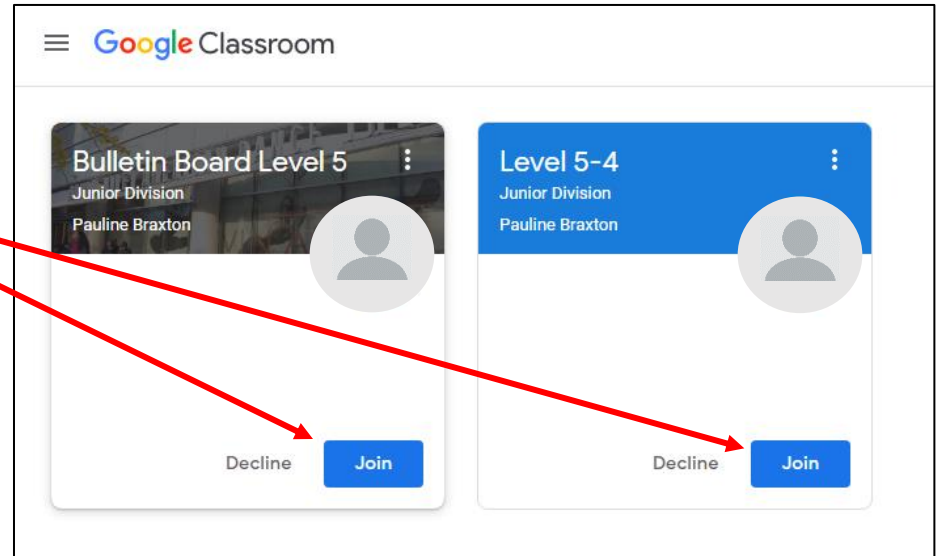
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Choose "I'm a student".



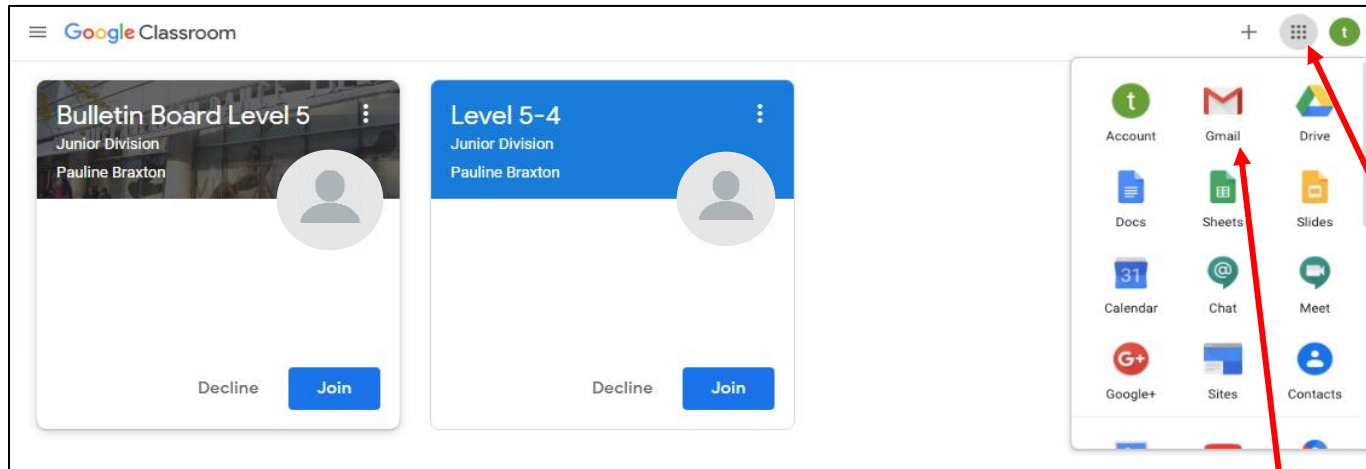
# 1

Click "Join" for all the classes listed in your account.



Once you have your Google Classroom account set up, you will also have a gmail account attached to your ailey.school account that you can use! You will receive email updates from Junior Division staff periodically. You will also get an email notification any time some one posts to any of your classes.

# 1



Click the square of dots in the upper right-hand corner. Then, choose "Gmail". This will direct you to your ailey.school Gmail account.

Please note – you must create a NEW account in Zoom using your Ailey School provided email address (name@ailey.school). You will be unable to access classes if you are signed into a personal zoom account.

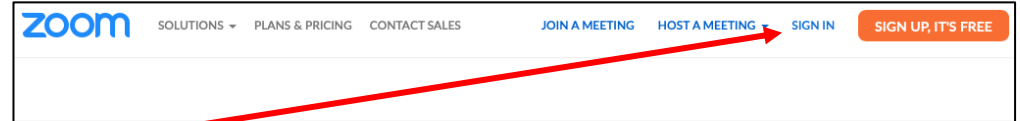
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Click on the below link to access Zoom online.

<https://zoom.us>

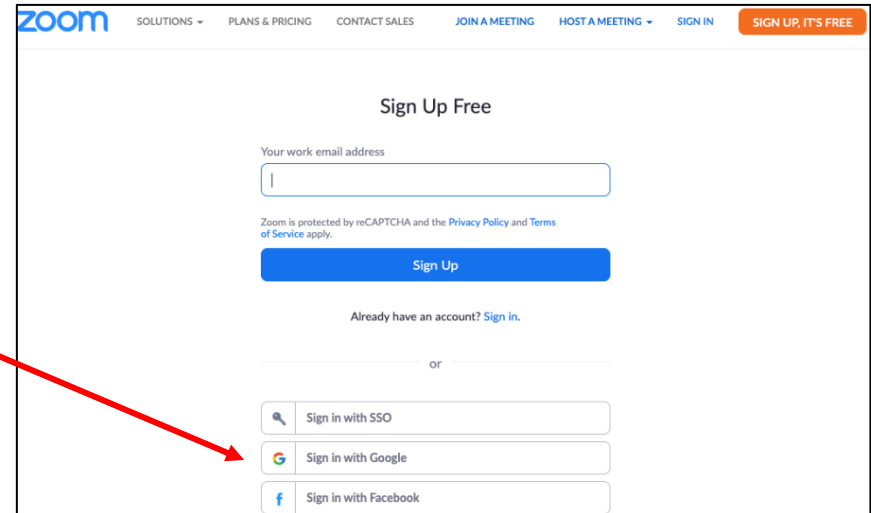
PLEASE NOTE: If you are already logged into another zoom account you MUST log out of that account before proceeding.

Then, click “SIGN IN”.



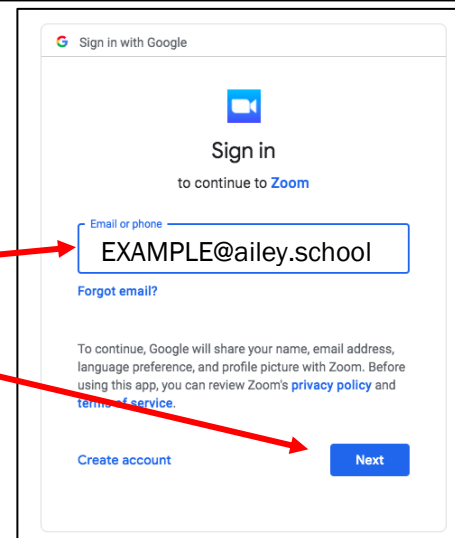
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Click “Sign In with Google”.



3

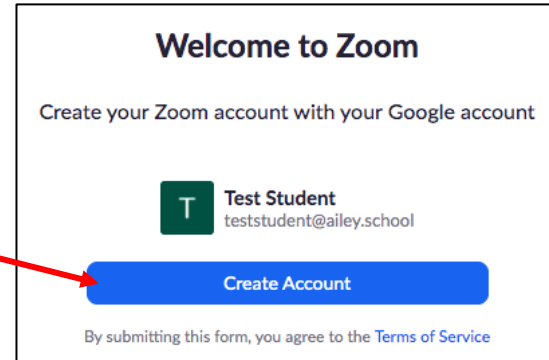
Type in your ailey.school email address and click “Next”.





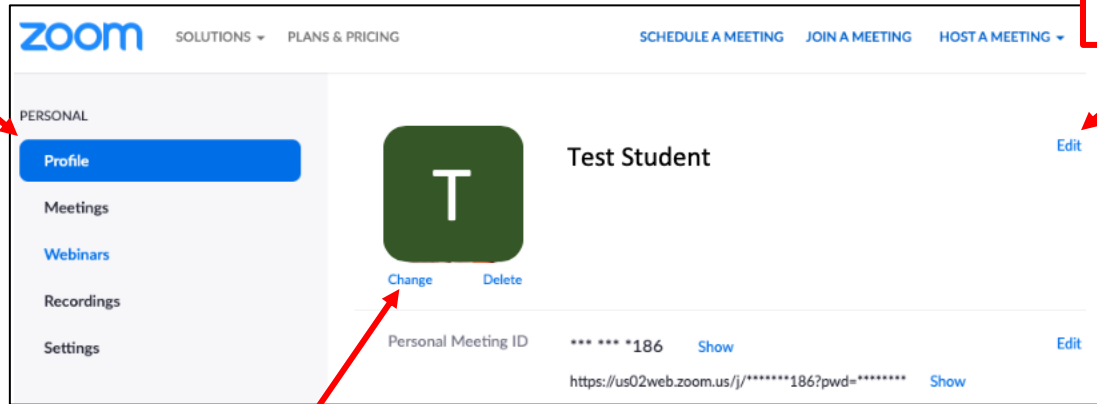
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Click "Create Account".



Once in your account, click on "Profile".

5

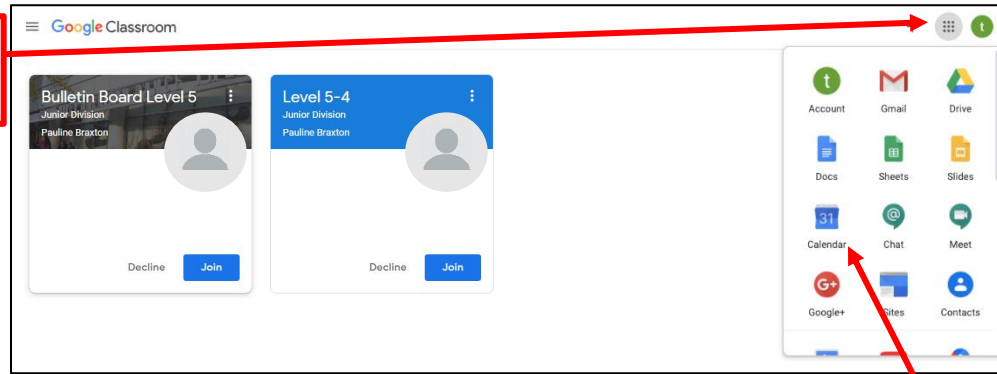


Here, you can change your name by clicking "Edit".

You can change your picture by clicking "Change".

1

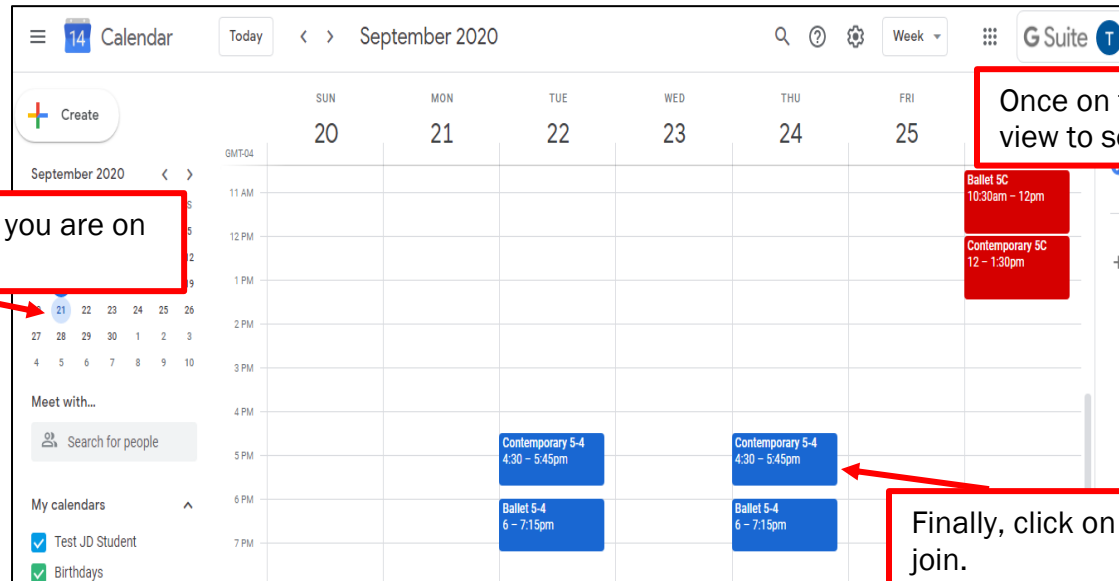
First, click the “square grid” symbol in the top right corner of the screen.



Then, choose “Calendar”.

2

Be sure to check that you are on the correct date.



Once on the calendar, choose week view to see your full schedule.

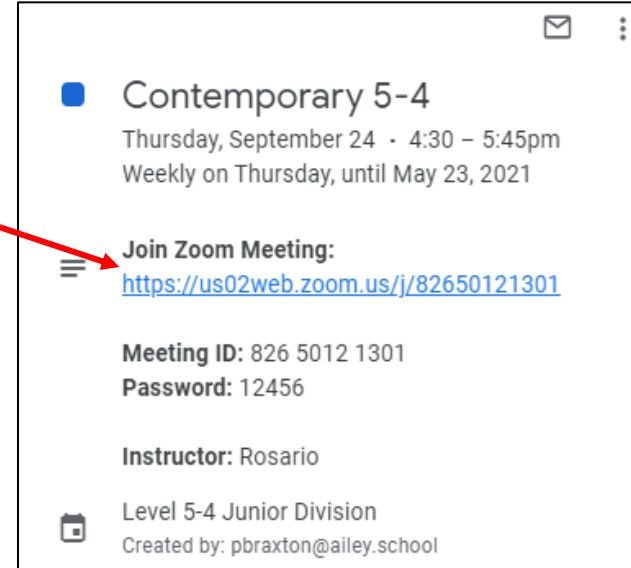
Finally, click on the class you would like to join.

3

Once you click on the class, you will see the Zoom meeting ID, password and link.

If you click the link you will be redirected to open the [Zoom application on your computer](#).

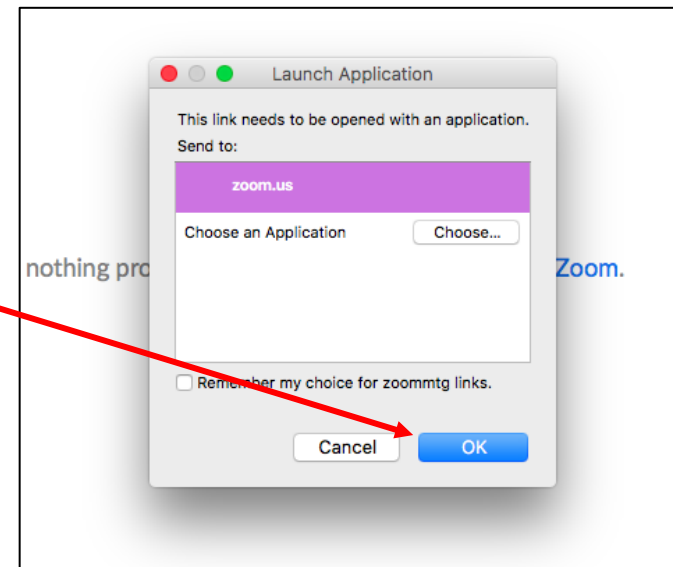
We recommend downloading the Zoom app to expedite the process of entering classes.



4

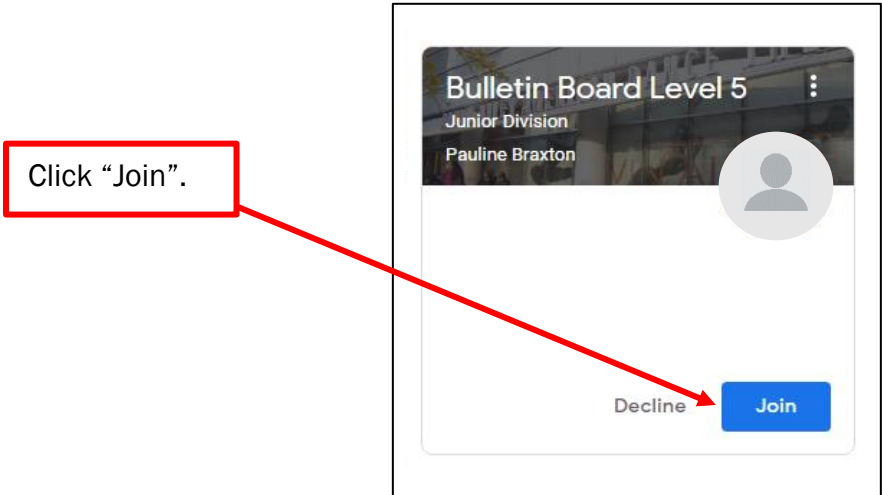
Click "OK" and you will enter the class.

You might receive a message that says you are in the "waiting Room". That means the teacher has not yet started class. Once the teacher begins class, you will automatically see their video feed.



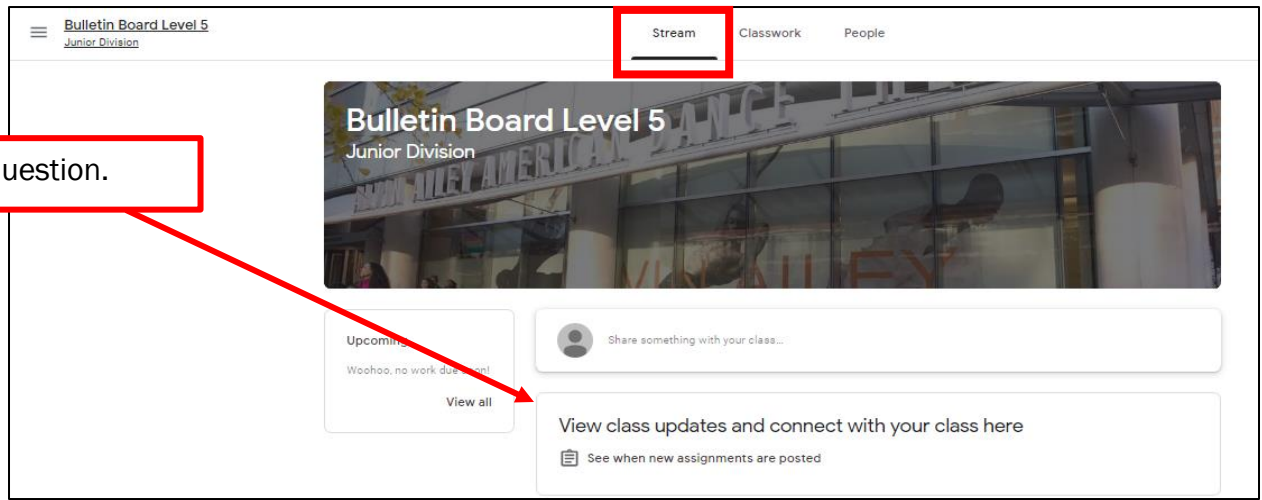
What is the class titled Bulletin Board?

The Bulletin Board class will serve as a class for Junior Division students to see level-specific daily announcements, updates, etc. You will not have any actual “live” Bulletin Board classes. When you sign into your ailey.school account, be sure to join the Bulletin Board class along with your other classes.

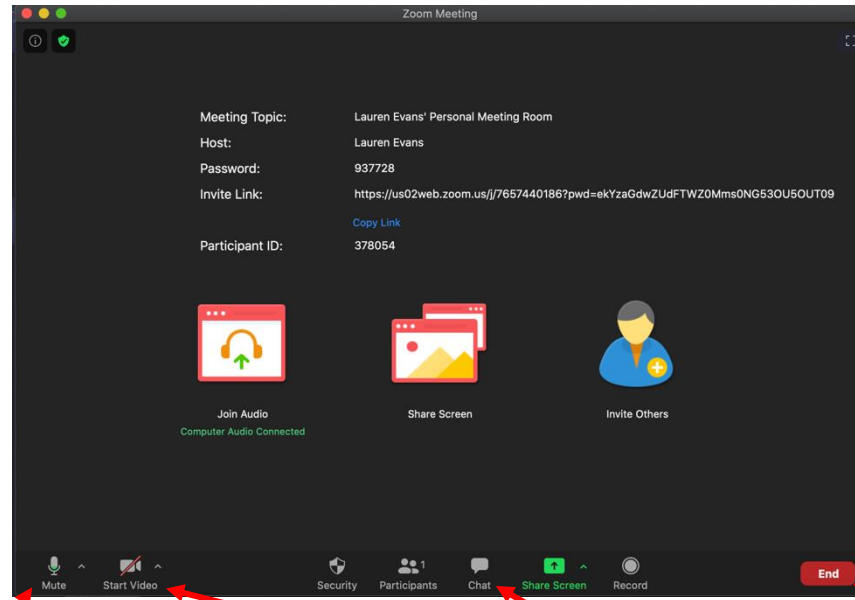


Click “Join”.

When you click on a class, you will automatically come to the “Stream” tab. You will see a text box that says, “Share something with your class”. Use that box to type messages that your other classmates and teacher will see. You can also reply to comments as well. Ailey Staff and faculty will also use this area to post announcements, updates, etc.



Write a comment or question.



Click "Mute" to unmute yourself to speak to the teacher.

Please note: Audio can be muffled if too many people are unmuted. We recommend you stay muted as much as possible.

Click "Start Video" to turn your front facing camera on.

Please note: We recommend you turn your front camera on during class so the teacher can give you feedback.

Click "Chat" to open the chat box.

Please note: You can use this feature to ask questions without unmuting yourself. This is a great way to talk to the teacher or the host, who can help you with technology problems.

Click "End" to exit the class.

If you are having trouble with Google Classroom, Zoom or any other aspects of The Junior Division Virtual Training Program, contact the following staff:

Group	Contact	Email
Junior Division Students	Pauline Braxton Jr. Division Enrollment & Special Projects Coordinator	pbraxton@alvinailey.org
Junior Division Parents	Merceditas Manago-Alexander Jr. Division Program Coordinator	mmanago@alvinailey.org