

# More Information About Your Student's Account

## Why Student Accounts?

Ideally, this will be a centralized location for students to check their daily calendar, classrooms, and messages. As we transition to online learning, it is easier to share information (files, documents, applications, etc.) within our own domain. With students spending more time online, we also recognize the need to encourage appropriate usage and ensure student safety by tailoring student permissions settings.

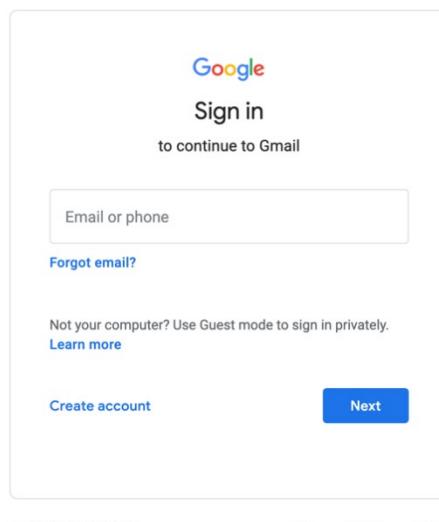
## Student Account Permission Settings

- Students cannot receive email from anyone outside of the @crowden.org domain. Likewise, students cannot email anyone outside of the @crowden.org domain and student email cannot be forwarded to non-school accounts.
- Students accounts will be suspended after the end of the academic term. If you wish to save a document long term, it should be downloaded to your personal computer.
- Students will not have access to instant messaging applications like Google Chat. We will continue to monitor which applications are constructive to online learning.
- We welcome parents' input when it comes to these permission settings. If you have additional concerns, please let us know.

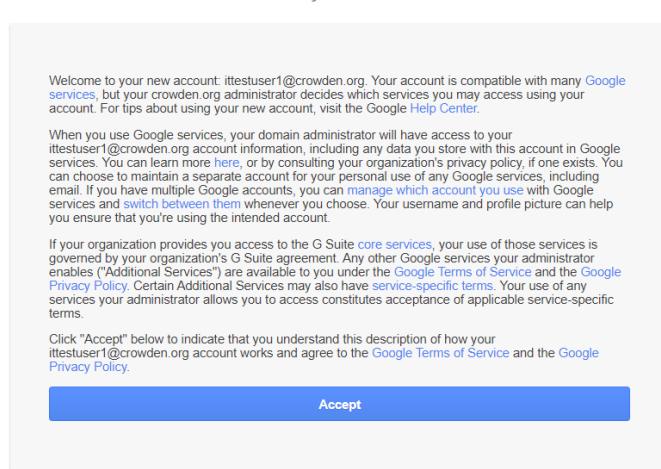
# How to Get Started

## Setting up the account

- 1.) Sign onto Gmail using the email and the password provided in your email.

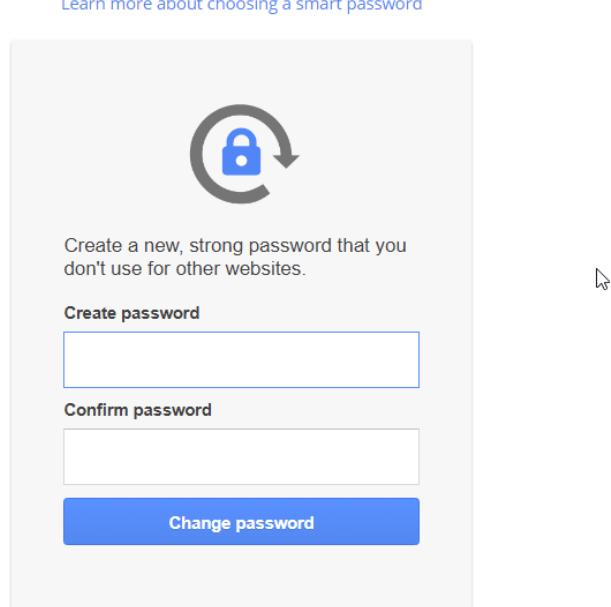


## 2.) Review and Accept Google's Terms & Conditions.



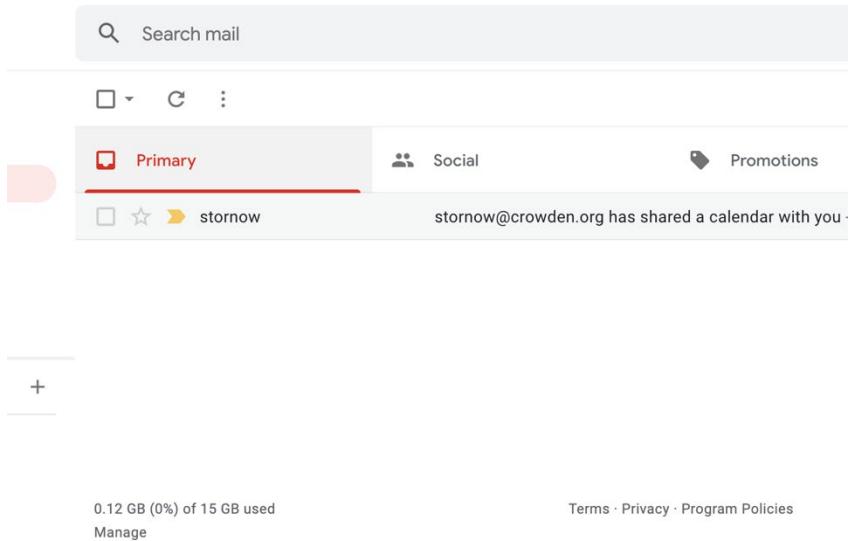
## 3.) Follow the prompt to change the password.

*Password Requirements: 8 characters*

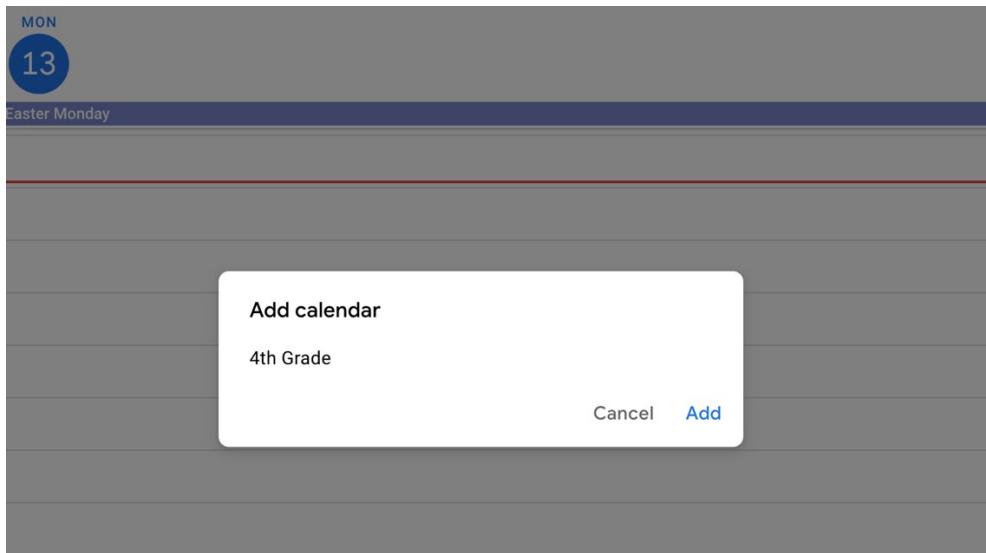


## Adding Calendars

- 1.) In the email account you will see emails with the subject: stornow@crowden.org has shared a calendar with you.



- 2.) In the body of the email, click the link "Add This Calendar." This will take you to the Calendar and ask you to click "Add" again.



- 3.) You only need to do this once for the student's grade level. Classroom calendars are added when you join a class.

## Adding Classes

1.) For classes using Google Classroom, you received emails with class invitations. You can join classes through the links in those emails.

2.) In the body of each email, click "Join."

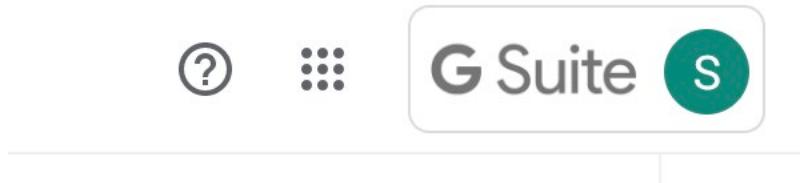
Brad Johnson ([bjohnson@crowden.org](mailto:bjohnson@crowden.org)) invited you to the class Crowden 6th Grade English.



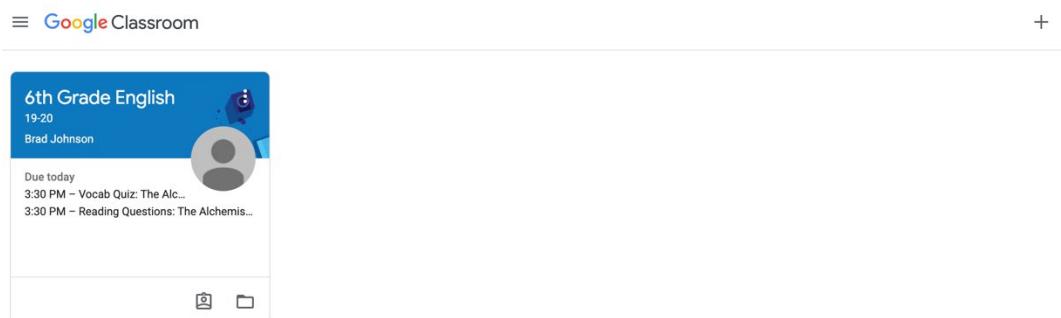
If you accept, your contact information will be shared with the class members and applications they authorize to use Classroom. [Learn more](#)

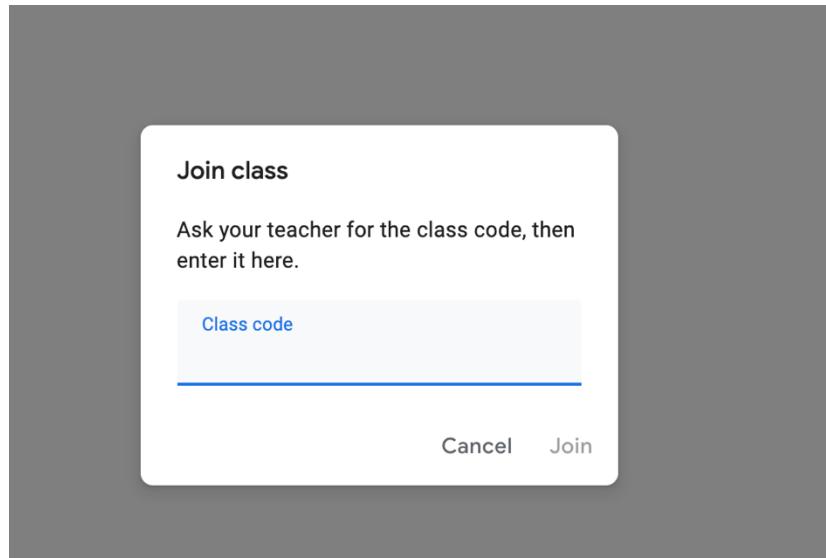
If you don't want to receive emails from Classroom, you can [unsubscribe](#).

3.) If you want to add a known class but do not see an invitation for it, navigate to Google Classrooms. The waffle ( 6 circles forming a square) in the upper right will show you the applications available in G suite. Scroll down until you find Google Classrooms.



4.) Click the Plus sign in the upper right to add the class. Then type the class code given to you by the teacher.





The account is now ready to be handed over to the student.

For questions, please contact the [frontdesk@crowden.org](mailto:frontdesk@crowden.org).