

Virtual Instruction Starter

McCollum High School

To Get to Google Email (Gmail)

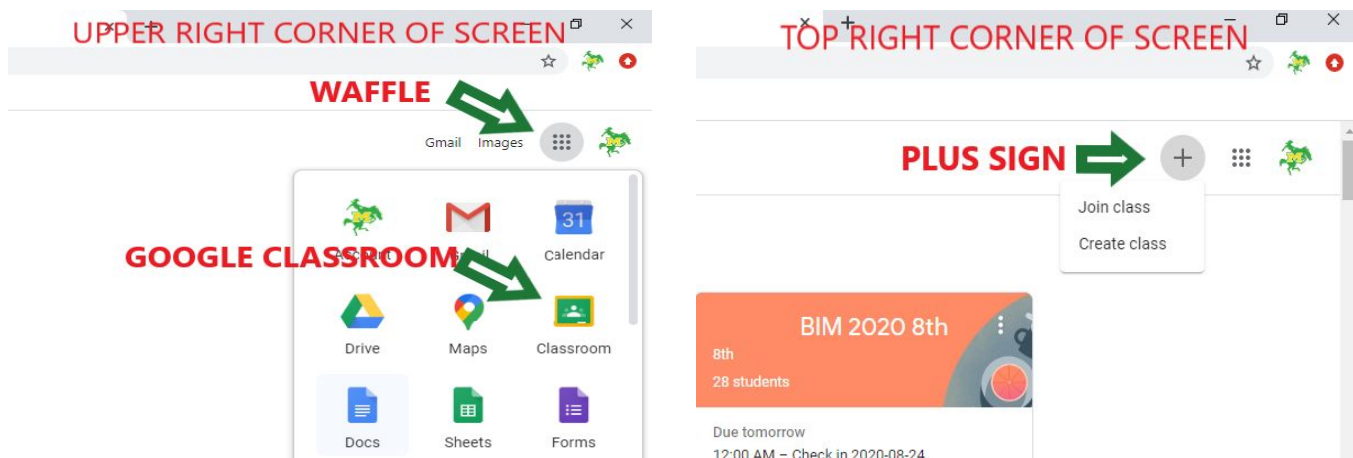
- Go to www.google.com
- Click on Gmail
- Enter student's email (first name.last name@myhisd.net) Note: There may be a number after the last name if other students have the same first and last name.
- Click "next"
- Enter student's password (first 4 letters of last name in all caps, last 4 digits of social security #, exclamation point)
- Click "next"

Note: The student's schedule has been emailed and will be in the inbox.

To Get to Google Classroom

- While still in Google/Gmail, click the waffle (grid of 9 squares in the upper right hand corner).
- Select "Classroom" see image below
- Click "+" (plus sign: see image below)
- Enter the "Class Code" for your class

Note: Class Codes are found on the McCollum Website



To Get to the McCollum Website

- Go to: www.Harlandale.net/mhs
- Scroll down to "Latest News"

On the McCollum Website, you will find:

- Google Classroom Codes by Teacher
- MHS Synchronous (live) Distance Learning Schedule
- Video: Understanding the Synchronous Schedule

Students should log in to each Google Classroom, every day. This way, they will see all assignments and their due dates, see when they have live, synchronous virtual classes, see how they can view live classes at other times if necessary, and be counted present each day. To be counted present, a student must interact in a Google Classroom each day (turn in an assignment, make a comment, sign an attendance log, etc).