Dear U Prep Parents and
Students,

In preparation for potential school closings and student absences, the U Prep IT team is happy to announce that all students now have access to lesson plans, quizzes, tests, grades, and the ability to communicate with teachers via **Google Classroom**, a feature of their @uprepschools email address. Student email addresses are lastname.firstname@uprepschools.com. Their initial password is "GreatSchool!", whenever a student receives a password reset from the IT department it will be reset to "GreatSchool!".

To access **Google Classroom**
is easy;

 - Access your **Google** account using any web
browser.

 - After signing in to your **Google** account, click on the square grid on the top right corner next to your

    name

    .

 - Click on the **Classroom**
option.

 - Teachers will provide students a **classroom code** for access. They can also add students individually by email should a student not receive a classroom code. Please contact your teacher via email should you not receive a classroom code for access to the Google Classroom.

 - Click on **Access Class,** then enter the classroom code provided by your teacher. Your teacher will

    be notified so he/she can **approve your request** to access to the
    classroom.

Note: Students you cannot exit a classroom once access is approved by the teacher. Should you request access to an incorrect classroom, please submit an email to your teacher advising of this error so he/she can correct it.

 - Students who need to be added to a class or forget their classroom code please email your teacher

    to obtain this

information.

- Should you need assistance to access your Google account or password please submit an email with
your request to
ServiceDesk@UprepSchools.com.

Google Classroom is also available as mobile app and can be downloaded for free from the Apple Store for iPhone and iPad, or the Play store for Android phones and tablets. All work can be viewed, completed, and submitted on mobile as well as on a laptop or computer.

We are happy to provide you with this functionality as we are committed to the success of our students.

The U Prep IT
team