It Takes A Village Academy (ITAVA)

5800 Tilden Ave ♦ Brooklyn, NY

Phone #: 718.629.2307 ♦ Fax #: 718.629.6162

Dr. Victor Frias, Principal I.A.

Mr. Anthony Veneziano, Assistant Principal

Ms. Iyemi Orianzi, Assistant Principal, I.A.

Department of
Education
Chancellor Richard A. Carranza

Instructions for ALL Students to Join Google Classroom

Greetings ITAVA Students and Parents:

As you know, students this year will participate in either Blended or 100% Remote Learning and will utilize an online Learning Platform to facilitate "distance" learning. ITAVA has decided to continue to use **Google Classroom** for the 2020-21 school year.

Therefore, **all** students are required to register for their Google Classroom accounts by Tues, September 29, 2020. Below, you will find a step by step guide on how you can register your account on your **computer** or **mobile device** and then join classes using classroom codes. When you join a class on one device, you are enrolled in that class on all devices.

TO ENTER INTO GOOGLE CLASSROOMS
1) Go to the Google website – www.google.com
2) Type in "Google Classroom" in the Search bar.
3) Sign into your account
   ➢ 1st time user: Username: InitialofFirstnameLastname@ItavaBrooklyn.org
     (For example, if your name was John Smith, your username would be jsmith@ItavaBrooklyn.org.)
     Password: brooklyn (all lower case)
   ➢ Not 1st time user: Continue using your normal account information

*** *If you have more than one Google Account, downloading Google Classroom App is beneficial*.***

IMPORTANT: JOINING A CLASS AS A STUDENT IN GOOGLE CLASSROOMS
You have ***2 ways*** *to join a class***:**

- **Join a class with a class code**— Reach out to your Guidance Counselor or teacher for your classroom code. Check the staff directory at www.ItavaBrooklyn.org website to locate staff contact information.
- **Accept an invitation from your teacher**—If your teacher sends you an invitation, you will receive the invitation in your itavabrooklyn.org gmail inbox; you'll also see Join on the class card on your Classroom homepage.
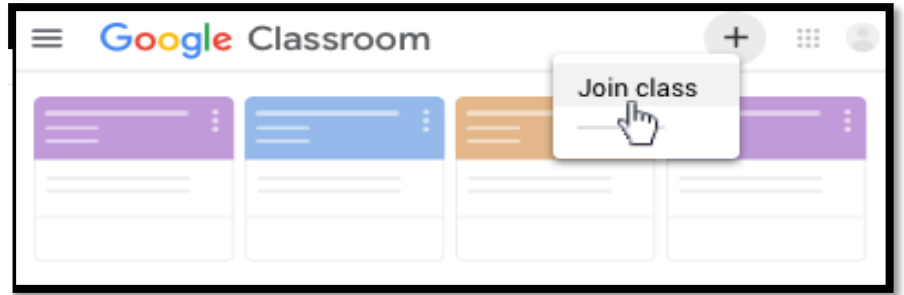
Forgot or lost the class code? Or your code won't work?

If you deleted, lost, or forgot the class code before joining a class, ask your teacher to resend the code. If the code isn't working, ask your teacher for help. **Note**: You only use the class code once to join the class. You are then enrolled in the class, and you don't need to re-use the code again.

Join a class using a computer, Android device or an iPhone & iPad:
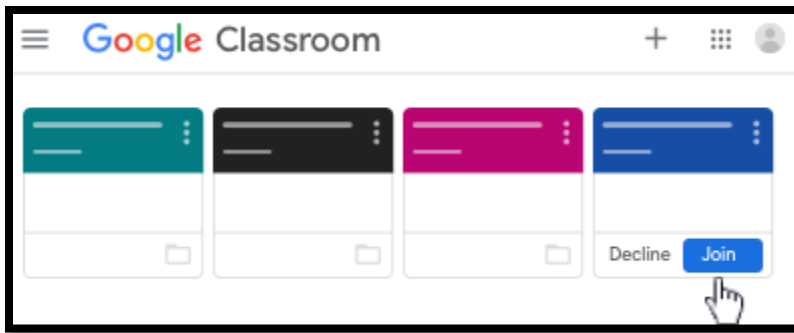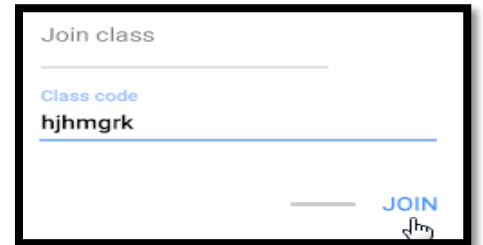
Join a class with a class code

1. Go to **classroom.google.com**.
2. At the top, click Add ➕ ❯ Join class.

1. Enter the class code of your teacher and click Join.
2. *A class code consists of 6 or 7 letters or numbers*. For example, **hjhmgrk** or **g5gdp1**.

Accept an invitation from your teacher

1. Go to **classroom.google.com**.
2. On the class card, click Join.

It is important to emphasize that Blended and Remote Learning represents a shift in how teaching will be delivered by educators and how learning will take place for students. The mechanism is indeed distinct, but the objectives and expectations remain the same.

We know these are challenging times. But we also trust in everyone's ability to adapt to new and ever-changing situations. By working together and believing and leaning on each other for support, we will make Blended and Remote Learning a success and, in doing so, give you the unique opportunity to continue to grow and learn in new and innovative ways!