

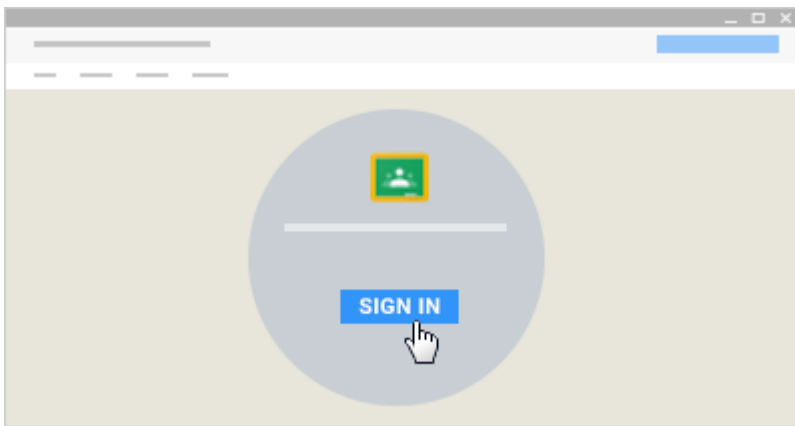
### ***How to check which Google profile you are in***

In any Google app, you can check which account you are logged in with, by selecting the drop-down at your profile logo at the top right of the Google Chrome browser window. If you are logged in with your CAL account, you will see your CAL email address as the first one listed. If not, and if it does not appear in the drop-down list, you can select “Add account” there and put in the details.

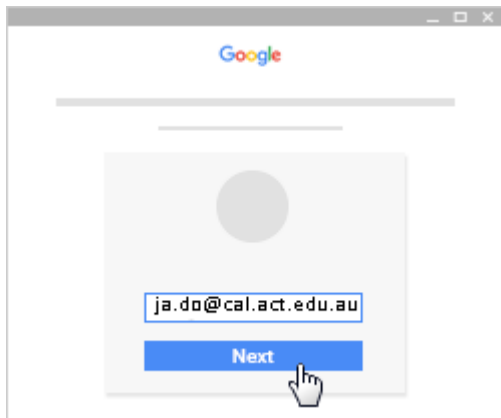
### ***How to sign in for the first time<sup>1</sup>***

Note: if you have received a notification from Google Cloud admin inviting you to sign into your new CAL Google Cloud account, skip these steps and refer to the Tips section on pages 5-6.

1. Go to [classroom.google.com](https://classroom.google.com) and click **Sign In**.



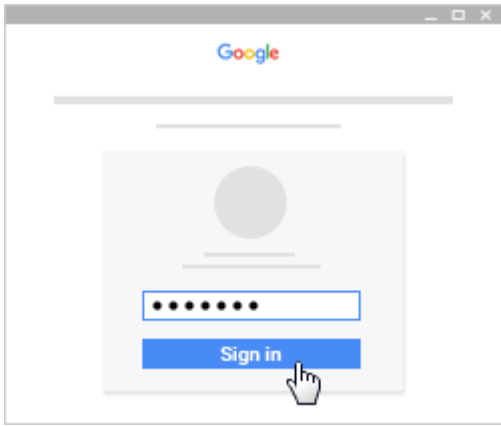
2. Enter your CAL email address (in the style of *firstname.surname@cal.act.edu.au*) and click **Next**.



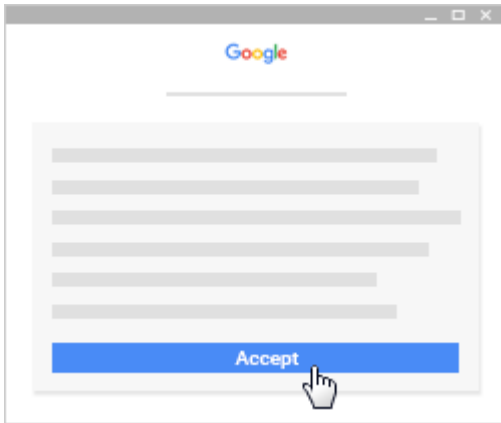
3. Enter your password and click **Sign in**.

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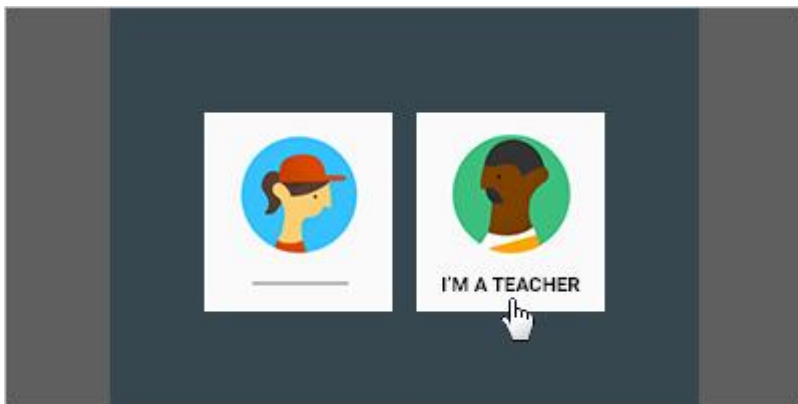
<sup>1</sup> Sign-in guide based on [https://support.google.com/edu/classroom/answer/6072460?hl=en&ref\\_topic=6160738](https://support.google.com/edu/classroom/answer/6072460?hl=en&ref_topic=6160738)



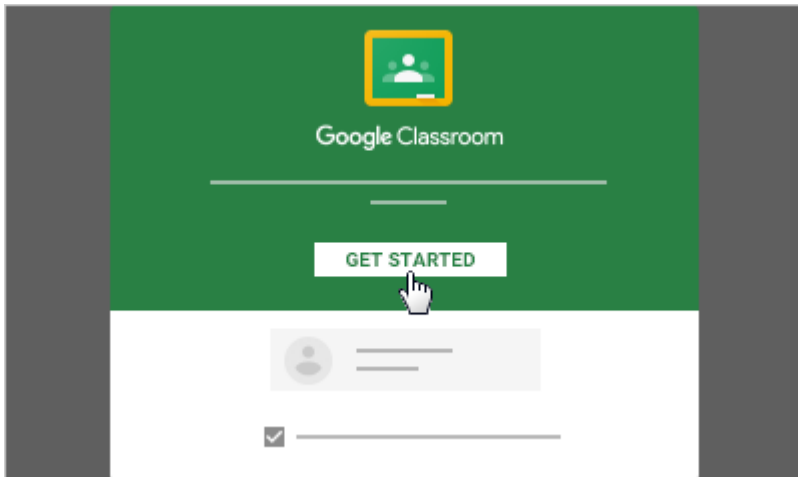
4. If there is a welcome message, read it and click **Accept**.



5. To access your Google Workspace (formerly G Suite for Education) account, Select **I'm A Student**.



6. Click **Get Started**.



## How to join a class as a student<sup>2</sup>

To use Classroom, you need to sign in on your computer or mobile device and then join classes. Then, you can get work from your teacher and communicate with your classmates. When you join a class on one device, you're enrolled in that class on all devices.

### How to join a class

You have 2 ways to join a class:

- **Join a class with a class code**—If your teacher gives you a class code, use this code to add yourself to the class. Your teacher might give you the code while you're in class or email it to you.
- **Accept an invitation from your teacher**—If your teacher sends you an invitation, you'll see **Join** on the class card on your Classroom homepage.

### Forgot or lost the class code? Code won't work?

If you deleted, lost, or forgot the class code before joining a class, ask your teacher to resend the code or set a new one. 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.

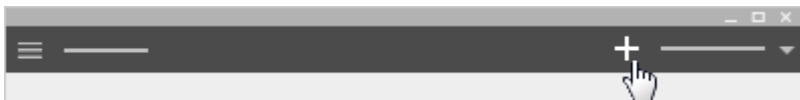
### Join a class

#### [COMPUTER](#) [ANDROID](#) [IPHONE & IPAD](#)

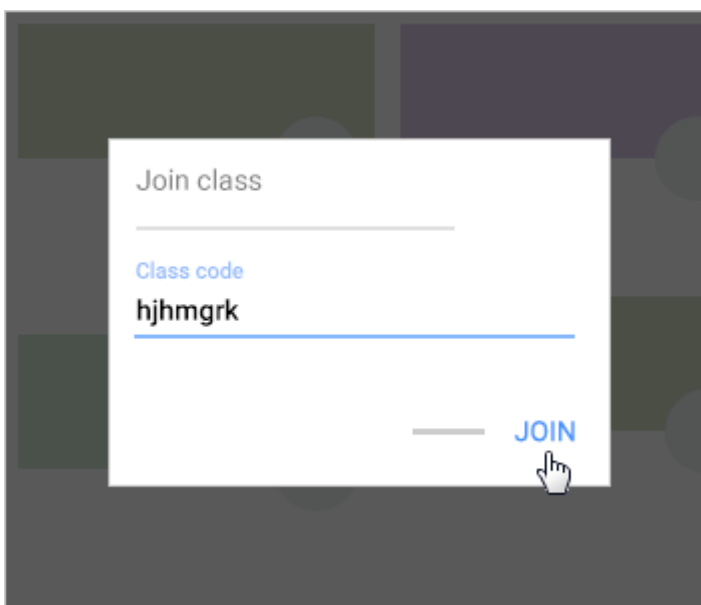
You must be signed in to Classroom before you can join a class. Unsure if you're signed in? See the guide in the previous sections, "How to check which Google profile you are in" or "How to sign in for the first time".

### Join a class with a class code

1. Go to [classroom.google.com](https://classroom.google.com).
2. At the top, click Add **+** **>** **Join class**.

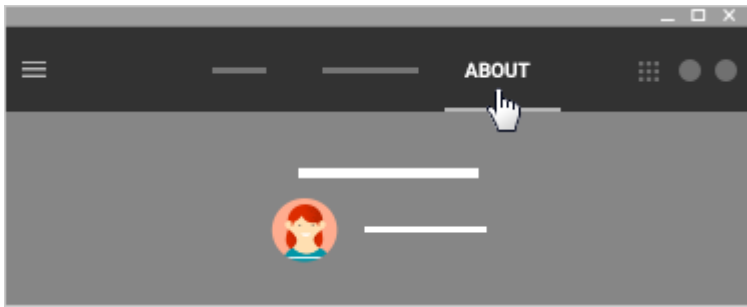


3. Enter the class code your teacher gave you and click **Join**.  
A class code consists of 6 or 7 letters or numbers. For example, **hjhmgrk** or **g5gdp1**.



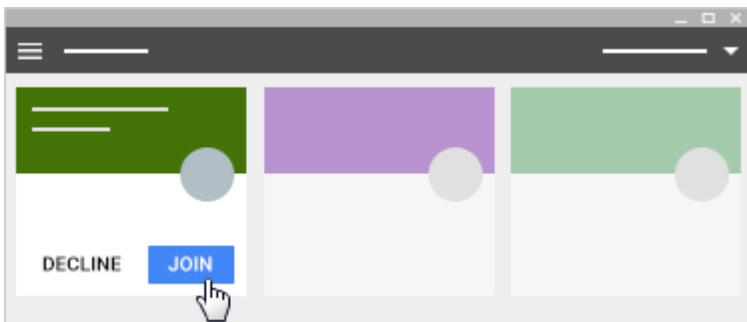
<sup>2</sup> Join class guide based on <https://support.google.com/edu/classroom/answer/6020297>

- (Optional) To see if your teacher included a class overview, at the top, click **About**.

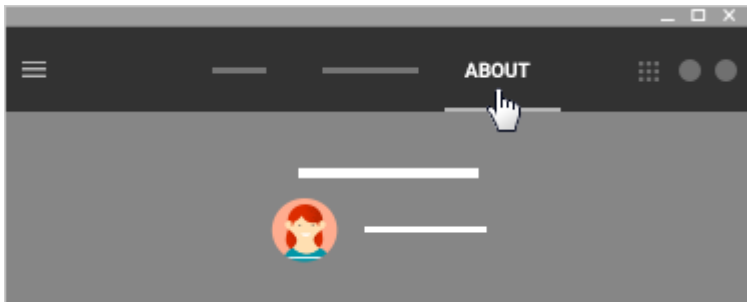


## Accept an invitation from your teacher

- Go to [classroom.google.com](https://classroom.google.com).
- On the class card, click **Join**.



- (Optional) To see if your teacher included a class overview, at the top, click **About**.

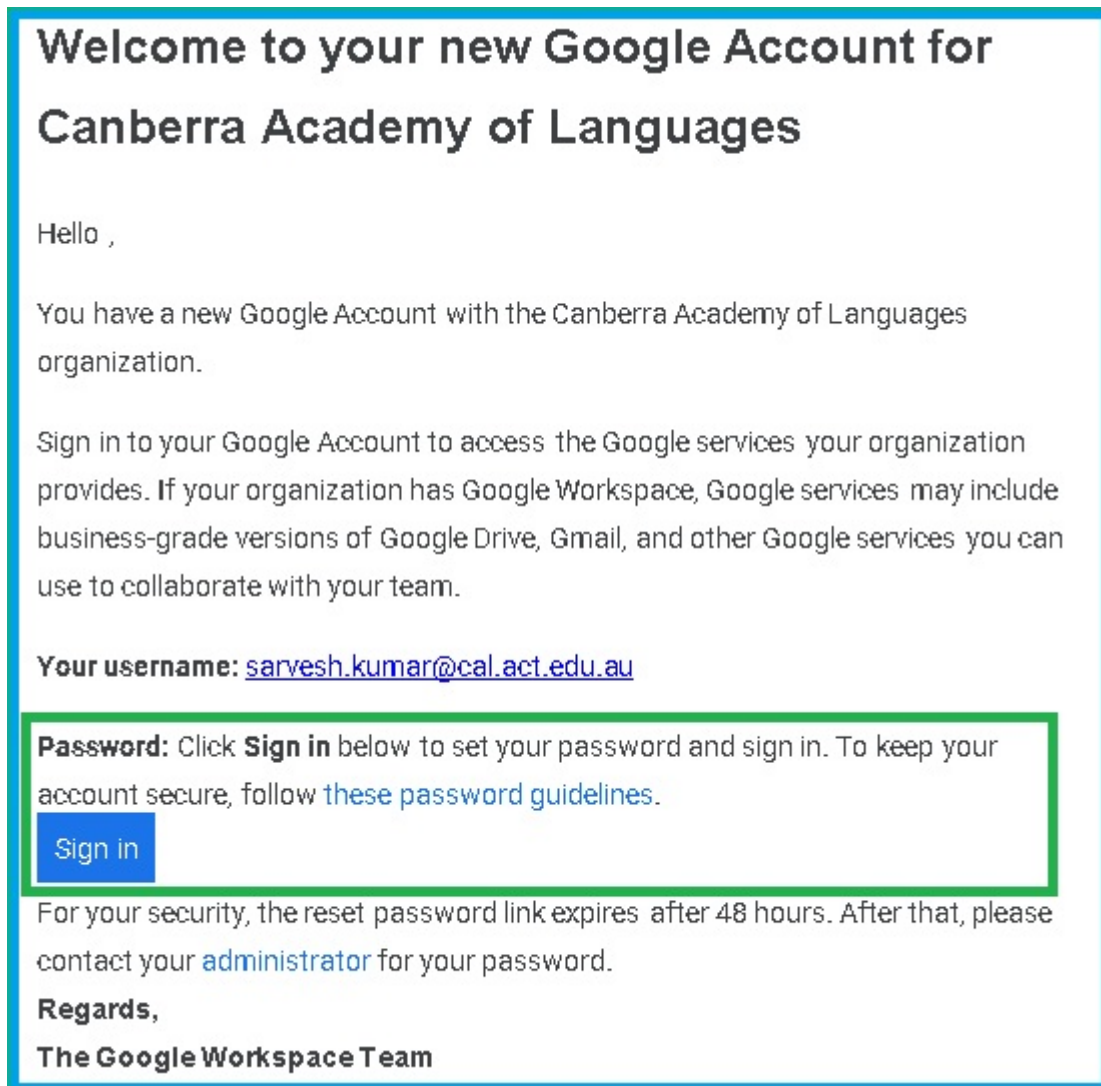


**Note:** Only your teacher can change the class image. However, you can change your Classroom profile photo. For details, see [Change your profile photo](#).

## Tips for accessing your CAL Google Workspace account

When you enrol in a CAL languages program, we will add you as a user in the cal.act.edu.au domain. You will then have a CAL Google Workspace account (formerly also Google Cloud or G Suite). This will give you access to an email address with CAL, as well as Google Classroom, Google Drive, Google Meet and other apps available within Google Workspace.

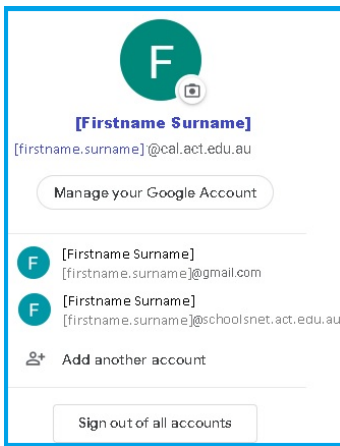
You will receive an email from Google Workspace admin. The email will provide a link for you to sign in and set up a password for your new account. If you don't see the email from Google Workspace, check your spam filter in case it has been diverted there. An image of the relevant section from the Google Workspace admin email is shown below:



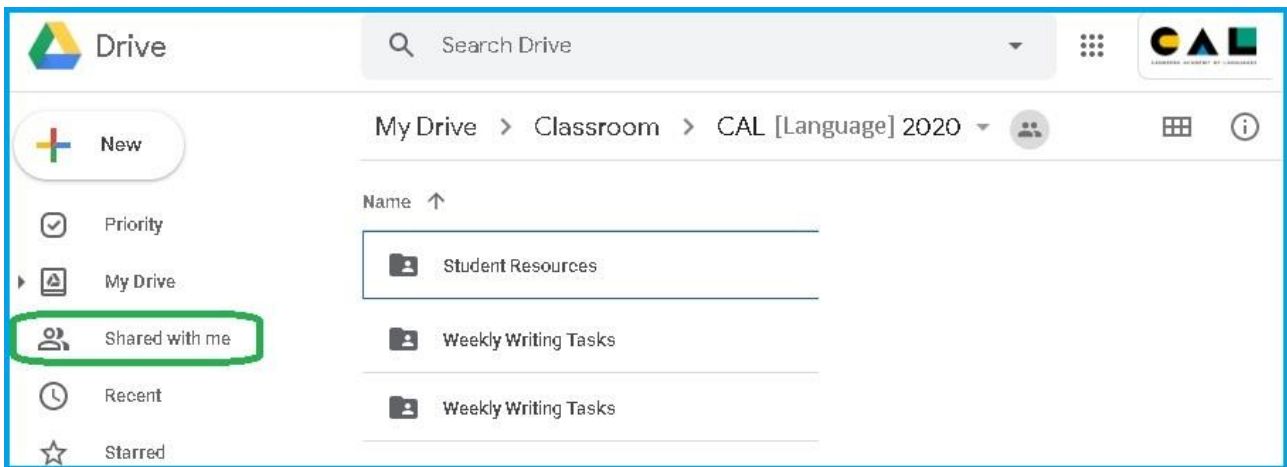
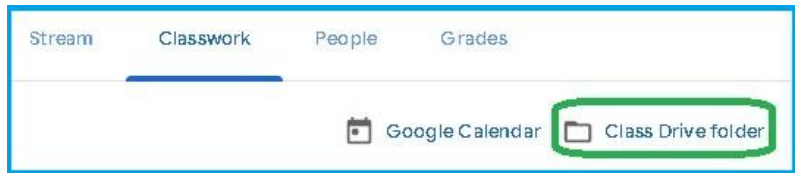
After you complete this procedure, we will add you to your class on CAL Google Classroom (GC). You will then need to accept your invite to join the class. If your school is also using GC, it will be important for you to ensure that you are logged in to the right domain when completing work for your day school or CAL programs in GC and in Google Drive.

You can check which account you are in by selecting your account initial (probably the first letter of your first name) at the top right of any Google Cloud screen (such as your email or GC screen). It should show the email under which you are logged in. Below that email address will be displayed any other Google accounts you have added. If the CAL account is not listed, you should select "Add another account" and it will prompt you through the steps.





If you are unable to see your CAL class files, ensure that you are in your CAL Google Cloud account in Google Classroom, then use the link from the Classwork tab to select “Class Drive Folder”. If you are still unable to see all the files for your CAL languages class, try selecting “Files shared with me” from the navigation links in the left column on the screen.



Please let us know if you have any additional questions about accessing your CAL Google Cloud account, either via your class teacher or by emailing us at [info@cal.act.edu.au](mailto:info@cal.act.edu.au).