



Google Classroom Enrollment & Recording Procedures

1. On your iPad, open your Safari browser and enter the following address: classroom.google.com
2. Sign-in using your mybisd email address and password. Scroll down to the bottom right under “Get started using Classroom” and “I am a ...” select STUDENT.
3. Then in the upper right next to your email address, select the + sign where it says “Join Your First Class!”
4. Enter your class code given to you by your director and select JOIN.
5. Your online classroom should then appear. Under STREAM you can see assignments to be completed. DO NOT create posts to use as a message board to other students or you will be blocked. On the left column, you can see assignments to be completed or ones that are due soon.
6. Select an assignment to be completed and thoroughly read the instructions.
7. To submit a recording, open your Voice Record app and select Record. Be sure to select “Level Check” and play your excerpt to check to make sure the level doesn’t go into the red. Adjust the “Input Gain” to make sure it is not too loud (in the red) or too soft (under 10). Select “Done”. Select “Start” to begin recording your excerpt.
8. On the next screen, select “Save to Google Drive” and select the “Save” button on the right. You may have to sign-in to Google Drive using the same mybisd email address and password as before. On the next screen, you will probably have to scroll down and select “Allow” in order to allow Voice Record to access your Google Drive. Select your recording on the next screen and select “Upload” in the upper right corner. You should then see a message that your recording has been saved to Google Drive. **If this step does not work on your iPad, read the section marked ** below.**
9. Back in Google Classroom, select your assignment where your recording needs to be submitted. Select “Add” and then “Google Drive”. Sometimes you have to select the same button twice in this program for it to work. Select the recording to insert as a file and select “Add”. Now add a comment with your first & last name, as well as your instrument. Select “Turn In” and once again you may have to select the button twice. Select “Turn In” one more time as the last confirmation. Be sure the upper right corner says “Done” with the green checkmark.
10. Select the left arrow in the upper left corner. Then select the 3 lines in the upper left corner of this page to see all of your classes. Select Work to see all assignments due in all enrolled classes.

**** If Step 8 above does not work on your iPad, follow these instructions: Back on your Voice Record app, click on your recording and select “Save in Photo Album”. Then hit the “Save” button and it will probably ask you to allow access to your photo album. Select “Allow” and then under Movie Templates, click on “Continue”. It will then save your audio file to your iPad’s photo album and will give you a confirmation for you to select “Ok”. Then open your Google Drive app and select the plus sign in the lower right corner. Select “Upload” and then select “Photos and Videos”. Find your recording in the Albums and then select “Upload”. You will then follow the rest of the instructions starting with Step 9.**

Google Classroom Codes

2019-2020

1st Period Beginning Trumpet: [k7b7224](#)

2nd Period Jazz Band: [hbcgsul](#)

2nd Period Beginning Flute: [ktlthf](#)

3rd Period Beginning Low Brass: [9iwxae](#)

3rd Period Beginning Saxophone: [Oxuen3l](#)

4th Period Symphonic Band: [elf35k](#)

5th Period Beginning Percussion: [4ox99c6](#)

5th Period Beginning Clarinet: [oc0xcxf](#)

6th Period Wind Ensemble: [jga7bk](#)

7th Period Beginning Horn: [ecvkj8](#)

7th Period Beginning Double Reeds: [xj3xbw](#)