

## 2nd-6th Grade At-home Instructions for Google, Classlink Resources, KCLS eBooks and Databases, and Keyboarding Practice

- 1) Open your browser (Chrome, Firefox, Safari etc). Chrome is best for Google Apps.
- 2) Go to [www.google.com](http://www.google.com) and check in the upper right hand corner of your screen to see if a family member is already logged into Google. If so, log them out.
- 3) Click the “Sign In” button in the upper right hand corner of your screen
- 4) Enter your district email address. Everything must be spelled correctly without any spaces. Don’t forget the dots!

Example: [az0983330@k12.shorelineschools.org](mailto:az0983330@k12.shorelineschools.org)

- 5) Click “Next”
- 6) A Shoreline schools login box will pop up. Enter your district username. It’s the first part of your email address that’s to the left of the @.

Example: az0983330

Enter your password. Usually a student’s password is going to be their student number with an extra leading zero.

Example: 00983330

- 7) Click “Login”
- 8) **Once you’re signed in**, go to **Classlink** at <https://launchpad.classlink.com/shorelineschools> and then click the Google button

Classlink can be found on the homepage of the BC website. Click on “Students” then “Classlink Portal”

- 9) In **Classlink**, you will find...
  - a) Google Apps - Google Docs, Classroom, Drive, Sheets, etc.
  - b) KCLS Resources and eBooks (see page below)
  - c) TypingClub
  - d) Britannica Encyclopedia...and more..

### **Checking out KCLS eBooks From Classlink**

- 1) Make sure you're in Classlink. See instructions above.
- 2) Click the **Overdrive eBooks for Kids** button  
The first time you do this, you'll be asked to login.

**Username** = 412 followed by your student number.  
Example: 412**0987654**

**Password** = The last four numbers of your username above  
Example: 7654

- 3) Find a book. Click to borrow it. You may be asked to login again. Use the same Username and Password listed above.
- 4) Click "Read Now In Browser"

If you see "Having trouble?" click it and you'll see "Read Now In Browser"

**Returning to read a book you started earlier:** When you want to return to reading your book, go through steps 1-3 and then click "My Account" and then click "Loans." You'll see your book.

## **KCLS Databases**

Once you are in Classlink, you can use the many databases available at KCLS. Find homework help, research topics, view historical documents, find "read-alike" books, watch movies, and more. In Classlink, find the KCLS databases under **KCLS Resources**

## **Teacher Access to KCLS Resources**

Teachers wanting to use KCLS eBooks and Databases should use this login info

Username: 412 + t + employee ID number

Password: Last 4 digits of employee ID number

**Note:** You'll find your employee ID in Skyward under **Employee Information** ->

**Personnel** section.