



## **The Arbor Learning Community Google Classroom Guidance for Families**

Due to the unexpected closure of Canvas Free-for-Teachers, The Arbor will be pivoting to Google Classroom effective Fall 2026 as our main LMS (Learning Management System). The function of Google Classroom will be similar to how Canvas was used previously.

Please use this guidance to learn more about how Google Classroom will be used and to refer to for technical guidance. Direct any questions and/or technical support requests to our office at [arbor@thearborlearningcommunity.com](mailto:arbor@thearborlearningcommunity.com).

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### **How We Use Google Classroom at The Arbor**

Each Arbor class will have its own Google Classroom each semester. Families are invited to registered classes via an Arbor-assigned Google account one week before classes begin. One single account is assigned to all students within the family; additional accounts cannot be accommodated.

Google Classroom will be helpful for the following information:

- Checking for class announcements
- Accessing class outline & teacher contact email
- Accessing weekly recaps and materials
- Checking for assignments, if any
- Checking grades, if applicable

## **Arbor Google Accounts**

An Arbor Google account is required to access all Arbor Google Classrooms. Upon registration, each family is provided a single Arbor Google Account with our [@theaborlearningcommunity.com](mailto:theaborlearningcommunity.com) domain.

- The Arbor designates a **single** email address per family using the family name submitted upon registration in addition to an internal 4-digit family ID number (familyname####@theaborlearningcommunity.com). **All Arbor students within the same family will use one single account; additional accounts cannot be accommodated.**
- Individual Arbor Google Accounts include access to:
  - Google Classroom
  - Gmail
  - Google Suite (Docs, Sheets, Slides)
  - Google Drive
- Email addresses may not be changed except under special circumstances, such as an official name change. Please notify our office at [arbor@theaborlearningcommunity.com](mailto:arbor@theaborlearningcommunity.com) if you need to request or inquire about an email address change.

## **Account User Guidelines & Best Practices**

- The Arbor Google account, including all Google apps, must only be used for Arbor class purposes. Do not use the email address, the Google Drive, or other Google apps for personal matters, such as chatting, social media, gaming, or shopping.
- Implement a strong, unique password to protect your account. If you forget your password, email [arbor@theaborlearningcommunity.com](mailto:arbor@theaborlearningcommunity.com) to request a password reset.
- You can adjust your notification settings to match your preferences.  
*Google Classroom → Settings (left bar) → Notifications*
- Manage Google Drive storage regularly; delete unnecessary files. Extra storage is not provided.

The Arbor holds administrative control and oversight over all assigned accounts within The Arbor's Education Workspace domain. Any user in major violation of the usage guidelines may be subject to revocation of their account.

## How To: Log in to Your Arbor Google Account

All registered families will receive an email at the primary email address provided at registration with their assigned Arbor-specific Gmail credentials.

1. Check your **primary email address** for an email from The Arbor containing your Arbor-Gmail address and temporary password.
2. Go to [gmail.com](https://gmail.com). Type in/copy and paste the entirety of the email address including the domain (i.e. jones5678@thearborlearningcommunity.com)
3. Use the temporary password to log in for the first time. The password may be changed once you are logged in. The Arbor does not have visibility of changed passwords. Be sure to keep your email address and changed password in an accessible location for easy access to your account. Reach out to our office if you need a reminder of your email address and/or need a password reset.

## How To: Accepting Google Classroom Email Invitations

Individual class invites will be sent to your Arbor Gmail account from arbor@thearborlearningcommunity.com. You will receive one invite per class. The Arbor will not be using class codes or links to invite families; families will be invited via email.

Click **Join class** to accept the invite.

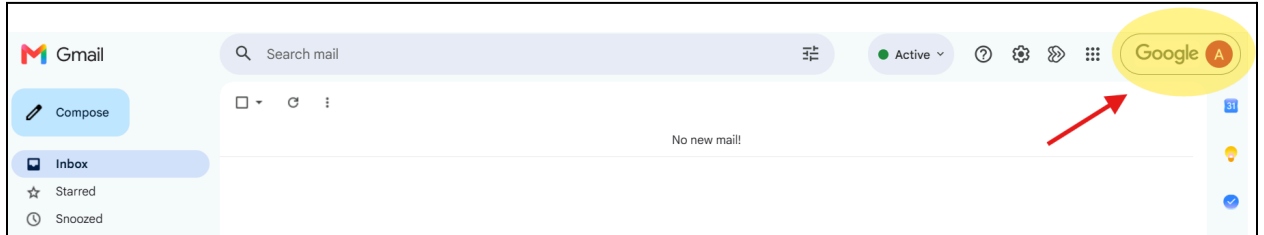


See further Google support articles about joining a class with an email invite [here](#).

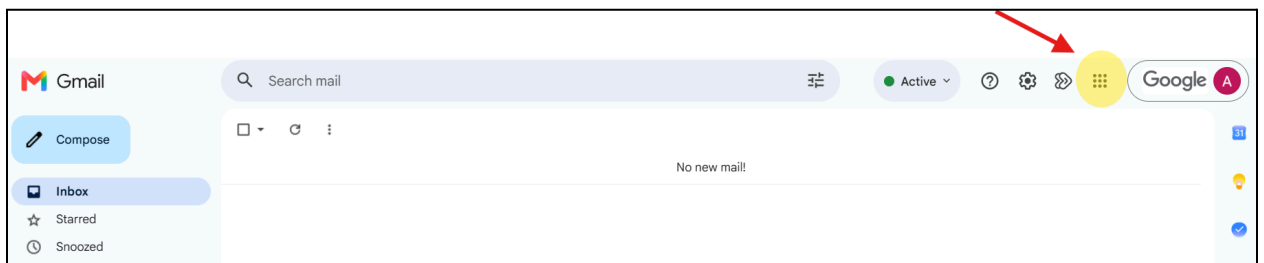
# How To: Accessing Google Classroom

via your Gmail account: <https://gmail.com>

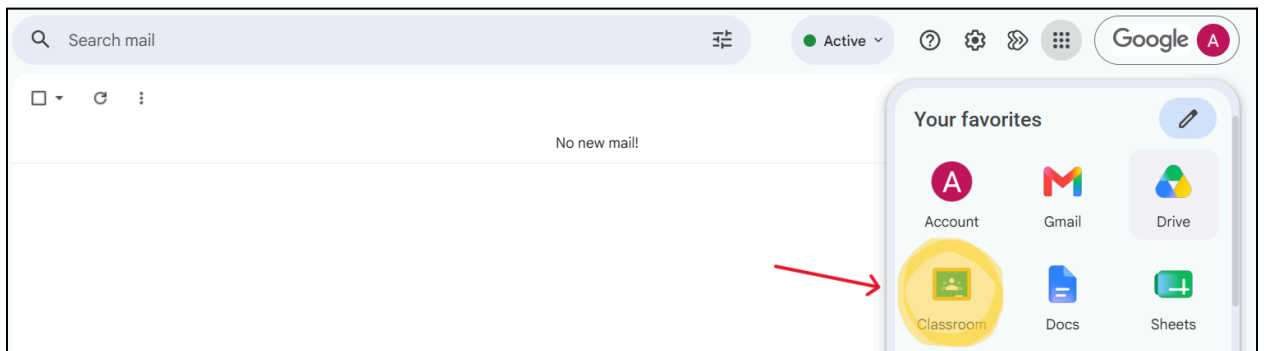
1. Verify on the upper right hand corner that you are logged in to your **Arbor Google account**.



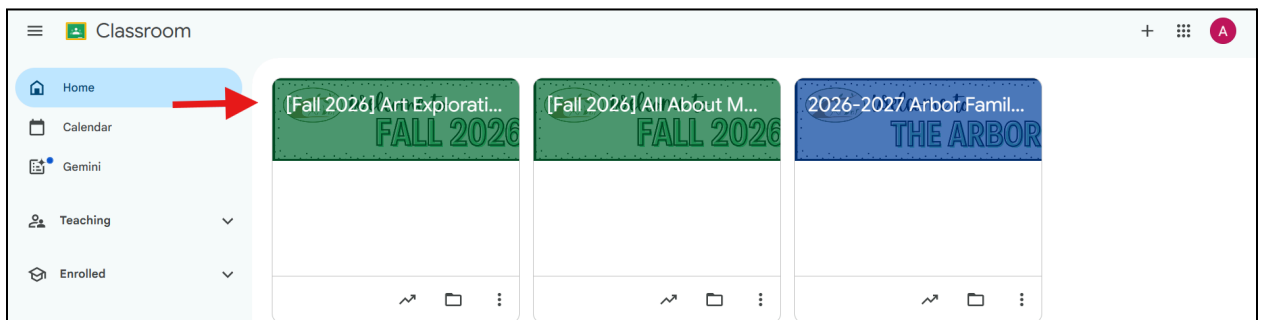
2. Click the **9 dots** on the upper right hand corner to see your Google apps.



3. Click the **Google Classroom** icon.

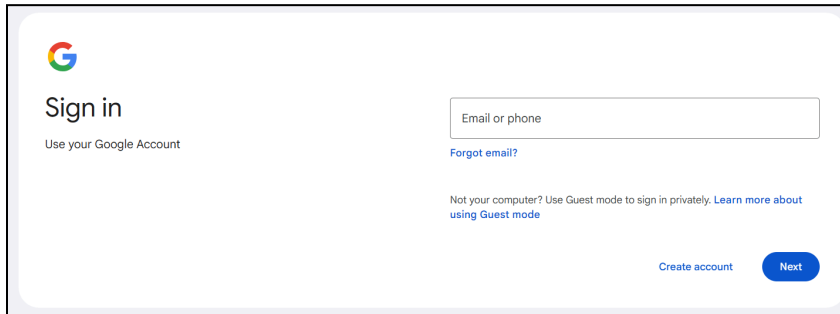


4. Click on the **class title** to access a specific class' Google Classroom.

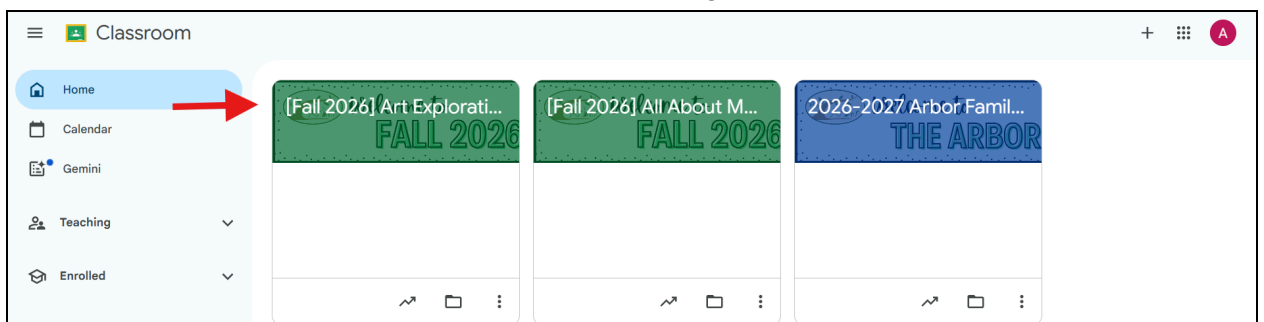


via Google Classroom: <https://classroom.google.com/>

1. Sign in using your Arbor Google email address. Use the entire email address, including the domain (e.g. [jones12345678@thearborlearningcommunity.com](mailto:jones12345678@thearborlearningcommunity.com))



2. Click on the **class title** to access a specific class' Google Classroom.



Once you are logged in, you can access the following info in each classroom:



# GOOGLE CLASSROOM



Using Google Classroom at The Arbor



## CHECK FOR ANNOUNCEMENTS

under *Stream*

- **At the start of the semester:** Teachers will post a welcome message here. Check for any materials and/or assignments needed for the first day of class.
- **Throughout the semester:** Teachers may post announcement reminders during the course as needed.



## ACCESS OUTLINES & TEACHER CONTACT EMAIL

under *Classwork*

- The **outlines** are great resources in providing information for learning plans to charter schools or for better understanding content that will be covered in class.
- Email is the best mode of **communication with teachers**. Use your Arbor Google Account to email teachers.



## ACCESS WEEKLY CLASS RECAPS

under *Classwork*

- Find **weekly recap summaries**, any content and/or handouts, any at-home assignments, any activities and/or resources for extended learning at home posted by the teacher within 24 hours of the class under the corresponding week.
- These are useful for providing work samples and/or weekly summary notes to charter teachers



**Missed a class?** Refer to the weekly recaps to stay updated on what you missed.



## CHECK FOR ANY ASSIGNMENTS

under *Classwork*

- Check under the corresponding week for any **assignments** that may be due or provided for extended learning at home. Some weeks/classes may not contain assignments.



**Note!** It is very important that students come to class with any required assignments complete. The Arbor has made every effort to provide information about the scope of at-home work in the website descriptions, which are available to you at registration.



## GRADES, IF APPLICABLE

under *Grades*

- The majority of the classes at The Arbor do not include formal grading. If grading is applicable in your student's class, the teacher will post the grades in this section.



**Note!** The Arbor is not a credit-granting institution and does not provide formal transcripts or report cards. Grades are to be used as reference for the family and/or charter teacher.

## **Google Resources**

[Google Classroom Help](#)

[Google Account Privacy Policy](#)

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