CENTRAL CHRISTIAN SCHOOL STUDENT GOOGLE ACCOUNT INFORMATION

As we begin the 2024-2025 school year, the use of technology for both student learning and teacher instruction seeks to maximize the use and functionality of resources to provide excellent instruction to our students. All Central Christian School (CCS) students from grades K-12 have a Google Workspace for Education account. The following information outlines account information for student CCS Students Google Accounts and Gmail (grades 5-12).

Google Workspace for Education Google Accounts

Google Workspace for Education includes apps such as Gmail, Google Docs, Slides, Sheets, Forms, Drive, Google Classroom and more. These tools help educators and students communicate, collaborate, and manage classrooms at school or home on any device, all within a secure environment.
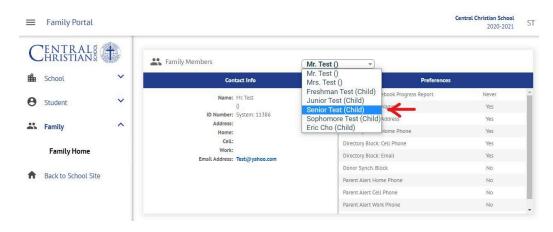
Guardian's Guide to Google Workspace for Education

CCS Student Google Account Information

Student Username:

- firstnamelastname@centralchristianschool.org
- Example: Bill Smith - billsmith@centralchristianschool.org

Password:

- Last two digits of a student's graduation year, a hyphen, and the five digit Student ID number (same number students use for lunch in the cafeteria)
- Example: 21-11384
- Students and Parents may access a student's Password for their CCS Google Account in FACTS Family Portal (Student or Parent Account) on the sidebar menu on the right hand side of the homepage under *Family >>> Family Home*.
    - To locate a student's password, access the student's name in the dropdown menu. The example below is for "*Senior Test"* in the Test Family group.

○ Once you select the student name, the Password for each specific student can be found under **Number: School**. The example below shows that the Password ID Number for Test Senior is 21-11384 (21 represents the graduation year and 11384 is Test Senior's Student ID number).

How to Login to a CCS Student Google Account

1. In your Google Chrome Browser (recommended) go to https://www.google.com/
2. In the upper right hand corner of the page you will see a blue button to *Sign in* >>> Sign in
3. Enter your CCS Google Account Student Username
4. Enter your student password.

   How to Sign Into Your Google Account [Tutorial] (Video)

Gmail - Student Email

For school communication and collaboration educational and school purposes, students in grades 5-12 have CCS Gmail, email accounts. Student Gmail email addresses and passwords are the same as the student CCS Google Account Username and passwords.

For the protection of our K-4 students, Elementary grades do not have access to a Gmail email account in their CCS Student Google Account.

Google Classroom

Only users with a CCS Google Workspace for Education account (students, teachers, and staff) can access Google Classroom for CCS classes. Parents may keep up with their child's Google Classroom assignments, announcements, and information by logging in at home with their child and checking Google Classroom together and/or through Google Classroom Parent & Guardian Email Summaries.

For Parents to learn more about Google Classroom and how to help their child(ren) use Google Classroom, please access the ***The Parents' Guide to Google Classroom*** document in the links below:

[Parent's and Guardian's Guide to Classroom](#)

[How to Use Google Classroom for Parents](#) **(Video)**

[Google Classroom Email Summaries for Parents & Guardians](#) **(Video)**

Chromebook Computer Usage

Elementary School: Grades K - 4 have classroom Chromebook labs that allow each student access to their own computer in the classroom for learning and classwork.

Middle School: Grades 5 - 8 have classroom Chromebook labs that allow each student access to their own computer for their core and exploratory classes for learning and classwork. Middle School students can also access Chromebooks during academic assist work time.

High School: CCS provides grades 9 - 12 a 1:1 Chromebook program. Students will be issued a Chromebook and charger to use for learning and educational purposes in the classroom and at home.

Students are expected to take proper care of their Chromebooks and chargers, ensuring they are used responsibly and kept in good condition. Chromebooks should be charged nightly to be ready for use each school day, and any damages or issues should be reported immediately to the school's Main Office. Regular maintenance and careful handling will help extend the life of the devices and ensure they function effectively for educational purposes.