

# Google and CORE Instructions For Students



Updated June 2024

# 1. **Get SAS Email Address & Temporary Password**

First, parents will complete the Consents & Permissions Form in CORE.

In early August, new students will be sent email login information.

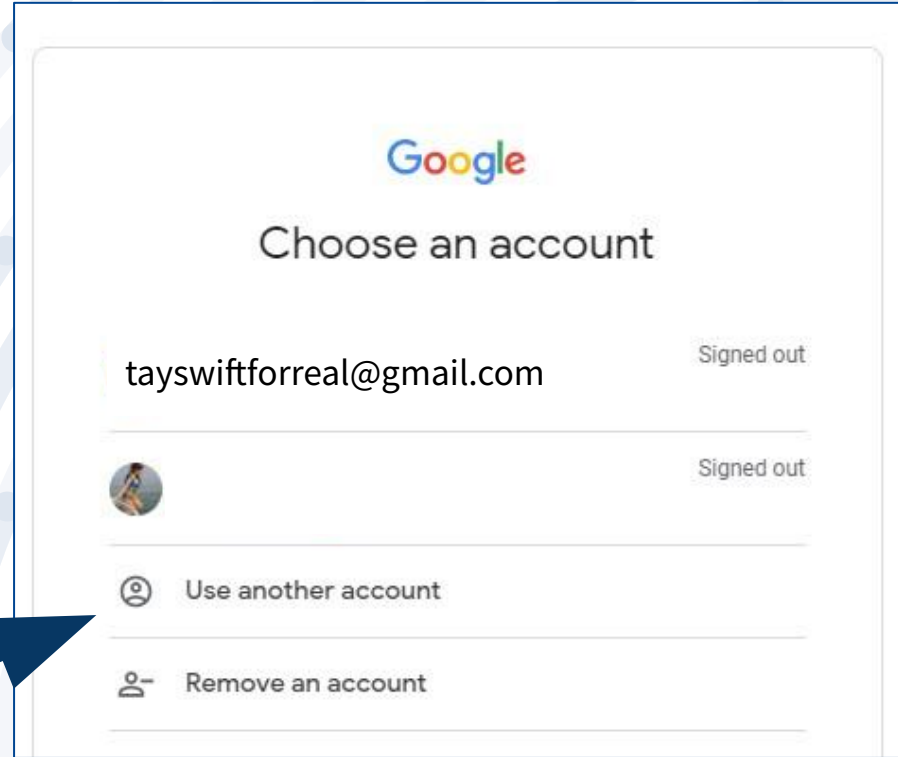
Once the email login password is received, students can follow the instructions in this file.

If you need help, email: [techadmin@sasweb.org](mailto:techadmin@sasweb.org).

## 2. Login to Google Email (Gmail)

In a web browser, open a new tab and go to **gmail.com** and Create a New Account.

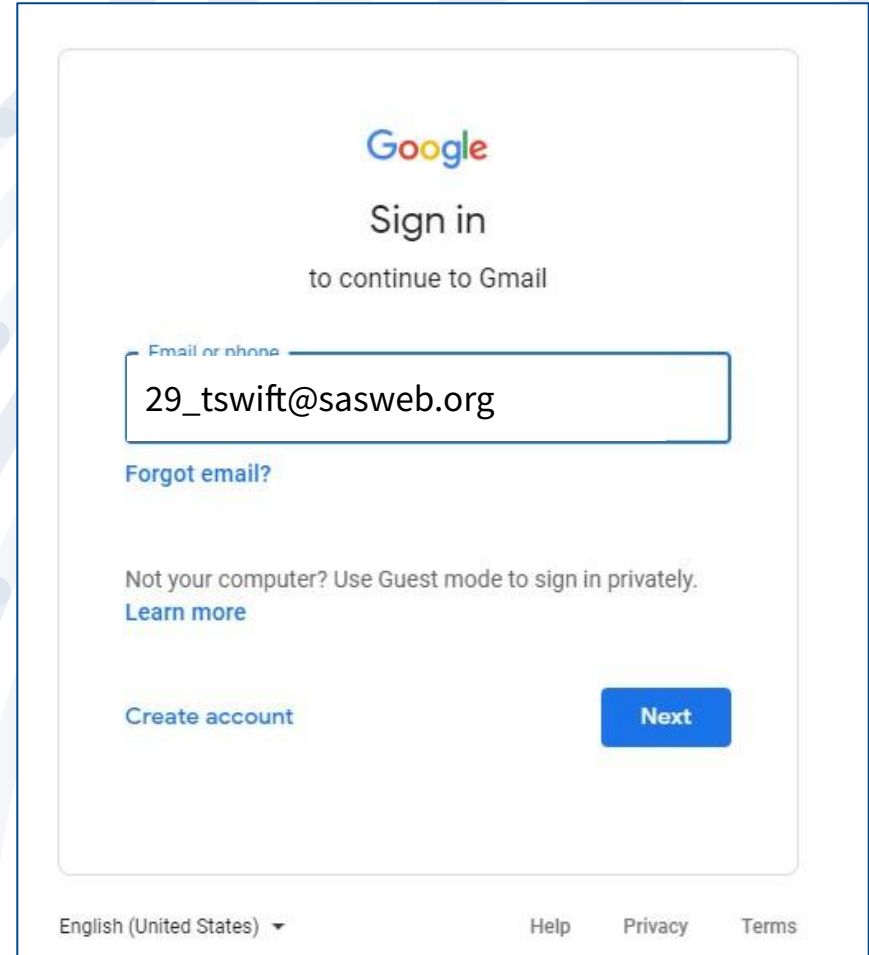
If you have another Google account, sign out of that first, then go to **gmail.com** and select 'Use another account'



### 3. Enter your sasweb.org email address

Your student email begins with your expected graduation year followed by an \_ (underscore) and first initial plus your last name then @sasweb.org.

When done, click 'Next'



The screenshot displays the Google sign-in interface. At the top, the Google logo is centered, followed by the text "Sign in to continue to Gmail". Below this is a text input field labeled "Email or phone" which contains the email address "29\_tswift@sasweb.org". Underneath the input field are three links: "Forgot email?", "Not your computer? Use Guest mode to sign in privately. Learn more", and "Create account". A prominent blue "Next" button is located at the bottom right of the sign-in area. At the very bottom of the page, there is a language selector set to "English (United States)" and links for "Help", "Privacy", and "Terms".

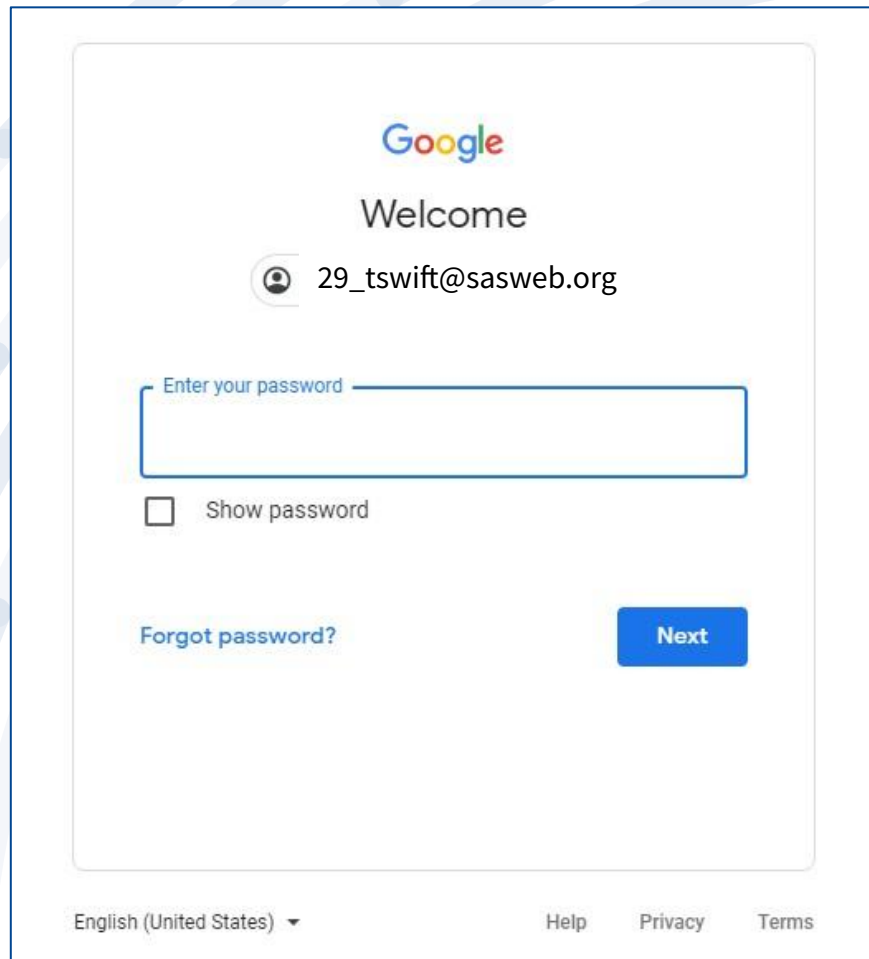
## 4. Enter your password

Enter temporary password here.

You will need to create a new password the first time you log in.

Make sure you remember or write down your password!

But, if you forget, email: [techadmin@sasweb.org](mailto:techadmin@sasweb.org).

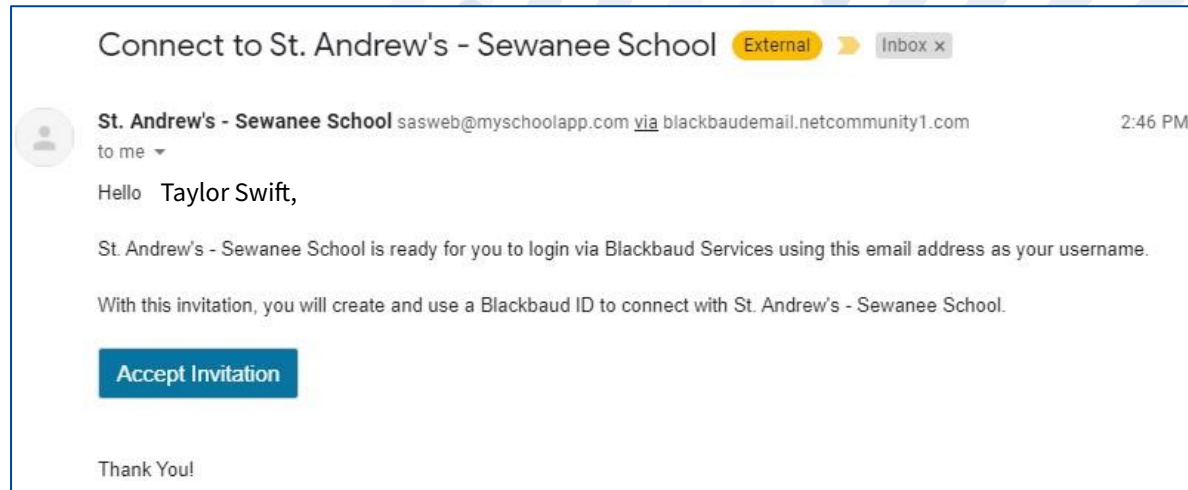


The screenshot shows the Google login interface. At the top is the Google logo, followed by the word "Welcome". Below that is the email address "29\_tswift@sasweb.org" with a profile icon. A large text input field is labeled "Enter your password". Below the input field is a checkbox labeled "Show password". To the left of the "Next" button is a link for "Forgot password?". The "Next" button is a blue rectangle with white text. At the bottom of the page, there is a language selector set to "English (United States)", and links for "Help", "Privacy", and "Terms".

## 5. Log in to CORE

CORE is where all schedules, homework, grades, and information are located.

In your new sasweb.org gmail account, find the email from St.Andrew's - Sewanee School that looks like the one below and click the 'Accept Invitation' button.



## 6. Click on Confirm to indicate your sasweb.org email address is correct.

Confirm email address ✕

---

St. Andrew's - Sewanee School manages the domain for 29\_tswift@sasweb.org

To sign in through the identity provider and enable your organization to manage your access, confirm the email address.

Otherwise, use a different email address.

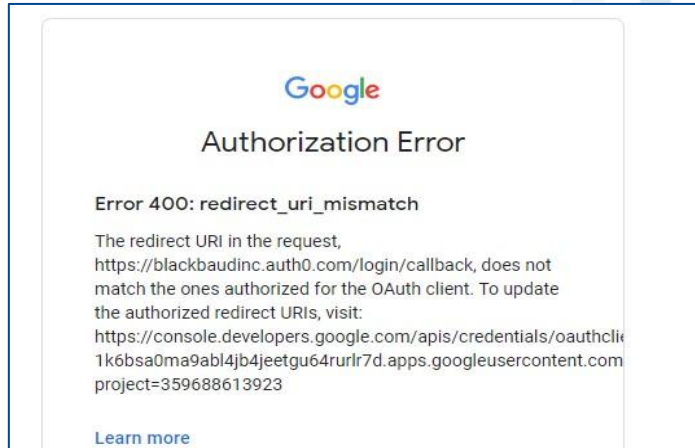
---

Note: If a second window pops up and asks you to choose your account, click on your sasweb.org gmail address.

# 7. Get an Error?

If you get an error message similar to the one below, don't panic!

Open a new browser tab, type in [sasweb.myschoolapp.com](https://sasweb.myschoolapp.com) and then enter your sasweb gmail address as the Username.



Note: CORE will recognize your Username as long as you are logged in to Gmail or another Google product (Chrome or Docs, for example) with your **sasweb.org** gmail address.

If you have an issue, first make sure you are logged into gmail or Chrome with your school account.

Then, if you need more help, contact [techadmin@sasweb.org](mailto:techadmin@sasweb.org).

# How do you get back to CORE each day?

In your preferred browser, bookmark [sasweb.myschoolapp.com](https://sasweb.myschoolapp.com).

Or, Bookmark or Favorite this site or save a shortcuts on a smartphone.

Or, go to the [Students](#) page from [sasweb.org](https://sasweb.org) and scroll down to the CORE link.

The next slides give an overview of how to use CORE.

AUG 12 My Day ▾

 Classes ▾  
4 Classes

 Groups ▾  
1 Groups

 Resources

 News ▾

 Calendar

 Progress

 Schedule

 Assignment Center

 Course Requests

 Conduct

 Checklist

Aug 16 - 2

< > Today Day **Week** Month


Assigned Active **Due**

Sun 8/16	Mon 8/17	Tue 8/18	Wed 8/19
		<p>Fake assignment Environmental Literature: Place- Based - 1 Online Submission Due: Tue, Aug 18 Assigned: Tue, Aug 04</p> <p>To Do</p>	

Students will start on the Assignment Center Page. You can adjust the look of this page (show day/week/month and list/grid). On the top of the page, Classes, Groups, and Calendar are other important menu options.

JAN  
4 My Day Groups  
3 Groups Resources News Calendar

- Progress
- Schedule
- Assignment Center

 Assignment Center Course Requests Conduct Requirements Checklist

Course Requests

Conduct

Requirements

Checklist

Day

Week

Month

Due

+ Add task

Filter

Sun 1/2

Mon 1/3

Tue 1/4

Wed 1/5

Thu 1/6

Fri 1/7

When classes begin, click on My Day and then Schedule to see your classes.

Your current classes should also appear here.

The screenshot shows a university calendar interface. At the top, it displays 'AUG 12 My Day' and a 'Classes' dropdown menu with '4 Classes' listed below it. A dropdown menu is open, listing the following classes:

- Advanced Statistics - 1 (C)
- Archaeology of the Southeastern US - 1 (F)
- Environmental Literature: Place-Based - 1 (B)
- Introduction to Religious Studies - 1 (E)

At the bottom of the dropdown menu, there is a link that says 'View Other Classes'.

The calendar grid shows the dates from Sunday, August 16 to Thursday, August 20, 2020. The time slots on the left range from 'all-day' to '10am'. A class titled 'Environmental Literature: Place-Based - 1 (B)' is shown in the 8:45 - 10:15 slot on Tuesday, August 18, and in the 8:45 - 9:55 slot on Thursday, August 20.

Advisory, Teams, and Afternoon Programs are found in 'Groups'

The screenshot displays the St. Andrew's Sewanee website interface. At the top left is the university's logo and name. Below it, a navigation bar includes 'My Day' (with a date of AUG 12), 'Classes' (4 Classes), 'Groups' (1 Groups), 'Resources', 'News', and 'Calendar'. The 'Groups' dropdown menu is open, showing a list of 'TEAMS' with 'VGSoccer' and a 'Find More' option. The background features a calendar grid for August 16-22, 2020, with columns for Sun 8/16, Tue 8/18, Wed 8/19, and Thu 8/20. The time slots 'all-day' and '5am' are visible on the left side of the calendar.

School events are posted on the main [sasweb.org](https://sasweb.org) website.

The Calendar in CORE shows Assignments and Classes. Customize the options with the left menu. For example, Assignments are shown in blue and Classes are shown in green.

The screenshot displays the CORE interface. At the top, a navigation bar includes 'My Day' (AUG 12), 'Classes' (4 Classes), 'Groups' (1 Groups), 'Resources', 'News', and 'Calendar' (highlighted with a green box). On the left, a 'My View' sidebar contains 'Restore' and 'Save' buttons, 'My Calendars' (Show All, Hide All), and a list of view options: 'Assignments' (selected), 'Schedule', 'Games/Practices', 'Class Events', and 'Group Events'. The main calendar grid shows dates from 9 to 21. A yellow highlight covers the date 12. Events are color-coded: blue for assignments and green for classes. The following table summarizes the visible events:

Date	Event	Category
17	10:35a Environmental Literacy	Class
17	12:30p Advanced Statistics	Class
18	Fake Homework	Assignment
18	Fake Reading Quiz (CR Chap	Assignment
18	What is Statistics? (video re	Assignment
18	Fake assignment	Assignment
18	Fake discussion	Assignment
18	Fake Quiz (Mr. Short is testir	Assignment
18	Splat #1	Assignment
18	8:45a Environmental Literat	Class
19	10:25a Advanced Statistics	Class
19	1:40p Introduction to Relig	Class
20	8:45a Environmental Literat	Class
20	10:05a Archaeology of the S	Class
21	10:25a Advanced Statistics	Class
21	12:25p Introduction to Relig	Class
21	2:00p Archaeology of the S	Class



## Assignment detail

## Fake assignment

## Online Submission



Assigned: 8/4/2020 | Due: 8/18/2020 | Environmental Literature: Place-Based 1

## Fake assignment

In this 'Fake' assignment, you can see instructions on the left and a place to attach files or type in your responses on the right. Be sure to click 'Submit Assignment' when the work is completed!

## Status

 Submit

Due in 5 Days

 Attach Files

## Online Submission Text

HTML ABC ✂ 📄 📁 📅 📎

**B** *I* U | ☰ ☷ ☹ ☺

Save for Later

Submit Assignment

[< Back](#)

## Assignment detail

### Fake Homework Online Submission



Assigned: 8/10/2020 | **Due: 8/18/2020** | Advanced Statistics I

Write on a piece of paper "FAKE HW assignment". Save as a PDF file and see if you can submit the paper into the system.

## Status

✓ **Completed**

Submitted on Mon 8/10/2020 8:43 PM

2020-08-10 20-38.pdf

3.63 MB

View



[Resubmit](#)

In this 'Fake Homework' assignment you can see the student has attached a .pdf file and has received a green 'Completed' status. Certain assignments may allow you to use the Resubmit button to turn in revised work. You can also View or download your files from this page.

## Assignment detail

Exploring Audio on the Computer  
Complete Exercise 1 (pg.31-34) in Pro Tools Book. (10-20 minutes)



Assigned: 8/12/2020 | Due: 8/20/2020 | Music Production, Songwriting, Recording

You will need the access code in the front cover of you book to complete this assignment. go to <https://www.halleonard.com/mylibrary/>  
Download the files

## Status

▼ To Do

Due in 8 Days

In Progress

Completed

Sometimes, you might not have something to submit online, but you can mark an Assignment as 'Completed' once it is finished, so it will be cleared off your Assignment Center list. Or you could mark it as 'In Progress' so you and the teacher know that you are working on it. This might be useful for larger projects!

Note: CORE will recognize your Username as long as you are logged in to Gmail or another Google product (Chrome or Docs, for example) with your **sasweb.org** email address.

If you need help logging into your Google or CORE accounts, contact [techadmin@sasweb.org](mailto:techadmin@sasweb.org).



ST.ANDREW'S  
SEWANEE