

SCN STUDENT GOOGLE ACCOUNT



For best results, use Google Chrome as your search engine instead of Internet Explorer to ensure all features of Google Apps are working.

Go to www.google.com

Sign in

Email:

<studentID#>@students.d303.org

Password :

Password student uses for school log in

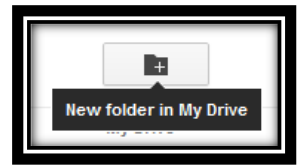
Features:

1. **Search:** Explore Google for teacher shared sites, find research, etc... (Same search as google.com)
2. **Images:** Perform a Google Image search
3. **Drive/Documents:** Store, share and create documents, presentations, spreadsheets, and surveys, consider this similar to a storage device, but accessible anywhere you can log on to Google. (*You do not need to download Google drive to sync with your computer.*)
4. **Sites:** If a teacher has shared rights to a site with you to help manage the webpage this is where the management begins.
5. **Mobile:** Learn how to go mobile with Google and have it with you wherever you go
6. **More:** Google provides many other resources for students, some have been turned off due to D303 guidelines.

HOW TO USE YOUR GOOGLE DRIVE.

The screenshot shows the Google Drive interface for C.U.S.D 303. At the top, there is a logo and the text 'C.U.S.D 303'. Below that, the word 'Drive' is displayed. A red 'CREATE' button is visible, along with an upload icon. A dropdown menu is open, listing options: Document, Presentation, Spreadsheet, Form, Drawing, Folder, and More. A blue arrow points to the 'CREATE' button with the text 'Upload items from your computer'. A green arrow points to the dropdown menu with the text 'Create items within the Google'.

CREATING FOLDERS AND MANAGING FILES



1. Create a Folder : At the top of the page, when you are in Drive, you will see the following icon to create a folder
2. Name the Folder: If sharing with a teacher, please do the following.

*****Do this before loading files.*****

Suggested: Folder Name: <Hour><TeacherLastName><Student 1st Initial, Last Name>

Suggested : Assignment. Name: <Name of Assignment><Student 1st Initial, Last Name>

3. Private or Shared Folder

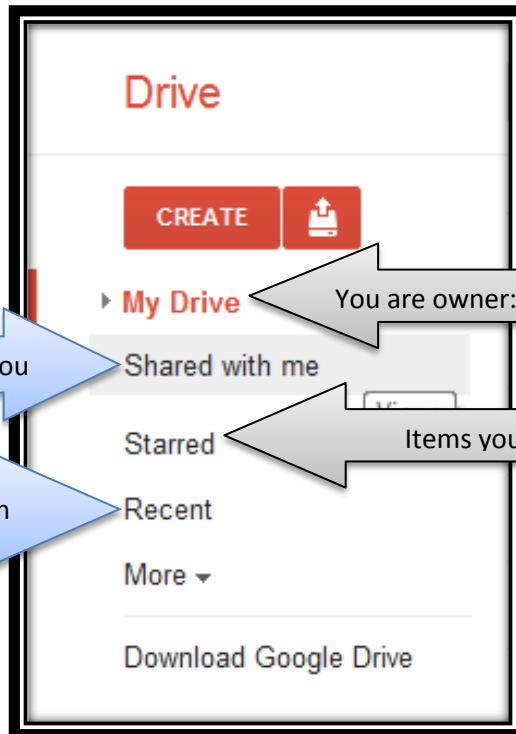


- a. Private: Solid Colored Folder that only you can see the files inside



- b. Shared Folder: Folder will have an icon of a person if you have shared it with another collaborator. Sharing an entire folder will allow all files to be seen by the other collaborators.

4. Drive Views: See below



Files that have been shared with you

You are owner: Items you have uploaded or created

Items you have starred as important

Files you have recently worked on

UPLOADING ALREADY CREATED ITEMS

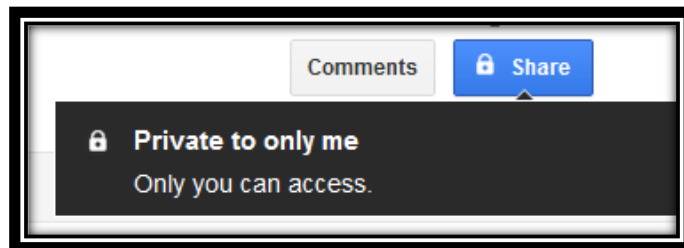


You will be prompted with your uploading to retrieve off of your computer to find the location of the files ready to be uploaded.

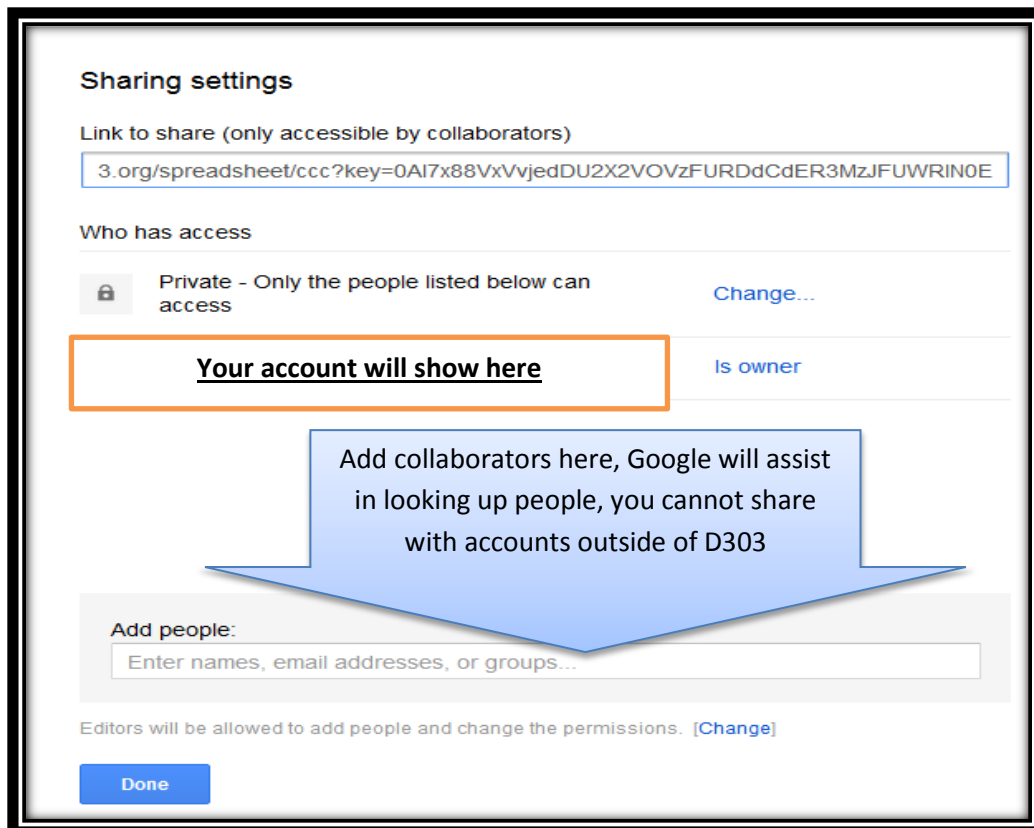
***Remember that Google is not a Microsoft Office product and that the formatting will not stay the same if turned into a Google Document. If you would like to share and keep the formatting do not alter or change the file to become a Google document.

Options after uploading

1. Keep the item "as is" and not convert.
2. Convert the document to a Google document.
 - a. This will lose the formatting if uploading a Microsoft based product.
 - b. Converting is the only way to share and edit online via Google Drive.
3. Private or Shared
 - a. Keep private

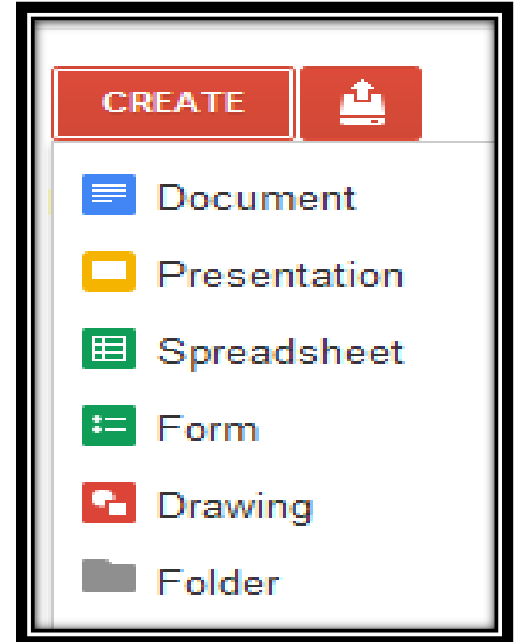


- b. Share with others



CREATING ORIGINAL GOOGLE ITEMS

1. Select the item you would like to create.
 - a. **Document:** “Google Docs is an online word processor that lets you create and format text documents and collaborate with other people in real time (“Google Drive”).
 - b. **Presentation:** An online presentations app that allows you to show off your work in a visual way either starting with a PPT or creating from scratch.
 - c. **Spreadsheet:** An online spreadsheet app that lets you create and format spreadsheets and simultaneously work with other people in the D303
 - d. **Form:** Create surveys or questionnaires that keep track of all data collected in a spreadsheet format.
 - e. **Drawing:** Create, share or edit a drawing via Google.
 - f. **Folder:** Storage of files
2. Name the file specific to an assignment to easily access it later. Use the search box at the top of drive to locate items in Drive.



The St. Charles North LRC staff are available for help with your Google account. If you are working outside of the normal school hours more help can be found inside of the Google Drive Help Center.

Sources:

"Google Drive." *Google Help*. N.p., n.d. Web. 14 Nov. 2012. <<http://support.google.com/drive/?hl=en>>.