



WCPSS Google Apps / Drive / Docs

At a Glance...

- provides productivity apps that equate MS Office software, along with many other apps
- Permits sharing documents for viewing/editing
- currently a teacher-only service, but student accounts are planned for 2015-2016
- also provides unlimited file storage space in "the cloud."

Access It At...

www.google.com or via mobile device app

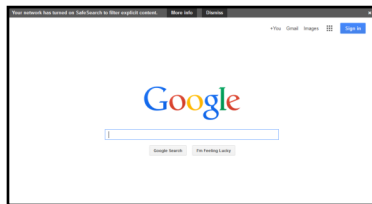
Required Knowledge...

- Basic MS Windows / PC operation
- Helpful: Previous MS Office experience

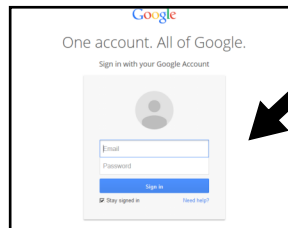
Username / Password

- Username: WCPSS email name (ex. jsmith1)
- Password: WCPSS email password

To begin with, let's get logged into Google. Navigate your web browser to www.google.com.



Click "Sign In."



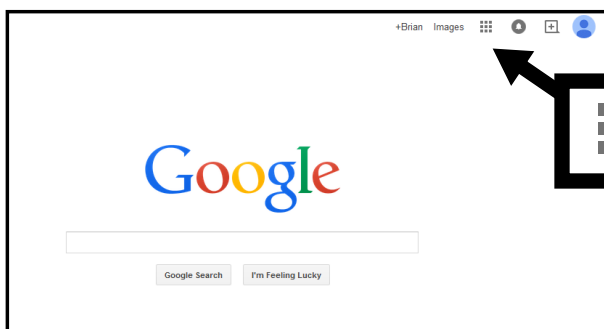
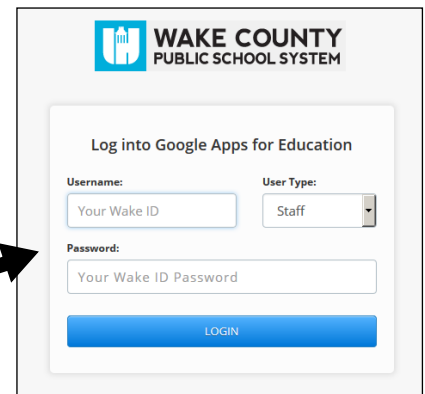
Enter your full WCPSS email address (ex. jsmith1@wcpss.net)
No need to enter password yet.

In WCPSS, you may receive a document via email that someone has shared with you from Google.

You may have to enter this login information to be able to view / access it.

You'll be forwarded to the WCPSS Google login entry.

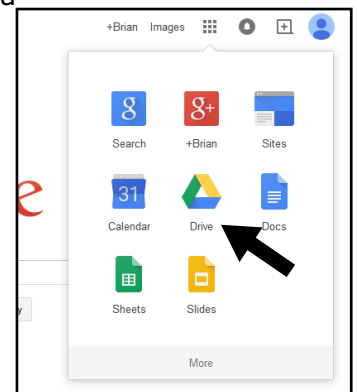
Enter your username (your WCPSS email name) and your email password and click "Login."



Click the box grid for a shortcut to Google Apps.

After logging in, you're sent back to the main Google page. You can access apps in several different ways.

You'll see several app links right pop up. Let's focus on Google Drive - go ahead and click "Drive"



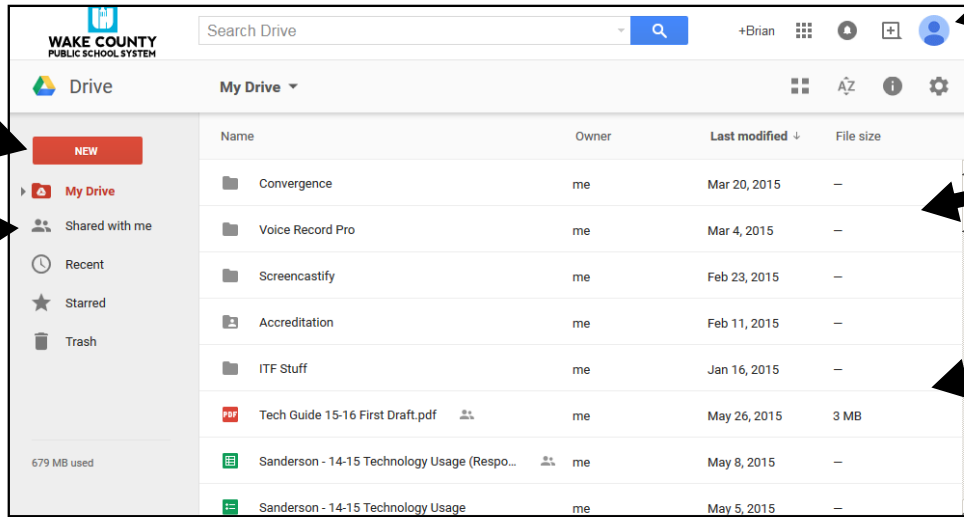
Google Drive is an app that offers you two things. The first is unlimited storage space for files. The second is a suite of productivity apps, many of which accomplish the same tasks as Microsoft Office. So what's the advantage to using Google over MS Office? First, your documents are saved to "the cloud" (which simply is remote storage on Google's machines). You can access them via logging into Google **anytime, anywhere, on any device**. No need to have any installed software. The second advantage is that you can **share these documents** with others, for viewing and/or editing.

Once WCPSS makes Google Apps accounts available for students, you'll be able to share items with students electronically, no email involved.

Start a new document or upload a new document

This is the main index of your Google Drive.

Access documents that have been shared with you by others



Sign In/Out

Folders - organizational helpers; contain one or more documents inside

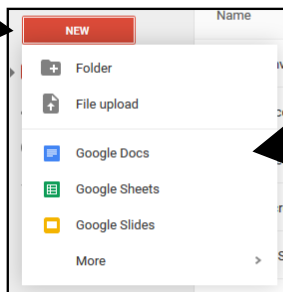
A listing of documents you've created

Look at the icon beside the name to see if it's a folder or the type of document it is

If this is your first time in your WCPSS Google Drive, you won't see any documents or folders! If you access your personal Google Drive on your device, be careful not to confuse yourself!

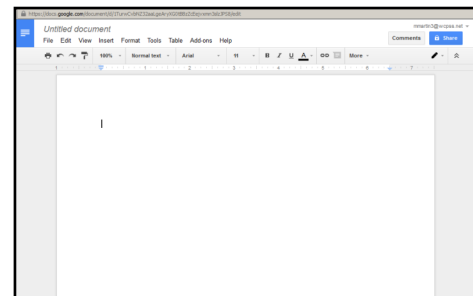
Let's start small and create a simple word processing document (like MS Word) and share it with others.

Click "New"

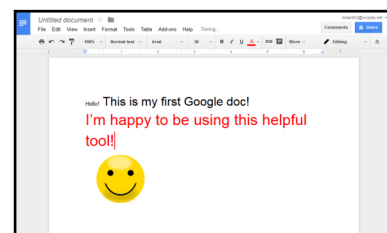


Click "Google Docs"

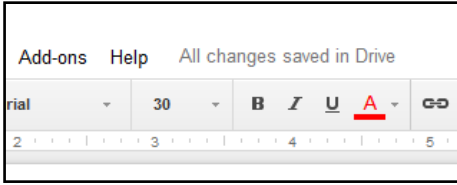
A new window will pop open. It looks a lot like MS Word. You can use the command bar at the top of the screen to insert pictures, change fonts or colors, or create tables.



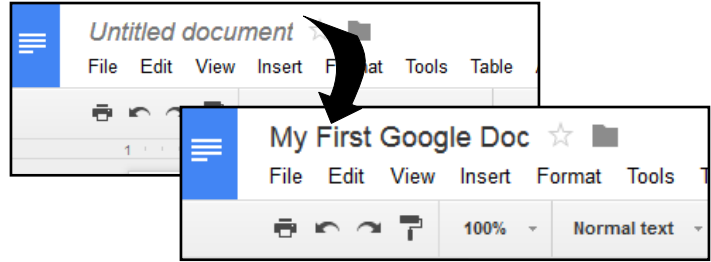
Go ahead and type a few sentences and try inserting a picture or a table.



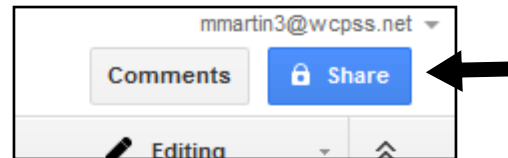
Notice at the top that Google automatically save as you edit the document. No more losing work from not saving!



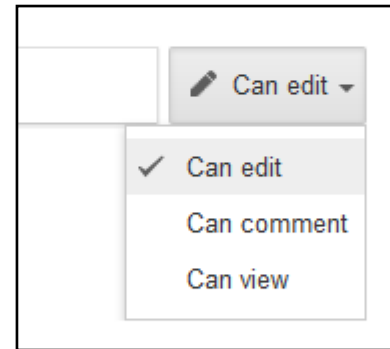
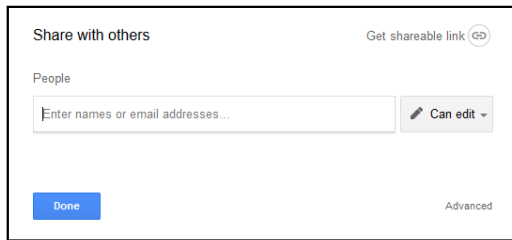
Give your document a title at the top left. Just click "Untitled Document" and enter the name.



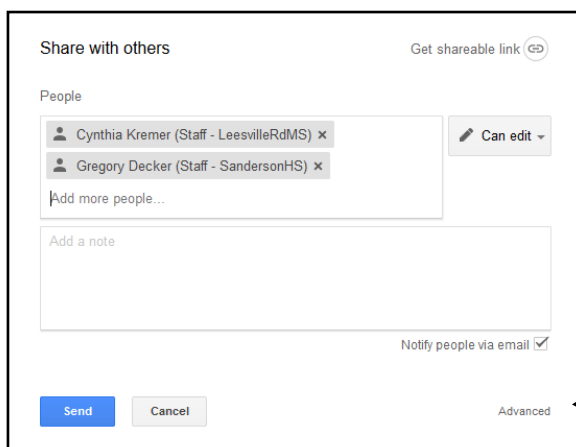
At the top right, you'll notice a blue "Share" button. Click it. You'll find this "Share" button in many Google Apps.



In the pop-up window, enter the name or email address of the person you'd like to share this with. It will automatically search for WCPSS email addresses as you type.



You can select if the person you're sharing it with can edit the document, comment on it, or just view it.

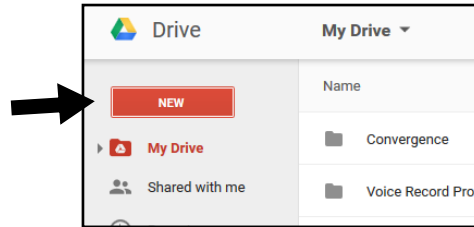


Once you select people to share it with, you can have an automated email sent to them, letting them know they have access to this document. You can include a note in the large empty paragraph box. If you don't want an email sent to your recipients, un-check the box.

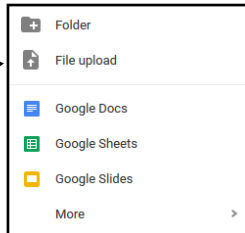
Clicking "advanced" shows you more detail about sharing this document. It also gives you a direct address (URL) you could use to share with others.

Even though your document is safe and stored on Google's servers, you may want to download a copy for yourself. Select "File / Download as..." to download a copy. You can even download a *.doc version of this document, which you can open in MS Word.

To finish up our tutorial on Google Apps, let's see how we can upload a file to store in our Google Drive. Go back to the main Google Drive index window and click "New."

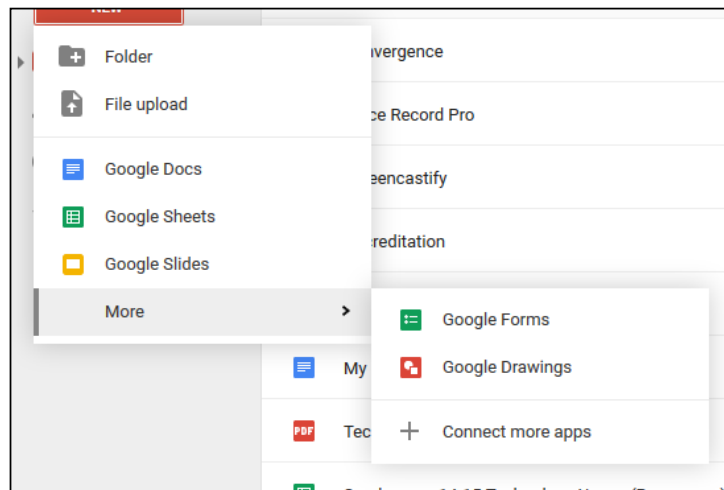


Select
"File Upload."



An Explorer window will pop open. Locate the file you want to upload and store on your Google Drive. You can store documents, photos, videos - just about any type of file you can think of!

You'll be able to access those later, anywhere, anytime. Think of it as a flash thumb drive that's always accessible to you!



Note there are lots of other types of documents you can create. "Google Sheets" equates MS Excel spreadsheets. "Google Slides" is Google's version of PowerPoint.

"Google Forms" permits you to create online forms that collect information from visitors. Google Drawings lets you create simple graphics. There are other apps you can connect to your Google account, as well.

Now you have a solid start with Google Apps - specifically, Google Drive!

Additional Tutorials / Training / Help...

<https://support.google.com/drive/>

<http://learn.googleapps.com/drive>

<https://www.google.com/edu/training/get-trained/docs-suite/introduction.html>