



Google Docs is a free, web-based word processor, spreadsheet and presentation tool that allows you to create and edit documents from anywhere and collaborate with multiple people at the same time.

- It is recommended that you use the Google Chrome browser.
- Access your new account at <https://www.google.com/a/southingtonschools.org/> or www.google.com
- Reset your password by going to the webpage <https://security.google.com>

Google Docs

Google Docs is different:

- Documents are saved online and can be accessed from any computer with an Internet connection.
- Collaboration: Multiple people can work together on the same document. No need to email documents back and forth.
- Google Docs saves automatically, on a regular basis. Each change is tracked as a new revision. You can see exactly what's been revised, by whom, and when.
- Can go back to an older revision.

The Sidebar

Google Drive offers several ways to filter and view your files, folders and Google Docs. These filters help you find your files more easily. Here's a list of the filters you'll find in the left-hand navigation:

My Drive - Everything in your Google Drive that you've created, synced and uploaded.

Shared with me - All of the files, folders and Google Docs that have been shared with you.

The **Shared with me** filter doesn't include files shared to a mailing list or files set to 'Anyone with the link' or 'Public' (unless the file has been shared directly to your email address).

Starred - Items that you've marked with a star.

Recent - All of your private and shared files that you've opened in reverse chronological order.

Activity - Everything that has been edited recently. This view includes anything that you've created, that has been shared with you, or that you've clicked the link to open.

All Items - Everything in your Google Drive. This filter doesn't contain items that you've put in the **Trash**. Click **More** to see this filter in the left-hand navigation.

Trash - Everything that you've placed in the Trash. Click **More** to see this filter in the left-hand navigation. You can only trash items that you own. For items you don't own, you can select **Remove** from the **More** menu.

Create Or Upload A New Document



Create:

1. Click *Create* and select the type of document you need.
 - Document – Google's version of Word
 - Presentation – PowerPoint – Templates, themes, insert photo or video
 - Spreadsheet - Excel
 - Form
 - Drawing
2. Select *File, Rename* to name the document.

Upload:

1. Click on the box next to Create to select *Upload*.
2. Select to upload one document or a folder.


Available Options within Google Drive

- Download
- Revision history
- Send as an attachment
- Link from your website to a Google document
- Notification of changes made – Tools, Notification Rules

Create a Folder

1. Click the red **Create** button at the top left of your Google Drive.
2. Select **Folder** from the drop-down menu.
3. Enter a folder name into the text box and click **OK**.
4. The folder will be created, and you can find it under **My Drive**.

Share a File or Folder

- 1 Go to the **My Drive** view of your Google Drive.
- 2 Check the box next to the file or folder you'd like to share.
- 3 Click the Share icon  at the top of your list of items.
- 4 At the bottom of the "Sharing settings" window, type the email addresses or mailing list of the people with whom you'd like to share the folder.

By default, a folder you've created, synced or uploaded is in **My Drive**. If you share that folder with another person, they'll need to manually move the folder into **My Drive** if they want to sync the folder to the Google Drive folder on their computer.

Calendar

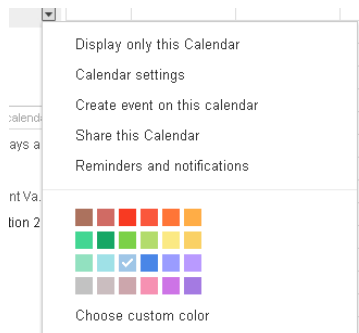
Create a New Event



1. Click the arrow next to Create to quickly add a new event or click on a time and date in the calendar.
2. Double-click the event for more options.

Share a Calendar

1. Click on the arrow to the right of your name and select *Share this Calendar*.
2. Enter an email address for the person or people who you want to share with.



More Resources -

<http://www.google.com/enterprise/apps/education/>

<http://edutraining.googleapps.com/>

<http://www.google.com/edu/teachers/>

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

<http://www.freetech4teachers.com/2012/04/google-docs-for-teachers-free-ebook.html>

<http://www.google.com/edu/tools-and-solutions/>

Google Earth for Educators: <http://sitescontent.google.com/google-earth-for-educators/>

Lesson Plans: <http://www.google.com/edu/teachers/lesson-plan-search.html>

Iterrace Google Apps