

GOOGLE APPS FOR EDUCATORS FAQ

Google Apps for Educators is being piloted by Coastline. This is a District license and as a pilot, data is being collected around usage, ease of use, and functionality needs (apps used). It has not yet been determined when this might be available to District, GWC, or OCC employees.

- Google Apps are tools you can use to build engagement and collaboration.
- The tools it has are familiar: email documents, spreadsheets, slides, calendar, storage in the cloud, and more.
 - They behave similar to Microsoft Word, Excel, PowerPoint, and Forms but not exactly the same.
 - It's always good to get to know these products first before integrating them into your classroom or work group.
- With the Google apps for Educators, there is additional encryption and security so your documents and student data are well-protected
- **Drive** is storage in the Cloud so documents can be accessed anywhere there is internet. Google Apps for Educators has twice the storage of a personal gmail account: 30 GBs!
- Folders and documents in Drive can be shared. **Share levels** include:
 - View Only: User can view the document only.
 - Comment Only: Allows the user to make comments on the document but no editing of the document. If user is logged into gapps, their comments have their name attached to them.
 - Edit: This is the ability to edit any part of the document. If user is logged into gapps, their comments and edits will have their name attached to them.
- When you are added as user to the Google Apps for Educators Pilot at Coastline:
 - Once you login to your Google Apps email you can access your Drive.
 - Click on the Drive icon in the apps; download Drive if instructed to do so. (not on a public computer).
 - Once you have opened your gapps account and Drive, whenever you login your folders and documents will be visible to you.
 - Be sure to set the Share levels for documents and folders you wish to share – the default setting is Private.

To access your gapps account for the first time:

1. Open Chrome.
2. Select gmail.
 - a. If you have a personal gmail account Chrome will prompt you to login to that account. Select **Sign in with a different account.**
3. Type in your gapps email address.
4. Type in the password given to you.
5. Click Sign In.

View a short (< 5 minutes) video about how login to Google Apps for Educators and access Drive: [Google Apps for Educators](#).