

Google Apps for Educators

How to Login and Using Drive

Created by: Meg M. Yanalunas

10.04.2014

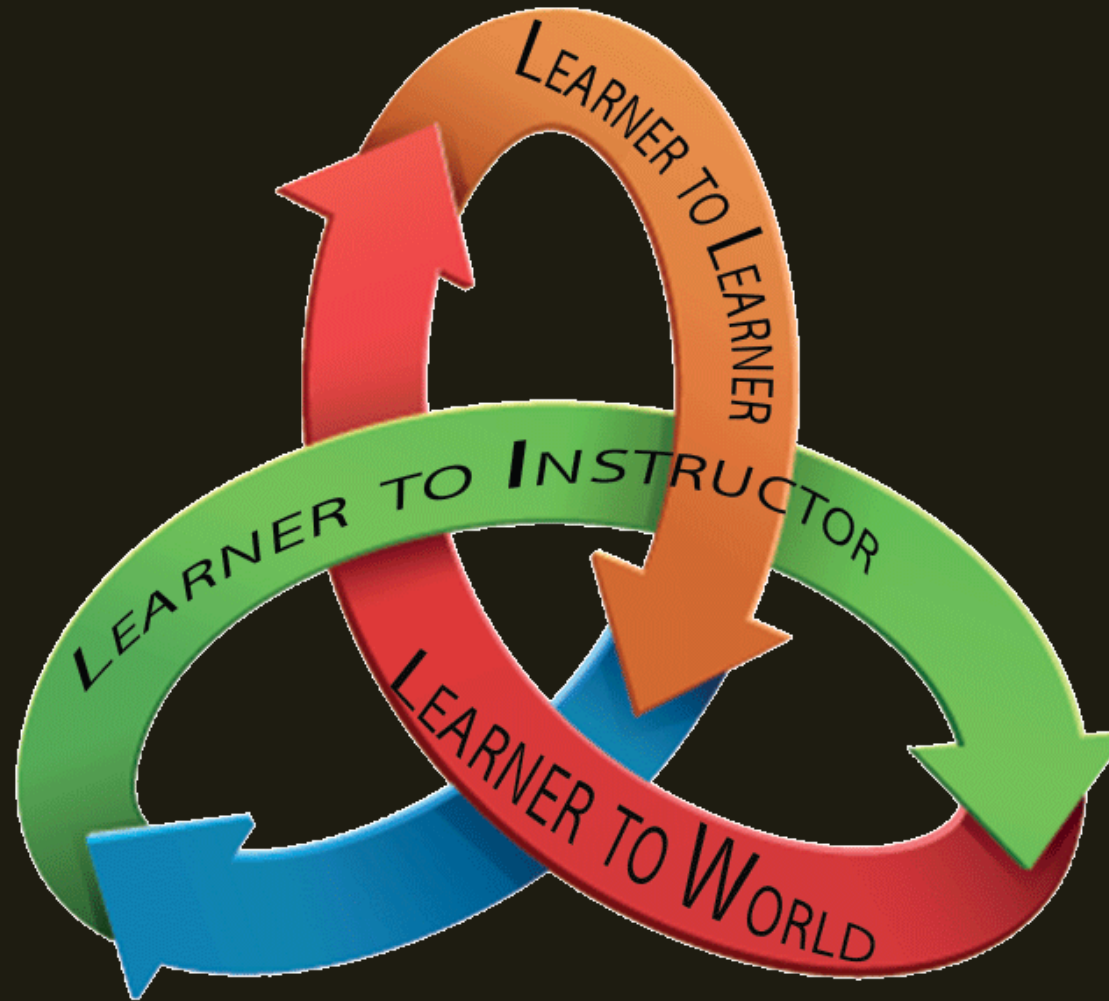
Google Applications (gapps)

- Google Apps are tools you can use to build engagement and collaboration in your course.
- Familiar: email, documents, spreadsheets, slides, calendar, storage, websites and more.
- With the Google apps for Educators, there is additional encryption and security so documents and student data are well-protected.



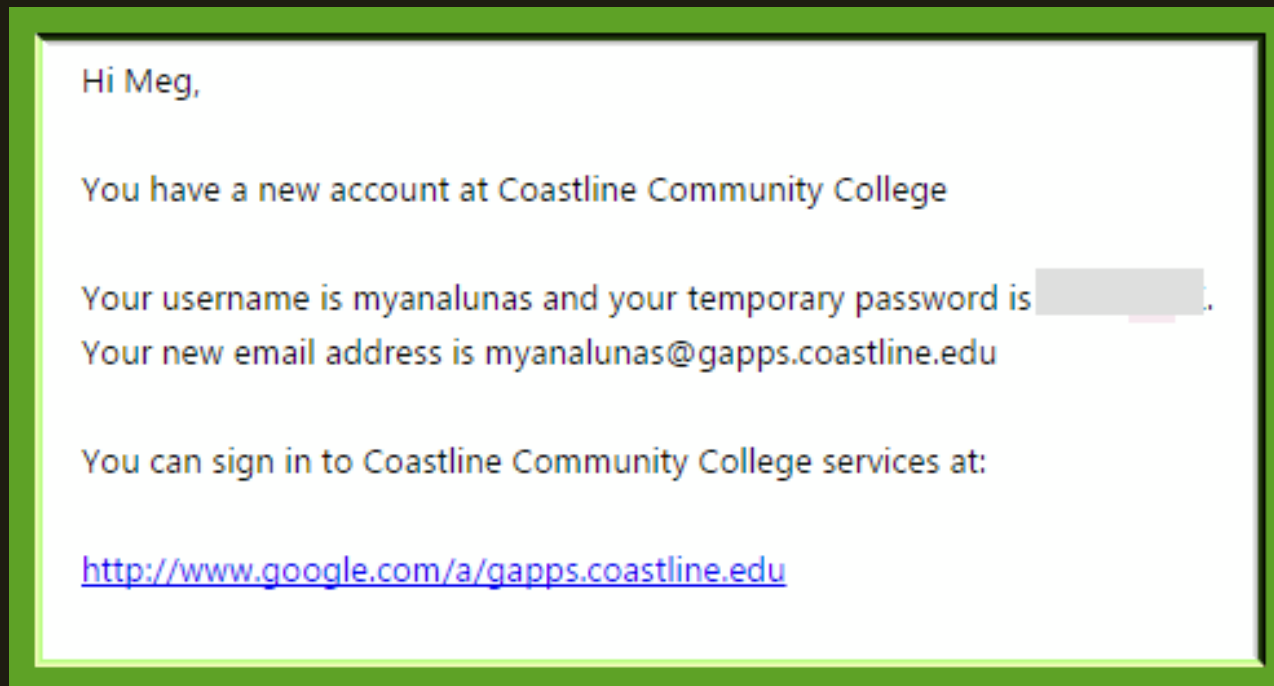
Google Apps Build Engagement

- Each relationship increases the engagement of all of them.
- Sharing between instructor and students or student to student; this means group projects are easy to work on no matter where your students live.

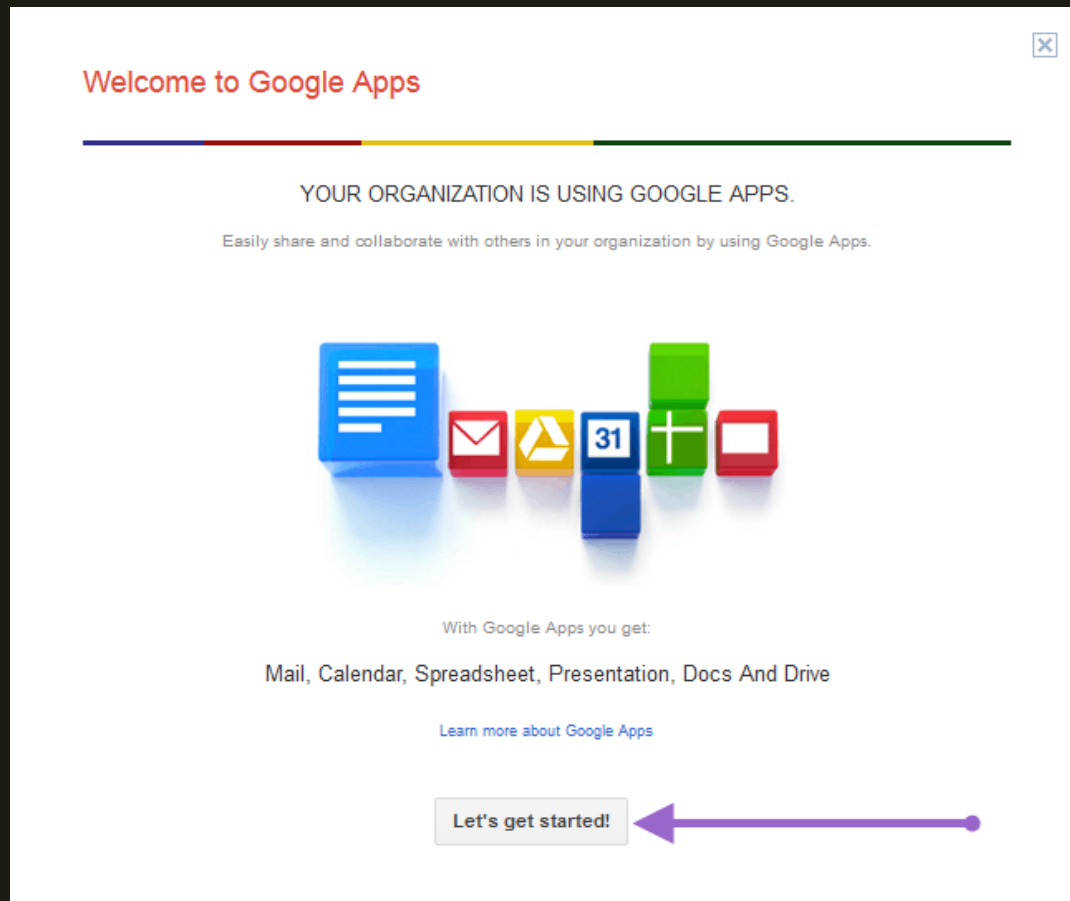


Gmail in gapps

- If you have been added as a user to gapps, you will need to open the email that contains your username and password for your gapps email account.




- **Google Apps for Educators may also send you a confirming email to login from.
Click the link provided named “Let’s get started!”**



Welcome to Google Apps

YOUR ORGANIZATION IS USING GOOGLE APPS.

Easily share and collaborate with others in your organization by using Google Apps.

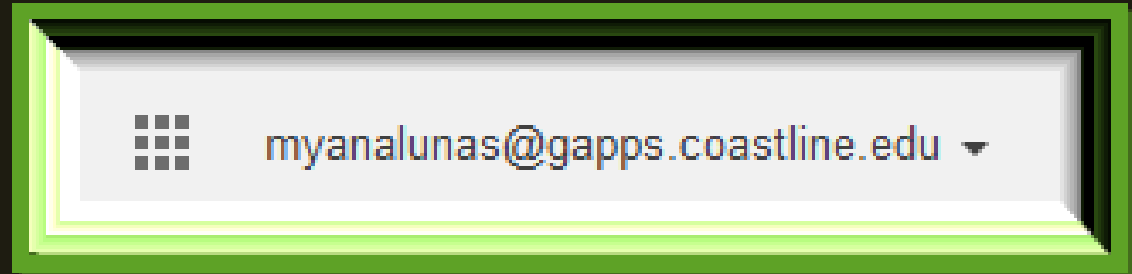


With Google Apps you get:

Mail, Calendar, Spreadsheet, Presentation, Docs And Drive

[Learn more about Google Apps](#)

Let's get started! ←



When you login successfully your gapps email account will display at the top of the page.

Your Gapps Email Page

- This email page might *look* exactly like your personal gmail account, but there are a few differences.

1 COASTLINE COMMUNITY COLLEGE

myanalunas@gapps.coastline.edu

Mail

COMPOSE

2 Inbox (1)

Starred

Sent Mail

Drafts

CA Team

Google Info

Classroom

KP Orientation

QUAL500

Site Rep Project (1)

3

<input type="checkbox"/>	☆	psych-c100-group-project.	Google Groups: You've created the new group PSYCH C100 Group Project 1 - Congratulations	Oct 3
<input type="checkbox"/>	☆	Mark Worden (Google Docs)	Shared Document E... - Add: "edit" - Mark Worden added a suggestion to Shared Document Examp	Oct 3
<input type="checkbox"/>	★	Tran, Toan	Public Speaking Moodle - Hi Meg, Public Speaking should now be visible under "My Courses" on htt	Jul 30

4

0.09 GB (0% of 30 GB used)
[Manage](#)

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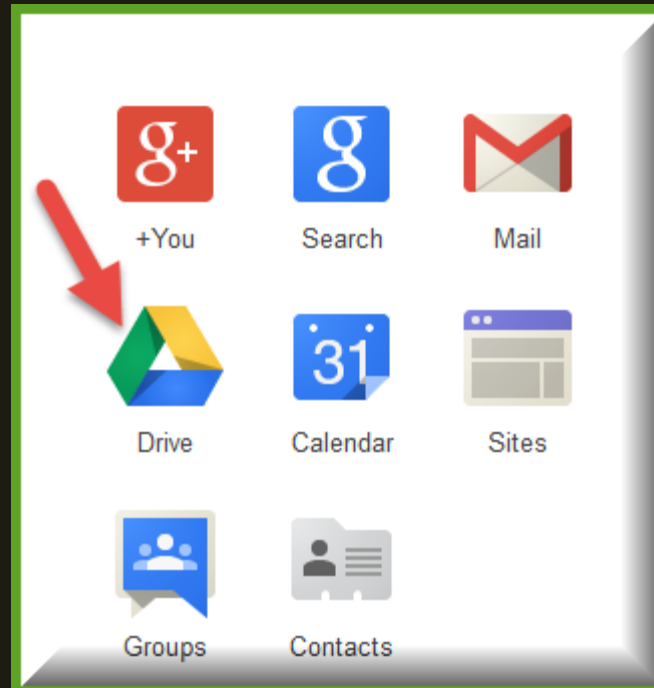
Last account activity: 4 minutes ago
Open in 1 other location [Details](#)

How Do I find my Drive?

1. Click on the applications icon



2. Select Drive



Download Drive

- The next message that displays after you select Drive for the first time is “Do you wish to download Drive?”
- The answer is “Yes!”
- Google will then download Drive to the computer.



Drive (Do I need a license?)

- Drive is storage in the Cloud so documents can be accessed anywhere there is internet.
- It is home for all of your Google documents.
- Protection provided in Google Apps for Educators is significant .
- Sharing documents is easy and **good!**
 - Sharing folders or documents between instructor and students or student to student; this means group projects are easy to collaborate on, no matter where your students live.

Using Drive

- You can now create folders, add documents, create new documents, and share any of this with whomever you wish.

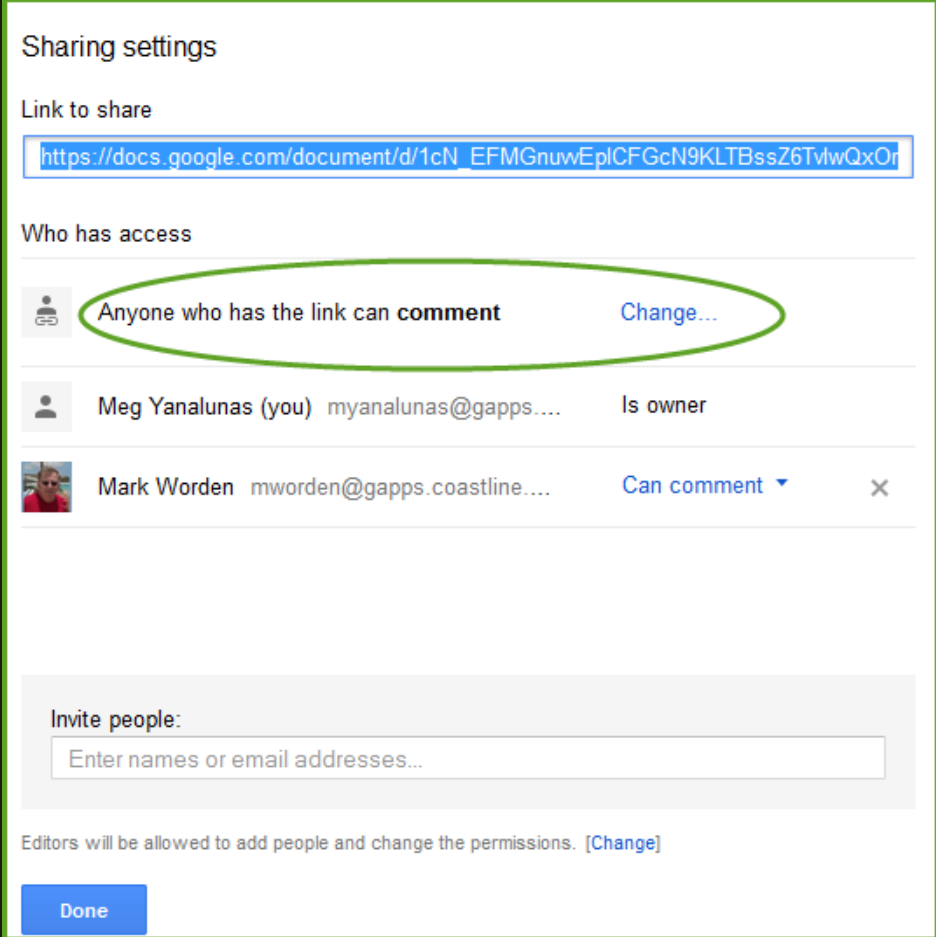
The screenshot displays the Google Drive interface for Coastline Community College. At the top left is the college's logo and name. Below it, the word "Drive" is prominently displayed. In the top navigation bar, there are two red buttons: "CREATE" and "Upload". A green arrow with the word "Upload" in white text points to the "Upload" button. The interface is divided into two main sections: a sidebar on the left and a main content area on the right. The sidebar, titled "My Drive", contains a list of folders: Classified Senate, Classroom (highlighted), CPD, CPD-District, DragNDropLTI.zip (Unzipped F), Google, Google Test, ID Team, Kaiser Orientation, LMS, Program Review Comm., Program Review-Coastline, QUAL500, QUAL510, and SI 2014. The main content area, also titled "My Drive", shows a list of folders with checkboxes and star icons to the left of each folder name: Classified Senate, Classroom, CPD, CPD-District, DragNDropLTI.zip (Unzipped Files), Google, Google Test, ID Team, Kaiser Orientation, LMS, and Program Review Comm.

Get Started Now!

- You can begin by creating folders to Drive
- Next, either upload existing documents or create new ones.
- Google applications vary depending on what the hosting organization chooses to open for users.
- Typically they will offer Documents, Slides, Spreadsheets, and Forms.
 - 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.

Sharing

- When you create either a folder or document in Drive, you have the ability to Share the document.
- Share levels include: View Only, Comment Only, or Edit which is the ability to edit any part of the document.



The screenshot shows the 'Sharing settings' interface for a Google Document. At the top, the title 'Sharing settings' is displayed. Below it, the 'Link to share' section contains a text box with the URL `https://docs.google.com/document/d/1cN_EFMGnuwEplCFGcN9KLTBssZ6TvwQxOr`. The 'Who has access' section lists three users with their permissions:

User	Permission	Action
Anyone who has the link	comment	Change...
Meg Yanalunas (you) myanalunas@gapps....	Is owner	
Mark Worden mworden@gapps.coastline....	Can comment	✕

Below the list is an 'Invite people:' section with a text input field labeled 'Enter names or email addresses...'. At the bottom, a note states 'Editors will be allowed to add people and change the permissions. [Change]' and a blue 'Done' button is visible.

Sharing (continued)

- For example, if you have small group project paper that students must collaborate in:
 1. Create a folder with the group name.
 2. Select Share and set the status to Edit.
 3. Create a document with the assignment on it.
 4. Select Share and set the status to Comment.
 5. Send students the Share link to the folder, with instructions to upload a draft of the project/paper.
- In this way, every time a student posts on the assignment, it is as a comment, so you can see who has commented and how many times they contributed to the work.

Summary

- 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.