

Google Handbook

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G Suite

Google has created—and students/teachers have access to—a series (suite) of applications that will be used throughout the year, collectively known as Google Apps for Education. They are:

		
Drive	Docs, Slides, & Sheets Apps	Classroom
Store and organize documents and access them from any device.	Collaborate, share feedback, and work together with others.	Complete assignments, discuss with teachers and peers, and receive materials electronically.

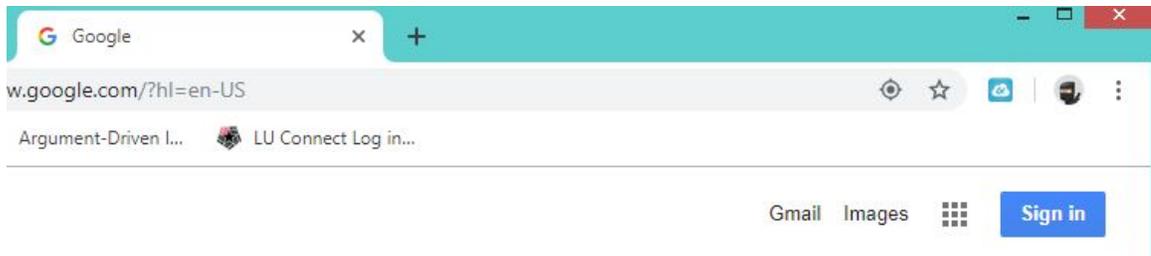
Information in this handbook is based on the desktop/computer apps. All apps may be similarly accessed using iOS and Android OS. Google Chrome is **STRONGLY** suggested/encouraged to be used as a web browser for desktop/laptop devices.

Drive

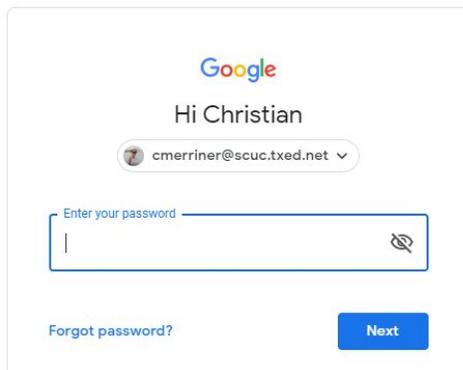
Drive acts like storage for documents and folders. Access to Drive can be done from any computer or mobile device. Users can organize files into folders as well as upload existing files and folders from a computer or other device. Drive is also a central location from which to create files using the Google apps such as Docs, Slides, and Sheets, as well as an easy access point to visit these apps/websites when on a computer.

- **Signing into Google**

- Open Google Chrome. Click on the blue SIGN IN button at the top right corner.

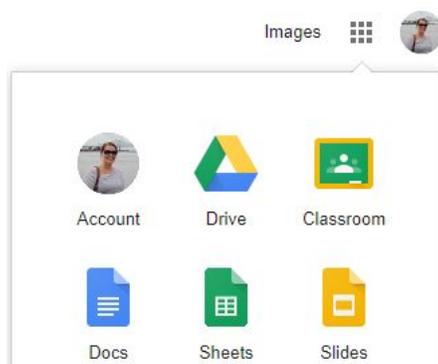


- Use your SCUC credentials (computer username + @scuc.txed.net and your computer password).



- **Using the App Launcher (Google Waffle)**

- All Google apps can be accessed through the icon at the top right corner once signed in. This is typically called the waffle. Click on Drive

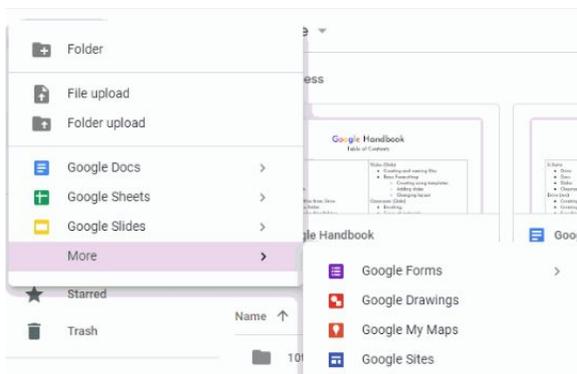


- **Creating New Folders/Files**

- It is important to organize files and folders on Drive for easy access. When creating a new folder, Google will allow users to name it. Be sure to **NAME THE FOLDER** prior to selecting Create. Users can also Rename a folder once it is made by right clicking on the folder name.

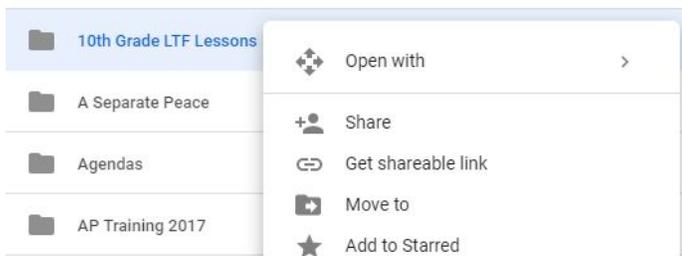


- Users can create and upload files and folders from a computer or phone. Different types of documents (Docs, Slides, Sheets, etc.) can be created from Drive instead of going to the individual app site.



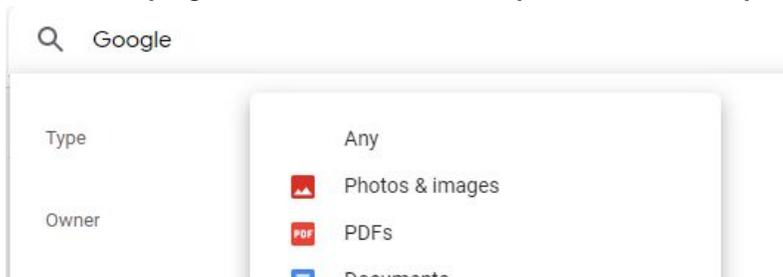
- **Sharing folders with other users**

- Once a folder is created it will appear in the Drive. Users can share a folder with other users by right clicking on the folder or file name. Click Share on the menu. Begin typing a user's first and last name or email address. If they are in your network, the name should appear. This is when users can indicate whether the person can edit, view, or comment. This same process can be done for files without having to open them.



- **Searching for folders**

- To search for a specific file or folder, Google has placed a search bar at the top of the Drive page. Users can search by the name or specific type of file.

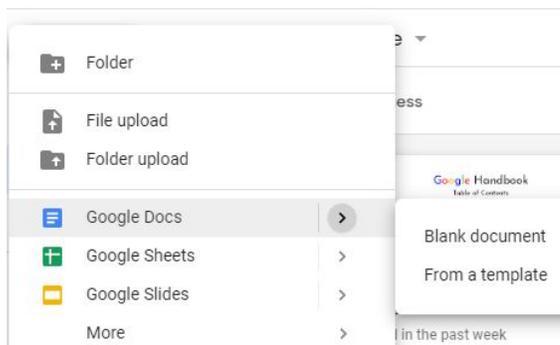


Docs

Docs is a word processing application similar to Microsoft Word or Apple Pages. Many of the same formatting options can be done through Docs; however, an added benefit of using Docs is real time collaboration with peers. Google's sharing option allows users to view, edit, or comment on a file. New Docs can be created through the app/website for Drive or Docs. Google also provides a variety of template options for letters, reports, flyers, etc. which allows users to create a document that is already formatted to meet certain specifications. As with all apps in Google Apps for Education, content saves automatically every few seconds.

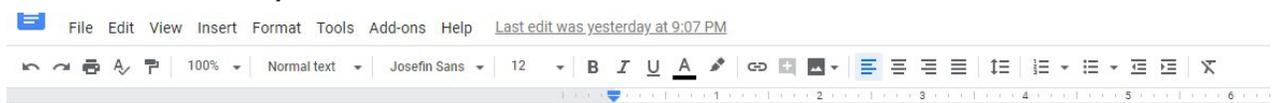
- **Creating a new Doc**

- Select the New button on the top left of the screen. Users may select Google Doc to automatically create a blank document or use the arrow to look at templates. One template students often use is the MLA report, which formats the entire document to MLA specifications.



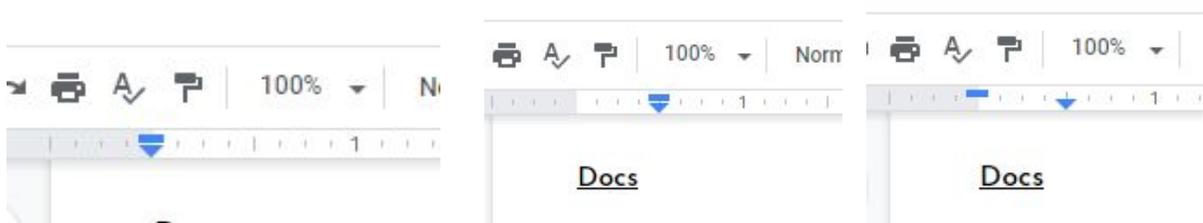
- **Formatting Options**

- Many of the formatting options in Docs are the same as Microsoft Word. Users can change the font style, font size, and margins. Many of these functions can be found in the toolbar at the top of the document page. To see what each icon does, hover over the icon with your cursor.



- **Creating a hanging indent (for Works Cited and Bibliographies)**

- A hanging indent means that the first line of a paragraph is aligned with the 1 inch margin and all lines after that are indented to 1 ½ inches. This style of indenting will be used for a works cited or bibliography. In order to create this, grab the blue marker in the ruler below the toolbar and move it to .50. Then grab the top bar and move it back to 0 on the ruler. If there is already text on the page, highlight any text that needs to have a hanging indent.

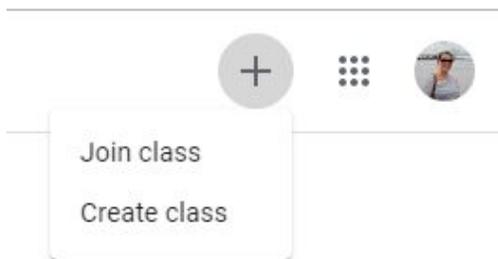


Classroom

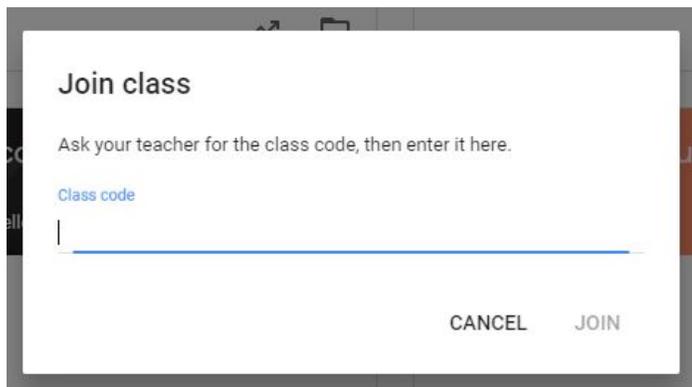
Classroom is a CMS (classroom management system) allowing a virtual classroom to be created in order to distribute information to students—including links and attachments—as well as offer communication and dialogue between not only a teacher and student(s) but also student-to-student; classroom discussion is no longer necessarily limited to the classroom on campus. From the student perspective, Classroom is most useful for accessing materials, including current and upcoming lessons which might be (or have been) missed due to absence.

- **Enrolling in Google Classroom**

- In an open google page, use the waffle to navigate to Classroom. At the top right corner a plus sign will appear. Students should only see “Join class” as an option.

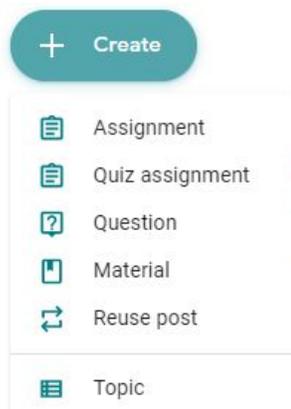


- Type in the class code provided by a teacher.



- **Types of materials**

- Classroom had different icons for the types of materials that can be posted.



- **Menus on home screen**

- When first logged in to the classroom, the stream will be shown. This shows any materials posted in chronological order. The Classwork tab will organize the posted material by topics (depending on whether the teacher organizes the materials in this way).

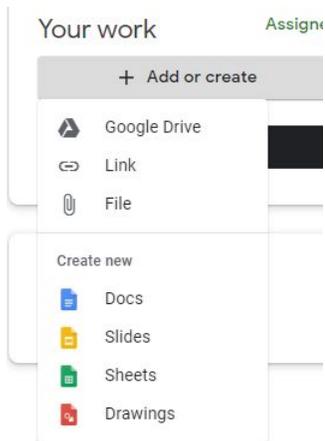


- **Submitting an assignment by attaching**

- When an assignment is posted, click on the post. There is a box on the right titled "Your work". Click on the button to add or create.



- The top three options can be used to attach an existing document that has been created either through Google, or on a computer. The bottom options are for creating new types of documents.



- Once a document is either created or attached it will show up. When ready to be turned in, simply click Turn in. If a Google file is created, the turn in button will show up next to the Share button at the top right corner of the screen.

