

Google Apps Essentials

Gmail

Google Apps mail is Gmail under your school domain.

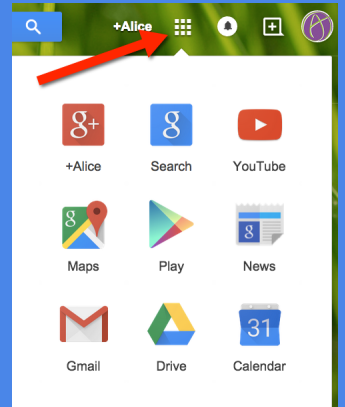
Drive

Google Drive allows you to store files and create Google Docs

Apps

Apps chooser is located in upper right of Gmail and Drive

Access Google Drive through the Apps chooser or <http://drive.google.com>



NEW

Google Docs

In Google Drive create cloud based text documents, spreadsheets, presentations, drawings and forms to gather data.



 Share

Blue Share Button

By default your documents are private. Click on the blue share button to change sharing permissions. Share with specific people or give generic viewing permissions.

No Save Button

Your Google Docs save automatically.

Concurrent Editing

By sharing documents with collaborators you are able to type on the same document at the same time.



Google Classroom

Share Google Documents with students using Google Classroom. Students are able to submit digital work through Google Classroom.

Access Google Classroom through the Apps chooser or <http://classroom.google.com>

Forms

Find Forms under the NEW button and more options. Forms allow you to collect information and that data goes into a Google Sheets spreadsheet.

Folders

Sharing a folder shares everything in the folder.



Search

Find documents easily by using the search box in Drive.

Google Classroom automatically creates folders in Drive to share with your students.

Comments

Give feedback by selecting a section of text. Right click to choose comment. This inserts a note on the side. Comments do not print.

