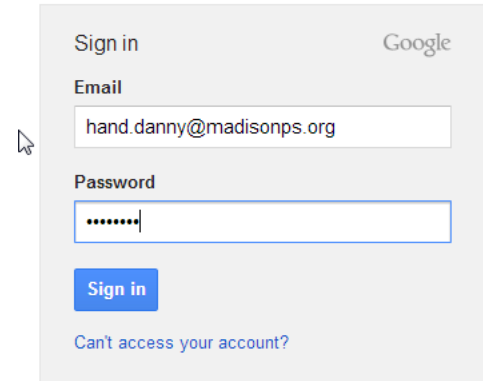


Welcome to Google Apps!

Google Apps for Education can be used to enhance student and teacher collaboration on academic projects. This tool will not only allow you to create and store documents 'in the cloud' on your Google Drive, but also share these documents with your classmates and teacher for real-time collaboration and feedback. Once you've logged in for the first time and changed your password from the original one your teacher gave you, the first thing you'll want to do is create a document.

As you can see in the image to the right, usernames begin with *last name.first name* followed by "@madisonps.org". This is not an active email address; it is just your username. Use the password your teacher gave you in class.



Sign in Google

Email

Password

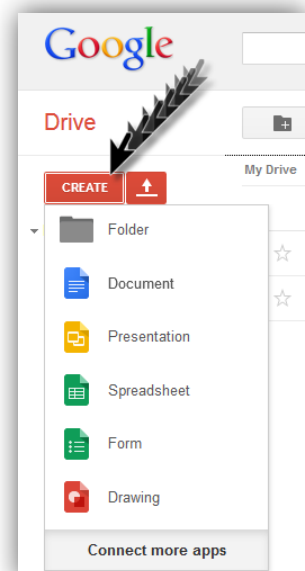
[Sign in](#)

[Can't access your account?](#)

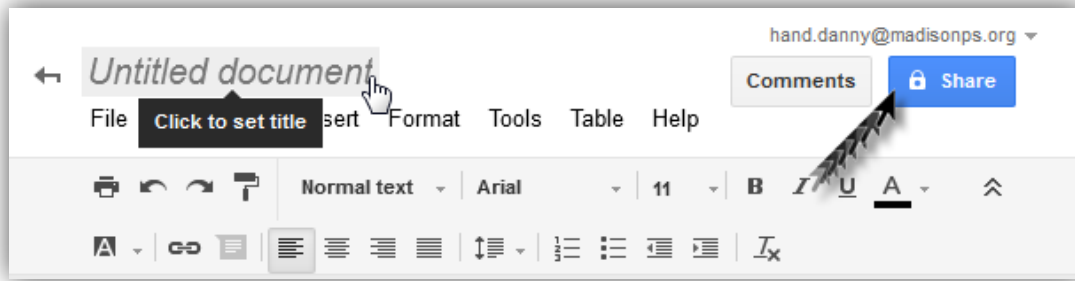
1. Once you log in, you'll want to select *Drive* from the apps grid next to your username in order to create your first document. Your Google Drive is where you will be storing the files you create with this tool.



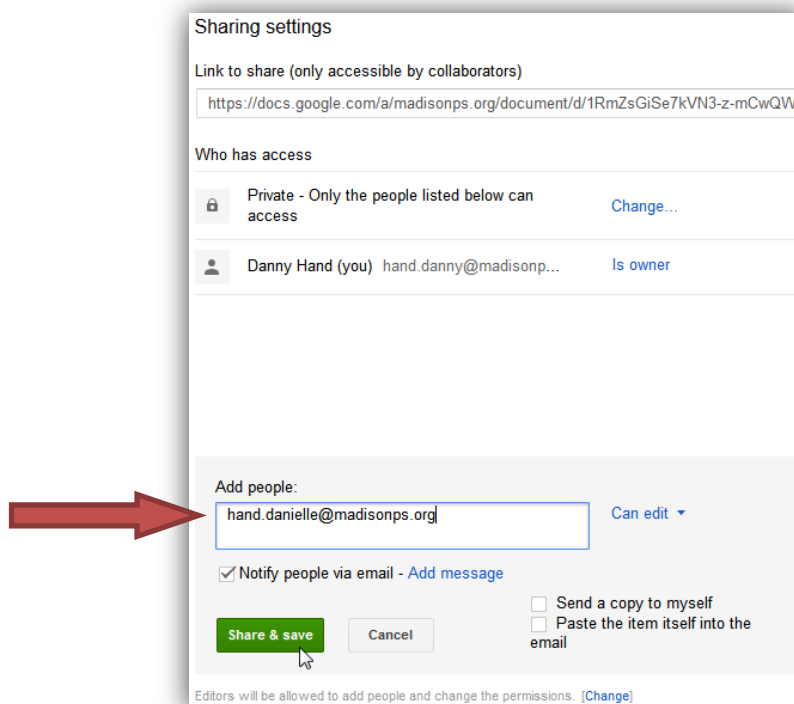
2. Once you get into your Drive, click the red *CREATE* button. Here you have the option of creating folders, documents, presentations, spreadsheets, and more. Start by creating a document.



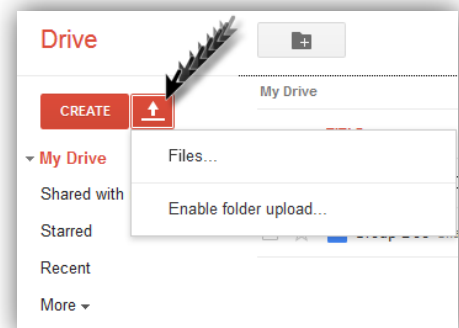
3. After you click *Document*, you'll see a page layout that looks similar to Microsoft Word or other popular word processing programs. Start by giving your document a name. Then click the blue *Share* button to invite other Madison Google Apps users to collaborate with you on this document.



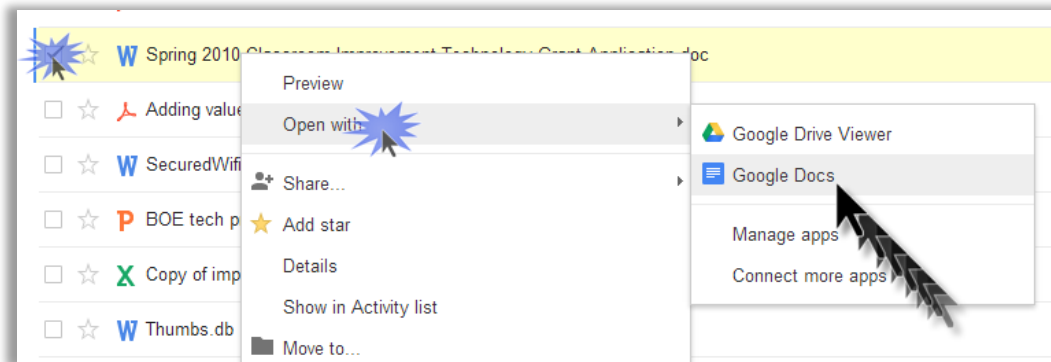
4. After you click the share button, scroll down to the *Add people:* window. This is where you should enter the usernames of the people you are collaborating with on this project. Start by inviting your teacher by typing in his/her username using the same protocol you used to log in – last.first@madisonps.org. When you are done adding usernames, click the green *Share & save* button.



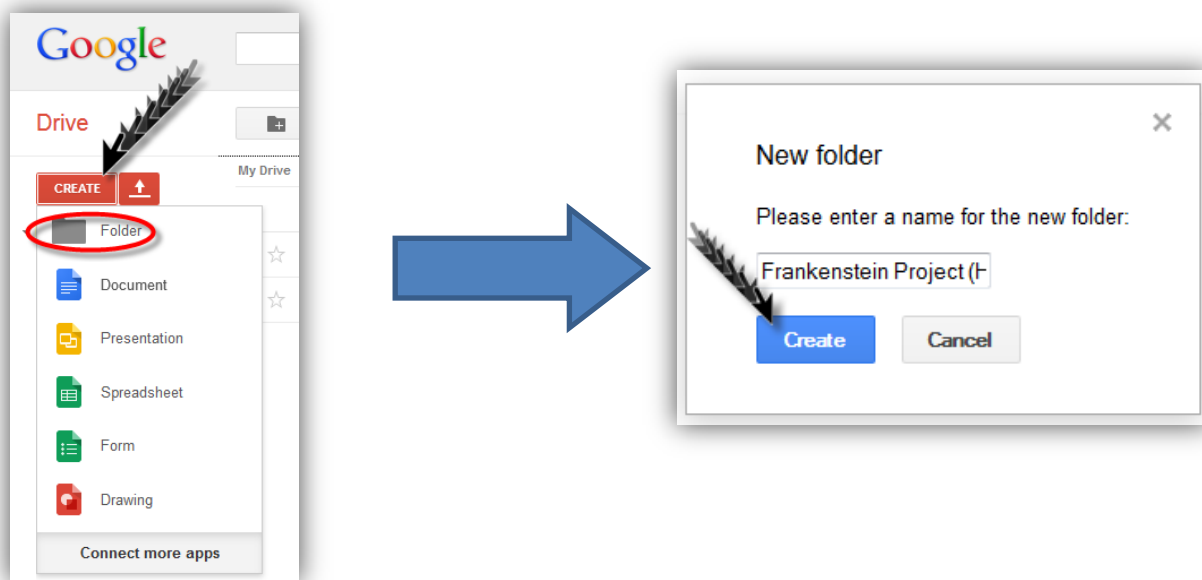
5. You can also upload folders and documents from your computer created in programs like Word, Pages, OpenOffice, etc. to your Google Drive by clicking the red upload button. This will allow you to access your files from just about any web-enabled device. *Note:* you will only be able to edit uploaded documents if they have been converted to the Google Docs format.



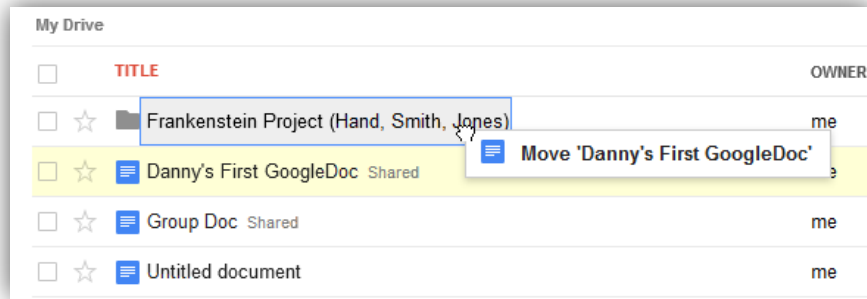
5. (cont.) To convert a Word document to the Google Doc format once it has been uploaded to your Drive, right-click the document's title, select "Open with..." and click Google Docs. This will create a duplicate copy of the document in the Google Docs format.



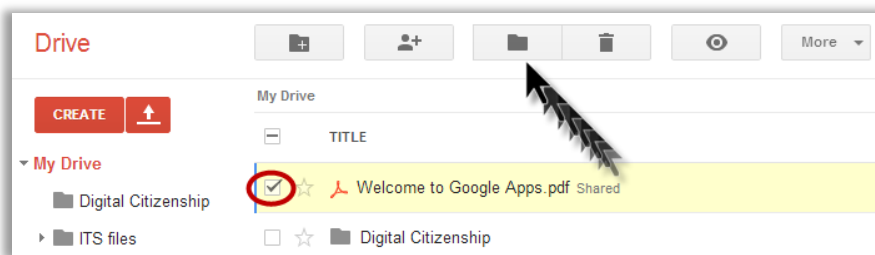
6. Now that you've started creating documents, you'll want to keep them organized in folders on your Google Drive. To do so, click the red *CREATE* button and select the Folder icon. Then give your folder a name that will make it easy for your collaborators to know what's inside this folder. Then click the blue *Create* button.



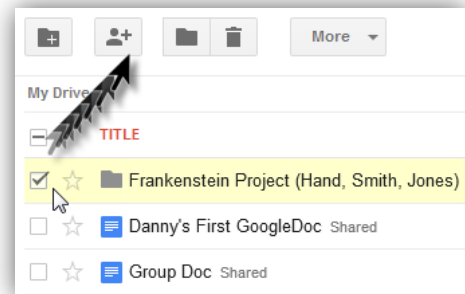
7. To move a document into a folder, simply click the document and drag it into the folder.*



*If this doesn't work, you can check the box next to the document, which will call up some options at the top of your Drive list. The plain folder icon allows you to choose a destination folder for a selected file.



8. Sharing folders is easy. Just click the empty box next to the name of the folder, then click the 'add people' icon and share it just as you did with your document.



9. To view documents that have been shared with you, click *Shared with me* under *My Drive*. You can then drag files that were shared with you into your *My Drive* folder if you'd like.

