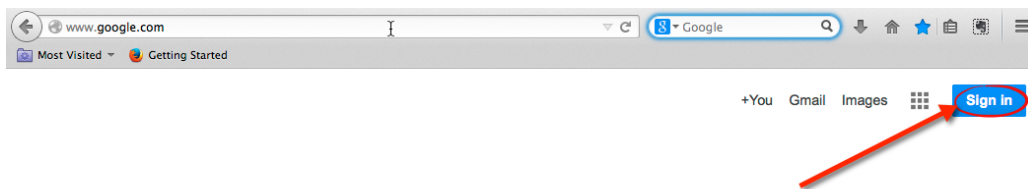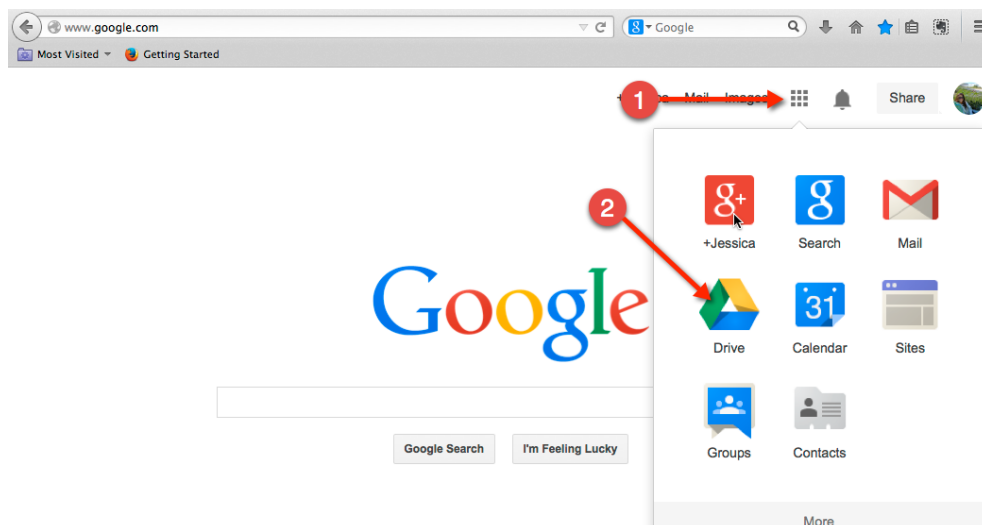Student Google Account Log-in to Create a Google Doc
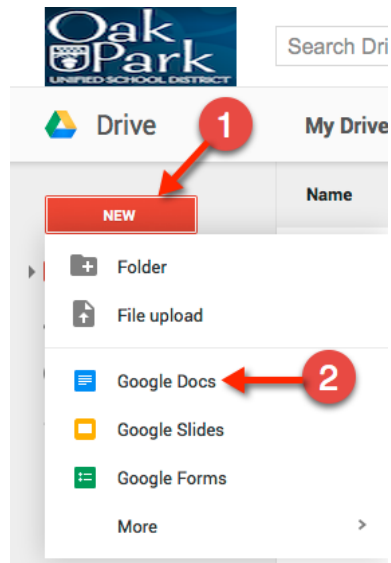

1. Using Firefox, go to google.com in your web broswer.
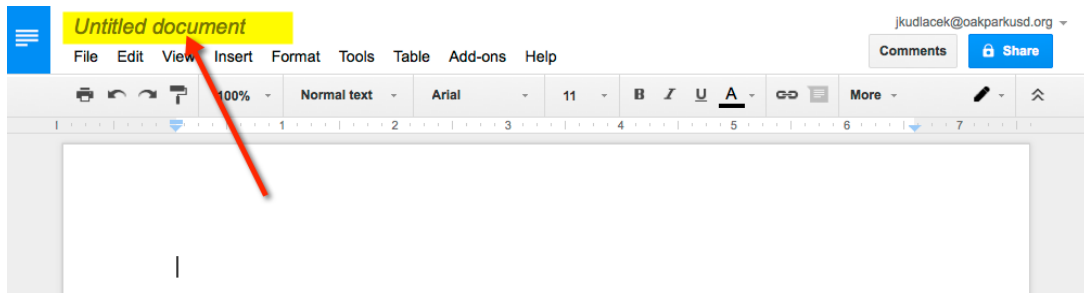
2. Click "Sign In" in the top right corner.

3. Students enter their username and password:
   Username: firstname.lastname@stu.oakparkusd.org
        Ex: Jerry.Smith@stu.oakparkusd.org
   Password: Student ID

4. Enter Google Drive:

5. Create a new ==Google Doc==:

6. ==Name Document==: Click on "Untitled document" and type here to name your document based on your teacher's directions. Example: Narrative Essay
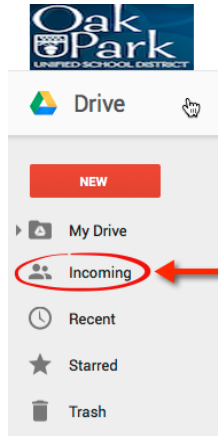
7. Edit ==Sharing Settings==

8. Write away…
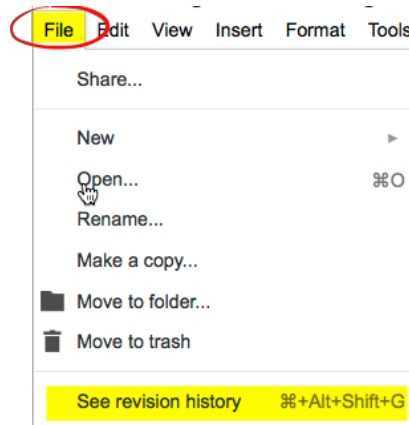
- Your students work will be accessible from your Google Drive. In the "Incoming" or "Shared" folder. You can comment or edit on their document at any time. Students will see these changes in real time.

- If you open a student's document. You can look at their Revision History outlining the date and time they worked on the document and the changes that were made at that time.

- When students edit sharing settings: (Number 7, Step 4 from instruction page)
  - If you do not want to receive an email every time a student "shares" a document with you, have them unclick the checkbox in "notify people via email" in Step 4. Unclicking this option is recommended, otherwise you will end up with one email per student, which can easily equate to 90+ email notifications.

- Open a chat window with your students to have a dialogue in real time.