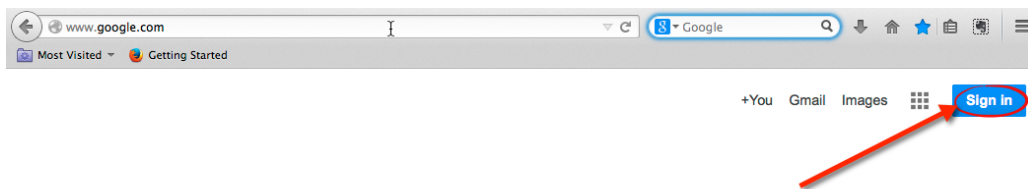


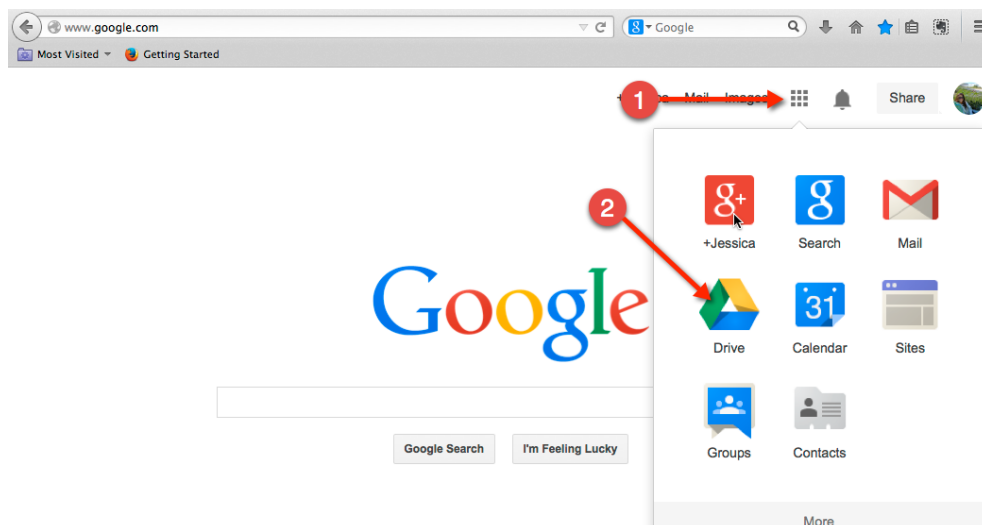
Student Google Account Log-in to Create a Google Doc



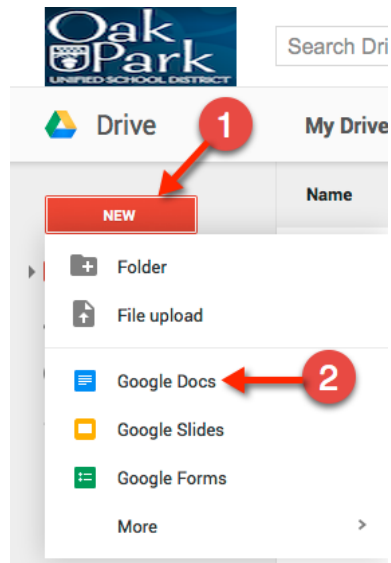
1. Using Firefox, go to **google.com** in your web browser.
2. Click "**Sign In**" in the top right corner.



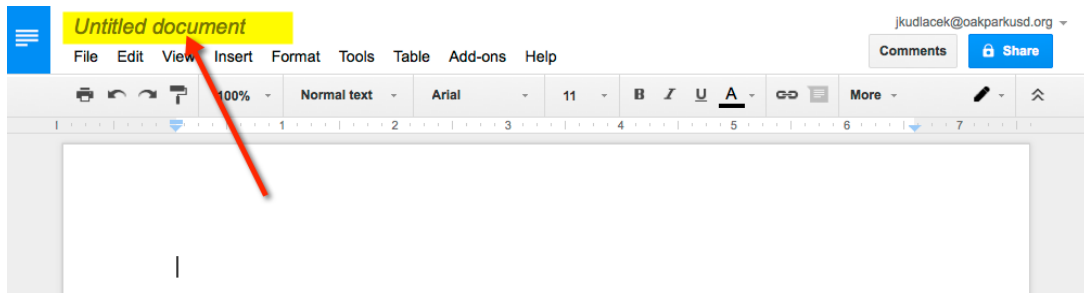
3. Students enter their username and password:
Username: **firstname.lastname@stu.oakparkusd.org**
Ex: Jerry.Smith@stu.oakparkusd.org
Password: **Student ID**
4. Enter **Google Drive**:



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**

The screenshot shows the Google Docs interface for a document titled "Narrative Essay". The user's email is jkudlacek@oakparkusd.org. The "Share" button is circled in red and labeled with a red circle containing the number 1. Below the document, the "Sharing settings" panel is open. It shows a link to share the document and a list of people with access. The access is currently set to "Private - Only you can access". Below this, there is a section for inviting people. A red circle with the number 2 points to the "Invite people:" section. A red circle with the number 3 points to the "Can edit" dropdown menu. A red circle with the number 4 points to the "Notify people via email" checkbox. A red circle with the number 5 points to the "Send" button. A red circle with the number 6 points to the "Done" button at the bottom of the sharing settings panel. There are also text boxes with instructions: "Check or uncheck based on your teacher's directions" pointing to the checkbox, "Type your teacher's email address here." pointing to the input field, and "Keep as 'Can edit'" pointing to the dropdown menu.

Narrative Essay ☆

File Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive

jkudlacek@oakparkusd.org

1

Comments Share

100% Normal text Arial 11 B I U A

Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/a/oakparkusd.org/document/d/1Jz2YUOEidGmfzcUeQJqFikE>

Who has access

Private - Only you can access Change...

Jessica Kudlacek (you) jkudlacek@oakpar... Is owner

Type your teacher's email address here.

Keep as "Can edit"

2

3

4

5

6

Check or uncheck based on your teacher's directions

Invite people:

Enter names or email addresses...

Can edit

Notify people via email - Add message

Send Cancel

Send a copy to myself

Paste the item itself into the email

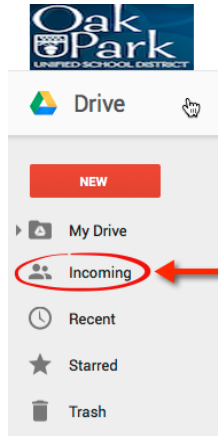
Done

8. Write away...

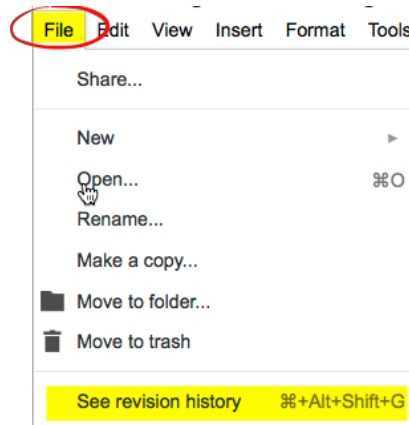


Teacher Notes:

- 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.

