

# Google Apps for Schools

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## *A Simple User Guide*

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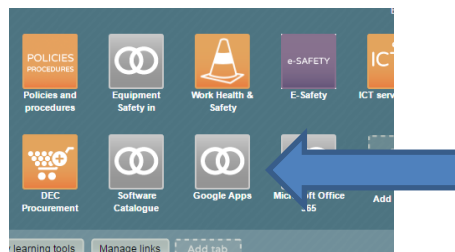
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## Quick Access

1. Log in to the DoE Staff Portal
2. Click *My Learning Tools*



3. Scroll until *Google Apps*
4. Click *Add to my Essentials*
5. Return to your Home page

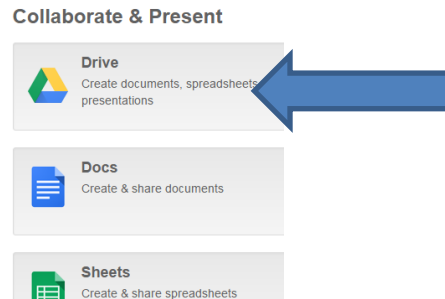


6. Click *Google Apps*
  - a. If *Google Apps* is not visible on the *Essentials* menu, click *Add more*
  - b. Locate *Google Apps* and click the + icon
  - c. Click *Save*

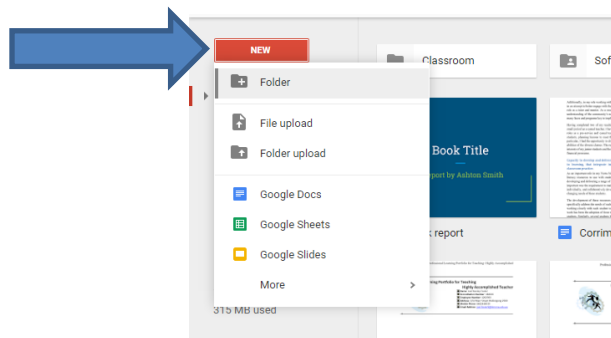
# Google Drive

## Create and Manipulate

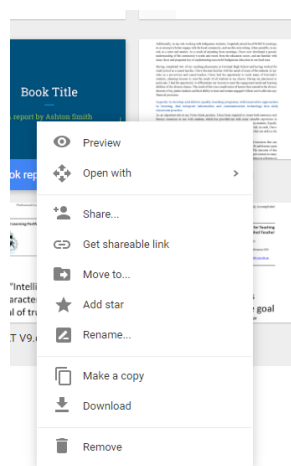
1. From the *Google for Education* main menu, click *Drive*



2. To create new content you can either:
  - a. Drag and drop a file from your desktop to the *Google Drive* storage space;
  - b. Click *New* and select required option

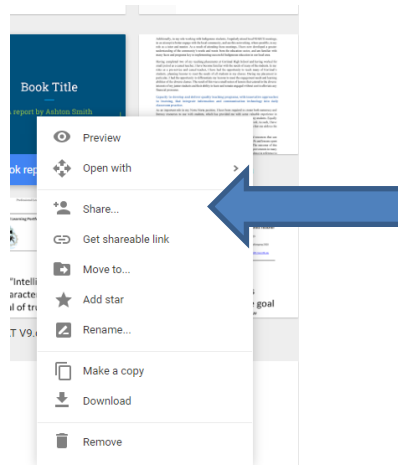


3. Allow upload to complete
4. To manipulate a file (download, move to a new folder, rename, etc.), right click on the desired file and selected required option

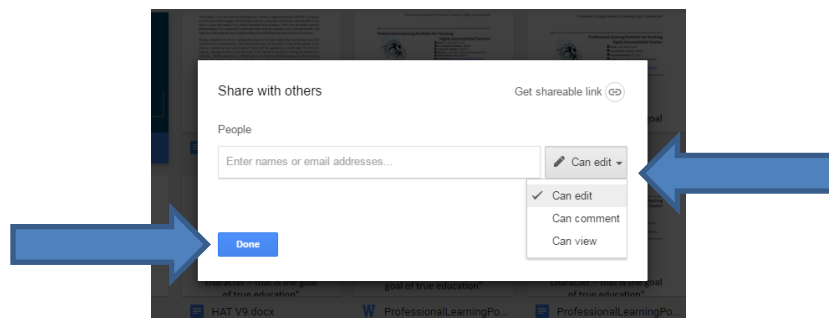


## Share

1. To share a resources (file or folder), right click the resource
2. Select *Share*



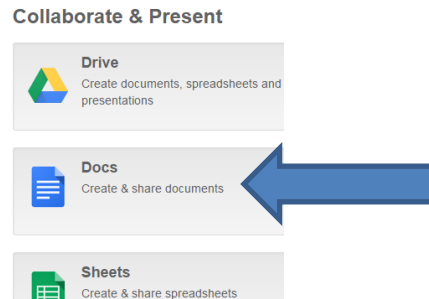
3. Type in the email address of the individual/s you wish to share the resource with or add emails saved in *Google Contacts* (see below)
  - a. *Can Edit* – Invited individuals can edit content
  - b. *Can Comment* – Invited individuals can add comments for you to view
  - c. *Can View* – Invited individuals can view document, however, cannot change it
4. Click *Done*



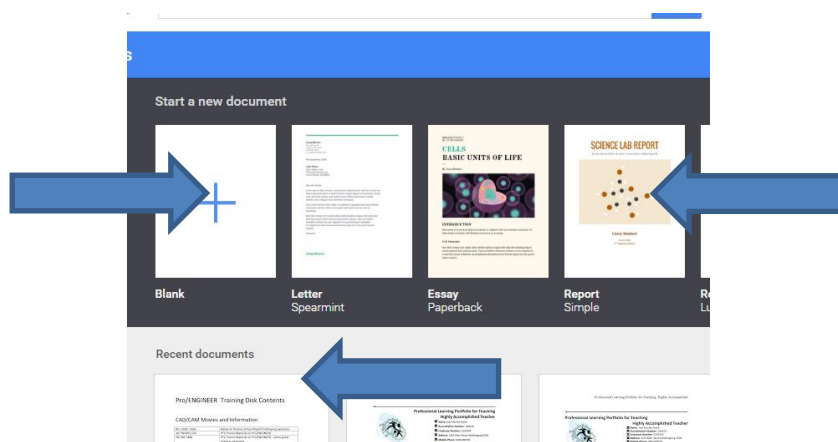
# Google Docs

## Create and Save

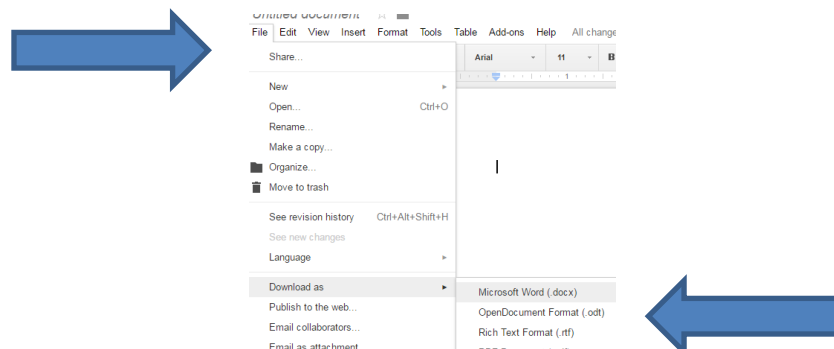
1. From the *Google for Education* main menu, click *Docs*



2. Select required file
  - a. *Blank* – start new document
  - b. *Templates* – start new document using a template
  - c. *Recent documents* – open previously created and save document



3. Begin word processing
  - a. **NOTE:** Google Docs does not contain all features of Microsoft Word and some formatting is not compatible for viewing, for example, Automatic Content.
  - b. **NOTE:** Google Docs does use the same short cuts
4. *Google Docs* saves you documents automatically and can be accessed from the *Google for Education* main menu anytime, anywhere.
5. To download the document, click *File* and hover over *Download*

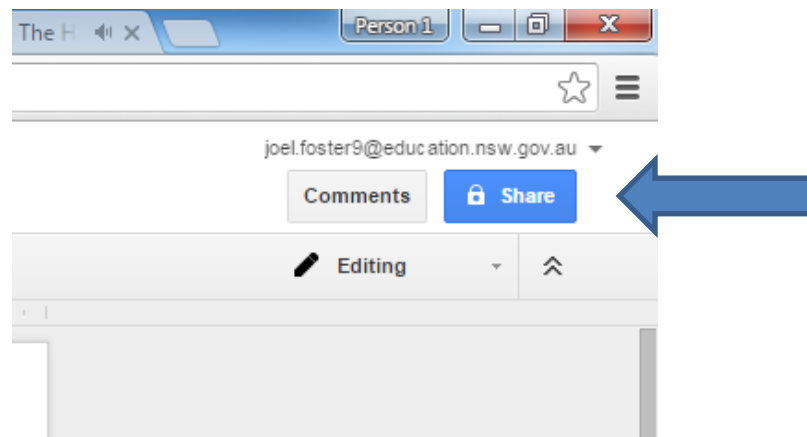


6. Select the file format you wish to save the document as and the download will begin automatically

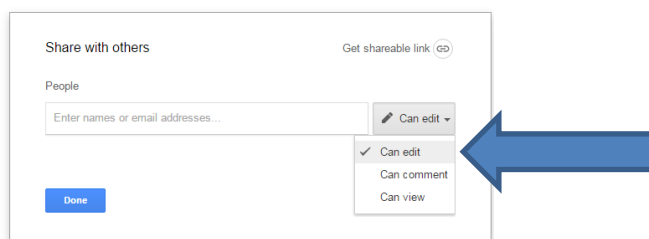


## Collaborate

1. To work collaboratively on the document in real time, click *Share*



2. Type in the email address of the individual/s you wish to share the document with or add emails saved in *Google Contacts* (see below)
  - a. *Can Edit* – Invited individuals can edit content
  - b. *Can Comment* – Invited individuals can add comments for you to view
  - c. *Can View* – Invited individuals can view document, however, cannot change it

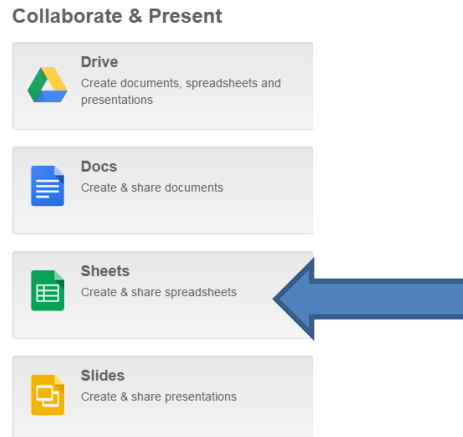


3. Click *Done*
4. Invited individuals will receive an email with a link that will direct them to the document for access and/or editing

## Google Sheets

### Create and Save

1. From the *Google for Education* main menu, click *Sheets*



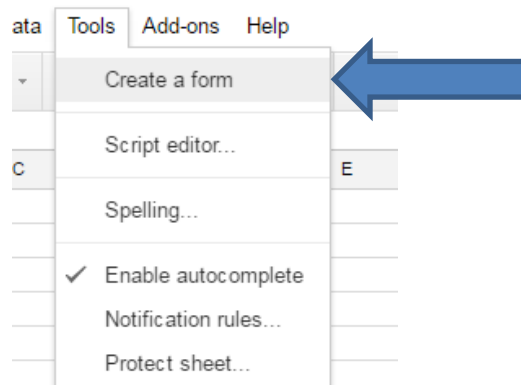
2. Same steps as Create and Save in *Google Docs*

### Collaborate

1. Same steps as Collaborating in *Google Docs*

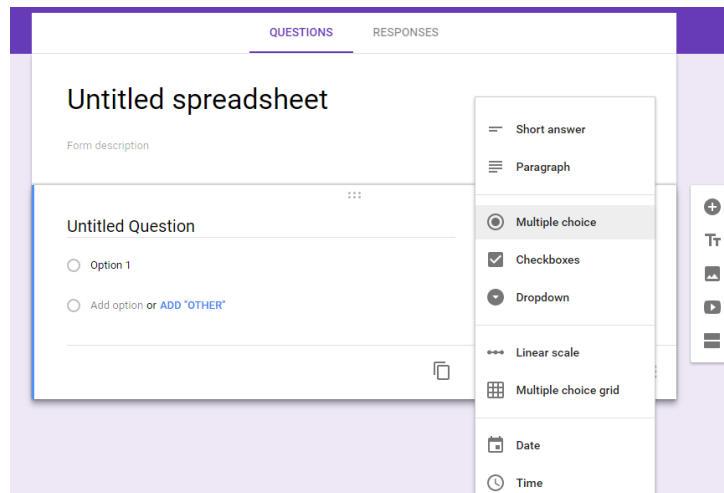
### Forms

1. Click Tools
2. Click Forms

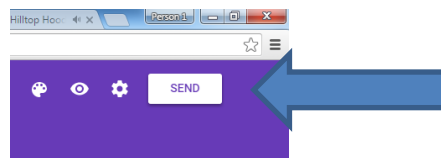


3. Add questions as required
  - a. Options include *short answer responses*, *paragraph*, *multiple choice*, *checkbox* and *dropdown* answer types.

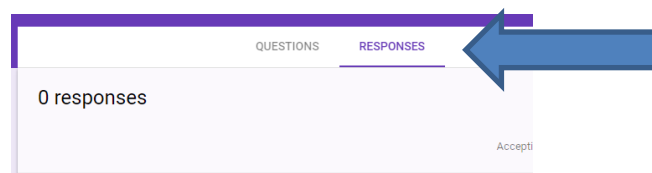




4. Click Send



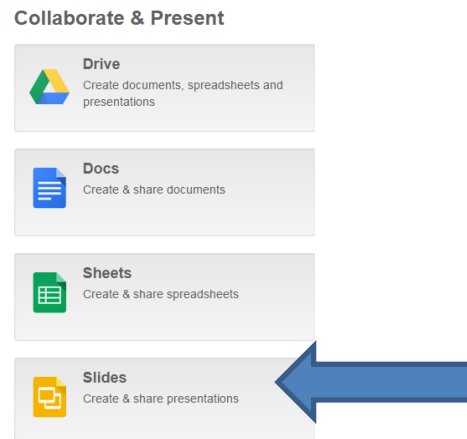
5. Type in the email address of the individual/s you wish to share the form with or add emails saved in *Google Contacts* (see below)
6. Invited individuals will receive an email with a link that will direct them to the form for completion
7. Results will be returned to the form and viewable through the *Responses* tab



## Google Slides

### Create and Save

1. From the *Google for Education* main menu, click *Slides*



2. Same steps as Create and Save in *Google Docs*

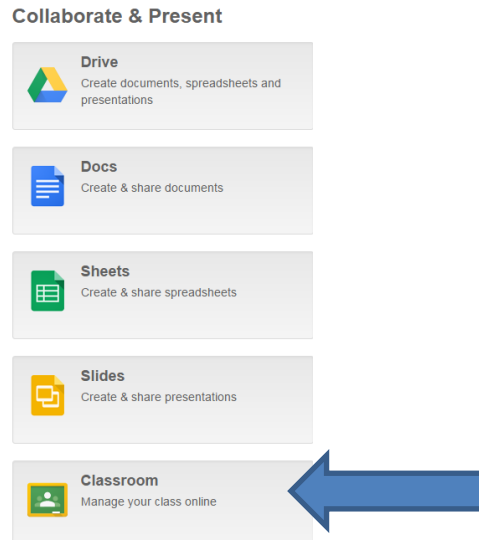
### Collaborate

1. Same steps as Collaborating in *Google Docs*

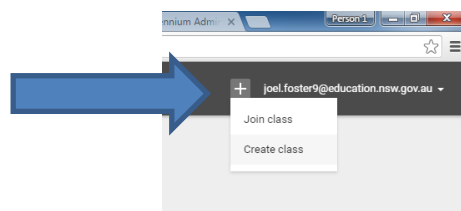
# Google Classroom

## Create

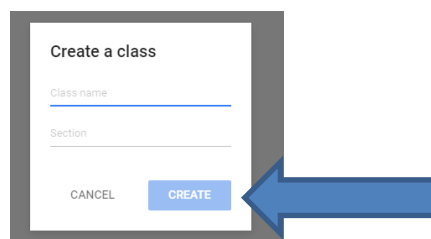
1. From the *Google for Education* main menu, click *Classroom*



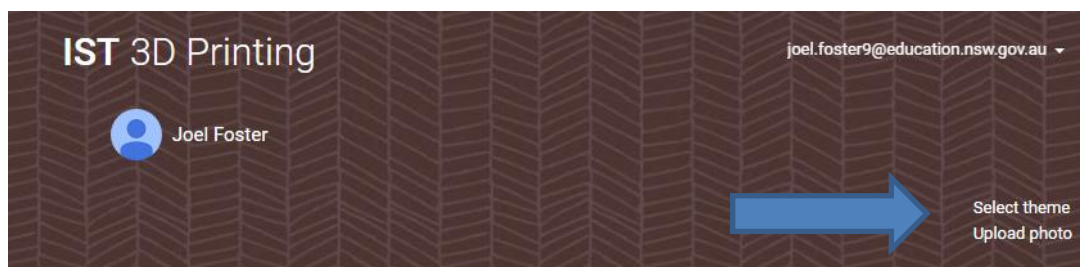
2. Click the + button and select *Create Class* to create a new class or *Join Class* to join an existing class that you have been given permission to access



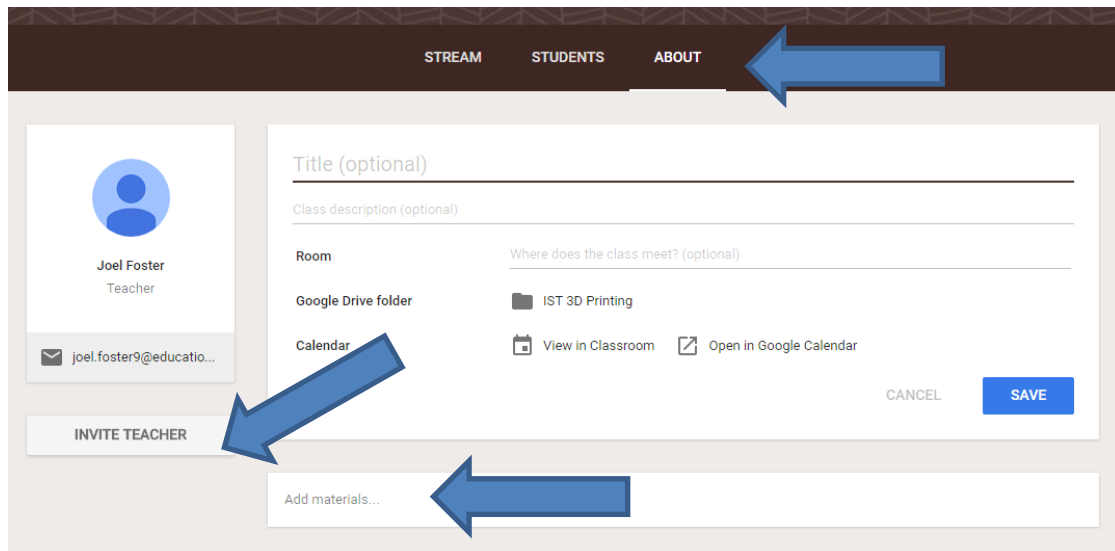
3. If creating a new class, give the class a name and click *Create*



4. Change the theme and appearance of your new class

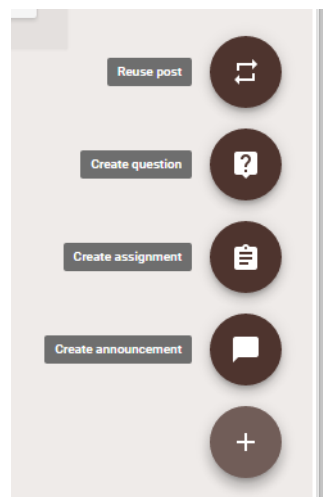


5. Click on the *About* tab and add further details to the class description, including any class resources, and click *Save*
6. Click on *Invite Teacher* (shared classes/content) and type in the email address of the individual/s you wish to share the class with or add emails saved in *Google Contacts* (see below)



## Add Content

1. Hover over the + icon (bottom left corner) for content adding options (must be in the *Stream* tab)



- a. Create Question – pose a question to students which they must answer
  - i. Type in the question
  - ii. Add a due date
  - iii. Select *Short Answer* or *Multiple Choice*
  - iv. Add an attachment from your PC or *Google Drive* or embed a video
  - v. Click *Ask* (Question can be scheduled for a specified time)

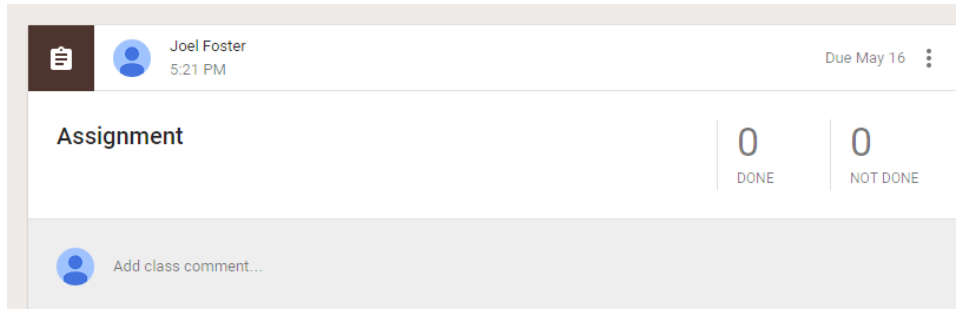
b. Create Assignment

- i. Type in the assignment title and instructions
- ii. Add a due date
- iii. Add an attachment from your PC or *Google Drive* or embed a video
- iv. Click *Assign* (Assignment can be scheduled for a specified time)

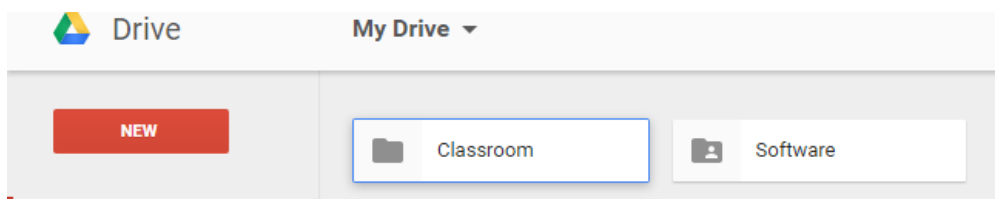
c. Create Announcement

- i. Type in the announcement
- ii. Add an attachment from your PC or *Google Drive* or embed a video
- iii. Click *Post* (Post can be scheduled for a specified time)

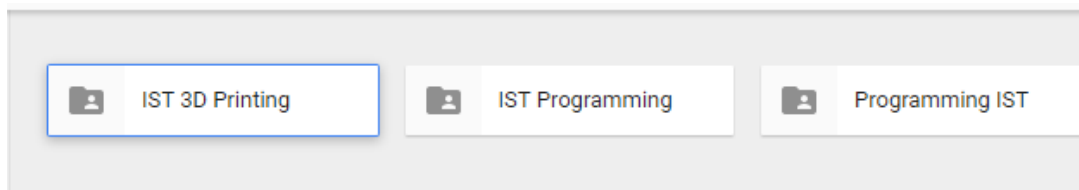
2. *Google Class* will keep track of how many Assignments/Questions have been complete and how many remain outstanding



3. All uploaded resources and submitted assignments will be automatically saved in *Google Drive*
  - a. Access *Google Drive*
  - b. Click *Classroom*

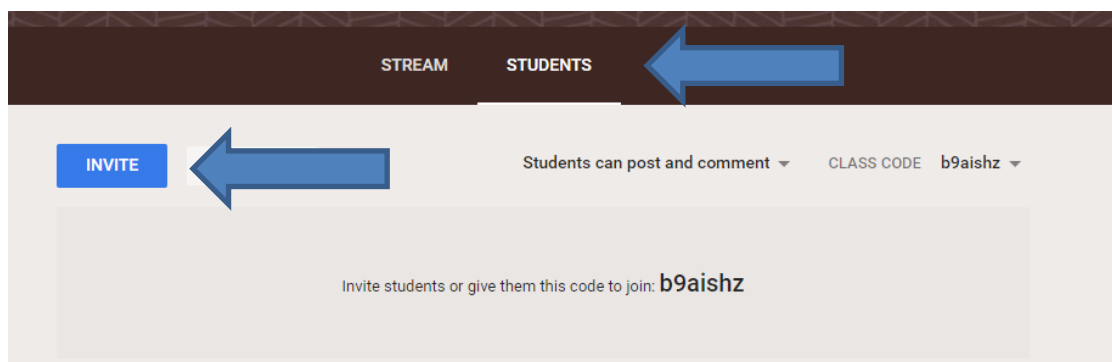


- c. Click required class



## Invite

1. To invite students, click the Invite tab
2. Click on *Invite* and type in the email address of the individual/s you wish to enrol in the class with or add emails saved in *Google Contacts* (see below)

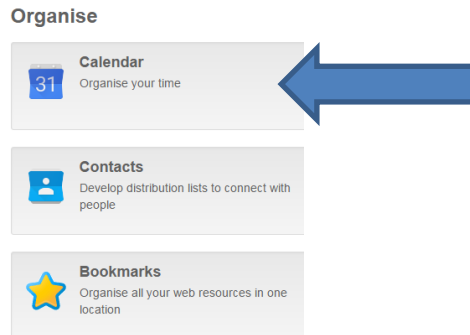


3. Students will receive an email with a link and access code
4. Students can also be deleted if required

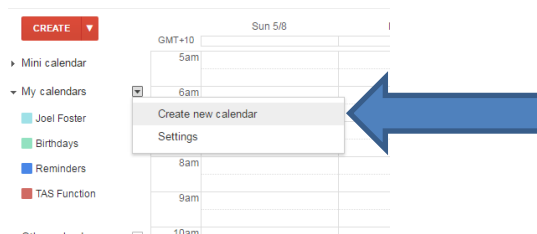
# Google Calendar

## Create a Calendar

1. From the *Google for Education* main menu, click *Calendar*



2. Click the dropdown menu next to the *My Calendars* option

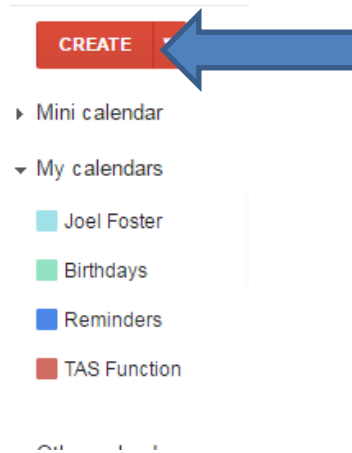


3. Click *Create new calendar*
4. Fill in the details and click *Create Calendar*

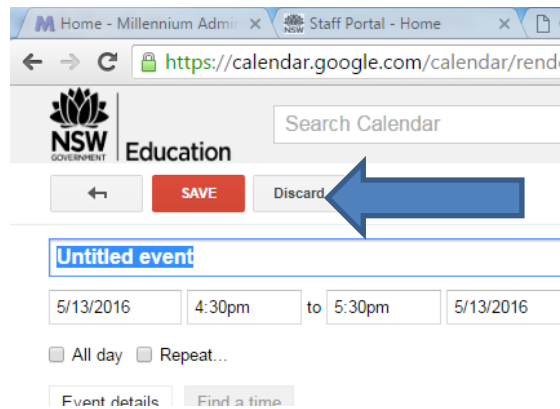
The screenshot shows the 'Create New Calendar' form. The form is titled 'Create New Calendar' and is part of the 'NSW Education' system. It includes a search bar and a 'Search Calendar' button. The form is divided into several sections: 'Calendar Details', 'Share this calendar with others', and 'Share with specific people'. The 'Calendar Name' field is empty. The 'Organization' field is filled with 'NSW Dept of Education and Communities'. The 'Description' field is empty. The 'Location' field is empty. The 'Calendar Time Zone' section has 'Country' set to 'Australia' and 'Now select a time zone' set to '(GMT+10:00) Eastern Time - Melbot'. The 'Share this calendar with others' section has two options: 'Make this calendar public' and 'Share this calendar with everyone in the organization NSW Dept of Education and Communities'. The 'Share with specific people' section has a 'Person' field with the email address 'joel.foster9@education.nsw.gov.au' and a 'Permission Settings' dropdown set to 'Make changes AND manage sh'. A blue arrow points to the 'Create Calendar' button at the bottom of the form.

## Add/Delete an Event

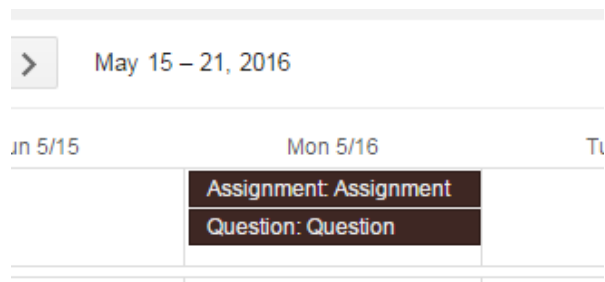
1. Click *Create* button



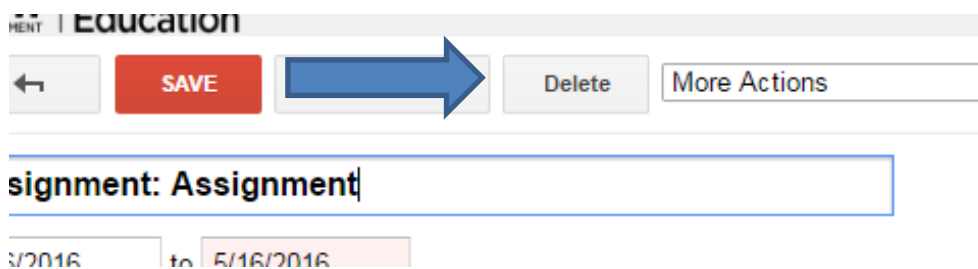
2. Fill in details of event and click *Save*



3. To delete an event, click the event name displayed in the calendar



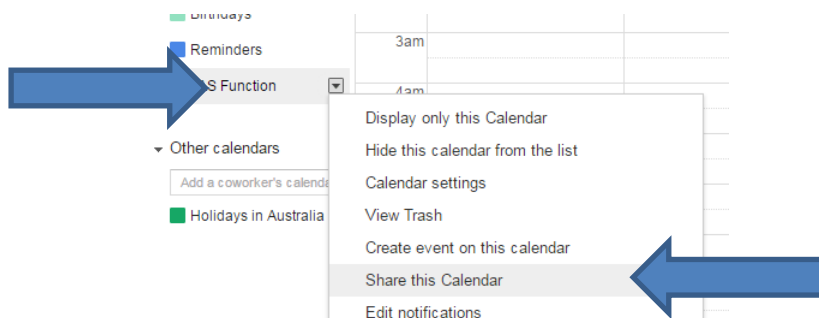
4. Click Delete



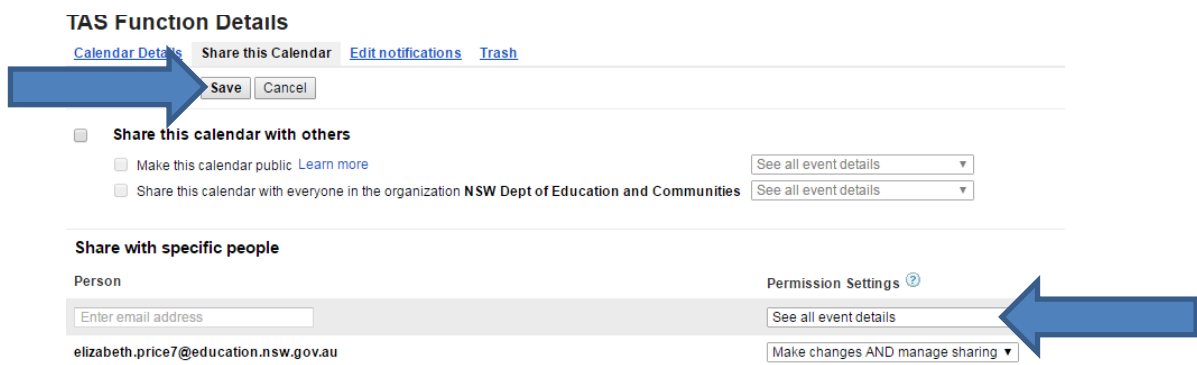


## Share

1. Click the dropdown menu next to the calendar requiring sharing
2. Click *Share this Calendar*



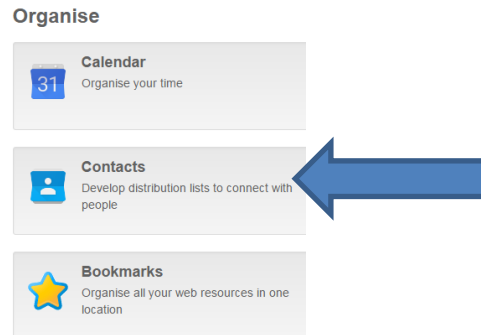
3. Add the email address of the individuals the calendar will be shared and assign permission settings
  - a. *Make Changes and Manage Sharing* – Makes individual an administrator of the calendar
  - b. *See all Events* – Allows individual to see the events and details of events you have upcoming on your calendar
  - c. *Make changes to Events* – Allows individual to modify the events (add, edit and delete) and details of events you have upcoming on your calendar
  - d. *See only free/busy (hide details)* – Allows individual to see the events (no details of events) you have upcoming on your calendar
4. Click *Save*



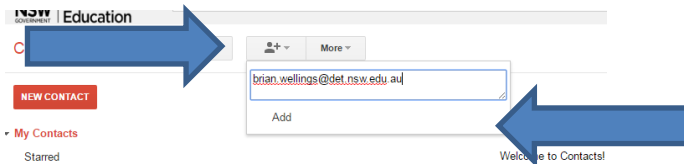
# Google Contacts

## Add Contacts

1. From the *Google for Education* main menu, click *Contacts*



2. Click the *Add Person* button and type in the new contact's email address
3. Click *Add*



4. Contact can now be used in any of the other *Google for Education* Apps