

Jeffco Google Apps @ Warder

Jeffco Google Apps (Sites, Drive, Gmail, etc) works best in Chrome, an Internet browser provided by Google. If you currently use Firefox or Internet Explorer as a browser at home, download Chrome (it's free) to use with Jeffco's Google Apps.

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What is Google Drive?

Google Drive, formerly known as Google Docs, is a general term for Google's version of word processing programs such as Microsoft's Office Suite (Word, PowerPoint, etc.). Users can create a Document (like Word), Presentation (like PowerPoint), Spreadsheet (like Excel) or a Form (which is a survey tool).

What is the Jeffco Domain?

Google offers a free private domain to educational institutions, which Jeffco Public Schools is taking advantage of. This private domain is a safe place, separate from the World Wide Web. In order to access the Jeffco domain of Google Drive, the user must be a Jeffco student or staff member. Nobody from outside Jeffco Public Schools, including parents, can open their own account. Students access Jeffco Google Drive through a private Jeffco log-in screen (on my useful links page). All students in the district are automatically registered; however, it is up to the teacher to decide if their class will utilize Jeffco Google Apps.

Why are we using Google Apps such as Drive, Gmail, and Sites?

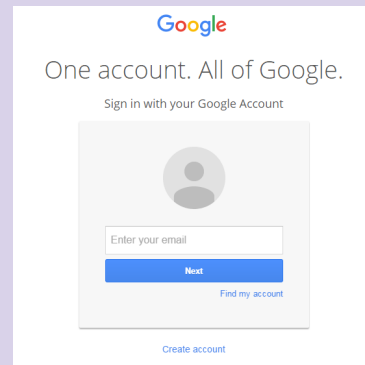
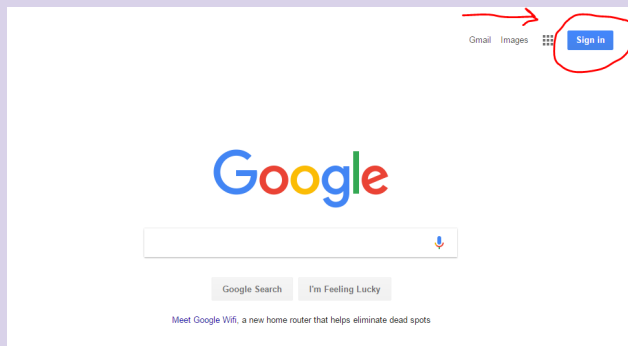
Google Apps offers free web-based email, calendar, documents, and more for collaborative study anytime, anywhere! For example, "Sally" writes a book report using Google Drive, she can write/edit this report on any computer that has internet access. When a student "shares" their work with others (classmates, family, etc.), privileges for editing or viewing are given by the owner of the document. ***The sharing feature eliminates our #1 problem between home"work" and school"work"*** - Having different versions of Microsoft Office or students using other word processing programs not available at Warder. Google Drive also saves resources like paper and toner by having the document in an electronic format.

Even though solving this #1 problem is a huge plus, an even more powerful reason to use Google Drive is the ability to collaborate. Collaboration is an Educational Technology and Information Literacy (ET-IL) standard and Google Drive makes this possible. Students can share a document, presentation, etc., with each other and work collaboratively at the same time, on different computers, in different places, in (almost) real-time. All versions of the document are automatically saved, so if someone accidentally deletes or changes something, each version is still available.

Accessing Google Drive

(Google Apps works best in Chrome)

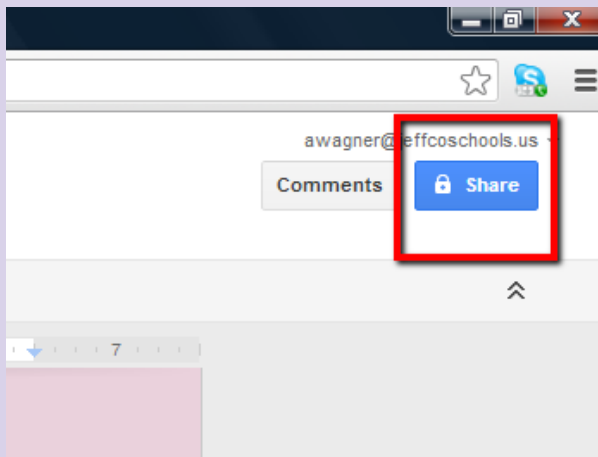
1. Open your browser (hopefully Chrome)
2. Make sure all accounts associated with the device are logged out
3. Find the blue Sign In button in the top right corner and click it
4. You will type in your JEFFCO email and then your password
5. **7-digit** student id number AND then add @jeffcoschools.us (example: 2222222@jeffcoschools.us)
6. Password = student bday (8 digits) grades K-3; student created grades 4 and up



TO SHARE/COLLABORATE WITH OTHERS:

When creating a document, presentation, etc., be sure you name it! You can name your work by clicking on the words **Untitled** in the top left corner. A box will appear and you can now type in the name of your document - do this before you share!

To share, click the blue **Share** button in the upper right corner of the document.



Continue reading...

TO SHARE YOUR WORK

1. Click in box under Add People
2. Type the email of the person you wish to share with.
 - a. ***If you are adding a Jeffco student, their name should populate as you type in their first and last name.***
 - b. ***If you need a teacher's email address, see Staff Directory under the tab About Our School***
3. Click the DONE blue button when you are ready to share.

Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/a/jeffcoschools.us/document/d/1kbcl1a0cf2-WZKUagXNqM6>

Who has access



Private - Only the people listed below can access

[Change...](#)



Angela Wagner (you) awagner@jeffcoscho...

Is owner

Add emails to this box. If you share outside of Jeffco Google Apps, it will ask you if you are sure you want to share.

Add people:

Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

Done