Using your WWCSD-provided Google Drive: Student Basics

As a WWCSD student, you have access to a Google account. More and more, teachers are asking that you submit assignments digitally, so it is really important that you know how to access it! There are also many **advantages** to doing work using your school-assigned Google account:

- You can access your documents on ANY computer with an internet connection.
- There's an app for Google drive that allows you to do schoolwork even when you can't get to a computer.
- Your work is automatically saved in Google drive after any change that you make.
- Not only is everything saved automatically, but even old work is saved. If you (or someone else - see sharing documents) accidentally changes an important line in a document, you can go back and look at your history and find the previous version that you want to save.
- When you use your school account, your classmates' and teachers' e-mail addresses will automatically come up when you start typing their names, if you need to share a document.

Logging in:

To log in to your WWCSD Google drive, use the following instructions:

Your username/email:
   1st 4 letters of your last name, first initial, middle initial, last 4 digits of your student ID number @wwcsd.org
Your password:
   Your whole student ID number, the first three letters of your birth month (with a capital first letter)

> *Example:* If I were a student, Amy L. Murray, born in September, whose ID # was 19982020, my log-in would be:
> Username: murral2020@wwcsd.org
> Password: 19982020Sep

Notes:
➔ Remember to capitalize the first letter of your birth month.
➔ Your name info for logging in is based on school records; so, if the school does not have a middle name listed for you, even though you have a middle name, your middle initial will not be used.

Sharing documents:

When you share a document with someone, you have three options: edit, comment, and view. In other words, you decide how much (if any) control you want to give to the person with whom you are sharing the document.

CAN EDIT - If you choose this option, the person with whom you've shared the document has the ability to modify and change your work. If you are working on a project collaboratively with another student and you both want to be able to make changes, choose can edit.

CAN COMMENT - If you choose this option, the person with whom you've shared the document has the ability to leave you comments and suggestions on your work, but (s)he cannot change anything. If you are sending an assignment to a teacher, you can certainly give him/her permission to edit your assignment; however, the best option is probably can comment. This allows your teacher to send feedback, but not change anything.

CAN VIEW - If you choose this option, the recipient of your document can only see your work, but (s)he can neither edit nor leave comments.

Labeling documents:

If only for your own ability to find documents and keep things well organized in your Google Drive, it is wise to label your documents, presentations, etc. Speaking as a teacher who has received hundreds of shared documents, many of which were "Untitled" or simply labeled "Report," it is especially important that you label any documents that you share with a teacher. You don't want your work to get "lost in the shuffle." If your teachers have a specific way that they would like documents labeled, follow that pattern.

Revision History:

Have you ever accidentally lost all of the work you've done on a document because you inadvertently hit the wrong button? Google Drive has a solution for you. You can see any previous version of your work, so you can "undo" those mistakes. To see your revision history, go under the "File" tab and choose "See revision history." Most major changes can be seen here. However, if you need to see even smaller, minor changes, go to the "Show more detailed revisions" button located in the lower right hand corner of the revision history page. You can see minute by minute changes.