

Student Knowledge Base



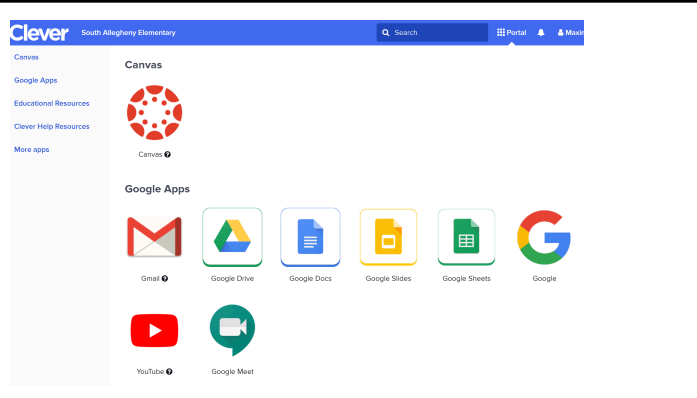

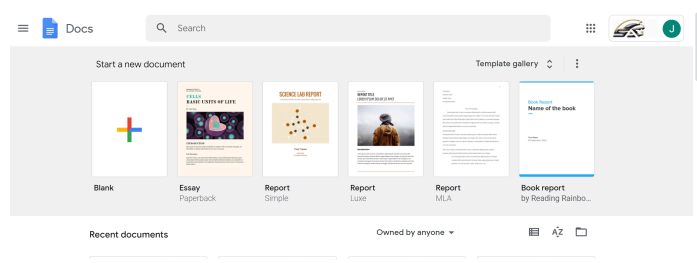
SOUTH ALLEGHENY
SCHOOL DISTRICT

STKB015 Google Docs - Getting Started

Google Docs is the word processing application we will be using at South Allegheny. If you ever used Microsoft Word, it is very similar. There are advantages including that all documents are saved into your Google Drive, which means all data is saved “in the cloud”.

By storing your files in Google Drive (in “the cloud”) means that if your computer is damaged or breaks, your files are safe. This is a great way to ensure your work is saved. If you had a laptop or computer with a hard drive and all your files saved on that computer, if your computer would break or become damaged, all of your files, pictures, and documents would be in danger.

[STKB015Vid](#) is a video that shows how to access Google Docs through Clever

<p>Log into and open Clever. Your Clever main screen will open. <i>Clever is described in STKB006</i></p>	 A screenshot of the Clever main screen for South Allegheny Elementary. It shows a sidebar with links to Canvas, Google Apps, Educational Resources, Clever Help Resources, and More apps. The main area displays a 'Canvas' section with a red circular icon and a 'Google Apps' section with icons for Gmail, Google Drive, Google Docs, Google Slides, Google Sheets, and Google. At the bottom, there are icons for YouTube and Google Meet.
<p>Click on the Google Docs App</p>	 A large blue icon of a document with a folded corner, representing the Google Docs application. Below the icon, the text 'Google Docs' is displayed.
<p>Entering Google Docs through Clever will sign the student in automatically</p>	 A screenshot of the Google Docs interface. It shows a 'Start a new document' section with a 'Blank' document icon and several template cards for 'Essay', 'Report', and 'Book report'. A 'Template gallery' is also visible on the right. Below these sections, there are tabs for 'Recent documents' and 'Owned by anyone'.

Contact the Help Desk with any questions.
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