

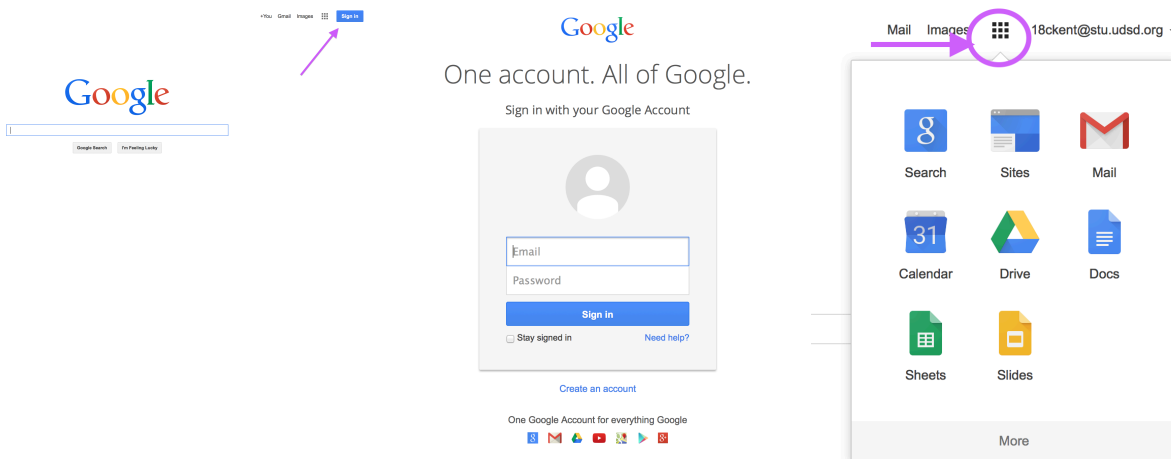
Google™ Apps



Welcome to your UDSD Google Apps for Education account, which includes many powerful productivity and collaboration tools.

To get started visit the Google Homepage at www.google.com.

Click on "sign in" in the upper right (or the App grid to open a specific app if the blue square is not there)



Your **username** is your Upper Dublin computer log in followed by @stu.uds.org (students) or @uds.org (teachers) For example, senior Charlie Brown would have the username 15cbrown@stu.uds.org.

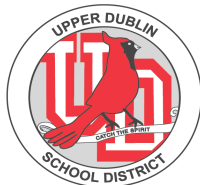
Your Temporary password will be given to you. You will be prompted to change your password. Please **write it down** in a secure location.

Note: the first time you visit Google Drive, you will be asked if you want to download drive. Skip this. You only want to download Drive on a personal computer. Downloading drive allows you to access and work on files offline.

★ Comprehensive resources for all our Google Apps can be found at bit.ly/udsdtch

as well as Google's Edu Training Center

*Google Apps works with any modern web browser, but is optimized for Chrome.



BECOME A GOOGLE NINJA!

Google Apps are a suite of web based collaboration and productivity tools. Google Apps (especially Drive) allow you to:

- Store, share, collaborate and publish on the web.
- Drive documents auto save every few seconds so work is never lost.
- All collaborators can work together at the same time on the same document
- Access all your work from **any computer or mobile device** with a web browser*. No need to carry a flash drive again.
- **Unlimited** file storage (Office, AutoCAD, Photoshop, movies, video, etc.)
- 75% of colleges and universities, and over five million businesses use Google apps.



Google Apps include:

Google Classroom for easy file/assignment management with students, as well as discussion groups.

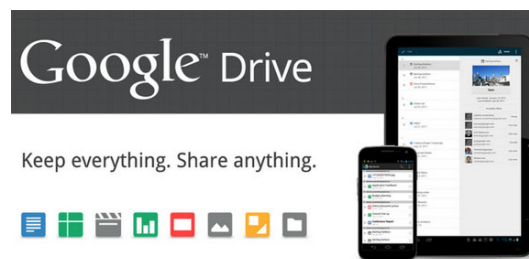
Google Drive: An online drive where you can store, access, and share your files from any web enabled device.

- **Google Documents** for Online collaborative word processing, with integrated research and citation tools
- **Google Presentations** for Online collaborative presentations (like PowerPoint) with easy video embedding
- **Google Spreadsheets** will perform mathematical functions, graph your data and allow you to collect data via an Online form.
- **Google Forms** are survey tools that can be used to collect data into spreadsheets, create quizzes, book reviews, etc.
- **Google Drawings** can be used by students to create graphics, timelines, concept maps, etc. These can be placed within other Google Apps.

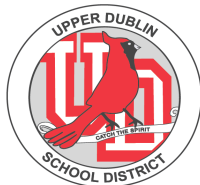
Mail: An **unlimited** mailbox, the ability to send 1GB attachments, launch video hangouts, and more.

Google Sites are websites that can be edited collaboratively and used to showcase student products.

YouTube, Google Maps, Blogger, Calendar, and much more.



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You can access all your work from your smartphone. Get the APP!

Google™ Apps



If you want to see Google Apps in action watch [these one minute videos](#) or take an [interactive tour](#)

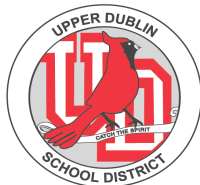
What if I already have my own Google account?

It's great to have separate accounts for your personal life and your professional/academic life. You can easily share between the two. **A key difference is that in our Edu account we own the data and enjoy enterprise level privacy and security. Moreover Edu accounts have access to Google Classroom, unlimited Drive and email storage, and additional apps that can connect to the account.**

Why are we doing this?

It is so much easier to share and collaborate with teachers, administrators, and students within an Edu Apps domain. You don't need to worry about remembering dozens of email addresses. You can just type a student or teacher name and their UDSD ID pops up. Within an Apps domain many powerful features are unlocked that are not available in normal Google accounts. With 75% of colleges and universities, and over five million businesses using Google apps, proficiency with Google Apps is a valuable skill.

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What are the expectations?

Web 2.0 and cloud computing tools like Google Apps are fantastic tools for learning and building the 21st Century digital skills employers will value. We maintain the following expectations for all Google Apps users:

- Educational Purpose - research and collaboration, designing products and media related to educational goals.
- Respect and protect the privacy of others. – use your own account, do not impersonate others, do not subvert the work of others.
- Respect and protect the intellectual property of others. –do not infringe copyrights or plagiarize.
- Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher.
 - Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).

Enjoy!

Philip Vinogradov

Director of Technology



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