



ASD Google Help

Google Drive is an easy-to-use web-based word processor, spreadsheet and presentation editor that enables you and your students to create and collaborate in real time. The documents are stored and shared instantly online. You can create new documents from scratch or upload existing documents, spreadsheets and presentations. There's no software to download, and all your work is stored safely online and can be accessed from any computer. The Anchorage School District has created a Google account for all staff and students.

Before using ASD Google Apps with students, please read the [ASD Sharing Considerations](#) and [Google Apps Posting Guidelines](#). We also have created a generic letter you can use to notify parents you are using Google Docs: [Google Parent Letter](#), including a [G Suite \(Google Apps\) for Education: FAQ for Parents & Guardians](#).

Below you will find links to help documentation specific to ASD Google. If this is your first time here, you will need to click on the "How to Log in" link below to get login information.

Logging In

- [How to Log in from ASD Webpage](#)
- [How To Check Student Accounts](#)
- [Multiple Account Log in](#)

Calendars

- [Understanding Your Google Calendar](#)
- [Calendars Sharing/Owners](#)
- [How to subscribe to a Google Calendar and have it show in your Outlook Calendar](#)
- [Add a secondary Google Calendar](#)
- [How to unsubscribe from a calendar](#)

Backing up to Google Drive

- [Directions](#)

Google Classroom

- [Tips & Tricks](#)

FAQs

- [Frequently Asked Questions](#)

Documents and Folders

- [Creating a Shared Folder](#)
- [Documents Sharing/Owners](#)
- [Saving to Your Computer](#)

Sites

- [Sites Sharing/Owners](#)

Printing

- [Basic Printing](#)

Other Google Accounts

- [Migrating Documents](#)

Account Settings

- [Language Settings](#)

Want to learn more about using Google Apps? [G Suite Training Videos](#) & [Google Drive Help](#)