

Google Docs Quick Start Guide

Google Apps for Education

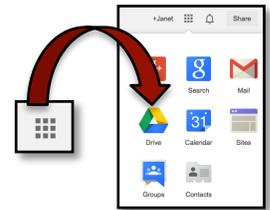
Accessing Google Drive

To Access the DMUSD Google Drive Login: Go to <https://drive.google.com/a/delmarschools.org>

To Access Your Student's Account: Enter student's username (#####@delmarschools.org) and password. *Please contact student's classroom teacher if you need your student's login information.*

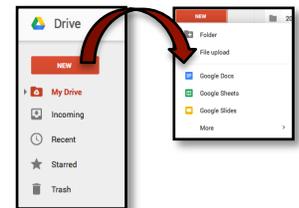
To Access Google Drive: If you do not see Google Drive, click on the Apps icon.

If you are sharing a computer with other users, don't forget to logout after each session.

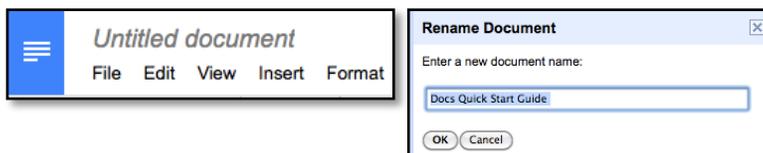


Creating, Sharing and Moving Documents (Docs, Sheets, Slides)

To Create a New Document: Click on "New" and select "Google Docs."



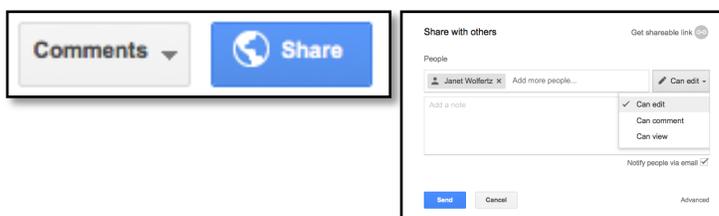
To Name Your Document: Click on "untitled document" at the top left corner of the page. *When naming a document, always follow the teacher's file naming conventions. (ex. 4sk-jwolfertz-rr2)*



To Edit Your Document: Use the editing toolbar like you would in most word-processing programs.



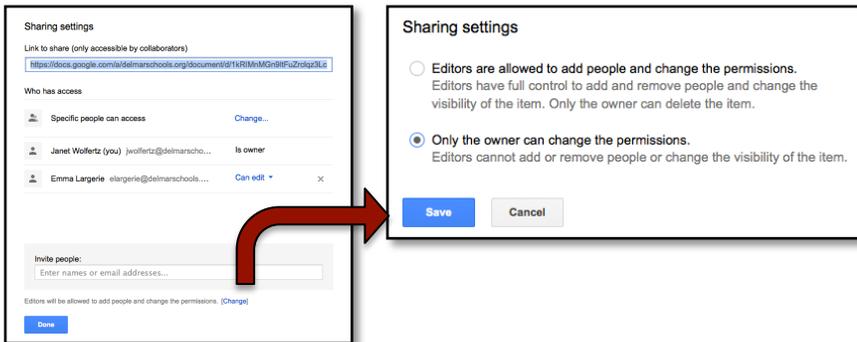
To Share Your Document: Click the "Share" button at the top right of the screen.



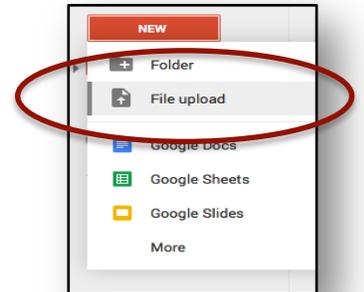
To Share Your Document (continued):

- A.** Enter the name of the individuals with whom you wish to share the document. Files can only be shared with students, teachers, and administrators within the DMUSD network.
- B.** Set the permission level you wish to give the individuals listed. You have the option of giving them the ability to **EDIT** the document, **COMMENT** on the document or only **VIEW** it. You can always change this at a later time.
- C.** Students may write a note and notify teachers via email. This function is not available to other students.

To Review the Sharing Options: By clicking on the “Advanced” link you can decide how others can access your document. Type in the name of the person or persons whom you would like to invite and then select either **VIEW** or **EDIT** this document. *It is very important that the Sharing setting is set to “Only the owner can change the permissions.”*



To Upload Files TO Google Drive: Google allows you to upload files (Word Documents, PowerPoint presentations, QuickTime Movies, Sound Files, etc.) from your desktop computer to Google Docs. Google Drive supports the upload of folders as well. Chrome and Firefox web browsers work best for document uploads. Internet Explorer does not support document uploads. Locate the upload icon from the “New” button.



To Download Files FROM Google Drive: Google allows you to download files from Google Drive to your desktop. Right-click on the file and select Download or locate on the “More Actions” button and select Download.

