Google Docs

Why Use Google

- Accessibility - All you need is the internet
- Accountability - You (or your students) won't lose work because it saves automatically.
- Organization - It is essentially an online binder
- Collaboration - You (or your students) can work on real time on documents and presentations. There is also a chat feature which allows people to talk while working on the same application.
- Individualization - Student work can be catered to their specific needs. Essentially every student can have their own IEP.
- Convenience - Fewer back problems from carrying around binders and work Less time spent making copies. Classrooms can be almost paperless.
- Applications - There are many different Google applications that you can use in your classroom.

How to Create a Folder

- Log on and go to your Drive
- Click on the red button that says "CREATE"
- Click on "Folder"
- Enter the name for your new folder

How to Create a Folders within your Folder

- Open your folder
- Follow the steps above in "How to Create a Folder"

How to Create Documents/Presentations/Spreadsheets/Forms/Drawings in a Folder

- Open your desired folder
- Click on the red button that says "CREATE"
- Click on whatever application you want to create
- It will now be opened. Click on "File"
- Click on "Rename..." and name it

How to Upload a Document/Presentation/Spreadsheet/Form

- Click on the wheel-shaped button on the right side of the screen. (When you hover over it, it will say "Settings")
- Click on "Upload settings"
- Click on "Convert uploaded files to Google Docs format"
- You may also click on "Convert text from upload PDF and image files"
- Open your desired folder
- Click on the red button that is next to "CREATE". (When you hover over it, it will say "Upload")
- Click on "Files..."

- Select the file that you want to upload and click "open"
  - A box will appear showing the upload progress. You can close it when it's finished.

How to Share a Documents/Presentations/Spreadsheets/Forms/Drawings
- Once you have created or opened your application, click on the blue button that says "Share"
- This will open a box. Your sharing setting should be set to "Private - Only the people listed below can access".
  - If is is not set to that, click "Change..."
  - Click the circle next to "Private"
  - Click "Save"
- Go to where it says "Add people:" and type the name(s) of the people you want to share with and click on their name.
  - To the right of their name you will see "Can Edit" in blue. If you do not want the people you share the document with to be able to edit it, click on "Can edit" and then click on "Can View".
- Click on "Share and Save"
- Click "Done" when you are finished sharing the application.

How to Share a Folder or Application Without Opening It
- Click on your Drive. All of your folders and documents will show up on your main screen.
- Right click on the title, and click on "Share..."
- Repeat the steps from above in "How to Share a Documents/Presentations/Spreadsheets/Forms/Drawings"

How to Move an Application or Folder to Another Place
- Right click on the title and select "Organize..."
- Select the folder(s) that would like to place the application or folder in.
- Click on "Move"

- You may also drag and drop the application or folder into the desired place.