


Google Apps for new staff

- Collaboration of files (no need to email and attach files)

GOOGLE CHROME


Sign in to Chrome:

1. Enter your Google APPS email address: username@apps.sspps.org
2. Type in your password. (you will be asked to change your password--must be at least 8 characters)
3. Be sure to LINK DATA.

View your Bookmarks Bar: Click on the “stop light” button in the upper right corner  --Bookmarks--Show Bookmarks Bar

Save a website/Add a Bookmark to Chrome: Click on the Star at the right end of the address bar--Type in a name for the site--Make sure it says BOOKMARKS BAR for the Folder.

GOOGLE DRIVE

Open your Google Drive: Click on the Apps button (colored waffle) in the left corner of the Bookmarks Bar.  --Click on the button for Google Drive.--Bookmark it.

Google Drive/My Drive/Drive

- think of it like “My Documents” on Windows
- files can be saved into folders
- organize as you create and move things into Drive
- use similar file structures as you do for your Outlook Inbox & My Documents so that you can find files easily

Create a new folder: Click the blue NEW button and choose Folder.

GOOGLE DOCS

Create a new file (doc): NEW button on the left (blue). You have a choice of:

- a. Docs (word processing document--like Word)
- b. Sheets (spreadsheet--like Excel)
- c. Slides (presentation--like PowerPoint)

Name a file: *Note: Google docs automatically save as you work on them if you are connected to the Internet. Look for the “Saving...All Changes Saved in Drive” messages next to your Help menu. Click in the upper left corner where it says “Untitled document” OR you can go to the File menu and choose Rename.--Type in a name for the document.*

DRIVE & DOCS

View folders and files: List view  /Grid view 

1. Sort by Folder/Filename
2. Sort by Last Modified
3. Search for a file: search bar at the top (magnifying glass)
4. Recent
5. Starred (like saving Bookmarks on the Internet, but with your files in Drive)

Find files Shared with Me:

- In Drive, click on Shared with Me.
- You can sort by Name or Share Date.
- Note that you can also search in this area.

- You can move a folder or file that someone shared with you into YOUR DRIVE (and tuck it into a folder).

SHARING GOOGLE DOCS

Sharing Settings: By default, Google Docs you create are set to PRIVATE.

1. Click the blue SHARE button in the upper right to change this setting.
2. People: type in the first and last name of the person(s) you'd like to share this with.
3. Rights to the document:
 - Can edit: they will be able to make changes to your document--great when you want to collaborate!!
 - Can comment: they can add comments to your document and give you feedback--kind of like adding post-it notes to an original. They can't change anything. You are notified and can see their comments.
 - Can view: they can only look at the document, can't comment on it or make any changes to it.
4. Notify people: If you keep this boxed checked, they will get an email to their Google Apps account letting them know you shared a file, the file name, and any additional message you want to type.
 - Uncheck to skip the step of sending an email.

Learn more about link sharing [here](#).

Things to know about Shared docs

- If you are the owner of a doc and if you delete it, it will be deleted for everyone that you shared it with.
- If you are editing a shared doc, any changes you make will be visible for all to see immediately.

COPY/DUPLICATE DOCS

Make a copy of a doc: If you have the doc open, click on the File menu and choose Make a Copy.

EMAIL

FORWARD YOUR GOOGLE APPS EMAILS TO SSPPS.ORG

1. From your colored waffle button, choose GMAIL.
2. Click on the Settings button on the upper right (looks like a gear)
3. Choose Settings from the dropdown menu.
4. Click on the tab for FORWARDING.
5. Click on the button to Add a Forwarding Address.
6. Type in your SSPPS.ORG email address: *username@sspps.org*
7. Then, check your sspps.org email account for an email from "South St. Paul Schools Team/Google Apps" with the confirmation code. It may take up to 20 minutes to receive & might also go in your Junk Email folder.
8. Enter the confirmation code on the Forwarding Address screen of your gmail.
9. Suggested setting: FORWARD A COPY OF INCOMING MAIL TO ([my sspps.org](#)) and ARCHIVE SSP SCHOOL MAIL'S COPY. (this will archive the gmail copy so it doesn't clutter up that mailbox, too)
10. Be sure to scroll down on that page and click SAVE at the bottom!!

OTHER TIPS

Post the link to a Doc Grab the link (check sharing permissions), copy, & paste on a webpage.

Insert a comment into a doc (for feedback)

1. Select the text you want to reference.
2. Insert menu--Comment
3. Type your comment
4. Click the Comment button when done.

Comments show up on the right side. Other people who have Edit or Commenting rights can now respond. You will get an email notifying you of these comments even if you don't have the Doc open.

You can click the RESOLVE button to get rid of it.

Shorten a link

Use the Google Shortener website: [goo.gl](#)

- *If you are signed in, it makes it easier to work, and it remembers your shortened sites.
1. Paste the link to the doc
 2. Click the SHORTEN URL button

A goo.gl short address appears. You can keep clicking the Shorten URL button until you get an address you like--sometimes they are hard to distinguish between "l or 1" "O or 0", etc.

3. Copy the address when you find one you like.

4. Paste that address at the top of your Google Doc so that you know what that short URL/address is.

When you are in a meeting, you can post the short address on the board for people. They just need to start typing in the goo.gl part--remind them that it is case sensitive!

example: goo.gl/qmG7Y8

UPLOADING OTHER FILES (pdf's, Microsoft Office files, etc.) TO MY DRIVE:

Do this just once: In Drive, go the Settings button (looks like a gear)--choose Settings--and check the box to "Convert uploaded files to Google Docs."

NEW--FILE UPLOAD. (the uploaded file will go in Drive unless you have a folder selected)--Select the file you want to upload--Click OPEN.

FORMS (GATHER INFO: ASSESSMENTS, SURVEYS, ETC.)

goo.gl/UdKX5c

for more info: Google Docs Help Center [is linked here.](#)