

# Google Apps Students

Student Logon information is found in Teacher's Desktop.

1. Open Teacher's Desktop
2. Click on Student Information
3. Click on Demographics
4. Click the Google App Information button at the bottom of the screen.

The screenshot displays the 'Secondary Teacher's Desktop' interface for South Medford High School. The 'Student Information' section is active, and the 'Demographics' tab is selected. The form contains various fields for student and family information, including legal name, parent details, residence address, and contact information. A red box highlights the 'Google App Information' button at the bottom of the form, with a red arrow pointing to it. The button is located in the 'Other Information' section, below the 'ELL Exit Reason' field. The 'Demographics Reports' button is also visible in the bottom right corner.

# Creating a Google Group (for email)

If you want to create a class list for Google Apps follow these directions.

Get the class list from Teacher's Desktop.

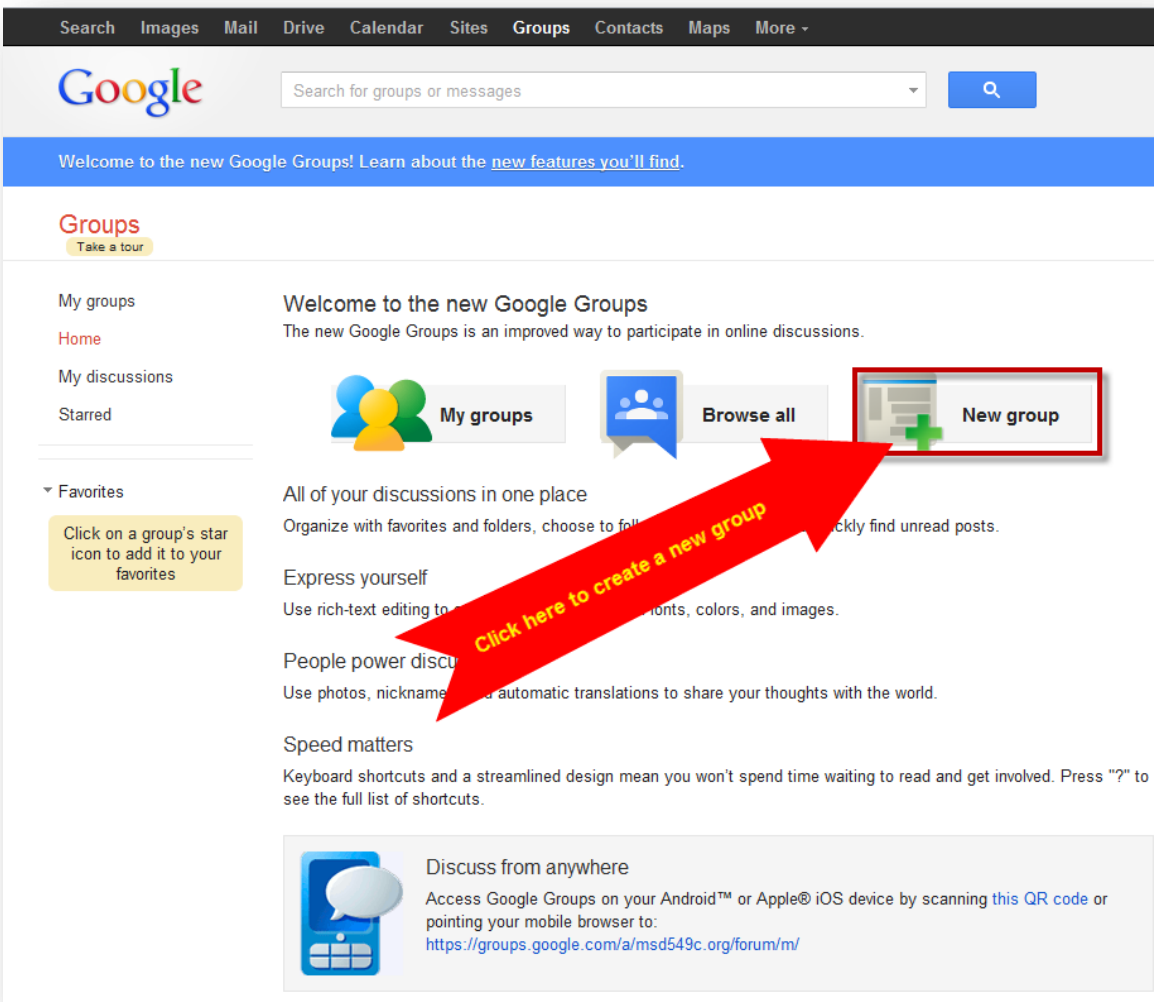
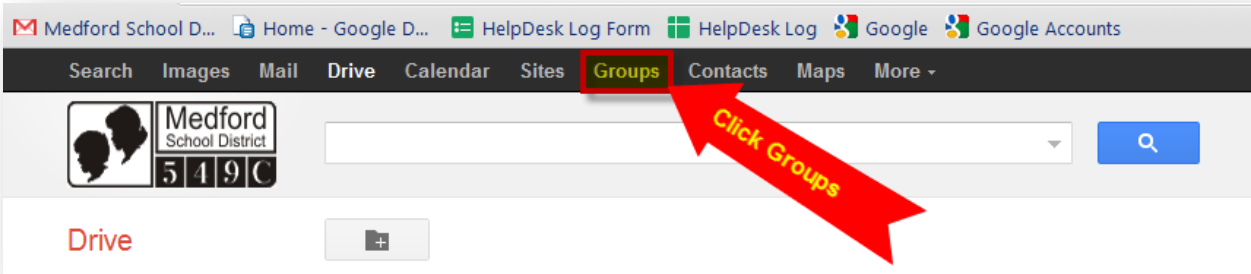
1. Open Teacher's Desktop
2. Click on Student Information Reports
3. Click on Copy Students to Clipboard
4. Click the Google Apps format button
5. Select the students
6. Click Generate Report
7. The student email addresses are now on the clipboard and can be pasted into another document or Google Contacts or Groups.

The screenshot shows the 'Secondary Teacher's Desktop' interface for Hedrick Middle School, Teacher: Strong, Loni, Period: 03: English 7. The 'Student Information Reports' tab is active. The 'Reports' list on the left has 'Copy Students to Clipboard' selected (3). The 'Copy Students to Clipboard' panel shows 'Google App Format' selected (4). The 'Report Ready' panel shows the 'Generate Report' button (6). The 'All Students Selected' table on the right (5) displays a list of students with columns for Student Name and Student Id.

Student Name	Student Id
Adrian, Adrian	11700
Adrian, Adrian	11701
Adrian, Adrian	11702
Adrian, Adrian	11703
Adrian, Adrian	11704
Adrian, Adrian	11705
Adrian, Adrian	11706
Adrian, Adrian	11707
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Adrian, Adrian	11713
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Adrian, Adrian	11794
Adrian, Adrian	11795
Adrian, Adrian	11796
Adrian, Adrian	11797
Adrian, Adrian	11798
Adrian, Adrian	11799
Adrian, Adrian	11800

# Create a Google Group

Click on Groups at the top of your Google Apps window. It may be located under *more* if you don't see it across the top.



Search Images Mail Drive Calendar Sites **Groups** Contacts Maps More -

Google Search for groups or messages

Welcome to the new Google Groups! Learn about the [new features you'll find](#).

Groups ← **CREATE GROUP** **Click Create Group when finished**

My groups  
Home  
My discussions  
Starred

Group name: NMHS-Capsey English Per. 3 **Name of your Group**

Group email address: nmhs-capsey-english-per-3@msdf49c.org  
<https://groups.google.com/a/msdf49c.org/d/forum/nmhs-capsey-english-per-3> **Web address for the Group**

Group description: Period 3 English Honors and Regular 2012-13 **Email address for the Group**

Group's primary language: English (United States)

Group type: Select a group type: Email list **Select a Group type**

Basic permissions: View topics: Select groups of users: All members of the group  
 Post: Select groups of users: All members of the group  
 Join the group: Select who can join: Only invited users **Select who can: View Post Join ...the Group**

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You now have a group created with the email addresses you entered into the member box.

Search Images Mail Drive Calendar Sites **Groups** Contacts Maps More -

Google Search for members

Welcome to the new Google Groups! Learn about the [new features you'll find](#).

Groups ← **Send invites** **When finished adding members and message click Send invites**

NMHS-Capsey ...

Enter email addresses of people to invite **Enter the email addresses that you want to include in the group.**

Write an invitation message **Write a welcome message if desired.**

Members: All members, Invite mem..., Direct add..., Outstandin..., Join requests

Settings, Permissions, Roles, Information