

Google Apps for Education

With Shen joining **Google Apps for Education**, teachers and students will be given an account with the LLLLFFF@shenschools.org format. Your password will be the same as your SHEN network account. **To activate this account students and teachers need to change their network password.** Once you are logged in and on the desktop of a Shen station, press ctrl-alt-del and select change password.

Initially, Gr 4-12 students will be allowed to use **gmail**, but will only be able to email internally. Staff accounts will be unrestricted. To access gmail @ shen go to mail.shenschools.org.

Faculty and students will be able to use **Google Drive** to *create*, *share* and *collaborate* on documents, presentations and spreadsheets. Access your files @ drive.shenschools.org.

Google Chrome Browser

The Chrome browser competes with Internet Explorer. In the upper right hand corner you can sign-in with your shenschools account. When signing in to chrome select yes when it says link data to enable sync. If you didn't link data click the customize icon in the upper right and select **Settings** → **Sync to enable**.

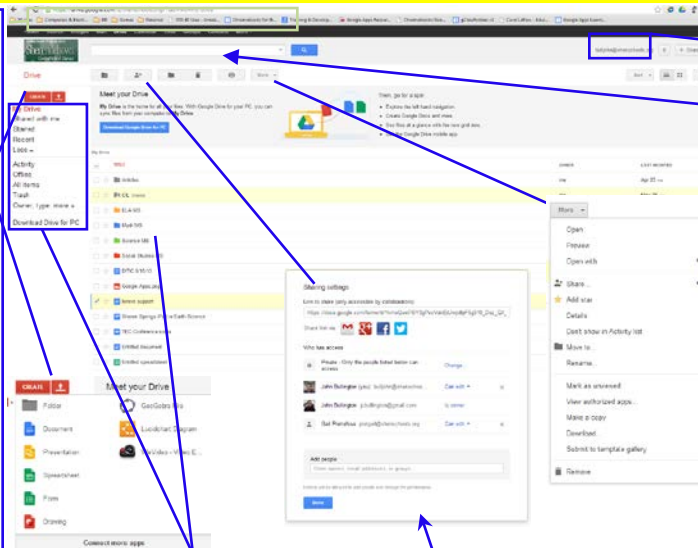
If **Sync** is set, Chrome will keep your bookmarks, apps and saved passwords on a **Google** server. What this means is, on any computer that you login to Chrome with your @shenschools.org account, it will have the same bookmarks, apps and passwords saved.

To install chrome at home go to <http://www.google.com/chrome>

GoogleDrive (drive.shenschools.org)

Create: Click create a *new*,
-Document (Word)
-Presentation (PowerPoint)
-Spreadsheet (Excel)
Form (Internet data collection connected to spreadsheet)
-Folder (To store, share and organize your documents).

Upload: Transfer any file you would like to share. If the file is an MS office file you can convert it to a Google Doc or leave it in MS format. File types that can be uploaded include videos, PDF, pictures and more. You have 30 GB of storage between gmail and Drive accounts.



User account that is currently logged in.

Search the full text of all your documents (including shared ones) for words or phrases.

Check box next to file(s) or folder(s) then click more

Star – Collects resources into a readily sortable collection no matter where they are.

Move – Although drag and drop works, this allows you to manually pick a folder you would like to move things to.

Download – allows you to download a copy and convert it to MS Office format.

MyDrive Pane:
Mydrive - only files created by you
Shared with - created by others and shared with you
Owner, Type, more - filters files to only show the type selected.

Share – Check items first in the list below before clicking the share box. In the **add people** box, type email addresses of people you want to share this with. Once you hit **enter** they appear above and you can change the level of access they have.

Organizing Shared Folders

Unless something shared with you is stored in **My Drive**, it won't sync and you can't organize it. To add something from **Shared with me** to **My Drive**: (Note: the original owner still retains control)

1. Click **Shared with me**.
2. Select files or folders(check their boxes).
3. Click the **Add to My Drive** button. The selected files will automatically be moved into to the My Drive folder.
4. Rearrange files/folders into any of your existing folders.

Google Help

<http://learn.googleapps.com/>

Get help directly from **Google** on using forms, Drive, Gmail, Calendar, Sites and more. Watch videos, interactive Flash tours of products, and download help materials.

Chromebook Settings, Shortcuts and Tips

Access settings: Click on the clock in lower right. Choose **settings**.

Set wallpaper: Upload image to your **Google** Drive. Enter settings menu. Scroll down to **Appearance** → click **set wallpaper** → click **Custom** → Click **Choose file** → Click **Google** Drive. Select uploaded file.

Take a screen shot from your Chromebook: Ctrl + 

Open File manager: Alt+Shift+M

Toggle Bookmarks Bar: Ctrl+Shift+B

Download target of link: Alt + click on link

Open File manager: Alt + Shift +M

Show Shortcuts: Ctrl+alt+? This allows you to press the **Ctrl** and/or **Alt** and **Shift** keys to see what keyboard shortcuts are available on Chromebooks.

Add Apps, Shortcuts and Extensions

App = program installed to machine (not yet available and these are what shortcuts are currently called)

Shortcut= installed shortcut in apps to a website/service

Extension = adds additional options to the chrome browser to be used with other sites.

To add app/extension on Chromebook: Click the apps icon. Find/click the **Chrome Web Store**. Search for your app then click **Add to chrome**. Click **Add** in pop up box.



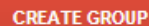
To add app/extension on Chrome browser: Open a new tab and in the bottom right, click **web store**. Search for your app then click **add to chrome**. Click **add** in pop up box.

Google+

Joining Google+

A **Google+** community (SHEN MS Chromebooks) has been created to share resources and documents. In order to add you as a community user, you need to enroll in the <http://plus.google.com> feature using your LLLLFFFF@shenschools.org account. Then email bulljohn@shenschools.org to let me know and I'll send you an invite. Please use your teacher station to do this, not your chromebook.

Setting up Groups for Sharing

Go to **groups.shenschools.org**. Click **Create Group**. 

Group email address & name: DO NOT USE SPACES. This is the E-mail address that will be used to share. For a class section maybe ex: 2013bullingtonpd1

Group type: email list

Basic Permissions:

View Topics: unselect all organization members

Post: unselect all organization members

Join the Group: Only invited users (select who can join)

Click **Create** . Click **Manage** next to group name.

Click **Direct add** members from the left.

Method #1 - This can get cumbersome...you would need to type the gmail addresses of all of your students, each separated by a comma.

Method #2 - Create a **Google** form and have students type their email address for you, then copy/paste from the results spreadsheet. A sample form for MS Science teachers can be found at:

https://docs.google.com/a/shenschools.org/forms/d/1gsJWbqES4ZXx_xW_XK8sJrp2eN5sG9VrXHVNpyCQ-8Y/viewform

(something similar could be created for other teachers/depts.)

As long as students are logged in, it automatically captures their username. Students simply add teacher and period. You can then sort by teacher and period and copy/paste the names to add to a group.

Method #3 - Set **join the group** to **Anyone in organization**. Have the students ask for permission to join the group (would require your approval and would be much harder to track who has and hasn't joined).

Once a group is setup, you can simply type that group's email address to share with all members of that group. You can even make larger groups made up of the smaller groups. Ex: bullington2013 could contain my pd1, pd3, pd5, etc.

Google Apps for Education Help

On your own: <http://edutraining.googleapps.com/> or <http://learn.googleapps.com/>

From the District: bulljohn@shenet.org x62331
bulljohn@shenschools.org