



Getting Comfortable with Chrome & Google Drive

Technology Agreement

- Abide by the Rules
- [MB Technology Policy](#)
- What is important?

Cloud Computing?



- What does that mean?
 - The practice of storing regularly used computer data on multiple servers that can be accessed through the Internet
- What does it mean to you?
 - You can access your files and work from any computer with Internet access

Features of MB Google Apps

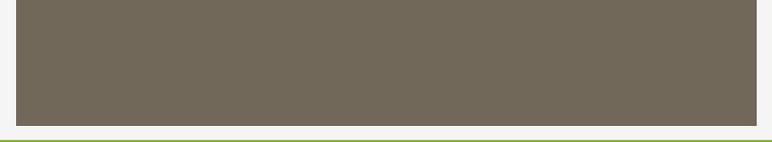
- Google Drive consists of:
 - Google Slides,
 - Google Docs,
 - Google Sheets,
 - Drawing,
 - Forms
 - and other apps and extensions
- Google Sites
- Google Calendar
- G-Mail

What can you do?

- Create and share with staff, students and outside users
- Use any computer or device - Doesn't matter what computer you use or what programs it has on it – Google Drive is not platform specific
- Use anywhere – at home or school
- Automatic Save - be able to always know where your latest copy is!

What you can't do!

- District Gmail and Google Apps account will not be used for:
 - Personal emails (to friends, family, etc.)
 - Downloading files or programs (unless a teacher approves first)
 - Bullying other users (making threats, insults, etc.)
 - Sharing personal information about myself
 - Any illegal activities
 - Selling products



Part I-Signing In/Accessing Your Account

Chrome Browser

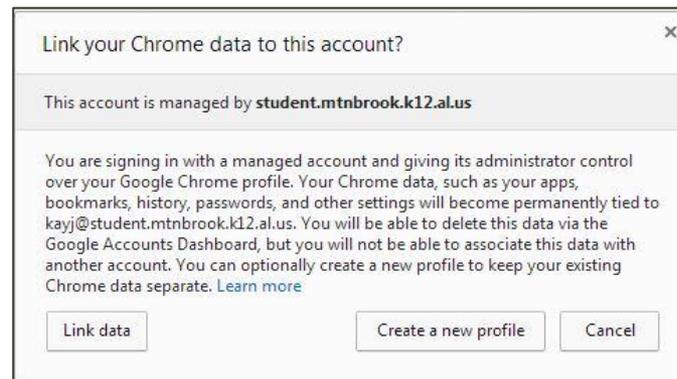
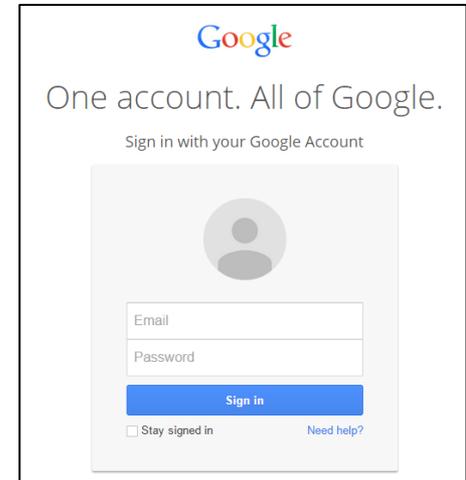
- Click on Chrome Icon



- Chrome is the best browser to use with Google Apps
- You can get to Google Drive from any browser (Internet Explorer, Firefox, Safari) but to take advantage of the apps, extensions and bookmarks, you will need to use Chrome.

Login to Chrome and Google Drive

- On the Chromebook, it signs you into both Chrome & Drive with the one google sign on.
- On the laptop & desktop, sign in to Google Chrome as well as Google Drive.
- Click the Menu bar icon, usually in the top right corner of screen
- Choose Link Data



Login

Login as:

Username: [username@student.mtnbrook.k12.al.us](#)

Password: network password

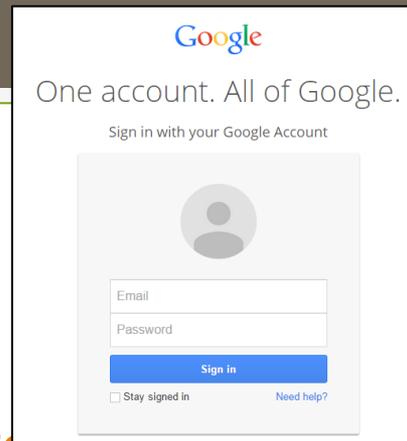
Example:

Student Username: [2023abc1@student.mtnbrook.k12.al.us](#)

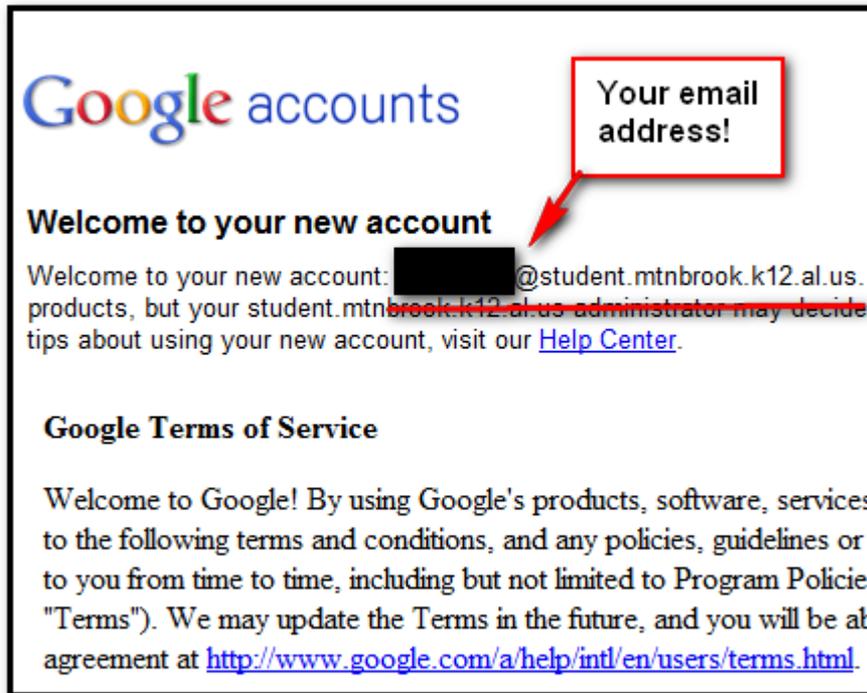
Password: abc2345=

Staff Username example: smithj@student.mtnbrook.k12.al.us

Be sure to sign out when you finish so others can't access your files.



The first time you login, you may need to agree to the terms of service.



Google accounts

Welcome to your new account

Welcome to your new account: [redacted]@student.mtnbrook.k12.al.us. products, but your ~~student.mtnbrook.k12.al.us administrator~~ may decide tips about using your new account, visit our [Help Center](#).

Google Terms of Service

Welcome to Google! By using Google's products, software, services to the following terms and conditions, and any policies, guidelines or to you from time to time, including but not limited to Program Policies "Terms"). We may update the Terms in the future, and you will be ab agreement at <http://www.google.com/a/help/intl/en/users/terms.html>.

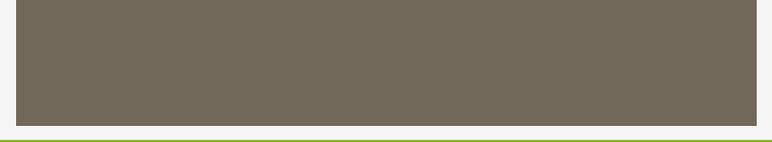
Note: A red box with the text "Your email address!" and a red arrow points to the email address in the screenshot.

Type the characters you see in the picture below.





Letters are not case-sensitive



Part II-Chrome Features

Chrome Features

- Bookmark Bar
- Home Button
- Tabs
- Getting to Google Drive
- Apps & Extensions-See other presentation

Set Your Home Button

Setting the Home Button:

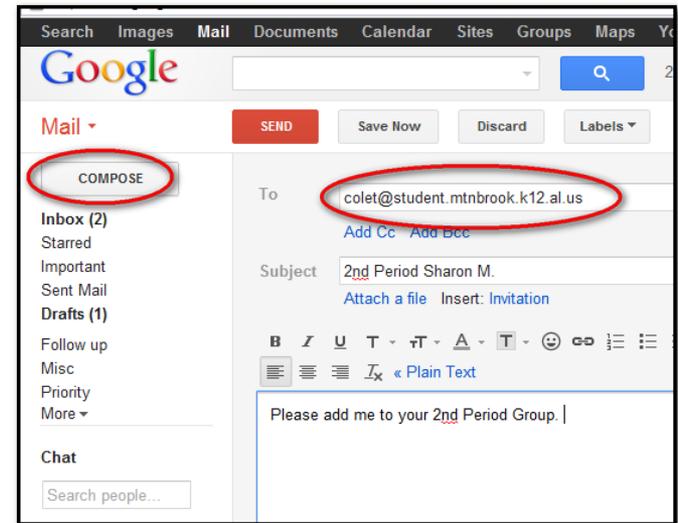
- Go to Settings
- Under Appearance - Click on "Show Home Button"
- Click on **Change**
- Put in Your Home School Web Address
(for example: www.mtnbrook.k12.al.us/ces)

This will allow you to easily access the wireless logout link!

Part III-Google Drive

Gmail

- **Students**, send your teacher an Email
- In **Subject** line type: Period and First Name + Last initial
 - Example: Homeroom Suzy S.
- Email Etiquette
 - No caps, etc.
- **K-5** students can only email within Mountain Brook Schools.
- **6-12** student email is open, but is filtered by Gaggle.



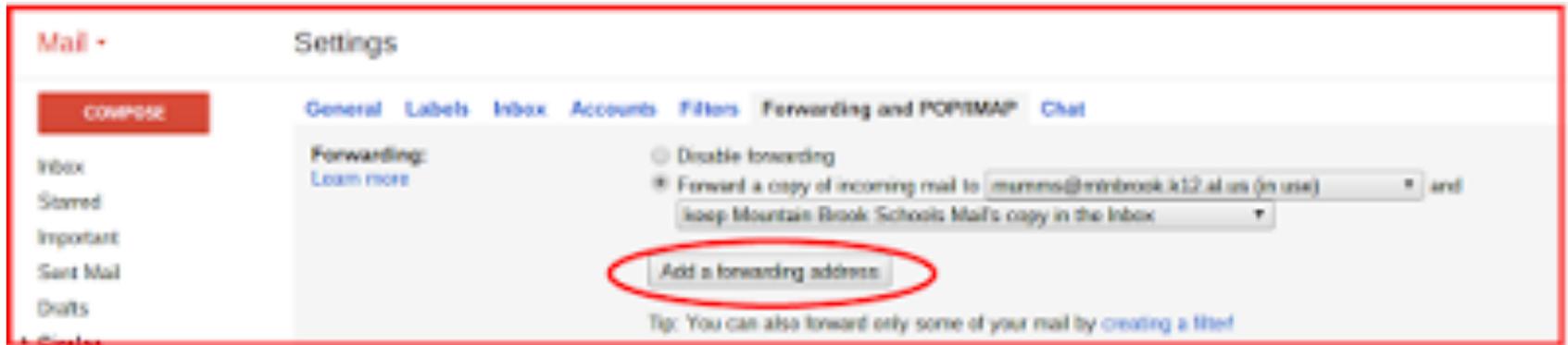
login@student.mtnbrook.k12.al.us

Gmail

Teachers, forward your gmail to your school Outlook email.

Settings:

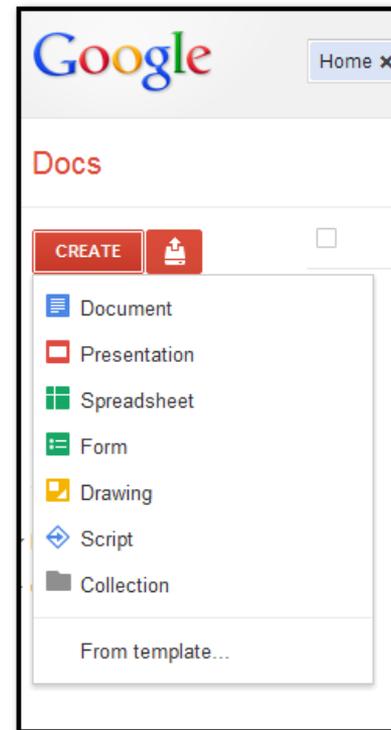
- Go to Forwarding Tab - Add a forwarding address
- Type in your Outlook email address
- Open your Outlook email and click on the email from Google and click the link to verify.
- In Google Settings, make sure to check forward a copy option and click Save.



The screenshot shows the Gmail 'Settings' page for 'Mail'. The 'Forwarding and POP/IMAP' tab is selected. Under the 'Forwarding' section, the 'Forward a copy of incoming mail to' option is selected. The forwarding address is 'mumms@mtmbrook.k12.al.us (in use)'. Below this, there is a dropdown menu set to 'keep Mountain Brook Schools Mail's copy in the Inbox'. A red circle highlights the 'Add a forwarding address' button. A tip at the bottom states: 'Tip: You can also forward only some of your mail by creating a filter'.

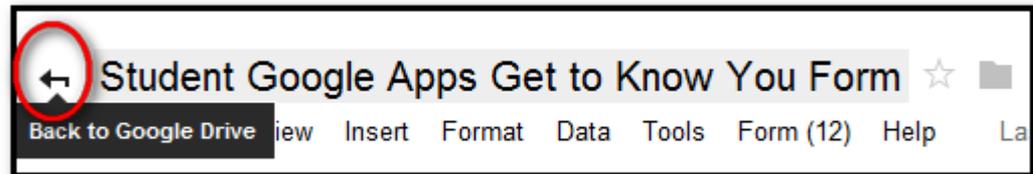
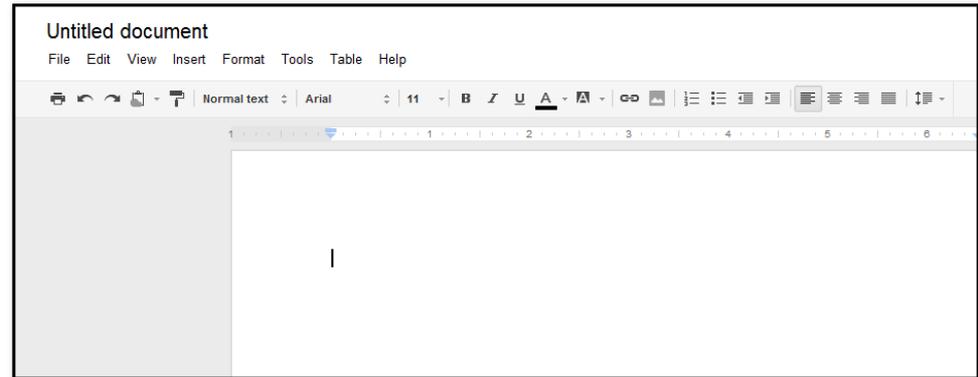
Go to Google Drive

- Click on the Google Drive or the squares tab.
- Note what you can create.



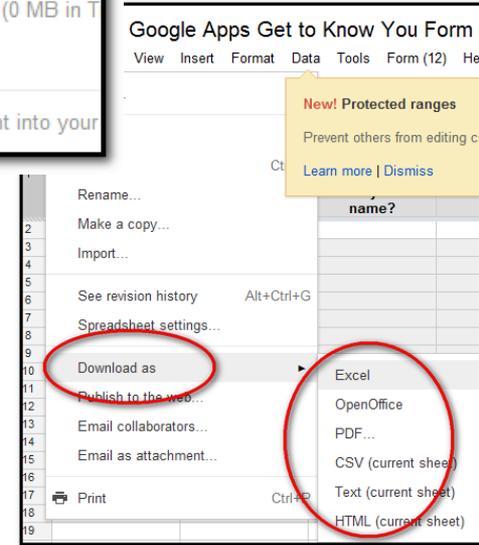
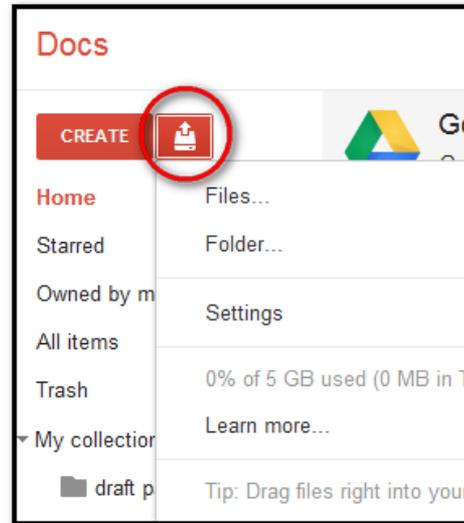
Tips

- Name your file immediately
- To get back your files or main menu



Upload or Download Files

- You can upload pictures, documents, presentations, movies, etc. to your drive.
- You can download your files.
- Make sure of the format.



DECISION

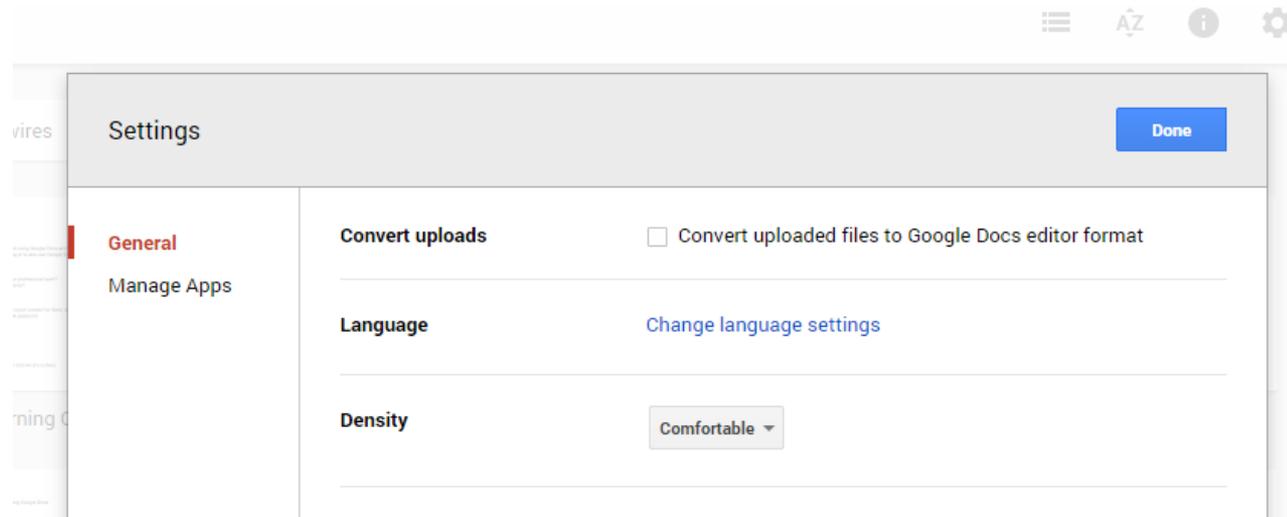
- **Do you want to upload file in original format?**

Example: Original file is WORD, upload as WORD in Google Drive.

- **Do you want files converted to a Google format**

Example: Original file is WORD, Converted to Google Doc.

- **In Drive, click the Settings icon (gear)**



Part IV-Classroom

Go to: www.classroom.google.com

- Join as Teacher
- Create a Class and Get Code

Get started using Classroom.

I am a...

STUDENT

TEACHER

Go to: www.classroom.google.com

- Join as Student
- Type in class code

You are signed in as:



BWF 3
bwf3@student.mtnbrook.k...

[Sign out](#)

If you have one, please make sure you are logged in with your Google Apps for Education account.

Get started using Classroom.

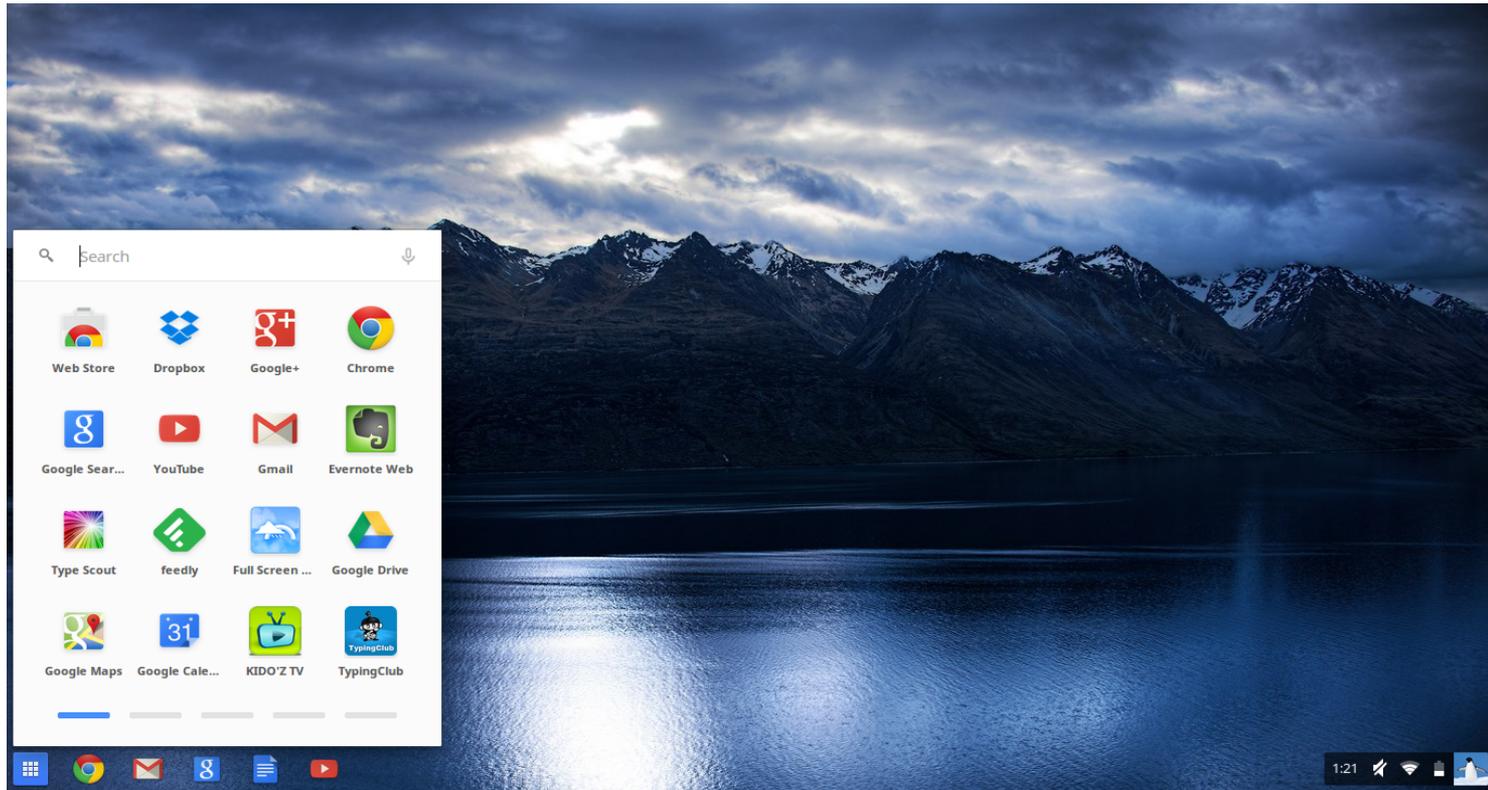
I am a...

[STUDENT](#) [TEACHER](#)

Part V-Chromebook

- Wireless
- Signing In
- Signing Out
- Shutting Down

Desktop View



Help Menu

- Ctrl + / - help menu (depends on context)
- Keyboard Shortcuts are included

Logout

1 - **Logout of Network**

Go to school's homepage - Student Links -
Wireless Network Logout

2 - **Logout of Chrome**

Go to picture icon - go to top of menu and
choose Logout

3 - **Shut down** Chromebook by holding the
power key 2-3 seconds