

Introduction to Google Apps for Education



Prince George County Public Schools

Preface

The 2020-2021 school year will look new for a lot of teachers and students across Prince George County. Many teachers and students will be using Google Apps for Education (GAFE) for the first time this year.

Please use this digital brochure to learn about various Google apps that you might use this year. Some questions that you can find answers to are:

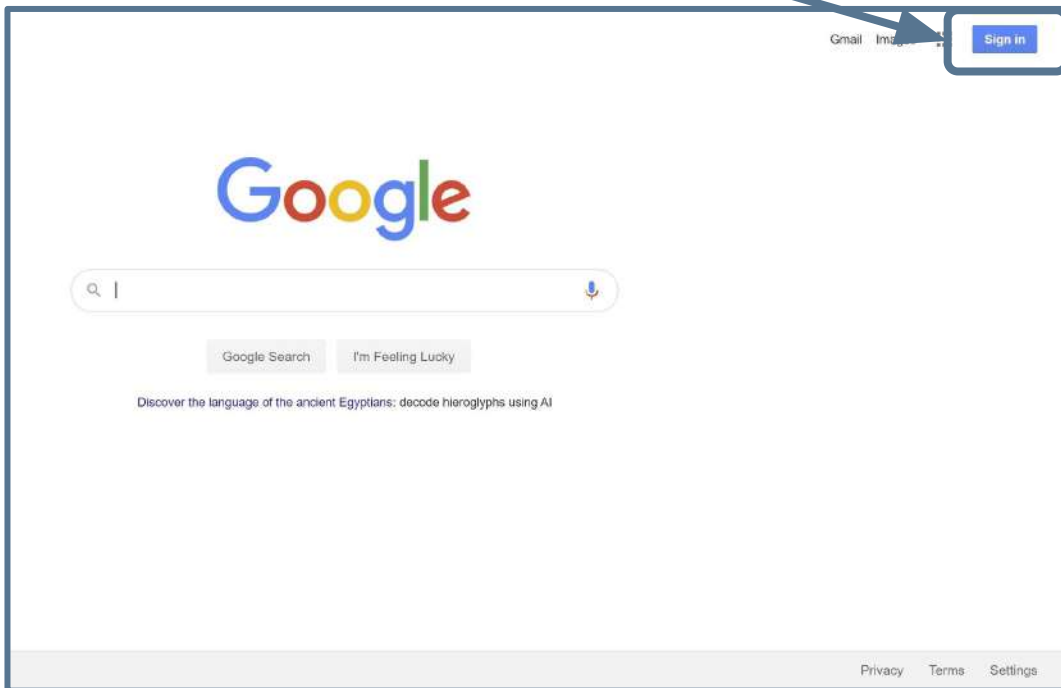
- How do I log into my Prince George Google account?
- After I log in, how do I get to my virtual Google Classroom?
- I'm learning virtually and my teacher is using Google Meet. How do I get to my teacher's Google Meet session?
- How can I access other Google apps?
- How do I complete assignments that my teacher assigned in Google Classroom?
- Where does Google save all of the files that I create?
- What other apps are available, and what do they do?



Logging Into Your PG Google Account

Logging Into PG Google Account

- Log into your Prince George County Public Schools Google account from Google's homepage, found at <https://google.com>.
- Once at the Google homepage, click the blue *Sign in* button in the top right corner of the page.

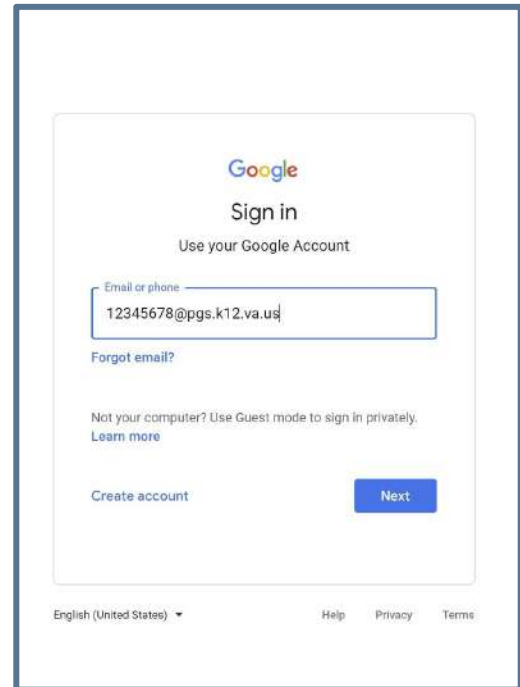


** You may access your account using any web browser, but Google apps work best in the Chrome browser.*

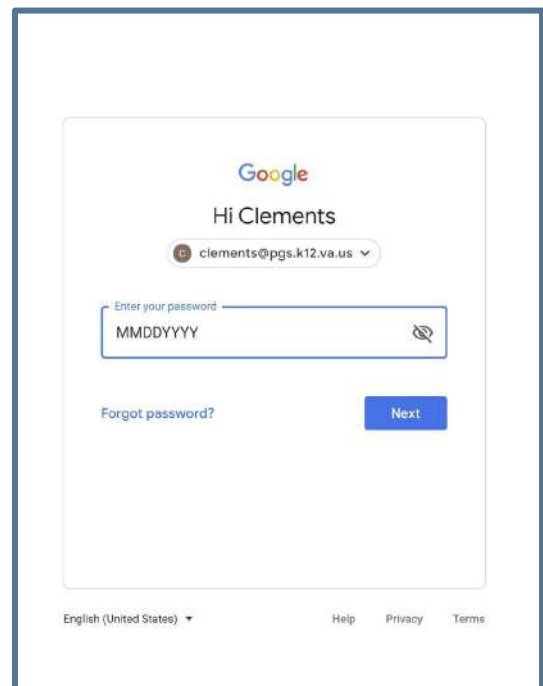
Logging Into PG Google Account

- Use your PG Google email address to sign in.
- PG email addresses are:

studentID@pgschools.net

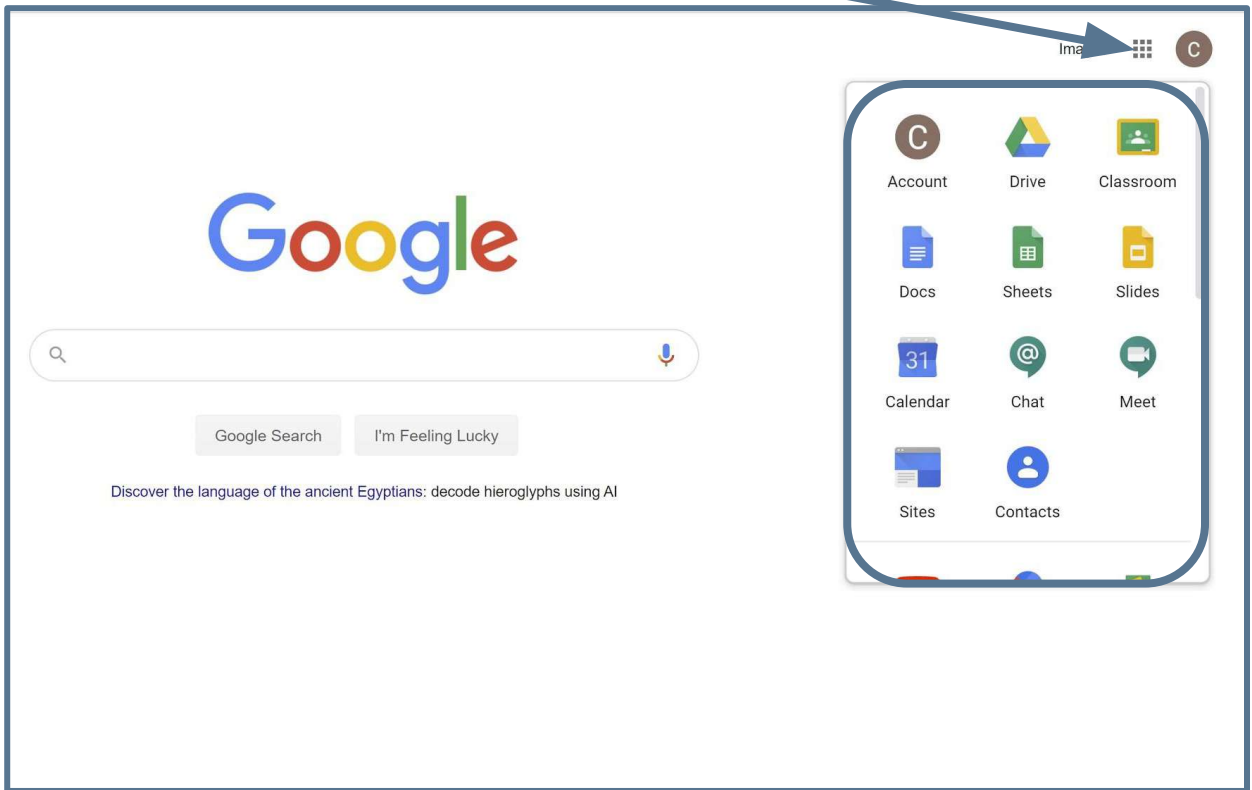
A screenshot of the Google sign-in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone" containing the email address "12345678@pgs.k12.va.us". To the left of the input field is a link "Forgot email?". Below the input field is a link "Not your computer? Use Guest mode to sign in privately. Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue "Next" button. At the very bottom, there is a language selector "English (United States)" and links for "Help", "Privacy", and "Terms".

- Your PG Google password is your birth date in MMDDYYYY format.
- Passwords *must* contain eight digits.
 - Password for student born on March 1, 2006, is 03012006.

A screenshot of the Google password entry page. At the top is the Google logo, followed by the text "Hi Clements" and a profile picture icon next to the email address "clements@pgs.k12.va.us". Below this is a text input field labeled "Enter your password" containing the password "MMDDYYYY". To the right of the input field is a small icon to toggle password visibility. Below the input field is a link "Forgot password?". At the bottom right is a blue "Next" button. At the very bottom, there is a language selector "English (United States)" and links for "Help", "Privacy", and "Terms".

Logging Into PG Google Account

- After logging into your Google account, your Google apps “**Waffle**” menu will appear.



- You can access most of your important Google apps by opening the Waffle, such as Classroom, Drive, Docs, Slides, and many others.
- If you can't find an app in the waffle, try accessing the app by typing the app's name and then *.google.com* as a website address. For example, to access **Google Drawings**, you can type **drawings.google.com** to open it.

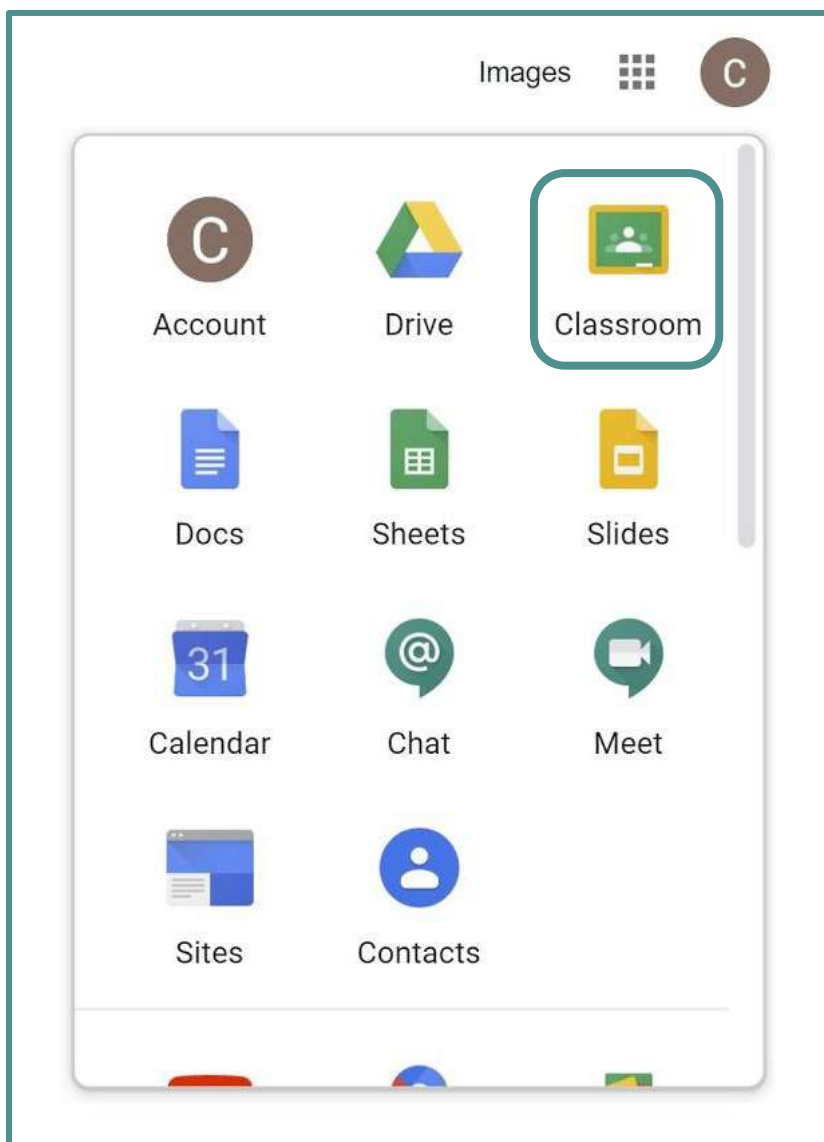


Accessing Google Classroom

Google Classroom - How to Access

You can access **Google Classroom** very easily in a couple of different ways.

1. Open the *Waffle* and click on the Google Classroom icon (seen below).
2. Open a new Chrome tab and type ***classroom.google.com*** into the Omnibox.

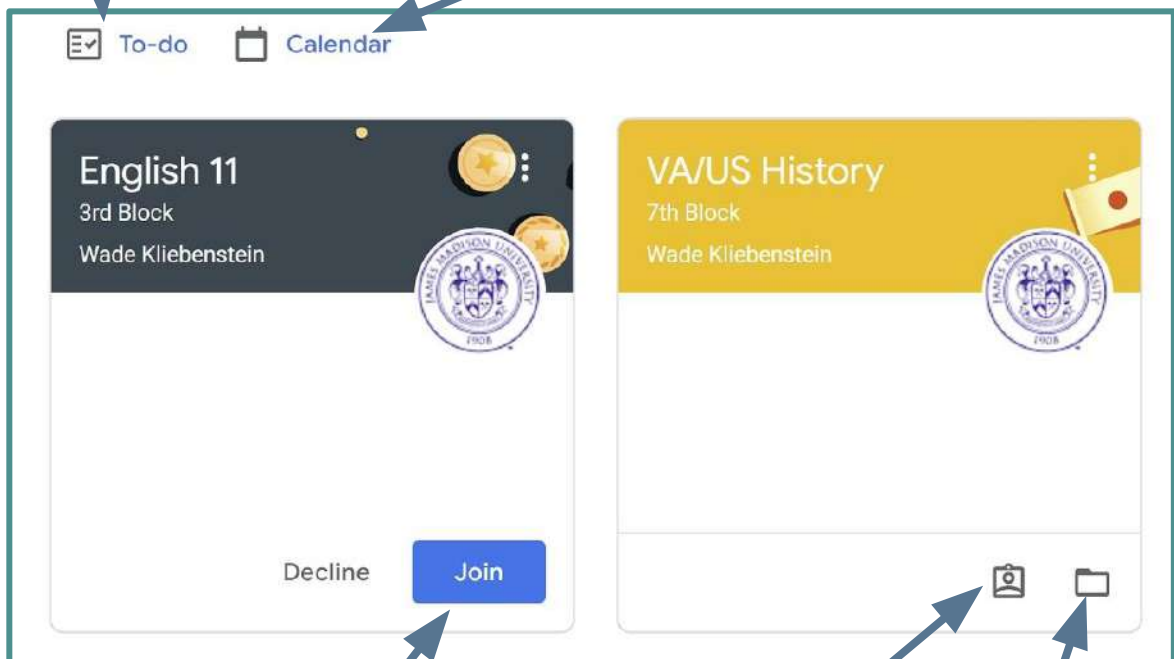


Google Classroom - How to Access

- Your Google Classroom dashboard will show all of the classes in which you are enrolled.
 - Click *Join* to access any classes in which you are enrolled.
 - After joining each class, click on the class title to access the class.

See what's been assigned, missing, and done!

See what's coming up next week!



Click "Join" to access your class for the first time!

Go straight to your assignments for the class!

Access your work for this class in your Google Drive.

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Classroom
Classwork

Accessing
Drive

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Other Apps

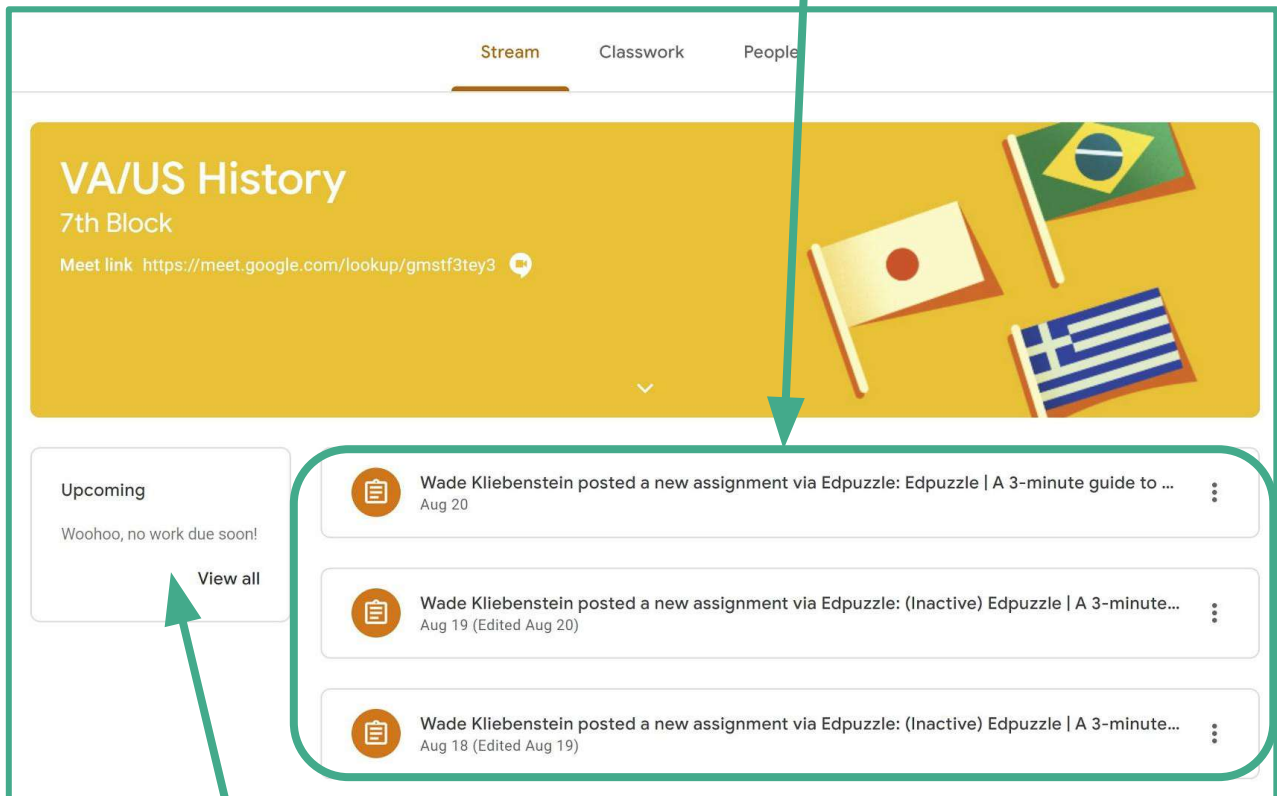


Classroom Stream

Google Classroom - Stream

Upon clicking on the Google Classroom title, you'll be directed to your classroom's **Stream**. The Stream will show a chronological list of posts from your teacher. These posts might be assignments, questions, or important materials for you to access.

Teacher posts in chronological order. These could be assignments, announcements, or important class material.



What assignments are due soon?

Google Classroom - Stream

If your teacher uses **Google Meet** for virtual instruction, you can access your Meet session straight from your Classroom Stream. The Meet link will be located in your Classroom banner, directly below the course title.



** Your teacher has the ability to disable the Meet link. If you do not see the link, check back closer to your class's scheduled time to see if it has appeared. If it has still not appeared closer to class time, email your teacher to see if they can help.*

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Classroom Classwork

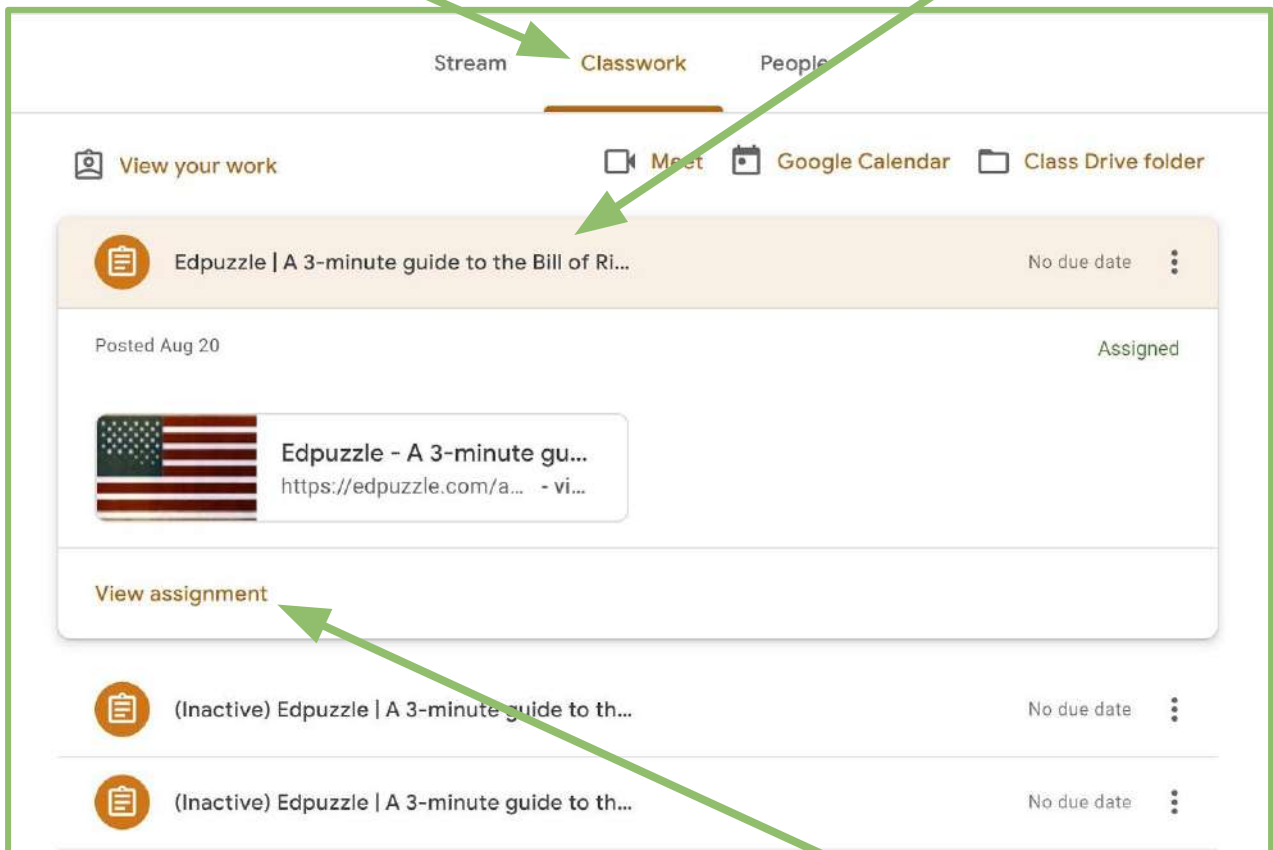


Google Classroom - Classwork

The most important part of your Google Classroom is the **Classwork** section. You can access your assignments here. In the image below, you can see that assignments show up in lists. Click any assignment to see more details and to *View assignment*.

Click *Classwork* to view your assignments.

Click the assignment title to see more details.



Click *View Assignment* to complete the assignment and submit it to the teacher..

Google Classroom - Classwork

After clicking *View Assignment* from the *Classwork* section of your Classroom, you will be able to complete the assignment.

To complete the assignment, you might have to view any attachments added to the assignment, create new documents to turn in with the assignment, or leave comments to your teacher if you need help with the assignment.

Access files and videos that are attached!

Create your own file (Docs, Slides, etc.) to attach to your assignment.



Click *Mark as done* to turn in your assignment.

Send a private comment to your teacher if you need help!

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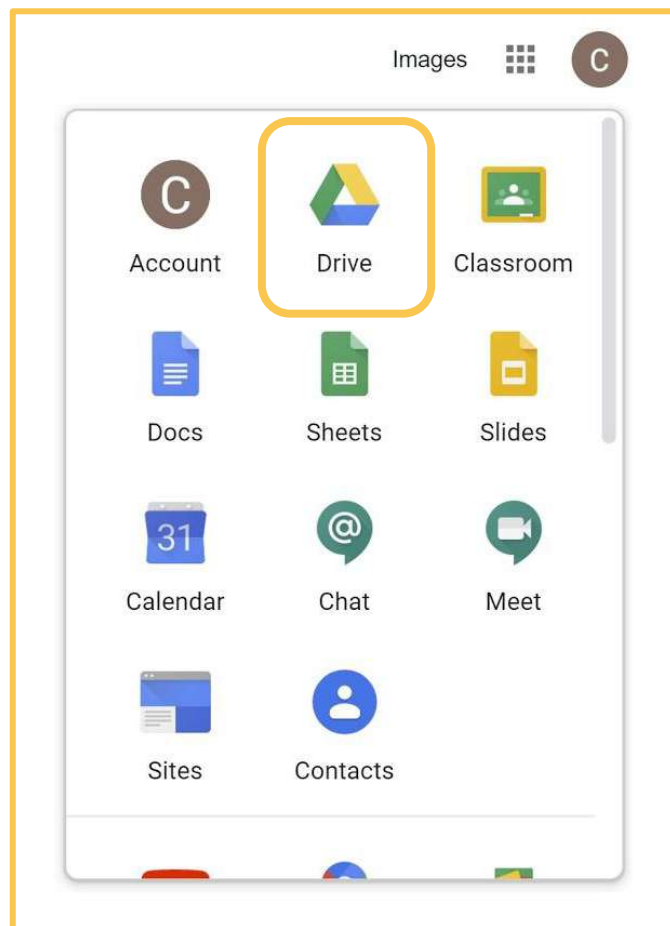
Accessing Drive



Google Drive - How to Access

You can access **Google Drive** very easily in a couple of different ways.

1. Open the *Waffle* and click on the Google Drive icon (seen below).
2. Open a new Chrome tab and type ***drive.google.com*** into the Omnibox.



Access your **Google Drive** app to find all of the files that you have created. Google Drive is your cloud storage app, and all of the Google files that you create will be saved here.

Google Drive - My Drive

Files that you create and/or upload to Google Drive will be saved to **My Drive**. Take a look at the different areas of My Drive below in the sample Google Drive screen.

Search for a file by name to find it quicker.

Change the settings of your Google Drive screen.

The screenshot shows the Google Drive 'My Drive' interface. A search bar at the top left is labeled 'Search in Drive'. A settings gear icon in the top right is labeled 'Change the settings of your Google Drive screen.' A list of files and folders is shown in a table format. A yellow box highlights the first six items in the list, with an arrow pointing to the text 'All of the files that you have created or uploaded.' A view toggle icon (a grid of four squares) in the top right of the file list is labeled 'Change between a list view or grid view of your Google Drive files by clicking here.'

Name	Owner	Last modified	File size
Burfoot's DE English 12 6th and 7th Block	me	Mar 22, 2020 me	—
Classroom	me	Sep 26, 2019 me	—
McKay - Math	me	Jul 16, 2020 me	—
THIRD BLOCK	me	Mar 17, 2020 me	—
Clements Student - ProbabilityTest.pdf	me	May 18, 2020 me	47 KB
Clements Student - Sample	me	Jul 15, 2020 me	—
Clements Student - Sample	me	Jul 15, 2020 me	—
Clements Student - Sample	me	Jul 15, 2020 me	—
Clements Student - Sample Assignment - Google Doc.	me	Mar 22, 2020 Wade Kliebenstein	—
Clements Student - Sample Assignment - Word.docx	me	Mar 22, 2020 me	13 KB

All of the files that you have created or uploaded.

Change between a list view or grid view of your Google Drive files by clicking here.

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Google Drive - Menu

The picture of your **Google Drive Menu** below shows the different parts of your Google Drive menu. Use this to decide which parts of your Google Drive application will be useful to you throughout the school year.

Access files that Google thinks might be a priority for you.

Contains all files you have created or uploaded.

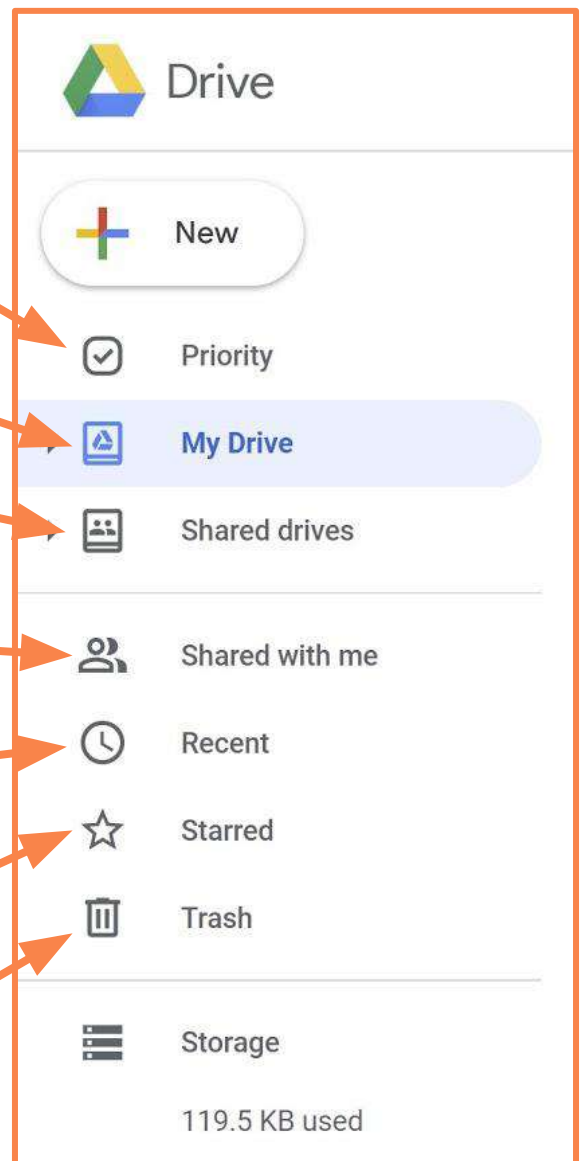
Shared Drives are areas where teams can share important files.

Files that classmates or teachers have shared with you.

Quickly access files that you have recently opened.

“Star” any file for quicker access by right-clicking and selecting “Add to Starred”

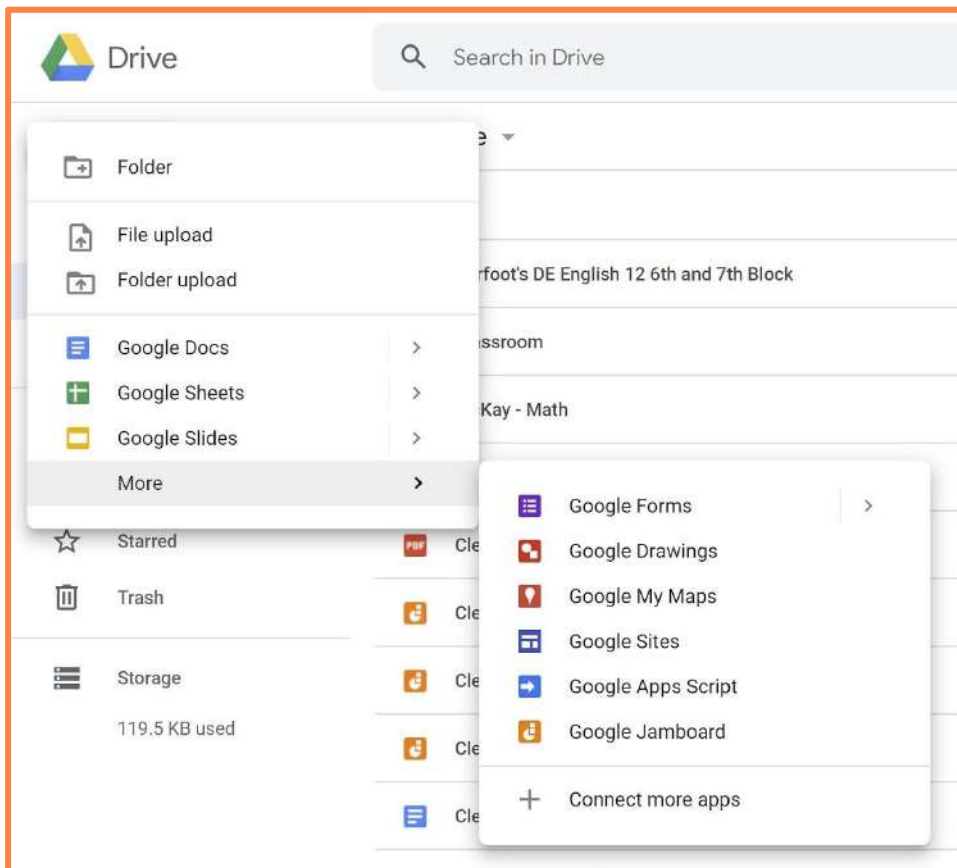
Files that you delete will remain in trash for 30 days.



Google Drive - Menu

In the My Drive section of Google Drive, clicking the  **New** **Menu** will open a menu of options.

- **Folder** - Create a new folder to keep your Google Drive organized.
- **File Upload** - Upload individual files from an external source.
- **Folder Upload** - Upload an entire folder of files from an external source.
- **Google Docs, Sheets, & Slides** - Create a new Doc, Sheet, or Slide presentation from a template or a blank file.
- **More** - Create any of the files listed in the “More” menu.



* All files created from the “New” menu save to *My Drive*.

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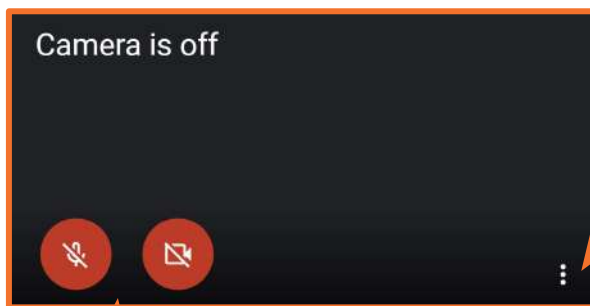
Other Apps

Google Meet



Google Meet - Audio & Video Settings

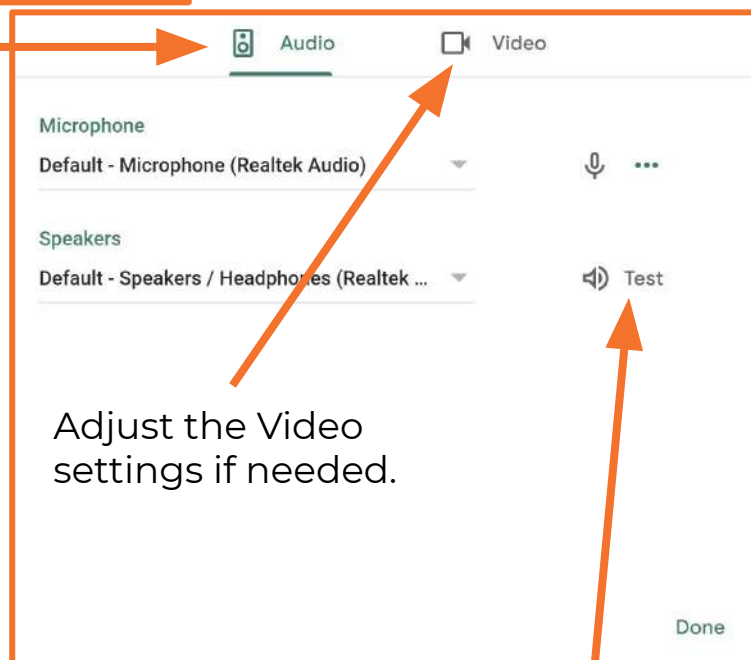
The best, and easiest, way to join your class's **Google Meet** session is by clicking on the Meet Link in your Google Classroom Stream. After clicking the Meet Link, you will see the screen pictured below. Make sure to adjust your audio & video settings as needed before joining the session.



Click the ellipsis menu in the lower right of the preview screen to access audio & video settings.

Click the microphone and camera button to turn on/off your mic. and webcam

Adjust the Audio settings if needed.



Adjust the Video settings if needed.

Click **Join now** when you are ready to join the session.



Test your sound to make sure you'll be able to hear the teacher when you join the Meet session.

Google Meet - Session Options

After joining your Google Meet session, you will notice various features on your session screen. Use the picture below to learn about the most important features to you.



Turn on/off your audio and video, and leave the session

Click the Ellipsis Menu (⋮) to adjust various session features.

Change the layout of your Meet session screen.

Enlarge your Meet session screen to full screen view.

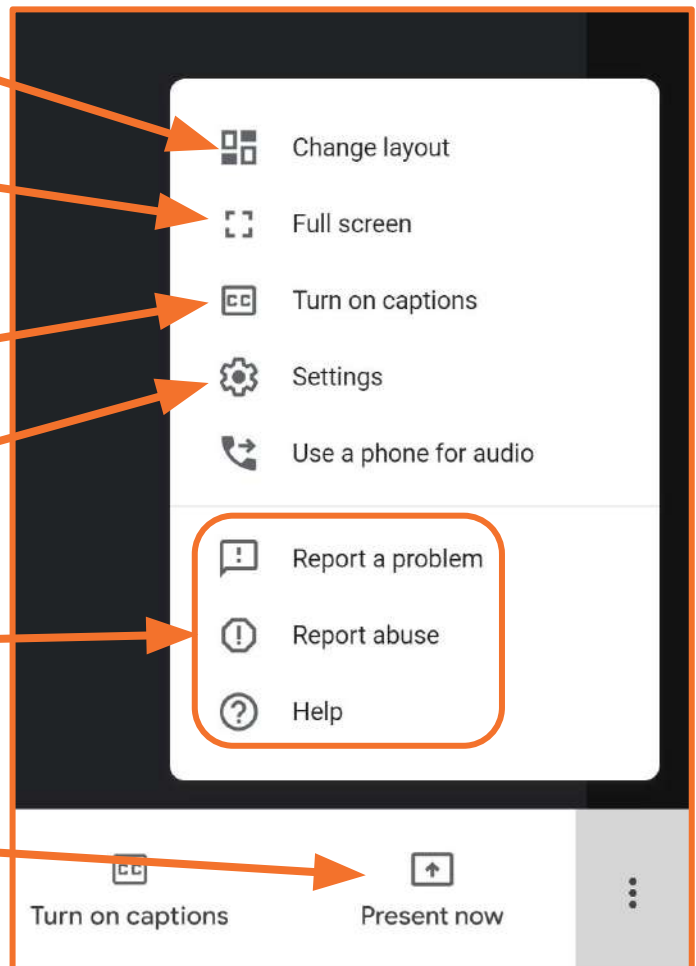
Turn on closed captions to read what participants are saying.

Change audio & video settings.

Report issues and get help.

Present your screen.

**** Do NOT present your screen without teacher permission.****



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Other Important Google Apps

Google Classroom, Drive, and Meet will all be very important to you throughout the year. However, your teacher might introduce numerous other Google apps as well. Use the table below to introduce yourself to other important Google apps. Click the app's icon to access the app and try it out!

	Google Docs	Online word processing software. Similar to Microsoft Word.
	Google Sheets	Online spreadsheet software. Similar to Microsoft Excel.
	Google Slides	Online presentation software. Similar to Microsoft PowerPoint.
	Google Forms	Online form-creation software. You can create your own forms, and your teacher might assign quizzes, tests, etc. using Forms.
	Google Drawings	Create visual, interactive items by adding images, shapes, lines, text, and hyperlinks.
	Google Jamboard	Virtual whiteboard. Your teacher might use this while giving virtual instruction.

Any of these apps might be used to complete HW assignments.