

# Valley HS Library Guide

*for*

## Google Account Access

*and*

## Google Apps Use

### The Google Apps for Education Suite

Tools that your entire school can use, together



Classroom



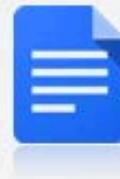
Gmail



Drive



Calendar



Docs



Sheets



Slides



Sites

# Directions

Log On to Computer

Open Google Chrome

Browse to: [www.Google.com](http://www.Google.com)

Click "Sign In" on the Upper Right Corner

# Logging In – Part 1

- In Chrome, browse to:  
`www.google.com`
- Click Sign In
- Username = `id#@sausd.us`  
Password = `mmddyyyy`
- Example:  
`id#: 024095`  
`birthday: October 5, 1996 =`  
`Username: 024095@sausd.us`  
`Password: 10051996`

# Logging In – Part 2

Firefox Google Accounts

google.com https://accounts.google.com/AcceptGAPlusTermsOfService?continue=http%3A%2F%2Fsites.google.com%2Fsite%2F&service=jotspot

Most Visited SHS AASL Aeries ALA BMRK CDE CSLA Destiny DistLibr SAUSD SHS Sports TTLWV YALSA Pin It ELA Booklist TRAILS NOOK Blog TeleParent

Google accounts Change Language: English

**Welcome to your new account**

Welcome to your new account: 182200@sausd.us. Your account is compatible with nearly all Google products, but your sausd.us administrator may decide which products are enabled for your account. For tips about using your new account, visit our [Help Center](#).

**Google Terms of Service**

Welcome to Google! By using Google's products, software, services or web sites ("Google services"), you agree to the following terms and conditions, and any policies, guidelines or amendments thereto that may be presented to you from time to time, including but not limited to Program Policies and Legal Notices (collectively, the "Terms"). We may update the Terms in the future, and you will be able to find the most current version of this agreement at <http://www.google.com/a/help/intl/en/users/terms.html>.

**1. USE OF SERVICES**

Google Inc., its subsidiaries and affiliated companies, including your domain administrator ("Google") offer Google services to you, provided that you are of legal age to form a binding contract and are not a person barred from receiving services under the laws of the United States or other applicable jurisdiction. In order to access certain services, you may be required to provide current, accurate identification, contact, and other information as part of the registration process and/or continued use of Google services. You are responsible for maintaining the confidentiality of your account password, and are responsible for all activities that occur under your account. You agree to immediately notify Google of any unauthorized use of your password or account or any other breach of security. Google cannot and will not be liable for any loss or damage arising from your failure to provide us with accurate information or to keep your password secure.

**2. APPROPRIATE CONDUCT**

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Google has made its services available to organizations using Google Apps. In addition to the [core suite](#) of messaging and collaboration applications, you may access many [Google services](#) ("Additional Services") using your 182200@sausd.us account. Your sausd.us administrator determines which Additional Services you may access using your account. For tips about using your new account, visit the Google [Help Center](#).

Please be aware that when you use Google services, your domain administrator will have access to your 182200@sausd.us account information, including your email. You can learn more [here](#), or by consulting your domain administrator's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, the username that appears at the upper right corner of most Google services will help you ensure that you're using the intended account.

The Additional Services are provided by Google to you under these [terms of service](#) and [privacy policy](#). Certain Additional Services may also have [service-specific terms](#). If your domain administrator enables any of the Additional Services, Google will treat your use of any of the Additional Services as acceptance of the applicable service-specific terms.

Click "Accept" below to indicate that you understand the changes to your account and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#) for your use of Additional Services.

Type the characters you see in the picture below.



desnestro 

Letters are not case-sensitive

11:30 AM 4/18/2012

# Sites

Search Images Drive Calendar **Sites** Groups Contacts Maps YouTube More ▾

Google

Search my sites



Sites

To create a new website

CREATE

**Sample Site** Shared with everyone in sausd.us  
</a/sausd.us/sample/>

My Sites in sausd.us

Deleted Sites

Browse Sites

List of your websites

# Drive

The image shows a screenshot of the Google Drive web interface. At the top, there is a navigation bar with links for Search, Images, Drive, Calendar, Sites, Groups, Contacts, Maps, YouTube, and More. Below this is the Google logo and a search bar. The main content area is titled 'Drive' and features a '+ Drive' button. On the left, there is a sidebar with a 'CREATE' button and an upload icon. Below these are links for 'My Drive' and 'Shared with me'. The main area displays a list of documents under the heading 'My Drive', with a table header 'TITLE' and one document listed: 'Copy of Sample Resume 1'. Three red arrows point from text boxes to specific elements: one to the 'CREATE' button, one to the upload icon, and one to the document list.

Search Images Drive Calendar Sites Groups Contacts Maps YouTube More ▾

Google

Drive + Drive

CREATE 

My Drive

Shared with me

My Drive

TITLE

Copy of Sample Resume 1

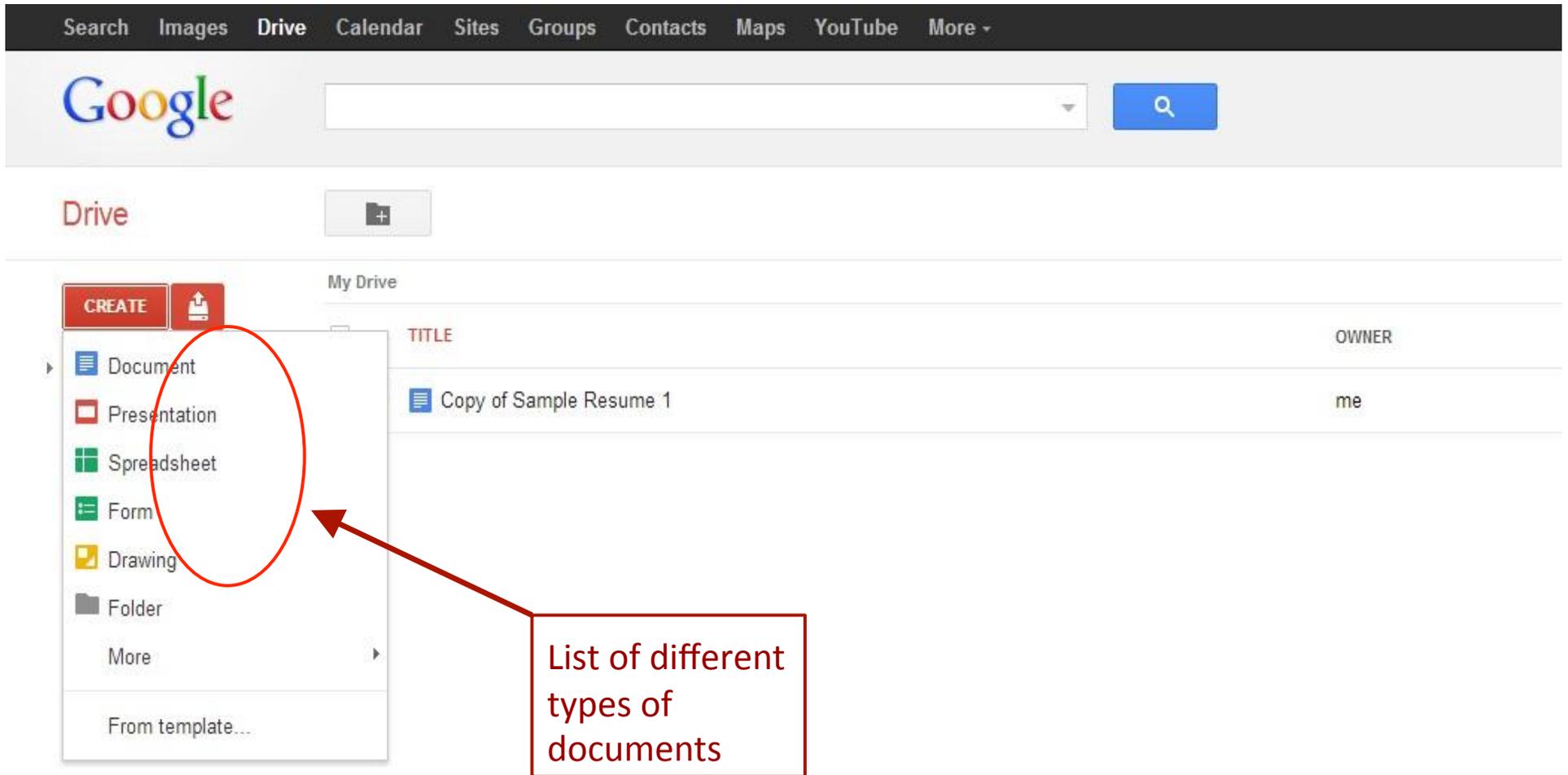
Download Google Drive

List of your Documents

To create a new document; like Word, Excel, or PowerPoint

To upload a document you already have saved on a flash drive or in your email.

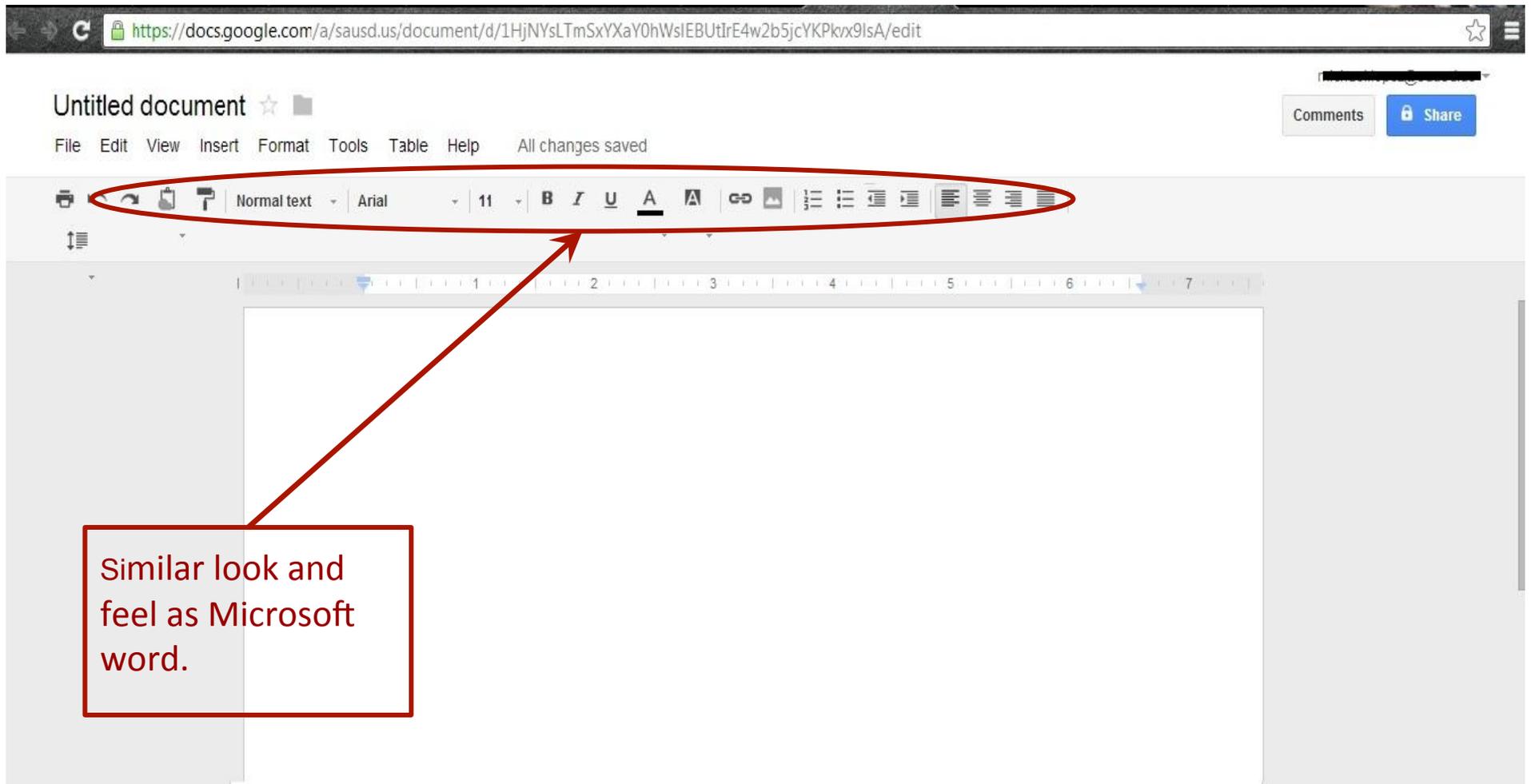
# Types of Documents



The image shows a screenshot of the Google Drive web interface. At the top, there is a navigation bar with links for Search, Images, Drive, Calendar, Sites, Groups, Contacts, Maps, YouTube, and More. Below this is the Google logo and a search bar. The main content area is titled "Drive" and features a "+ Create" button. A dropdown menu is open, listing various document types: Document, Presentation, Spreadsheet, Form, Drawing, Folder, and More. A red circle highlights the first five options (Document, Presentation, Spreadsheet, Form, Drawing), and a red arrow points from a text box to this circle. The text box contains the text "List of different types of documents". In the background, a table lists documents in "My Drive".

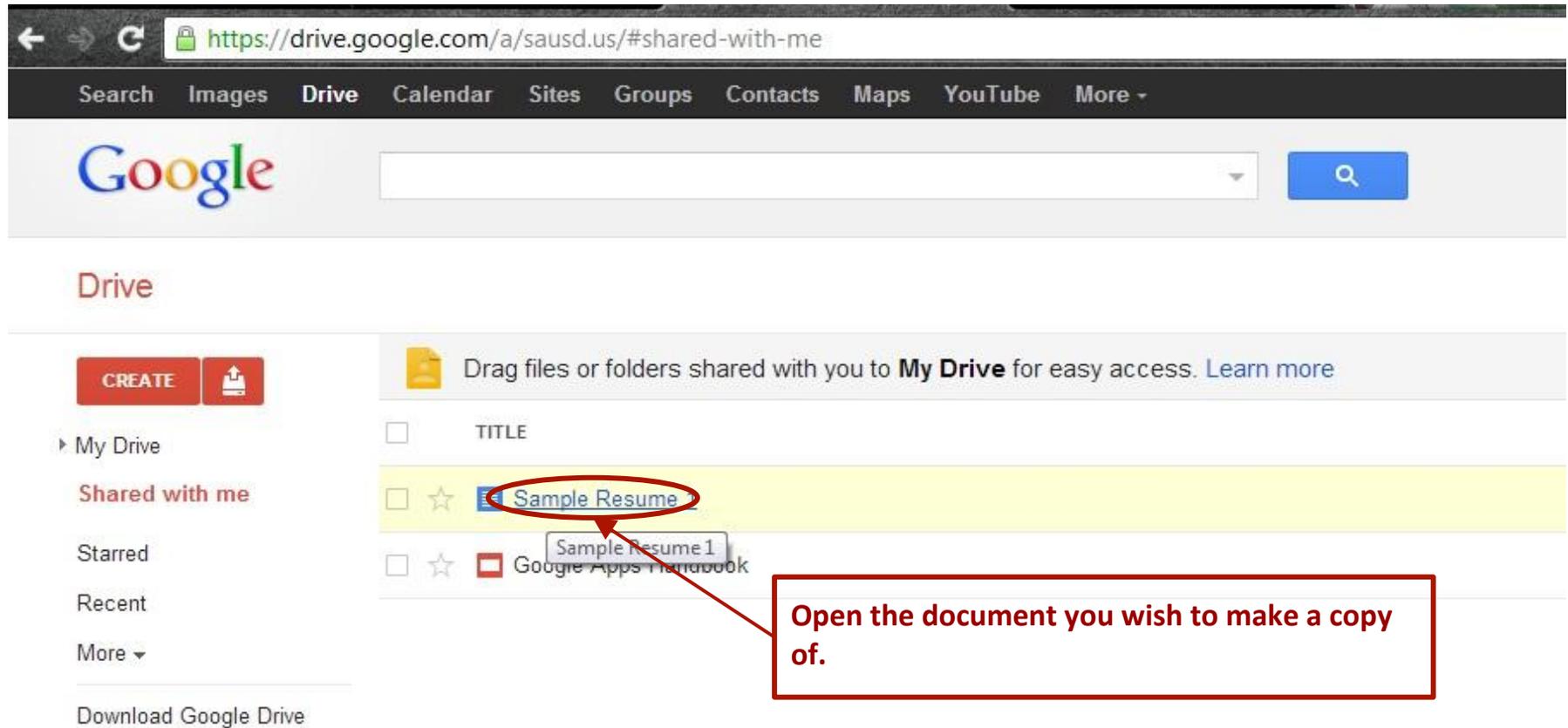
TITLE	OWNER
Copy of Sample Resume 1	me

# Documents on Google Drive



Similar look and feel as Microsoft word.

# Making a Copy of a Document on Google Drive - Part 1



The screenshot shows the Google Drive web interface. At the top, the browser address bar displays <https://drive.google.com/a/sausd.us/#shared-with-me>. Below the address bar is the Google search bar and navigation menu. The main content area shows a list of files shared with the user. The file 'Sample Resume' is highlighted in yellow, and its title is circled in red. A red box with an arrow points to the circled title, containing the text: **Open the document you wish to make a copy of.**

Drive

CREATE 

My Drive

Shared with me

Starred

Recent

More ▾

Download Google Drive

Drag files or folders shared with you to **My Drive** for easy access. [Learn more](#)

TITLE

 **Sample Resume**

 **Sample Resume 1**

 **Google Apps Handbook**

**Open the document you wish to make a copy of.**

# Making a Copy of a Document on Google Drive - Part 2

The screenshot shows a Google Docs document titled "Sample Resume 1" in a browser window. The address bar displays the URL: <https://docs.google.com/a/sausd.us/document/d/1LGigo7vPNzcnbflCuhHGO1BclwXqzQBPIcDS4uFEIQo/edit>. The document content is a resume template with the following sections:

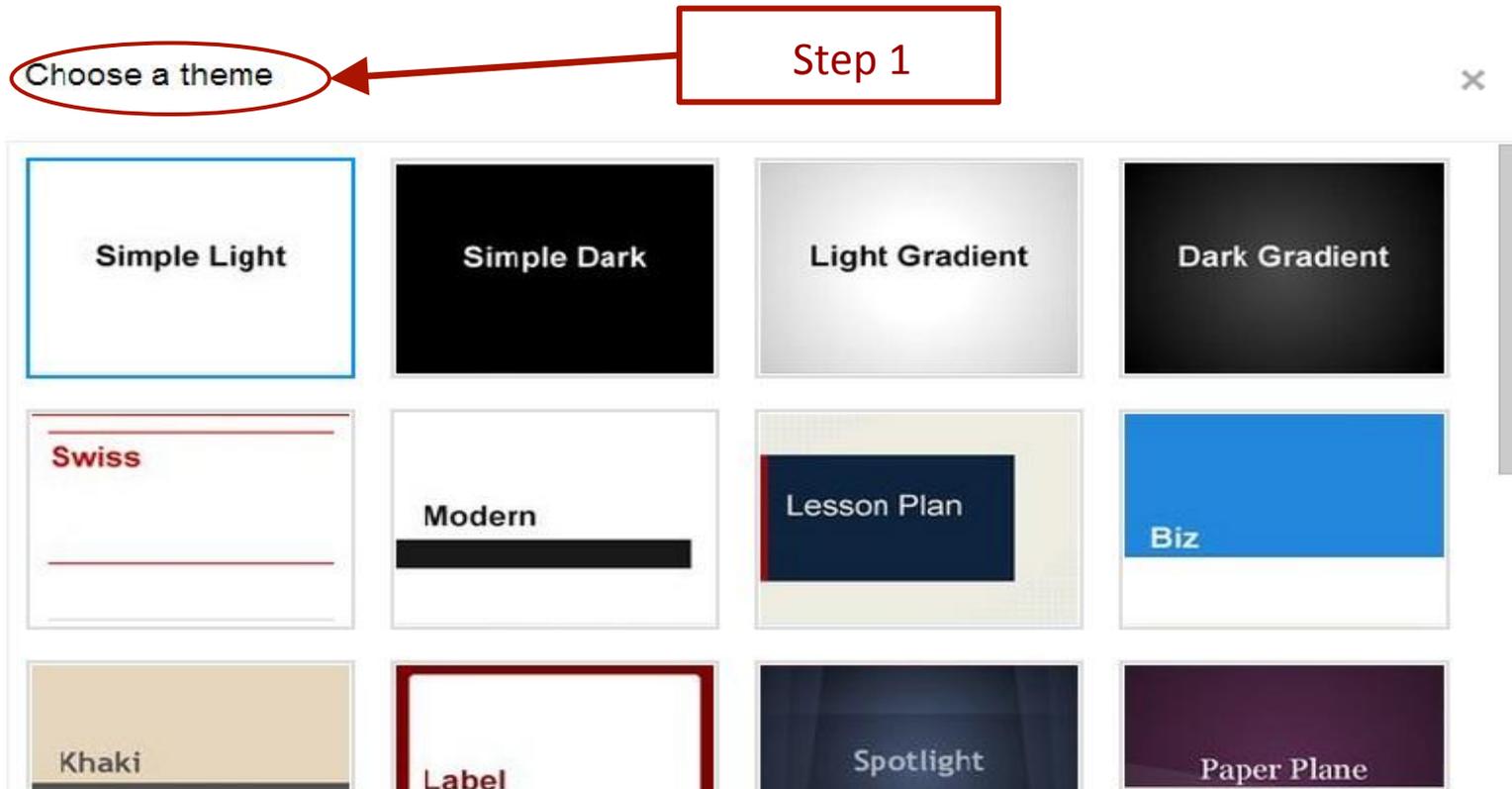
- Sample Resume - Your Name Here
- Your Street Address, Including Apt. #
- Santa Ana, CA 9270\_
- (714) xxx-xxxx
- Business email address
- Education: Saddleback High School, Santa Ana, CA. Expected high school diploma in June 2013.
- Qualifications: Bilingual, English/Spanish; Proficiency in Microsoft Office, Google Apps.
- Work Experience: Ross Stores, Santa Ana, CA.

The "File" menu is open, and the "Make a copy..." option is circled in red. A red arrow points from a text box to the "File" menu header, and another red arrow points from a second text box to the "Make a copy..." option.

**Click on "File"**

**Select "make a copy" and you're done. The copy will be placed on your Google drive.**

# Presentations - Part 1



OK

Cancel

Show for new presentations

Click

# Presentations - Part 2

The image shows a screenshot of the Google Slides web interface. The browser address bar at the top displays the URL: [https://docs.google.com/a/sausd.us/presentation/d/1fDUkHcYgDWlwe4eHE94qQDSRzj3k27yd\\_IUOazOiyQU/edit#slide=id.p](https://docs.google.com/a/sausd.us/presentation/d/1fDUkHcYgDWlwe4eHE94qQDSRzj3k27yd_IUOazOiyQU/edit#slide=id.p). The page title is "Untitled presentation". The top navigation bar includes a menu (File, Edit, View, Insert, Slide, Format, Arrange, Table, Help), a "Start presentation" button, and a "Comments" button. The user's name "michael.lopez" is visible in the top right corner. A red oval highlights the top-left corner of the interface, encompassing the menu and the beginning of the toolbar. A red circle highlights the "All changes saved" notification in the top center. A red box with the text "auto-save" has an arrow pointing to the "All changes saved" notification. Another red box with the text "Similar to microsoft powerpoint. Add images, videos, transitions, and animations to your slides." has an arrow pointing to the toolbar. The main slide area shows a slide with a title box containing the text "Click to add title" and a subtitle box containing the text "Click to add subtitle".

https://docs.google.com/a/sausd.us/presentation/d/1fDUkHcYgDWlwe4eHE94qQDSRzj3k27yd\_IUOazOiyQU/edit#slide=id.p

Untitled presentation

File Edit View Insert Slide Format Arrange Table Help

All changes saved

auto-save

Start presentation

Comments

michael.lopez

1

Click to add title

Click to add subtitle

Similar to microsoft powerpoint. Add images, videos, transitions, and animations to your slides.

# Spreadsheet on Google Drive

The image shows a screenshot of a Google Spreadsheet interface. The browser address bar at the top displays the URL: <https://docs.google.com/a/sausd.us/spreadsheet/ccc?key=0AmvR7BTXfm9kdHZ1YXdrWnA0aWcwZ3o4TGICVWhaR2c#gid=0>. The spreadsheet title is "Untitled spreadsheet" and the user is identified as "michael.lopez@sausd.us". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Data", "Tools", and "Help". The toolbar contains various icons for undo, redo, copy, paste, and other spreadsheet functions. A red oval highlights the menu bar and toolbar. A red arrow points from this oval to a red-bordered box containing the text: "Like Microsoft Excel Input data, calculate formulas, create graphs, etc". The spreadsheet grid shows columns A through J and rows 1 through 18. The first row (row 1) is highlighted, and the first cell (A1) is selected.

Like Microsoft Excel  
Input data, calculate formulas,  
create graphs, etc

# Forms on Google Drive - Part 1

The screenshot shows the Google Forms editor interface. At the top, there is a navigation bar with the 'Add item' button circled in red. Below this, there are several settings: 'Allow users to edit responses' (unchecked), 'Require SAUSD Google Apps sign-in to view this form' (checked), and 'Automatically collect respondent's SAUSD Google Apps usage' (unchecked). A red callout box points to the 'Theme: Plain' dropdown menu with the text: 'Select a theme. Choose from various styles.' Below the settings is a text area for an 'Untitled form' with the placeholder text: 'You can include any text or info that will help people fill this out.' The main editing area is highlighted in yellow and contains a 'Question Title' field with 'Sample Question 1', a 'Help Text' field, a 'Question Type' dropdown set to 'Text', and a 'Their answer' field. A red callout box points to this area with the text: 'Add items to your survey such as multiple choice questions, drop down lists, check boxes, page breaks etc.' At the bottom, there is a 'Done' button and a checkbox for 'Make this a required question'. The browser's address bar shows the URL: 'https://docs.google.com/a/sausd.us/spreadsheet/gform?key=0AmvR7BTXfm9kdEFqcWhhRS1VS3BZZWJKUWVnbUZ1aHc&hl=en'.

# Forms on Google Drive - Part 2

The screenshot shows the Google Forms editor interface. At the top, the browser address bar displays the URL: <https://docs.google.com/a/sausd.us/spreadsheet/gform?key=0AmvR7BTXfm9kdEZQYjFXOEp6NVJlaj4TIZ6eGFwZHc&hl=en>. The top navigation bar includes buttons for "Add item", "Theme: Plain", "Email this form", "See responses", "More actions", and "Save". Below the navigation bar, there are three checkboxes: "Allow users to edit responses. [What's this?](#)", "Require SAUSD Google Apps sign-in to view this form.", and "Automatically collect respondent's SAUSD Google Apps username." The main form area is titled "Untitled form" and contains a text input field with the placeholder text "You can include any text or info that will help people fill this out." Below this, the "Question Title" field contains "Sample Question 1", the "Help Text" field is empty, and the "Question Type" dropdown is set to "Text". To the right of the "Question Title" field are three icons: a pencil, a copy icon, and a trash bin. At the bottom left, there is a "Done" button and a checkbox labeled "Make this a required question".

Give your form a title.

Click save when finished.

Save

Untitled form

You can include any text or info that will help people fill this out.

Select the trash bin to delete a question/item.

Question Title: Sample Question 1

Help Text:

Question Type: Text

Their answer

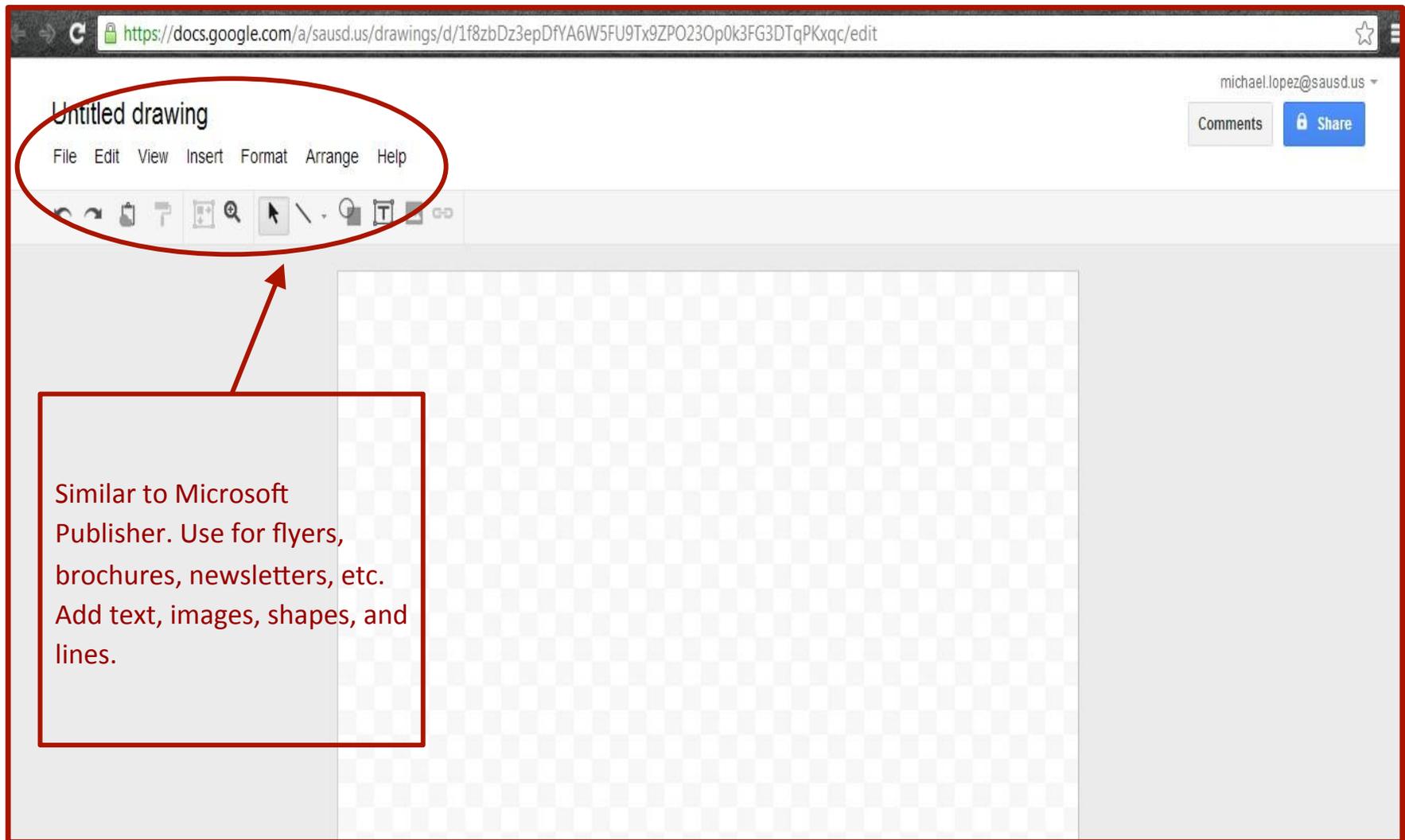
Click here once you're done editing.

Done

Make this a required question

Select the pencil to edit a question/item.

# Drawing on Google Drive



The screenshot shows the Google Drive Drawing application interface. The browser address bar at the top displays the URL: <https://docs.google.com/a/sausd.us/drawings/d/1f8zbDz3epDfYA6W5FU9Tx9ZPO23Op0k3FG3DTqPKxqc/edit>. The main header area includes the text "Untitled drawing" and a menu bar with options: File, Edit, View, Insert, Format, Arrange, and Help. To the right of the header, the user's email "michael.lopez@sausd.us" is displayed, along with "Comments" and "Share" buttons. Below the header is a toolbar with various drawing tools. A red oval highlights the "Untitled drawing" text and the menu bar. A red arrow points from a text box to the toolbar. The main drawing area is a large canvas with a light gray and white checkerboard background.

Similar to Microsoft Publisher. Use for flyers, brochures, newsletters, etc. Add text, images, shapes, and lines.

# Sharing

The screenshot shows a Firefox browser window with multiple tabs. The active tab is 'Google Apps Handbook - Google Docs'. The address bar shows the URL: [https://docs.google.com/a/sausd.us/presentation/d/1XeMorQmLjYR8uZYv9JabT8G8hQidjzzUUQXNlIsOw/edit#slide=id.g211e7120\\_0\\_48](https://docs.google.com/a/sausd.us/presentation/d/1XeMorQmLjYR8uZYv9JabT8G8hQidjzzUUQXNlIsOw/edit#slide=id.g211e7120_0_48). The document title is 'Google Apps Handbook'. The 'Share' button in the top right corner is circled in red. A 'Sharing settings' dialog box is open in the center, showing the following information:

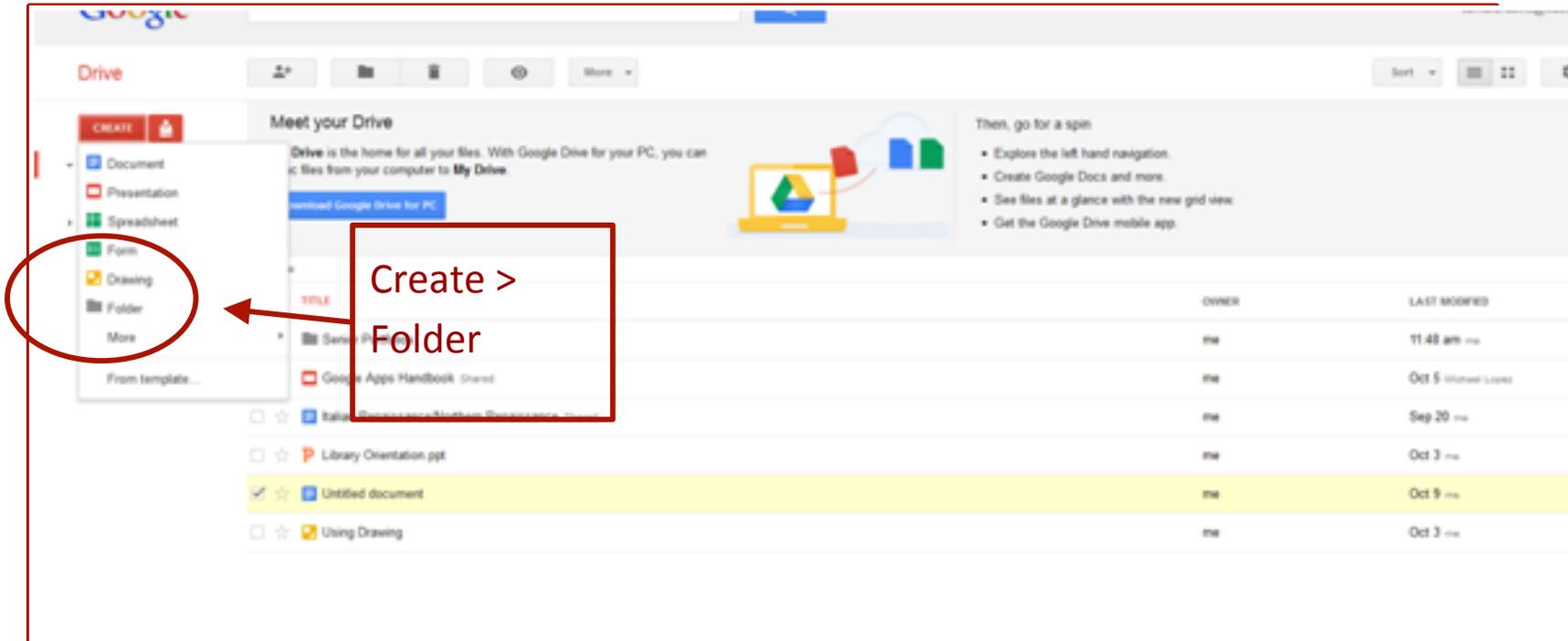
- Link to share (only accessible by collaborators):** [https://docs.google.com/a/sausd.us/presentation/d/1XeMorQmLjYR8uZYv9JabT8G8hQidjzzUUQXNlIsOw/edit#slide=id.g211e7120\\_0\\_48](https://docs.google.com/a/sausd.us/presentation/d/1XeMorQmLjYR8uZYv9JabT8G8hQidjzzUUQXNlIsOw/edit#slide=id.g211e7120_0_48)
- Who has access:**
  - Private - Only the people listed below can access [Change...](#)
  - Tamara Davis (you) tamara.davis@sausd.us [Is owner](#)
  - Moises De La Mora moises.delamora@sa... [Can view](#) [×](#)
  - Michael Lopez michael.lopez@sausd.us [Can edit](#) [×](#)
- Add people:** Enter names, email addresses, or groups...
- Editors will be allowed to add people and change the permissions. [\[Change\]](#)
- [Done](#)

Two red arrows point from a text box on the right to the 'Share' button and the 'Add people' input field.

1st click blue Share button.

Add names (teacher, group members, etc). Choose view or edit.

# Create Folders



# Naming Folders

15 items have been moved from "My Drive" to "Senior Portfolios". [Undo](#)

Drive

MEET YOUR DRIVE

My Drive is the home for all your files. With Google Drive for your PC, you can

- Explore the left hand navigation.
- Create Google Docs and more.
- See files at a glance with the new grid view.
- Get the Google Drive mobile app.

Senior Portfolios

English 9

Biology

World History

New folder

Please enter a name for the new folder.

New Folder

Create Cancel

OWNER	LAST MODIFIED
me	11:48 am
me	Oct 5
me	Sep 20
me	Oct 3
me	Oct 3
me	Oct 3

# Managing Folders

The screenshot shows the Google Drive web interface. A red circle highlights the 'Organize' button in the top toolbar. A red box highlights the 'Untitled document' row in the file list, with two red arrows pointing from it: one to the 'Organize' button and another to the 'Senior Portfolios' folder icon in the list. A text box with a red border contains the following instructions:

- Select documents
- Click the folder icon to add to folder

The file list below shows the following items:

	TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/>	Senior Portfolios	me	11:48 am
<input type="checkbox"/>	Google Apps Handbook Shared	me	Oct 5 Shared Link
<input type="checkbox"/>	Italian Renaissance/Northern Renaissance Shared	me	Sep 20
<input type="checkbox"/>	Library Orientation ppt	me	Oct 3
<input checked="" type="checkbox"/>	Untitled document	me	Oct 9
<input type="checkbox"/>	Using Drawing	me	Oct 3