



MOUNT SINAI UNION FREE SCHOOL DISTRICT
118 North Country Road
Mount Sinai, New York 11766



Google Apps for Education Student Information

With a Mount Sinai issued Google Apps for Education account, students have access to the following:

- Google Docs, Slides, Sheets, and other online apps (Gmail has been disallowed)
- Google Drive (unlimited cloud storage for files, documents, music, pictures, etc. that is accessible from any computer with internet access)

LOGIN INFORMATION

1. To access your Mt. Sinai Google account, go to: <http://www.google.com> or Go to the High School or Middle School website and click the **Google Apps for Education** link listed under Students.

2. Click Sign in.



Use the following credentials to login:

Username: *current Mt. Sinai computer username followed by @mtsinai.k12.ny.us*

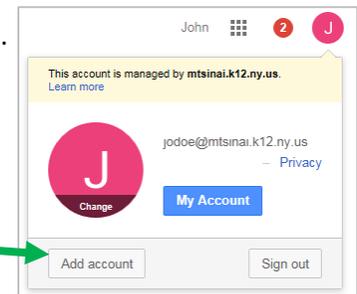
For example, John Doe's username would be jodoe@mtsinai.k12.ny.us.

Password: *current Mt. Sinai computer password*

This is the same password you use when logging in to our school computers.

Once you login, you will see  and your profile in the top-right corner of your page.

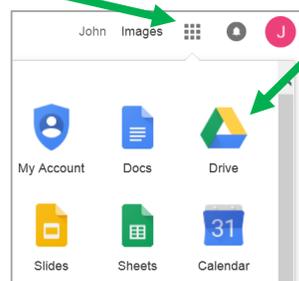
- When you are done using Google Apps, you should click **Sign out**.
- If you or someone else would like to login with a different Google account, click the **Add account** button.



GOOGLE APPS

Google Apps for Education makes it easy to access and share files from anywhere with an internet connection, from almost any device. You do not need to download anything, just click and use the software right away to view, create, and edit files on the go.

To get started, click the  and you will see several Google Apps to choose from.



GOOGLE DRIVE

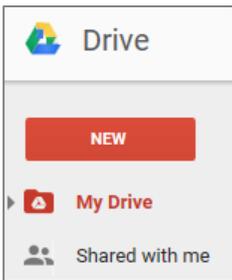


- With Google Drive, you can easily create new files.
- Students can use Google Drive's unlimited cloud storage to save their school documents and access them from any computer with internet access.
- Eliminates the need for students using USB drives or emailing file attachments to/from school and home.

You can use Google Drive to create all of your new documents. That way all new files will be saved within your specific class folder.

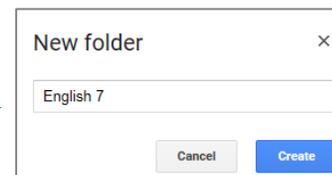
If the file is saved in the wrong location within Google Drive, you can easily drag and drop it into your correct folder.

CREATING FOLDERS



Keep all of your documents organized in Google Drive by creating a folder for each of your classes that you will be creating assignments for. This way all of your files will be stored in the appropriate class folder.

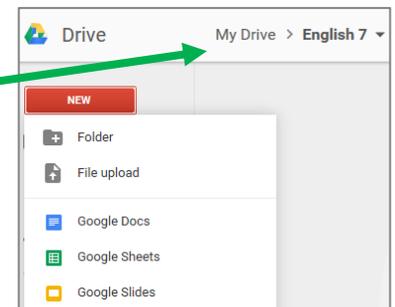
- Click  and go to Google Drive
- Click New – choose Folder
- Type in your class name and click Create
- If necessary, repeat for other classes



CREATING NEW FILES

When you are ready to work on an assignment for class:

- Go to Google Drive
- Double-click to open the folder for your class
- Go to New – choose the type of file that you want to make
- Name your file right away by clicking in the default 'Untitled Document' title

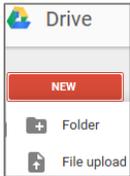


Tips:

- ✓ Google Apps is constantly automatically saving your file, so there is no need to save on your own.
- ✓ All files are automatically saved to Google Drive.
- ✓ When you are finished working, simply close the file window or move on to your next task. Your file will be safely saved within the specific folder you created it in.
- ✓ While you can go to Google Docs, Slides, etc. to create a new file, it is easiest to create a new file in Google Drive so that you can right away save the file into the correct folder.
- ✓ Use Google Drive to open a file that you created. Click 'My Drive' or open the folder that you saved the file to. If someone shared a file with you, click the 'Shared with me' option to view those files.
- ✓ Some Google Apps, such as Docs, Slides, and Sheets are very similar to using Microsoft Word, PowerPoint, and Excel. For example, you can click Docs to create a new *blank document*. Once you do this, Google Docs will open up with many of the same familiar options found in Microsoft Word.
- ✓ When working in Google Docs, Slides, and Sheets you can go to the :
 - **File Menu – Move to Folder** to save to a specific folder within Google Drive
 - **File Menu – Download as** to save the file as a Microsoft Word file, Pdf, etc.

UPLOADING FILES

There are two ways to upload existing files (such as Microsoft Office documents, PDFs, images, etc.) into your Google Drive storage:



1. Go to Google Drive
2. If need be, double-click to open the classroom folder that your file will be uploaded to
3. Click New – choose File upload
4. Browse and locate your file to upload. The file will display in Google Drive once it is done uploading.

OR

1. Go to Google Drive
2. If need be, double-click to open the classroom folder that your file will be uploaded to
3. Locate the file on your computer and drag and drop it into your Google Drive class folder

DELETING FILES

- Go to Google Drive
- Find the file you want to delete
- Click once on the file so that it is selected
- Click the trashcan 

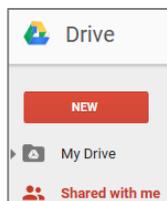


SHARING DOCUMENTS AND FOLDERS

Shared documents allow students to work collaboratively in a single file when working on group projects. Even with multiple students having the same file open at once, all changes are updated in real time.

You can also share an entire folder with others. For example, you can use a shared folder to submit assignments to your teacher or your teacher may share a folder with you that contains all of the class handouts.

- Go to Google Drive
- Click once on the file or folder that you want to share so that it is selected
- Click Share 
- Type in the person's Google account that you want to share the file or folder with (ex. jodoe@mtsina.k12.ny.us) Be sure to select either the 'can edit', 'can comment', or 'can view' option.



- The person that is receiving the shared file or folder can access it by going to the 'Shared with me' section within their own Google Drive account.

GOOGLE CLASSROOM

If your teacher is using **Google Classroom**, you can submit your assignments to them within the Google Classroom environment instead of using the directions listed above. Please refer to the *Google Classroom for Students* directions for additional information.