
Google Drive

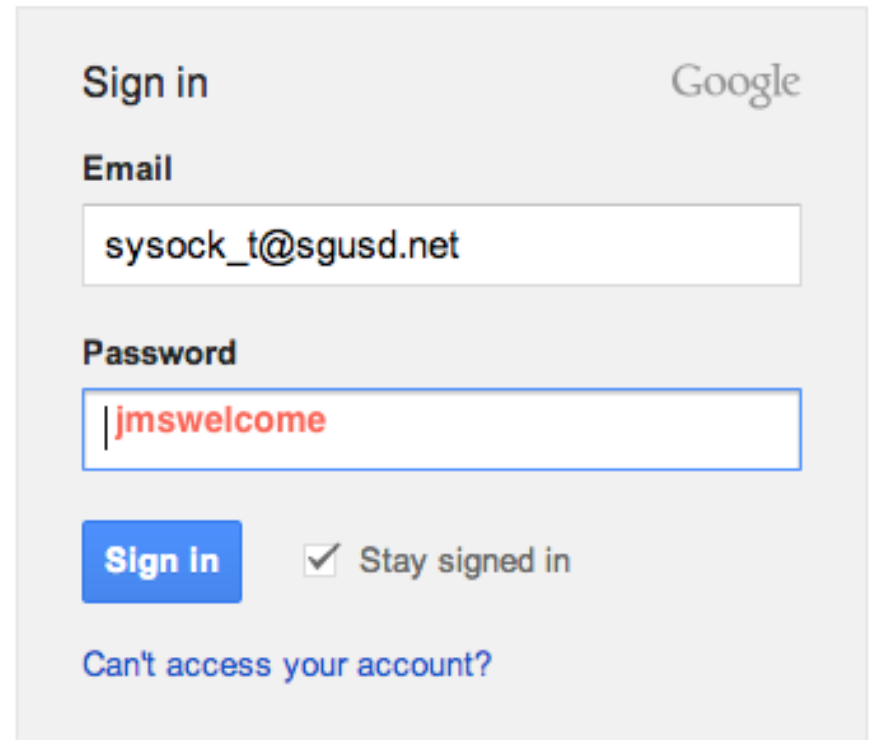
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First Log In

All teachers have been given accounts that match your SGUSD email without the underscore

In Safari or Firefox, go to drive.google.com and log in. You will create a password your first time in.

Your starting password is:
jmswelcome

A screenshot of the Google sign-in interface. At the top left is the text "Sign in" and at the top right is the "Google" logo. Below "Sign in" is the label "Email". Underneath is a text input field containing the email address "sysock_t@sgusd.net". Below the email field is the label "Password". Underneath is a password input field containing the text "jmswelcome" in red. Below the password field is a blue "Sign in" button. To the right of the button is a checked checkbox followed by the text "Stay signed in". At the bottom of the form is a blue link that says "Can't access your account?".

Sign in Google

Email

sysock_t@sgusd.net

Password

jmswelcome

Sign in ☒ Stay signed in

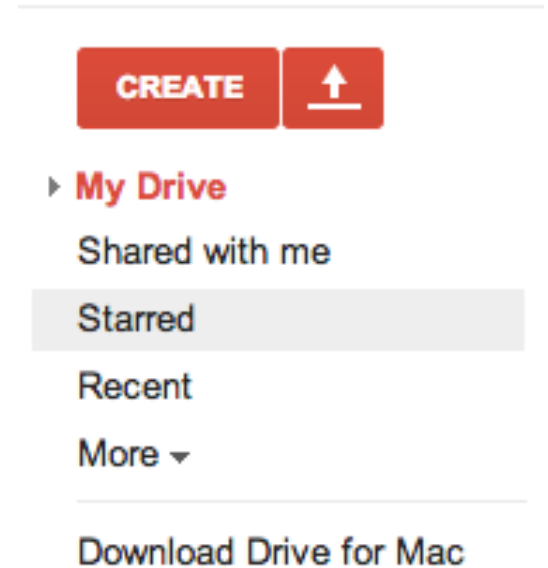
[Can't access your account?](#)

Your Google Drive

The large empty space on your screen represents your Google Drive. You can think of it as a "Flash Drive" in the sky. You can upload files and folders, or create them directly in Google Drive.

Google Drive and Google Docs are now the one in the same.

For now, ignore the "Download Google Drive" button.

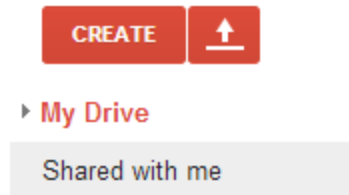


Google Drive lets you at
Add files by downloading G



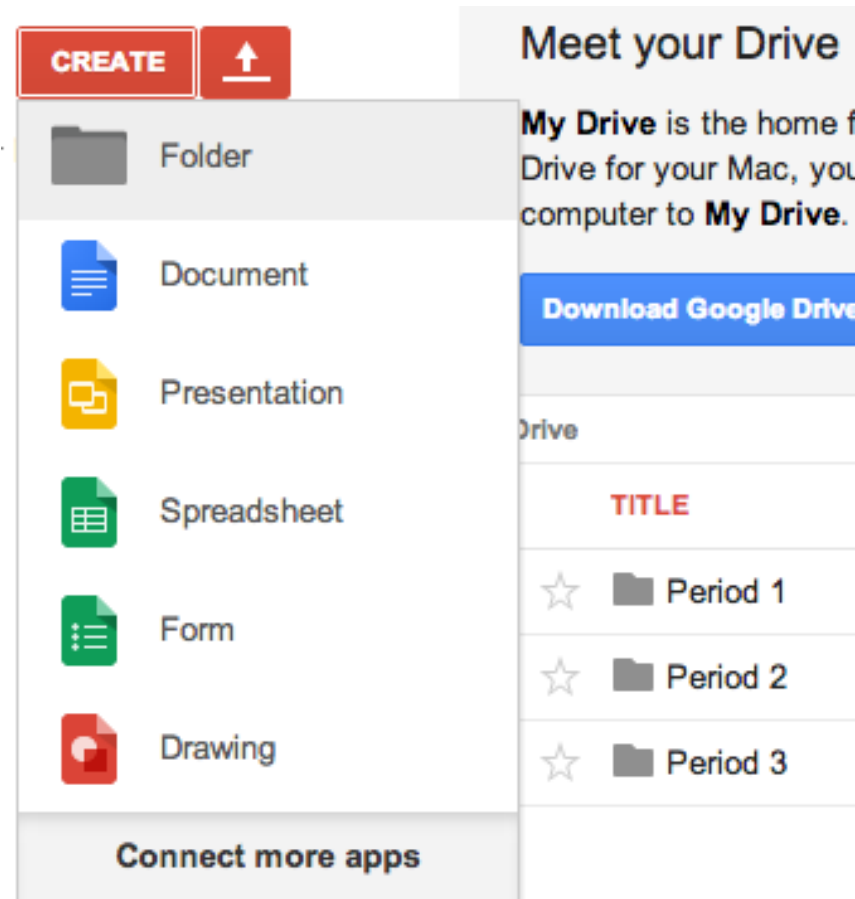
Find or Create a Shared Folder for your Department

First, click on the “Shared with me” button.



If there is no shared folder there, click the red "Create" button on the left and create a folder. Label it with your school and department.

For example: “JMS Math”

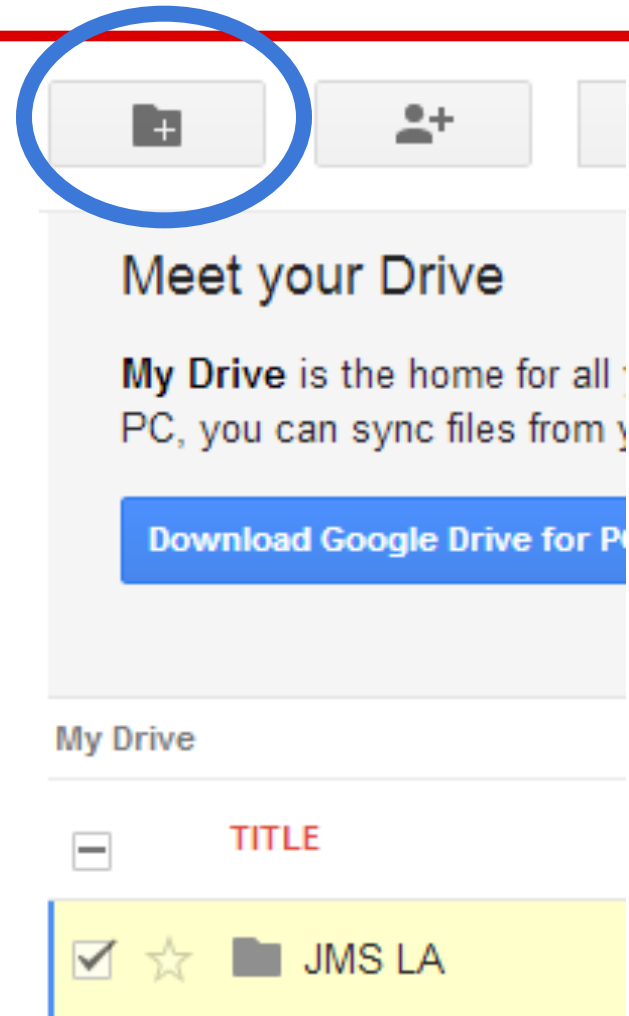


Sharing a Folder with Your Department

Next, we will share these folders with your department. Each person that you share the folder with will be able to edit the documents in the folder.

Click the check box for the folder you created.

Then click the share button on top.



Add Members of Your Department

The top portion of the share screen shows you users that have access to the folders.

Underneath, in the "Add People" box, type in the names of each person in your department. Click on the person's user name when it appears.

You can uncheck the "Notify people via email" as there is no email set up anyhow. Leave the permission option as "Can Edit," and click "Share and Save"

Who has access



Private - Only the people listed below can access

[Change...](#)



Trevor Sysock (you) sysock_t@sgusd.net

Is owner

Add people:

imsclass1@sgusd.net

Can edit ▾

☐ Notify people via email - [Add message](#)

Share & save

Cancel

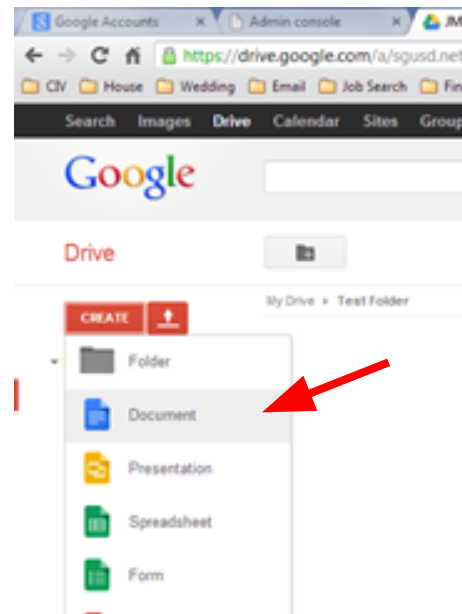
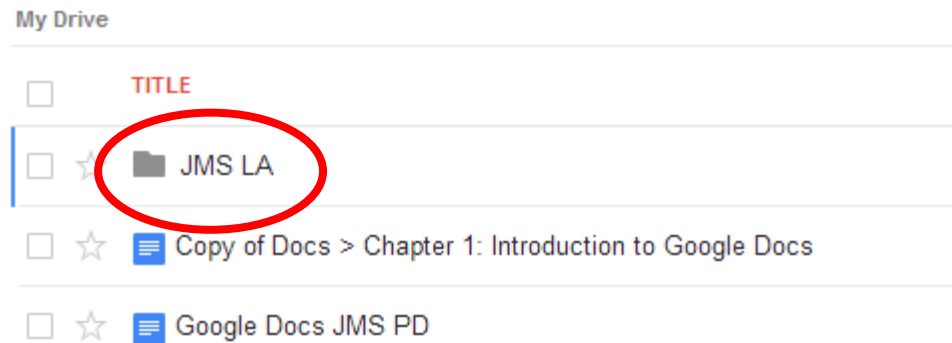
✓ Can edit
Can view

Creating a Document

Now create a document in the shared folder by clicking on the title of the folder.

Then click "Create" and choose "document."

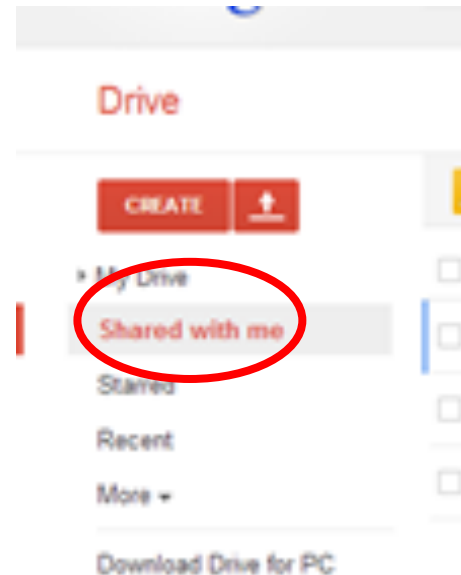
Click on "Untitled Document" in the upper left and name your document.



Collaborating on Google Drive

First, type at least one sentence in the document that you created.

Now everyone else that you shared the folder with should log on, click the "shared with me" option on the left and click on the title of the document that appears.



Collaborating on Google Drive

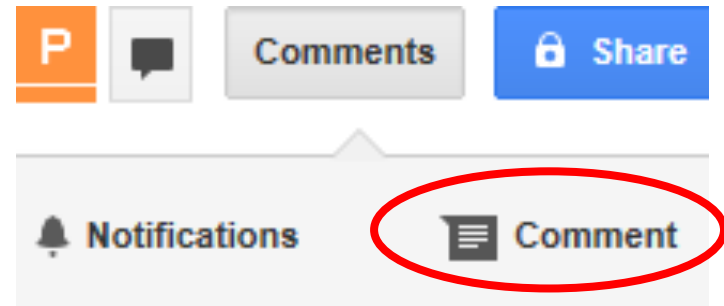
The last initial of each person that is viewing the document will appear in the upper right next to the speech bubble. When anyone enters text, their user name will appear along with a color as they are entering it.



Comments

Collaborating on Google Drive

To add a comment for other collaborators to see, highlight on piece of text and click "Comments" then "Comment." Type your comment in the box that appear and click "Comment"



The speech bubble is a chat feature that allows you to chat with others about the document in real time.

