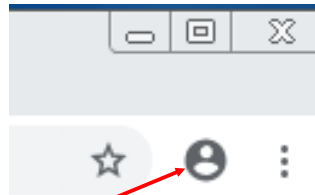


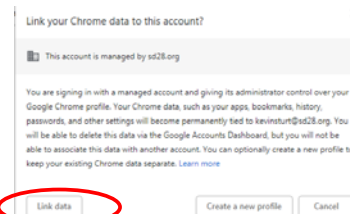
# Google Account Sign-in

1. When your Google account has been activated, open Google Chrome browser and click on the person icon to log in.



**\*\* first & last name@sd28.org**

**\*\*password should be the same as logging in to a computer**



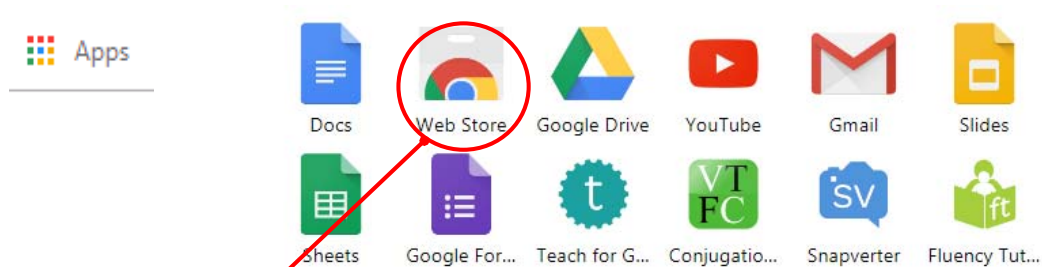
2. "link data" links favorites and extensions (e.g., Read&Write)

3. When logged in, you should notice a new icon in the place of the person. To troubleshoot login problems problems, click on the three dots. Go to settings and sign out of everything & try again.



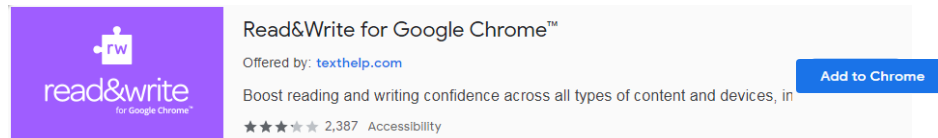
## Chrome webstore items

1. To get to the webstore when logged in to G Suite, go to top left corner & Apps



2. From the web store, search for:

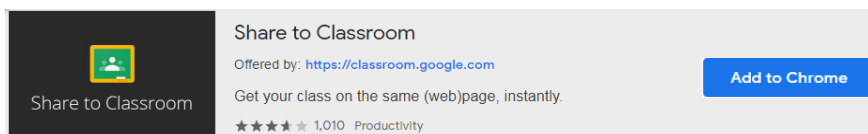
\*Read & Write for Google Chrome



\*Texthelp PDF Reader (for pdf files)



\*Classroom

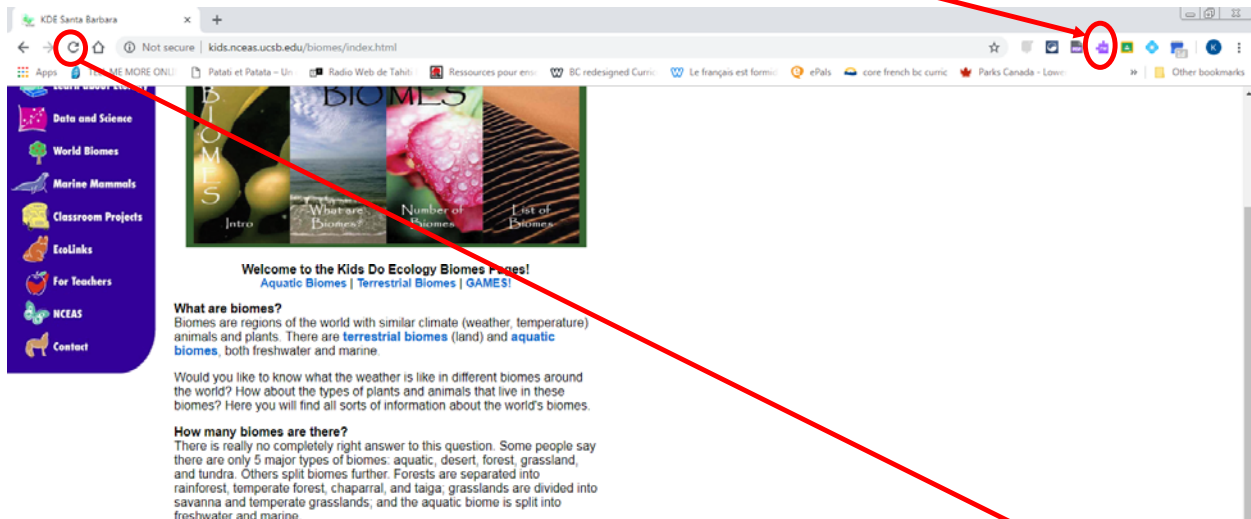


3. After clicking [Add to Chrome](#) , the extensions will show up in this format:

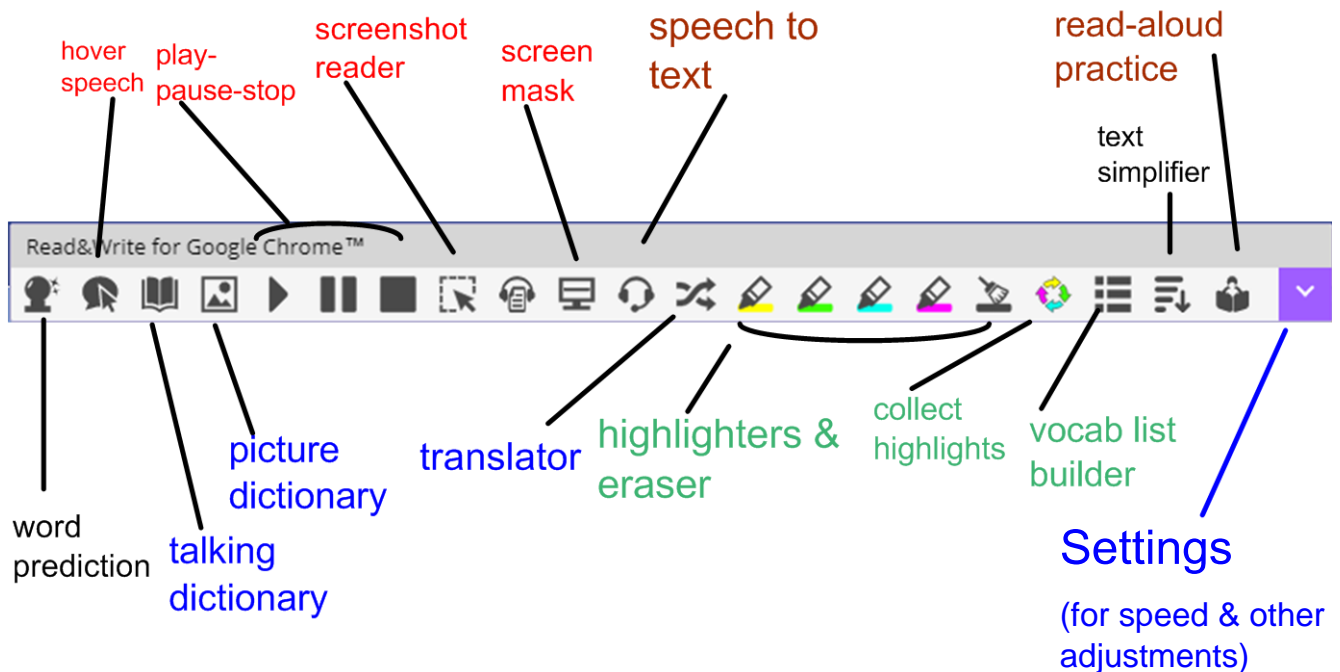


# Google Read&Write on the Web

1. To activate Read&Write when on a webpage, click on the rw puzzle piece

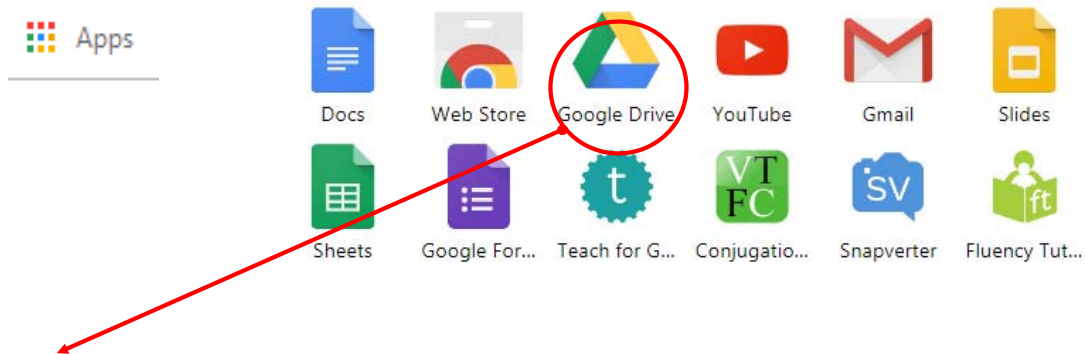


2. Note that the toolbar shows up. The refresh button helps if the tools aren't working properly.

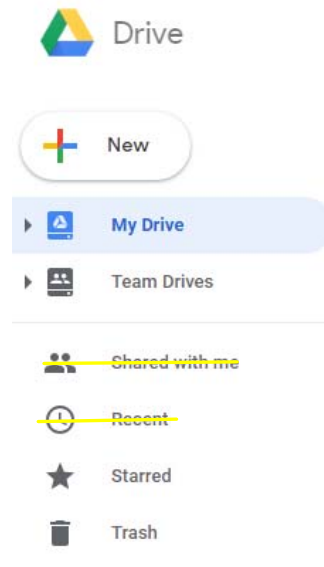


# Google Drive

1. To go to Google Drive, click on Apps (top left corner) & Drive



2. In Drive, you can create folders or documents or access work that you created recently or from others (shared with me)



3. You can also drag and drop files or folders from the computer. Be aware that Google Drive is cloud-based, stored in USA. To move files or folders to Drive: click, hold and drag from the Folder to My Drive

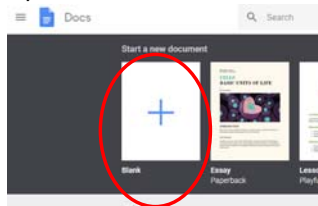


# Google Docs

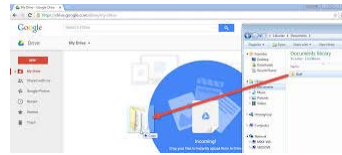
1. To go to Google Docs, click on Apps (top left corner) & Docs



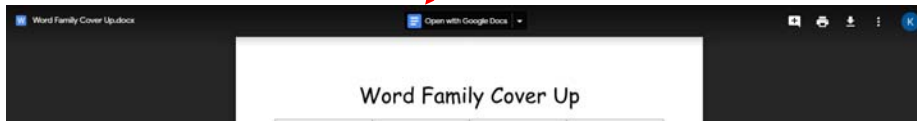
2. Open a new Google Doc through Google Drive ( + New & Doc) or click on Blank to start a new document:



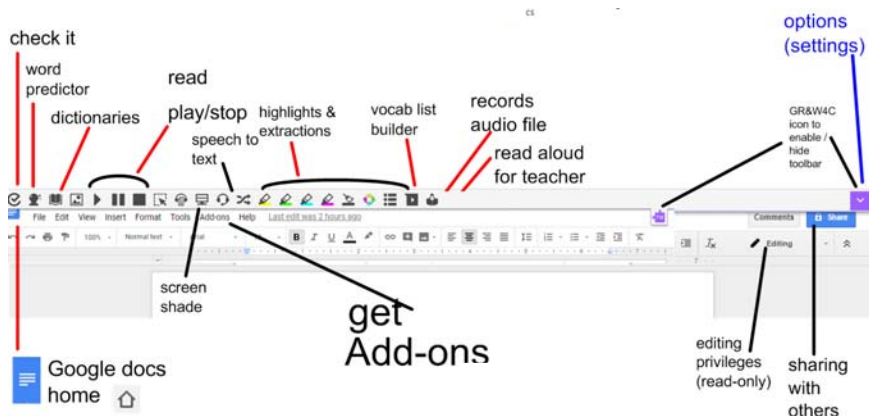
3. To open an existing file, go to Google Drive to find it or convert a MS Word document (drag the file from your folder to My Drive):



4. Double click on the MS Word file and open with Google Docs

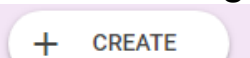


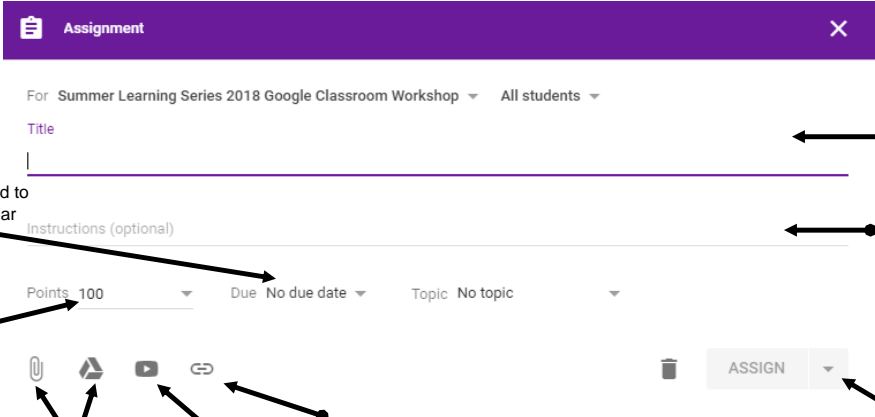
5. Google Docs autosaves but hidden by the toolbar is a place to title the document. Note how the toolbar is similar to the Web use toolbar:



# Google Classroom

1. To access Google Classroom, click on the  icon and select "Open Classroom"

2. Add assignments from the "Classwork" tab. Click on the  at the top left to create an assignment pop-up:



The screenshot shows the "Assignment" creation pop-up in Google Classroom. It includes a title field, an "Instructions (optional)" field, a "Points" dropdown (set to 100), a "Due" dropdown (set to "No due date"), and a "Topic" dropdown (set to "No topic"). Below these are icons for attaching files, YouTube clips, and website links. An "ASSIGN" button with a dropdown arrow is at the bottom right. Annotations with arrows point to various elements: "Step 1: provide title!" points to the title field; "describe assignment/instructions" points to the instructions field; "adjust point score" points to the points dropdown; "attach file from computer or Google Drive" points to the file icon; "YouTube clip" points to the YouTube icon; "website link" points to the link icon; and "drop arrow options: save draft, schedule or release assignment" points to the "ASSIGN" button.