



## CHEAT SHEET



Drive



Classroom



Docs



Forms



Calendar

**What is it?** Google Suite is a collection of web-based google apps that allows users to access, share, and collaborate on items from any device at any time while connected to the internet

### ACCESSING YOUR ACCOUNT

- Go to <https://www.google.com/>
- Student username: school email address  
Ex: abc@live.gcsd.k12.sc.us  
Password-same as computer login
- Teacher username: school email address  
Ex: abc@gcsd.k12.sc.us  
Password-same as computer login

### Cloud-Based Storage Space

Using Google Drive gives you unlimited cloud based storage.

You can access, share, and collaborate on your documents any time, any where. No installation of software needed



Use this icon, AKA, "the waffle," "the rubiks cube," "the google stamp" "the google menu" to access all of the google apps available.

### TIPS AND TRICKS

- Set google as your homepage, or bookmark it for quick access.
- When signing in for the first time, you may need to reset your District password if it is not allowing you in.
- There is no saving when working within Google. Changes are saved per key stroke and saved to your google drive.
- You can organize your google drive into folders.
- When accessing "the waffle" you can hit more at the bottom to see additional apps. The apps can also be organized by dragging and dropping them
- Google classroom is an outstanding tool for managing the work flow in your classroom.
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- **DISCLAIMER:** As with all district programs including email, GCSd Google accounts are property of Georgetown County School District.
- Need more help? Your Instructional Technology Coach will gladly answer any questions!