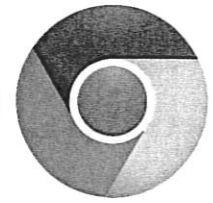


Google for Parents

Everything you need to know about Google for school.

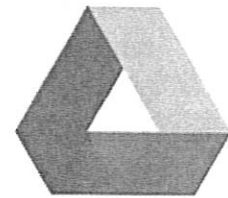


Google Chrome

- **What is it?** Google's internet browser--use this rather than Firefox or Internet Explorer
 - download for free at <https://www.google.com/chrome/browser/>
- **How can you help your student?**
 - students can log in and modify the settings for their Google account--it can sync preferences any time they use Google Chrome
 - set up **bookmarks** (star button next to search bar) for pages that you use the most often (Aspen, Google Drive, Google Classroom, etc...)
 - Explore the **Chrome Web Store** at <https://chrome.google.com/webstore/> to download some apps to help your students in school with any skill
 - Typing Club, Front Row, Quizlet
- **Student Log-In:** same for all google apps
 - username: year of graduation, last name, first initial @ ipsk12.net
 - password: provided at the beginning of school year--ask teacher if has been misplaced
 - example: 22coutoj@ipsk12.net

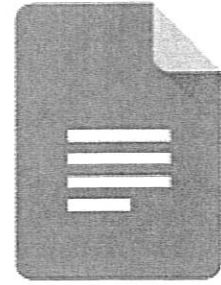
Google Drive

- **What is it?** An online place to store any file (a cloud-based storage drive) that is connected to a Google account
- Students can create, share, and upload any type of file.
 - from here, students can access Google Docs (version of Word), Slides (PowerPoint), Sheets (Excel), or Forms (surveys)
- This is the hub for any google-based document or project students are working on in the classroom--this is a great tab to **bookmark** for quick access
 - To start a new document, slideshow, or sheet, begin in Google Drive to create the file in the appropriate folder (click the red NEW button)
- **Sidebar** (can help you navigate through Google files): My Drive, Shared with Me (to access any shared files→ any shared files should be moved to the drive), recent, starred (always star the folders/files that you use the most often)
- **Classroom Folder:** A folder is created for every Google Classroom your student is a member of. Look in this folder for any assignments started through Google Classroom.
- **How can you help your student?** Students should keep files on their drive organized into folders to make things easier to find (just like a traditional folder)



Google Docs

- **What is it?** Google's version of Microsoft Word--students can create Docs on the internet (there is a hyperlink for every doc)
- **Doc Features:** Files are saved automatically, can be accessed from any device, shared with any Google user, and tracked for revision history (so nothing is ever deleted) → *This is true for sheets and slides as well*
 - Tools>Research (search Google for information, images, dictionary in the same window)
 - Multiple people can **edit** a document at the same time--user icons appear in the top right corner and show up on the screen in a different color
- You can do mostly anything on Google Docs that you can on Microsoft Word (create tables, insert pictures, headers, footnotes, shapes, bullets, etc...)
- Teachers/Students can leave comments or suggestions on Google Docs to help edit work and provide feedback without the use of a red pen
- **How you can help your student:** Encourage students to look for teacher comments about work before submitting assignments.



Google Classroom

- **What is it?** A virtual classroom where students can access announcements, materials, important links, and assignments in a blog-like setting
- **To Access Classroom:** Students need to be **logged in** to their Google account to view their Classroom, which are added by entering a special code for each class
- **Features:**
 - stream: read announcements, consult agendas, complete assignments, view links, and comment with any questions about particular assignments
 - Drive: use the Classroom folder in Google Drive to complete any assignments started on the Classroom and submit any documents to the teacher. This folder functions as a **shared** folder
 - About Tab: view any on-going information or important links that may be used throughout the year
- **How can you help your student?** Prompt your student to check Google Classroom for any missed work due to absence, lesson, misplaced assignment, etc.
 - Does your student have a **smartphone**? Encourage them to download the app to get notifications about posts, due dates, etc...

