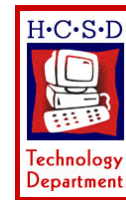




## Welcome to Hilliard City School's Google Apps for Education!



What is Google Apps for Education? - Google Apps Education Edition is a web-based environment (that means you can get to it from any computer that has Internet access) that schools can use to bring communication and collaboration tools to the entire district for free! Students, teachers and staff can share ideas more quickly and get things done more effectively when they have access to the same powerful communication and sharing tools. Everything is delivered through a standard web browser -- anytime, from anyplace.

How can I access Hilliard's Google Apps for Education? That's easy! Simply go to one of our eSchool homepages and click on the Google Apps tab.

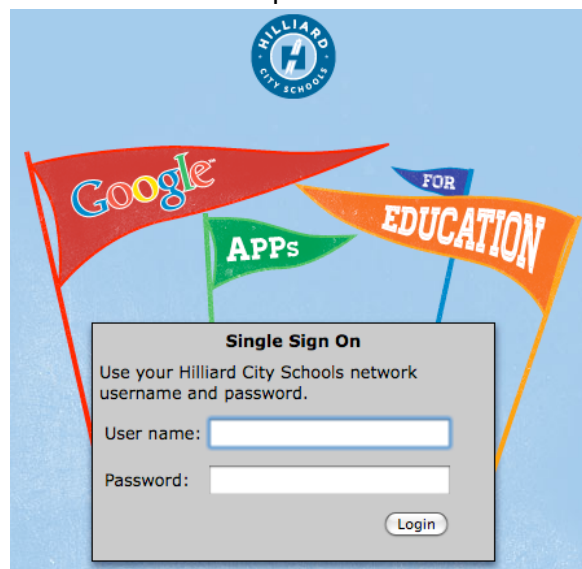
**Elementary** students in Grades 3 - 5 and staff can click here...



**Secondary** students and staff, click here...

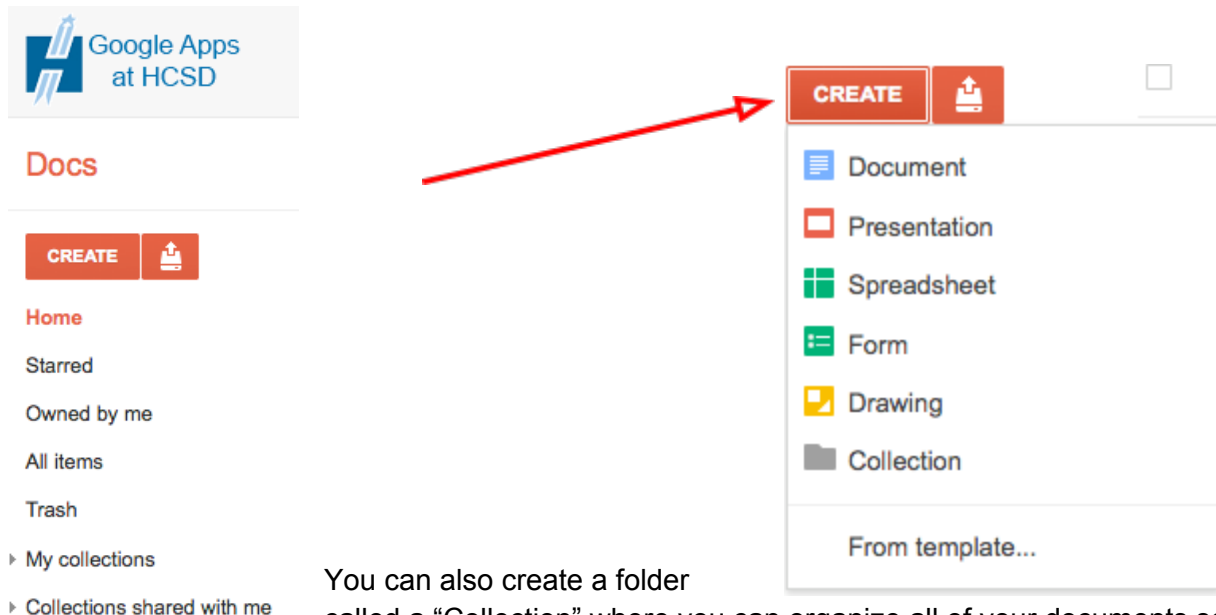


Once you click on the tab you'll see the screen where you log into Google Apps for Education. Here you will use your district user name and password and then click the "Login" button.



The first time you log into your Google Apps for Education account, you will get a 'Welcome' message where you will need to click "I accept. Continue to my account."

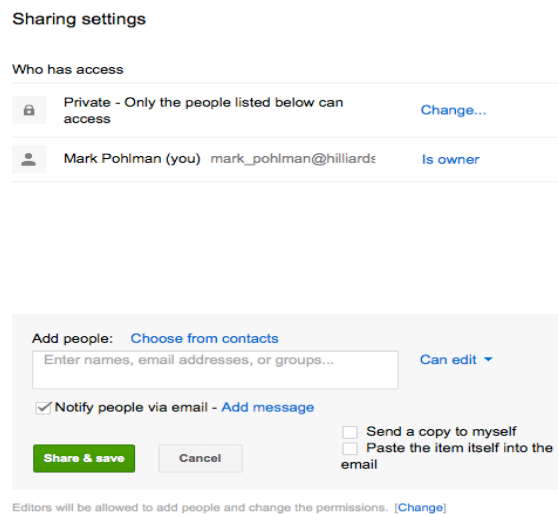
Once you are logged into Google Apps for Education, you will automatically be directed to the Google Docs area where you can create documents, presentations, spreadsheets, forms and drawings by clicking on the big, red “CREATE” button.



You can also create a folder called a “Collection” where you can organize all of your documents so they are easy to find. It is also easy to share an individual document or an entire collection with others by either right-clicking on the document and choosing SHARE or by opening the document and clicking the SHARE button.



In order to share your document or collection, begin typing the person’s name in the “Add people” field. When you see their name come up in the list, click on it. You can choose to give them view only access (which means they can see your document, but they can’t change anything in it), you can give them edit access (which means they CAN make changes to the document) or you can let them make comments. Be sure to click “Share & save” when you are finished.



We'll roll out more features of Google Apps for Education over time, but for now this should give you plenty to get started with!