


# CCPS Google Apps

QUICK START GUIDE FOR STUDENTS



## OVERVIEW OF GOOGLE APPS

Covington City Public School Students will have access to the Google Apps for Education suite of tools. This collection of tools is designed to allow students and teachers to communicate, collaborate, manage assignments, and stay organized. Below is a list of the most commonly used Google Apps available to students on their school issued device.

Students have access to these apps by logging into their 21stcenturylearning gmail and clicking on the  “more options” icon found in the upper right-hand-corner of the page. When utilizing the Google apps tools, students are advised to use Google Chrome for compatibility.

If students plan to use the Canvas app on their Android or iOS mobile device or tablet, they should consider downloading the Google mobile apps as well. These apps are free, integrate well with Canvas coursework, and when enabled, may give students the option to work offline to avoid using data when wifi is not available. The work saves once the mobile device is reconnected to the wifi source or restored to online. Depending on storage availability, students may decide to download only the most used apps for their course.

|                  |                 |
|------------------|-----------------|
| EMAIL            | GOOGLE CALENDAR |
| GOOGLE DRIVE     | GOOGLE DOCS     |
| GOOGLE SLIDES    | GOOGLE MEETS    |
| GOOGLE FORMS     | GOOGLE KEEP     |
| GOOGLE CLASSROOM | GOOGLE SHEETS   |

Continue reading to learn more about these Google Apps for Education suite of tools, and visit [support.google.com](https://support.google.com) for more information.

## EMAIL: PURPOSE AND FUNCTION

Gmail's overall function is to allow students to login and access their Google Apps for Education suite of tools, as well as a basic form of communication between the student and other CCPS students and faculty.

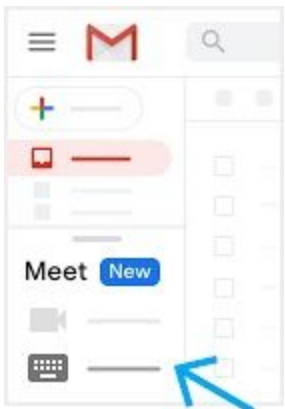
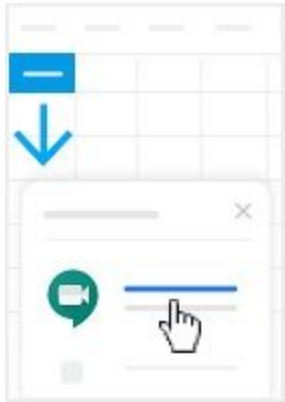


Though students have an inbox within Canvas, students can only email the teacher and classmates which are enrolled in the same course using their Canvas inbox. Therefore, students may find they need to utilize gmail to contact other faculty members or students within their school, to contact the school IT department for Canvas issues, or when they find themselves without access to their Canvas inbox. Since this is a school issued email, emails cannot be sent to or received from individuals from outside the school community.

Students can log in to their gmail account at [www.google.com/gmail](http://www.google.com/gmail), by clicking the gmail link in the upper right-hand-corner of the Google Chrome web page, or by opening their mobile app.

## GOOGLE MEET:

Google Meet is a web-conferencing tool. Students will use Google Meet to video conference with their teacher for virtual lessons. Google Meet allows students to join pre-scheduled meetings using a meeting code provided by the teacher. Generally, the teacher will give out the course code prior to the meeting. Students may receive their code through email, or the teacher may post their meeting code on Canvas with instructions on how to join the meeting.

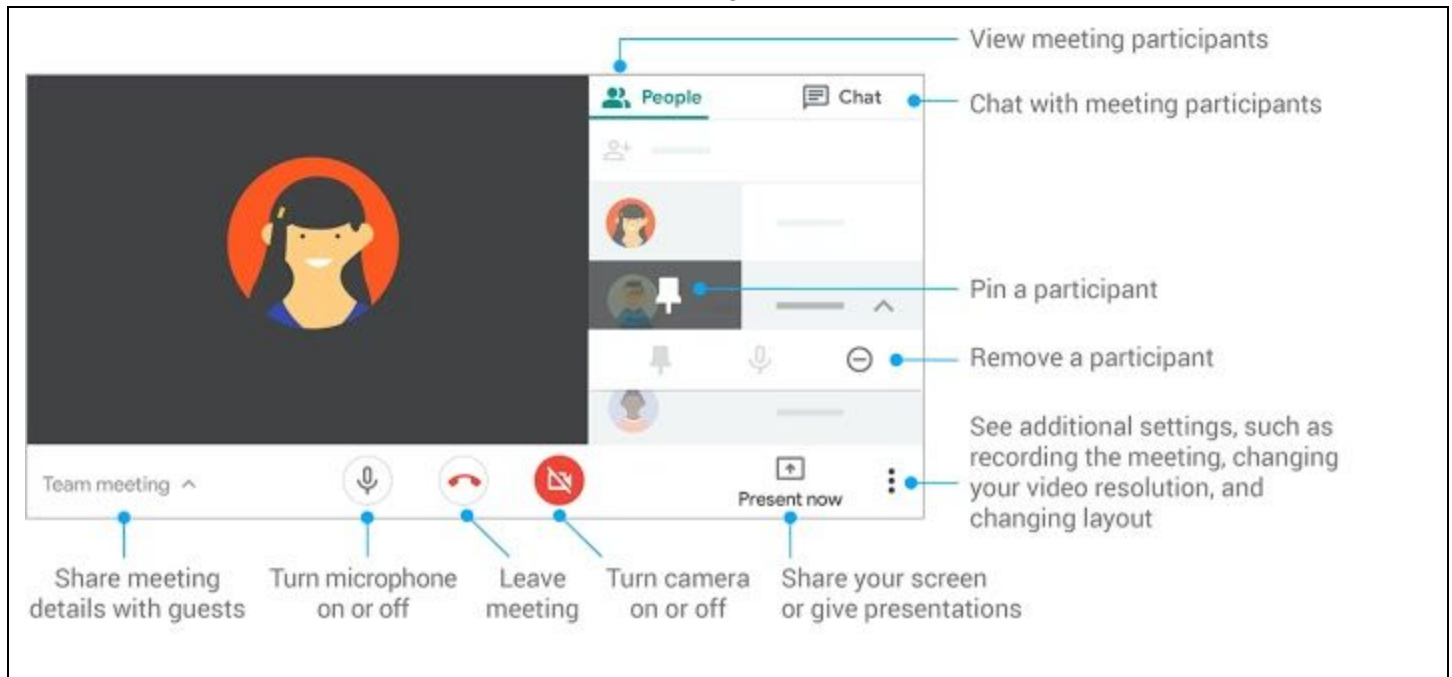
### Students have several ways to join a Google Meet session:

|   |  |  |  |
|---|--|--|--|
| <p>From <b>Gmail</b>:</p> <p>In the sidebar, click Join a meeting and enter a meeting code.</p>  | <p>From <b>Calendar</b>:</p> <p>Click the event, then click Join with Google Meet.</p>  | <p>From <b>Meet</b>:</p> <p>Join a scheduled meeting or use a meeting code.</p>  | <p>From mobile devices:</p> <p>Open the <b>Android</b> or <b>Apple® iOS®</b> Meet app.</p>  |
|---|--|--|--|

It is best to use your CCPS issued device for meetings. When necessary, mobile devices and tablets can be utilized as well. Reminder, students must be logged in to their 21stcenturylearning account to access their Google Meet. Otherwise, the student may not be able to gain entrance to the meeting.

## Using Google Meet

Once a student has successfully joined a meeting, their screen will look similar to the diagram below. It illustrates the location of different features found in Google Meet.



Please note these important items in the diagram above:

- **Turn microphone on or off button** - this button allows the student to mute and unmute themselves.
- **Leave meeting button** - clicking this button will remove the student from the meeting.
- **Turn camera on or off button** - this button turns on and off the webcam which displays a live picture of the student on the screen.
- **People** - this area displays the live video feed or still pictures of all participants attending the meeting.
- **Chat** - If allowed, this area gives students the opportunity to ask written questions or make comments about the lesson.
- **Vertical Ellipsis** - the three vertical dots gives students access to change the layout of the screen.
- **Present Now** - students may be granted permission to share their screen during presentations.
- **Not all of the additional settings features may be available in the student view.**

## GOOGLE MEET ETIQUETTE - IMPORTANT

Below are the expected behaviors and guidelines when a student is part of a Google Meet video chat:

- Student will find a suitable quiet environment to be part of the call, i.e. work desk, dining room table, reading nook, or other appropriate work area.
- Backgrounds behind the student need to be appropriate
- Student should be dressed appropriately
- Student should be prompt
- Student should be ready to learn
- Student should be respectful at all times and make sure comments are on-task and kind
- Student should mute microphone when not speaking
- Student can use headphones to reduce background noise
- Student should refrain from using chat feature unless given permission by teacher
- Students do not have permission to record Google Meet sessions
- Teachers may require additional behavior guidelines. Please check your teacher's syllabus for details.
- Should a student be rude, non-compliant or inappropriate during a Google Meet session, the teacher will remove the student from the video call. Parent contact will be made and appropriate disciplinary action will be taken for disruptive behavior.

What do I do if my stream is cutting out or lagging? The quality of a Google Meet session is dependent upon the quality of the internet connection. If the connection is poor, consider turning off your video and only joining with audio. Try exiting the meeting, then rejoining. Or, try using the Google Meet app on a mobile device. If you are still having connectivity issues, please email the CCPS IT Department for assistance at [technologyhelpdesk@21stcenturylearning.info](mailto:technologyhelpdesk@21stcenturylearning.info).

## GOOGLE CALENDAR

Google Calendar comes with your gmail account. It is a time management and scheduling calendar that offers features that can make you more productive. Events from your gmail or Canvas calendar can be linked to Google Calendar and displayed in one place on your mobile device. Quickly add events and activities to keep you organized. You can access Google Calendar after logging in on your CCPS device in the "more options" icon, on your personal computer, or using the mobile app on your cell phone. For more information on Google Calendar, check out the links below.

Google Calendar Support: <https://support.google.com/calendar/#topic=3417969>

Google Calendar Cheat Sheet: <https://support.google.com/a/users/answer/9290350?hl=en>

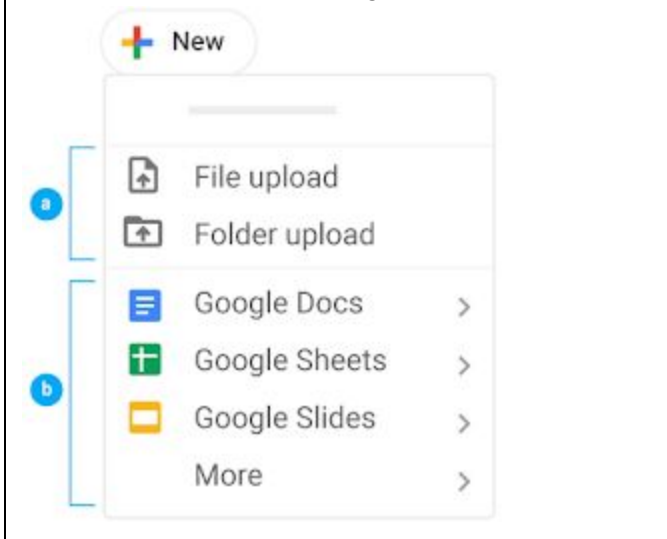
How to Link your Canvas Calendar feed to your Google Calendar

<https://community.canvaslms.com/t5/Student-Guide/How-do-I-subscribe-to-the-Calendar-feed-using-Google-Calendar-as/ta-p/535>

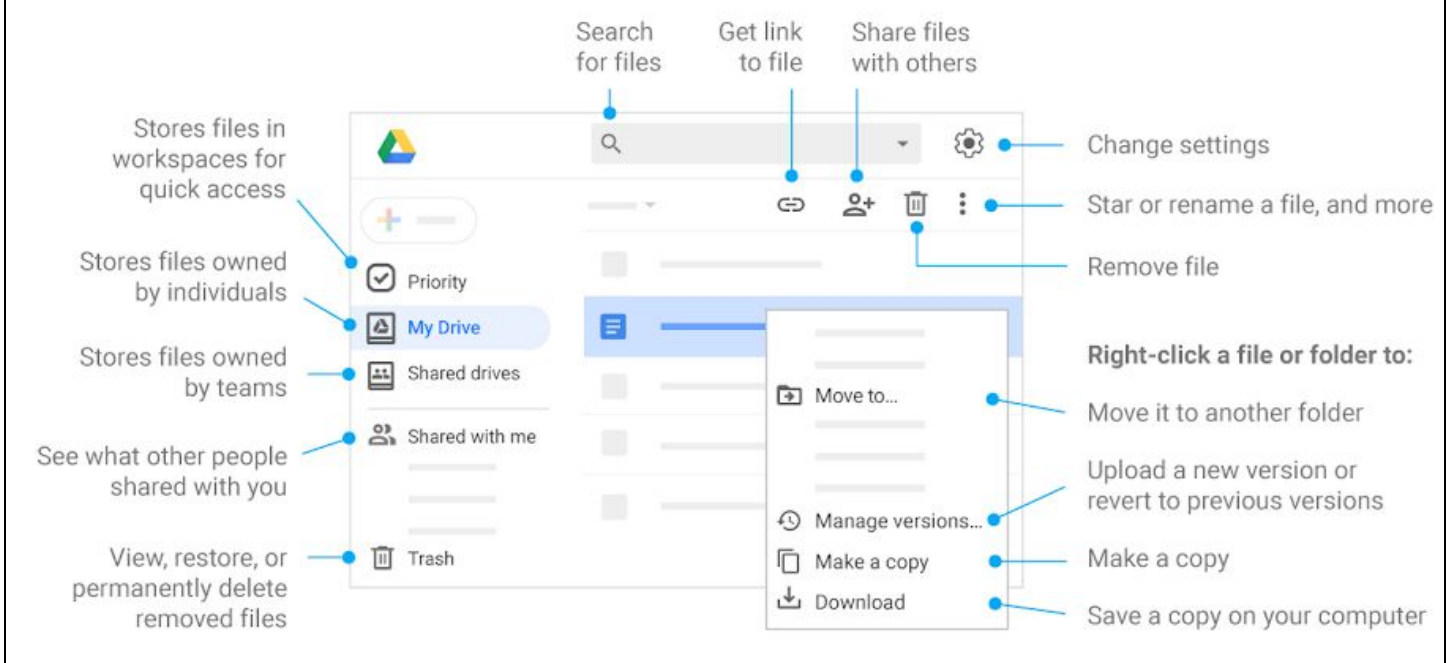
## GOOGLE DRIVE

Google Drive is a file storage system that allows users to store files, access files on all of your devices, and share files. All Google apps documents save in and can be accessed through Google Drive, including docs, slides, sheets, and forms. Google drive can also be used to store pictures and videos, as well as files from other sources like pdfs, word docs, and powerpoint. When you change or delete a file in one of these locations, Google Drive makes the same change everywhere else, so you don't have to do it. Here are a few quick tips for using Google Drive:

### Create New Documents Right in Your Browser











### Work With Files Stored in Drive



Share your files and folders by clicking SHARE  and choose what collaborators can do.

|           | Delete files & folders | Add & remove files and folders | Share or unshare files and folders | Edit files | Comment or suggest edits in files | View files & folders |
|-----------|------------------------|--------------------------------|------------------------------------|------------|-----------------------------------|----------------------|
| Owner     | ✓                      | ✓                              | ✓                                  | ✓          | ✓                                 | ✓                    |
| Editor    | ✓                      | ✓                              | ✓                                  | ✓          | ✓                                 | ✓                    |
| Commenter |                        |                                |                                    |            | ✓                                 | ✓                    |
| Viewer    |                        |                                |                                    |            |                                   | ✓                    |

Access your files from any device.

| Browser or device  | Requirements  | How to access  | Browser or device  |
|--|---|--|--|
|  Web browser (any device) | Install any web browser.  | Go to <a href="https://drive.google.com">drive.google.com</a> .  |  Web browser (any device) |
|  Computer                 | Install Drive File Stream from the <a href="#">Drive Help Center</a> .  | Click Drive File Stream  and then Open Google Drive  . |  Computer                 |
|  Mobile devices         | Install the Drive app from the Play Store (Android) or App Store (iOS). | Open the Drive app on your device.   |  Mobile devices         |

For more information about Google Drive, check out this link:


[https://support.google.com/a/users/answer/9282958?visit\\_id=637339183328299499-1425497041&hl=en&rd=1](https://support.google.com/a/users/answer/9282958?visit_id=637339183328299499-1425497041&hl=en&rd=1)

## GOOGLE DOCS

Google Docs allows students to create, edit, share, and print documents. Use templates to create documents for work, school, or personal documents. Google docs allows students to collaborate in real time on your computer, phone, or tablet with anyone. Here are some helpful tips for using Google Docs:

### Step 1: Create a document

To create a new document:

1. On your computer, open the Docs home screen at [docs.google.com](https://docs.google.com).
2. In the top left, under "Start a new document," click New .

## Step 2: Edit and format

To edit a document:

1. On your computer, open a document in [Google Docs](#).
2. To select a word, double-click it or use your cursor to select the text you want to change.
3. Start editing.
4. To undo or redo an action, at the top, click Undo ↶ or Redo ↷.

Note: To edit a document on a touchscreen device double-tap the document to start typing.

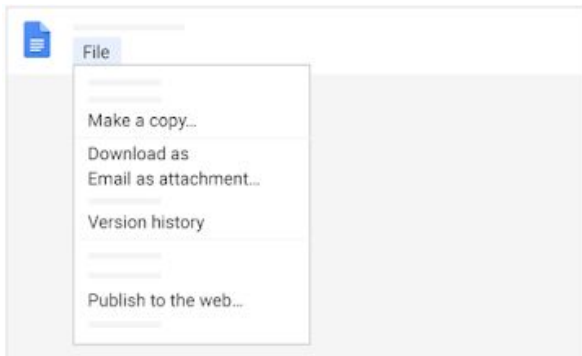
You can add and edit text, paragraphs, spacing, and more in a document.

[Format paragraphs or font](#)

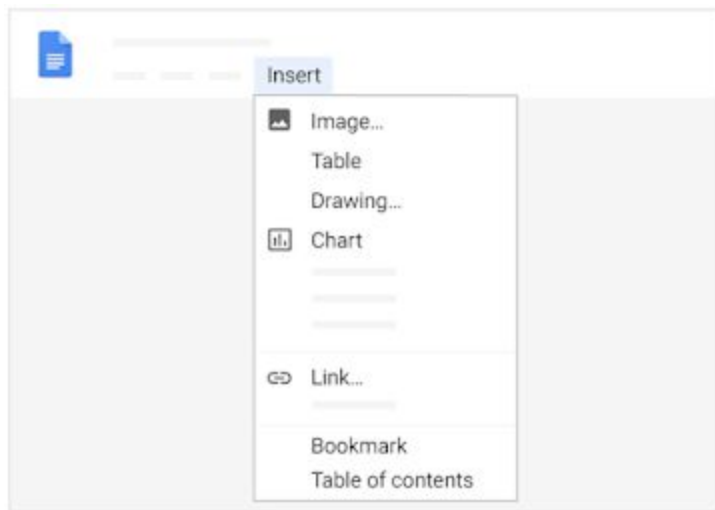
[Add a title, heading, or table of contents](#)



## Step 3: Work with different versions




## Step 4: Insert image, table, drawing, chart, link



## Step 5: Share & work with others

You can [share files and folders](#) with people and choose whether they can view, edit, or comment on them.



### Share a single file

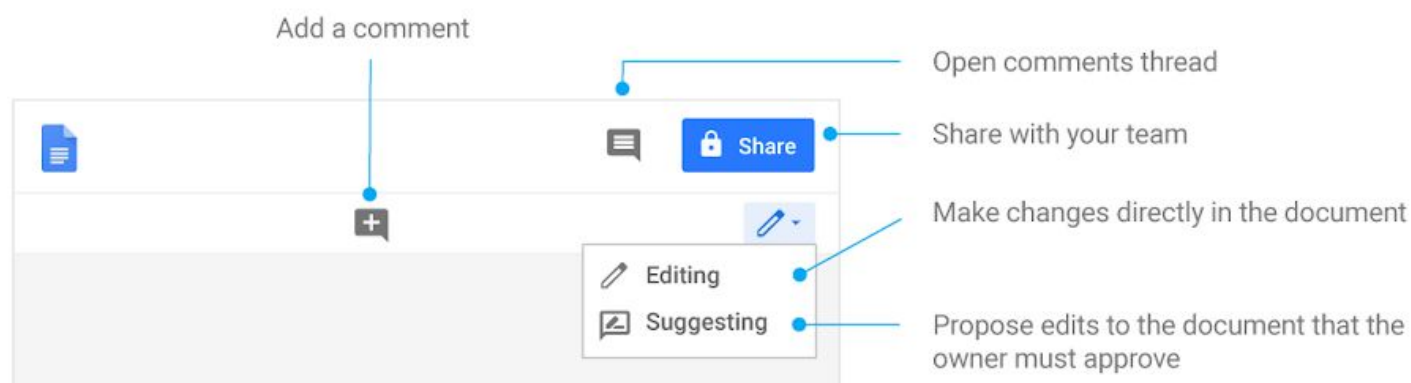
1. On a computer, go to [Google Drive](#), [Docs](#), [Sheets](#), or [Slides](#).
2. Click the file you want to share.
3. Click Share or Share .

### Choose who to share with & how they can use your file

#### Share with specific people

If you use a Google Account through work or school, you might not be able to share files outside of your organization.

1. Select the file you want to share.
2. Click Share or Share .
3. Under "Share with people and groups," enter the email address you want to share with.  
Important: If you share with an email address that isn't a Google Account, they can only view the file.
4. To change what people can do to your doc, on the right, click the Down arrow  > Viewer, Commenter, or Editor.
5. Choose to notify people.  
If you want to notify people that you shared a doc with them, check the box next to Notify people. If you notify people, each email address you enter will be included in the email.  
If you don't want to notify people, uncheck the box.
6. Click Share or Send.





## HOW TO COPY AND PASTE TEXT AND IMAGES USING MENU AND COMMANDS IN DOCS

### Copy and paste text and images

You can copy and paste text and images between your files — even if you're going from one type of file to another.

#### For computer:

Use the right-click menu or keyboard shortcuts.


To copy and paste, use the right-click menu or select "Copy" or "Paste" from the Edit menu in the toolbar.

To copy and paste, you can use keyboard shortcuts:


PC: Ctrl + c for Copy, Ctrl + x for Cut, and Ctrl + v for Paste.

Mac: ⌘ + c for Copy, ⌘ + x for Cut, and ⌘ + v for Paste.

#### For iPhone & iPad:

1. On your iPhone or iPad, open a file in the Google Docs, Sheets, or Slides app.
2. Docs only: Tap Edit .
3. Select what you want to copy.
4. Tap Copy.
5. Tap where you want to paste.
6. Tap Paste.

#### For Adroid:

1. On your Android phone or tablet, open a file in the Google Docs, Sheets, or Slides app.
2. In Docs: Tap Edit .
3. Select what you want to copy.
4. Tap Copy.
5. Touch & hold where you want to paste.
6. Tap Paste.

For more information about Google Docs, check out this link:

[https://support.google.com/docs/topic/9046002?hl=en&ref\\_topic=1382883](https://support.google.com/docs/topic/9046002?hl=en&ref_topic=1382883)

Google Slides is an online presentation app that lets you create and format presentations and work with other people.

## HOW TO USE GOOGLE SLIDES

### Step 1: Create a presentation

To create a new presentation:

1. Open the Slides home screen at [slides.google.com](https://slides.google.com).
2. In the top left, under "Start a new presentation," click New + . This will create and open your new presentation.

You can also create new presentations from the URL <https://slides.google.com/create>.

### Step 2: Edit and format a presentation

You can add, edit, or format text, images, or videos in a presentation.

[Insert and arrange text, shapes, and lines](#)

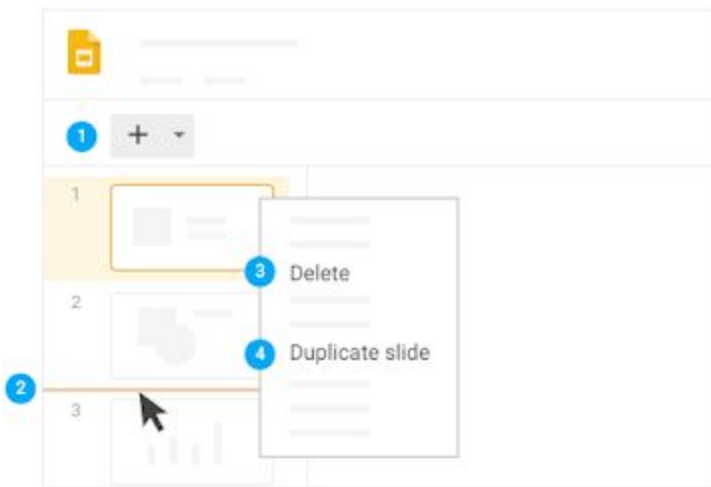
[Add, delete & organize slides](#)

[Add animations to a slide](#)

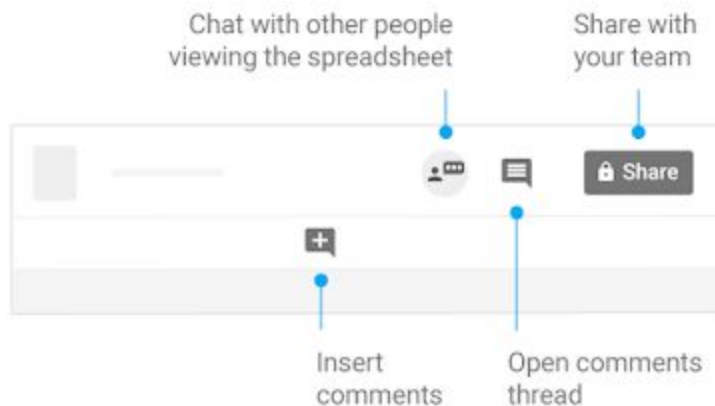


### Step 3: Add and organize slides.

- 1 New slide—Click New slide in the toolbar. Click the Down arrow ▼ to choose a layout for the new slide.
- 2 Move slide—Drag the slide to a different position in the presentation. To move several slides at once, Ctrl+click multiple slides before dragging them.
- 3 Delete slide—Right-click the slide and select Delete.
- 4 Duplicate slide—Right-click the slide in the sidebar and select Duplicate slide.



### Step 4: Share & work with others



You can [share files and folders](#) with people and choose whether they can view, edit, or comment on them.

For more information about Google Slides, check out this link:  
<https://support.google.com/docs/topic/19431?hl=en>

You can use Google Forms to create online surveys and quizzes and send them to other people. For more information about Google Forms, check out this link: <https://support.google.com/docs/answer/6281888>

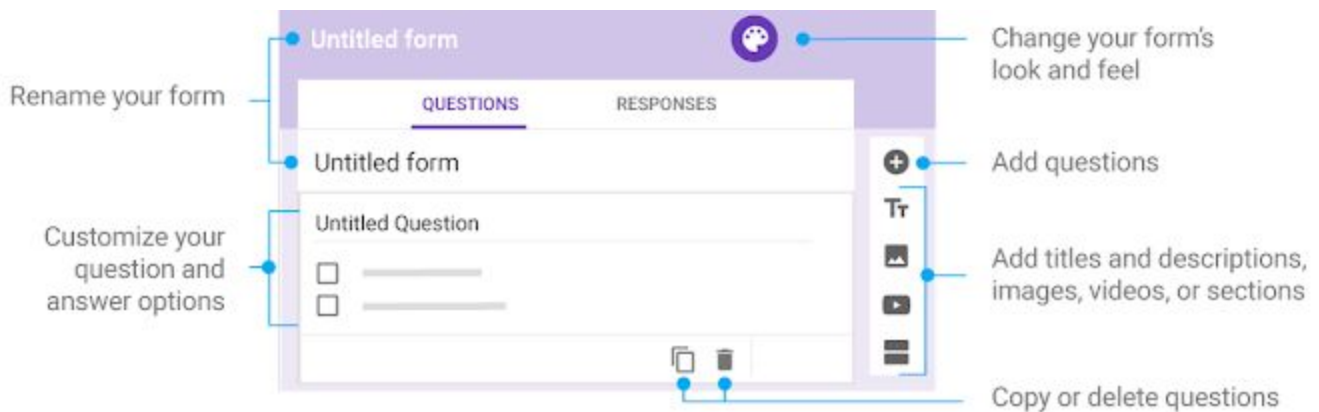
## HOW TO USE GOOGLE FORMS

### Step 1: Set up a new form or quiz

1. Go to [forms.google.com](https://forms.google.com).
2. Click Blank + .
3. A new form will open.

[Create a form from Google Drive](#)

[Create a form in Google Sheets](#)



### Step 2: Edit and format a form or quiz

You can add, edit, or format text, images, or videos in a form.

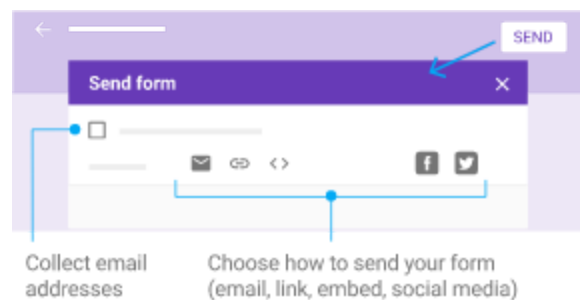
[Edit your form](#)

[Create a quiz with Google Forms](#)

[Choose where to save form responses](#)

### Step 3: Send your form for people to fill out

When you are ready, you can [send your form to others](#) and collect their responses.

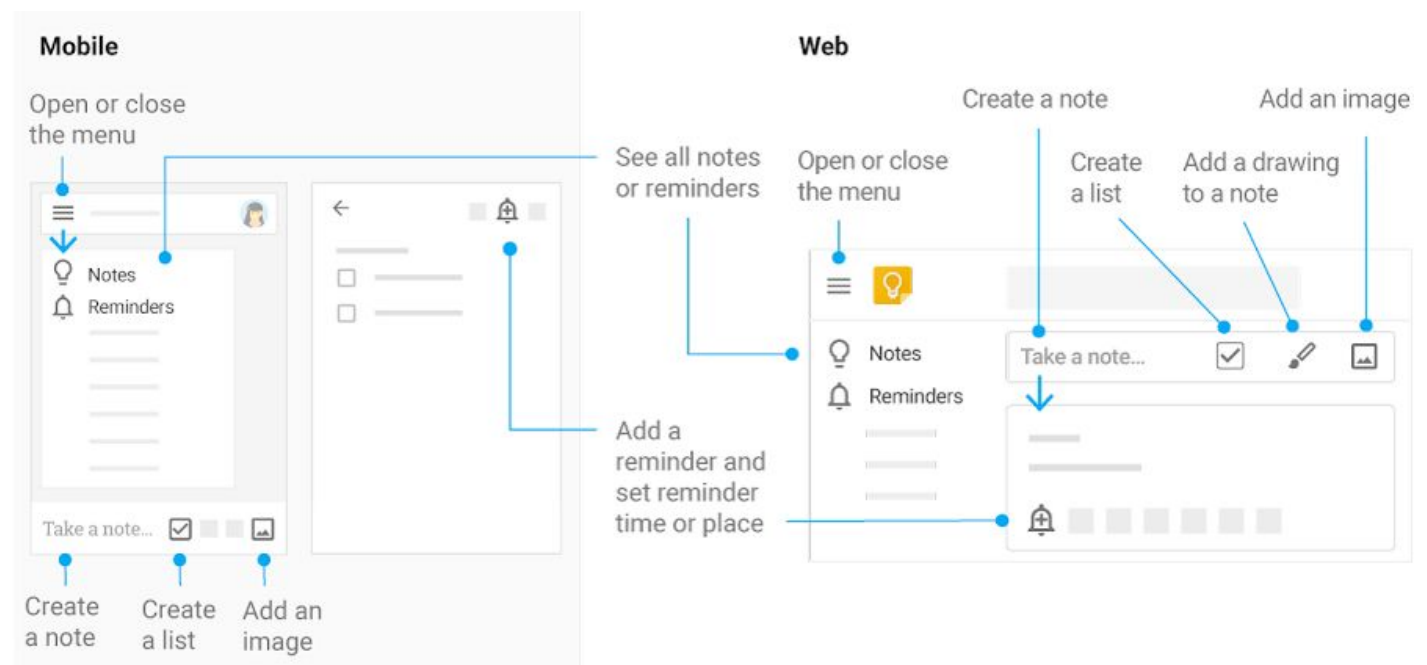


You can create, edit, and share notes with Google Keep. For more information about Google Keep, check out this link: <https://support.google.com/keep#topic=6262468>

## HOW TO USE GOOGLE KEEP

### Step 1: Create a notes, lists, and reminders

1. On your computer, go to [keep.google.com](https://keep.google.com).
2. At the top, click Take a note.
3. Enter your note and click Done.

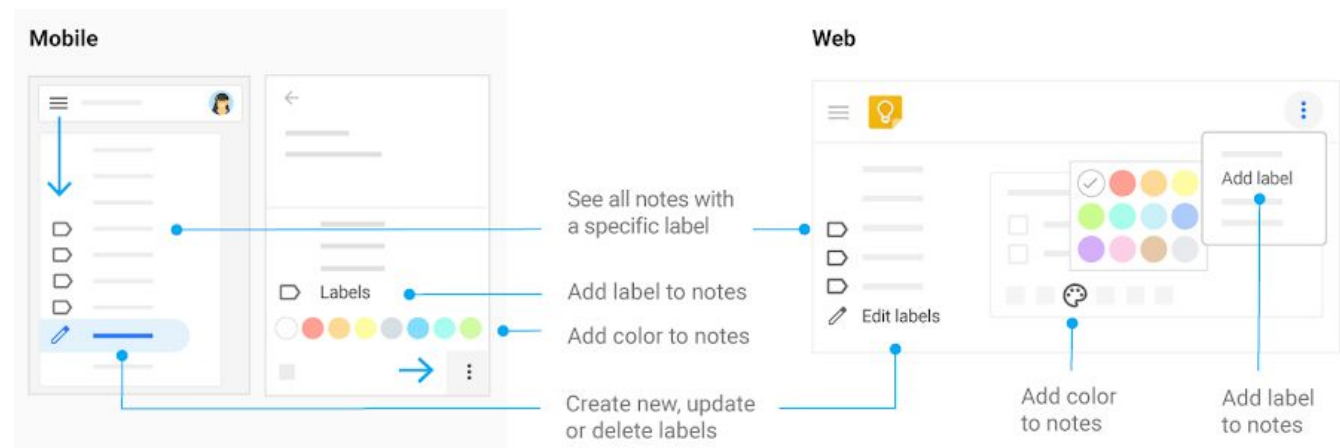


### Step 2: Edit and format

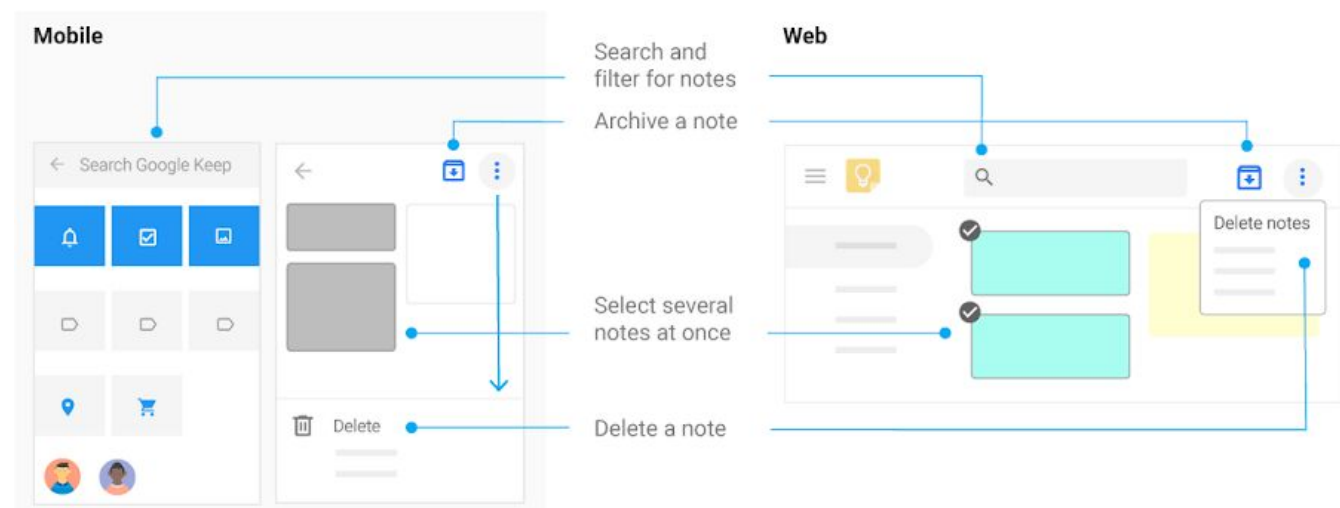
You can edit, organize, and archive notes.

- Make a list
- Save a drawing as a note
- Label, color, or pin notes
- Archive notes & lists
- Set up reminders for your notes

### Step 3: Organize notes with colors and labels.

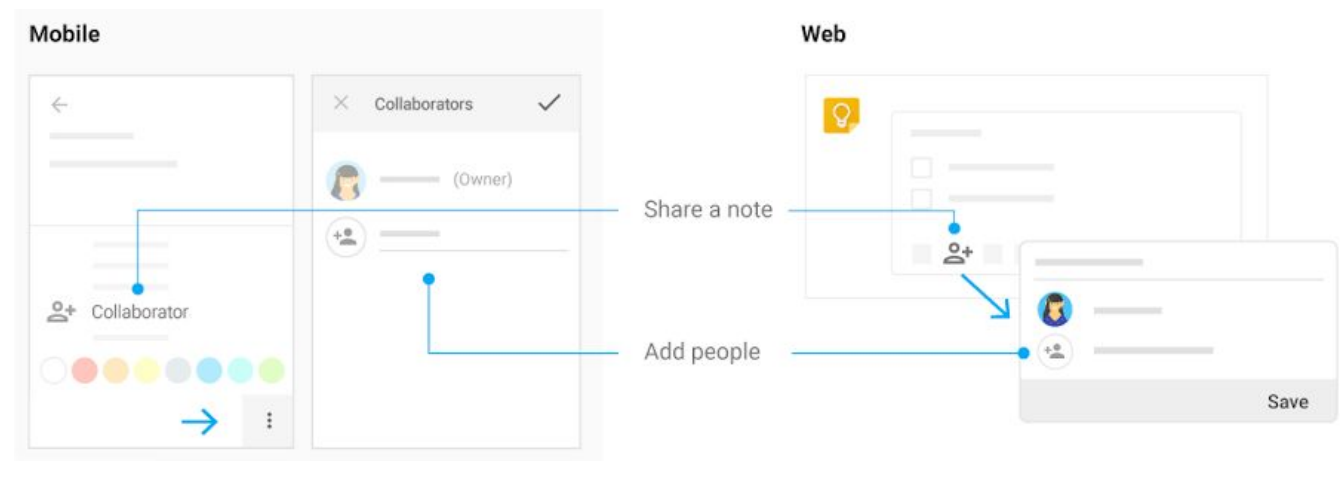


### Step 4: Work with notes.



### Step 5: Share and collaborate on notes.

To let someone see and edit your note, share the note with them. [Learn how to share notes.](#)

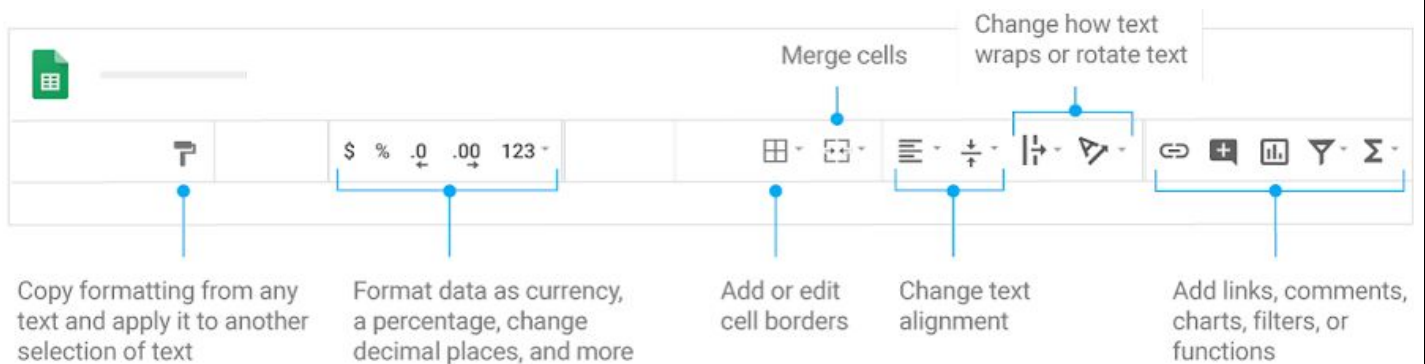


Google Sheets allows students to create and simultaneously edit spreadsheets with your team, right in your browser. Analyze data with charts and filters, handle task lists, create project plans, and much more. All changes are saved automatically. For more information about Google Sheets, check out this link:

<https://support.google.com/a/users/answer/9300022?hl=en>

## 1. Customize your spreadsheet and data.

**Note:** To improve compatibility with Microsoft Excel keyboard shortcuts, you can [override browser shortcuts](#).



## 2. Work with rows, columns, and cells.

Add rows, columns, and cells:

1. Select the row, column, or cell near where you want to add your new entry.
2. Right-click the highlighted row, column, or cell>Insert>choose where to insert the new entry.

Delete, clear, or hide rows and columns: Right-click the row number or column letter>Delete, Clear, or Hide.

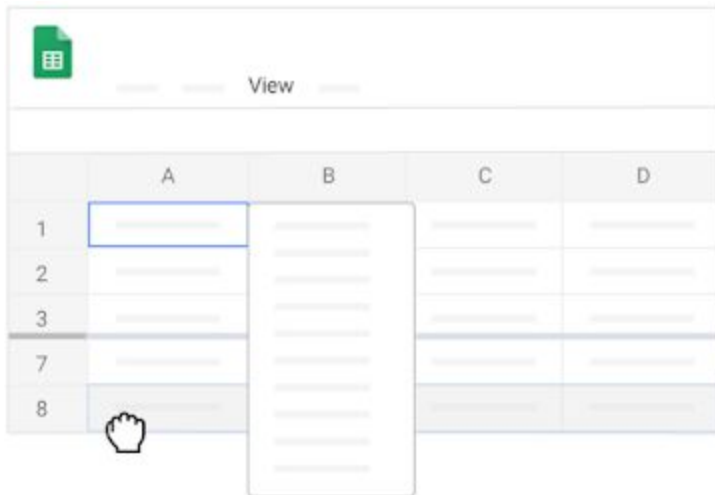
Delete cells: Select the cells and right-click>Delete cells>Shift left or Shift up.

Move rows or columns: Select the row number or column letter and drag it to a new location.

Move cells:

1. Select the cells.
2. Point your cursor to the top of the selected cells until a hand appears.
3. Drag the cells to a new location.

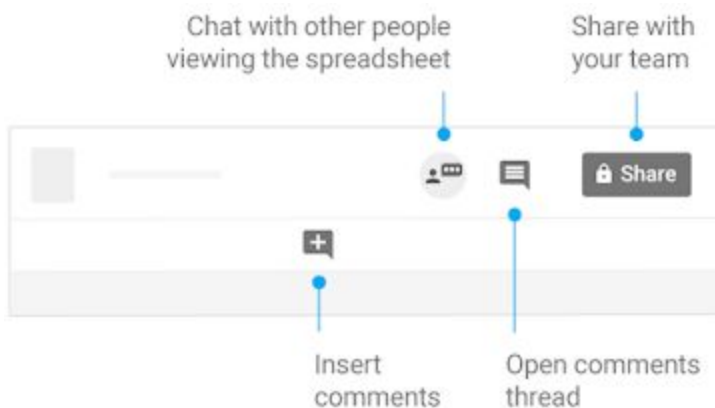
Freeze header rows and columns: Keep a row or column in the same place as you scroll through your spreadsheet. On the menu bar, click View>Freeze and choose an option.



**3. Click Share to share your spreadsheet and then choose what collaborators can do. They'll also receive an email notification.**

|           | Share or unshare | Edit content directly | Add comments |
|-----------|------------------|-----------------------|--------------|
| Editor    | ✓                | ✓                     | ✓            |
| Commenter |                  |                       | ✓            |
| Viewer    |                  |                       |              |

**4. Collaborate with your team in real time.**



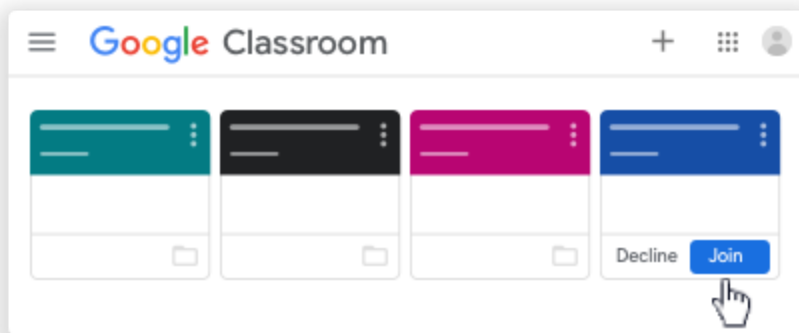


Though CCPS teachers are using Canvas as their learning management system, some teacher may still utilize Google Classroom for some class assignments, as well as extra curricular activities announcements, club information, and senior activities. Below is a quick guide to using Google Classroom. For more information, please check out this link: <https://support.google.com/edu/classroom/#topic=6020277>.

### Get started

To get started, follow these instructions to sign in and join a class.

1. [Sign in to Classroom](#)
2. [Join a class](#)



After you join a class, you're ready to complete common tasks or explore Classroom.