



MOUNT SINAI UNION FREE SCHOOL DISTRICT  
118 North Country Road  
Mount Sinai, New York 11766



### Google Apps for Education Staff Information

With a Mount Sinai issued Google Apps for Education account, teachers have access to the following:

- Google Docs, Slides, Sheets, and other online apps. Gmail has been disallowed.  
(Google Docs, Slides, and Sheets is just like Microsoft Word, PowerPoint, and Excel)
- Google Drive (unlimited cloud storage for files, documents, music, pictures, etc. that is accessible from any computer with internet access)

#### LOGIN INFORMATION

1. To access your Mt. Sinai Google account, go to: <http://www.google.com>

2. Click Sign in.



**Use the following credentials to login:**

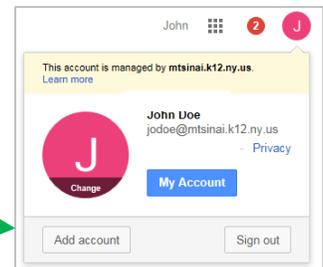
Username: current Mt. Sinai network username followed by @mtsinai.k12.ny.us

For example, John Doe's username would be jdoe@mtsinai.k12.ny.us.

Password: This is the default password for your building. Refer to Ken's Google email from 10/26 for details. \*\* Once you login, please change it to your current network password that you use to access your computer daily.

After you login, you will see  and your profile in the top-right corner of your page.

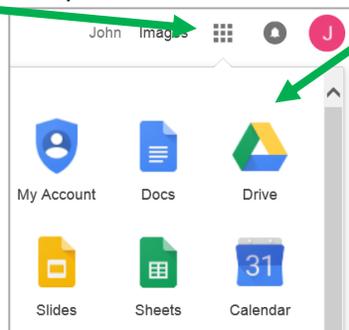
- When you are done using Google Apps, you should click **Sign out**.
- If you or someone else would like to login with a different Google account, click the **Add account** button.



#### GOOGLE APPS

Google Apps for Education makes it easy to access and share files from anywhere with an internet connection, from almost any device. You do not need to download anything, just click and use the software right away to view, create, and edit files on the go.

To get started, click the  and you will see several Google Apps to choose from.

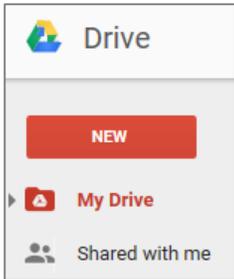


## GOOGLE DRIVE



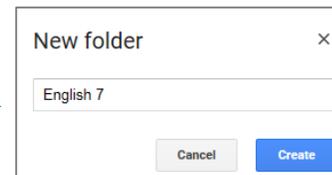
- With **Google Drive**, you can easily create new files and folders.
- You can use Google Drive's unlimited cloud storage to save your school documents and access them from any computer with internet access.
- Eliminates the need for USB drives or emailing file attachments to/from school and home.

## CREATING FOLDERS



Just like your K: drive, you can create folders within your Google Drive. This way all of your related files can be kept all together.

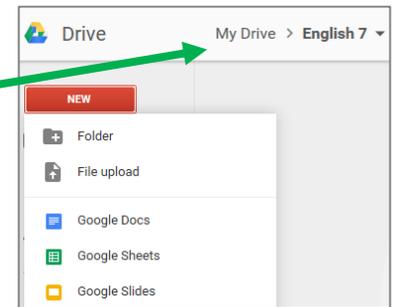
- Click  and go to *Google Drive*
- Click *New* – choose *Folder*
- Type in your folder name and click *Create*
- Repeat for other folders



## CREATING NEW FILES

When you are ready to create a new file:

- Go to *Google Drive*
- Double-click to open the folder you want to save the file in
- Go to *New* – choose the type of file that you want to make
- Name your file right away by clicking in the default '*Untitled Document*' title

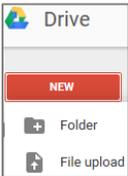


### Tips:

- ✓ Google Docs, Slides, and Sheets are very similar to using Microsoft Word, PowerPoint, and Excel. For example, you can click Docs to create a new *blank document*. Once you do this, Google Docs will open up with many of the same familiar options found in Microsoft Word.
- ✓ Google Apps is constantly saving your file, so there is no need to save on your own.
- ✓ All files are automatically saved to Google Drive.
- ✓ When you are finished working, simply close the file window or move on to your next task. Your file will be safely saved within the specific folder you created it in.
- ✓ While you can go to Google Docs, Slides, etc. to create a new file, it is easiest to create a new file in Google Drive so that you can right away save the file into the correct folder.
- ✓ To open a file that you created, in Google Drive, click 'My Drive' or open the folder that you saved the file to.
- ✓ If someone shared a file with you, in Google Drive, click the 'Shared with me' option to view those files.
- ✓ If the file is saved in the wrong location within Google Drive, you can easily drag and drop it into your correct folder.
- ✓ When working in Google Docs, Slides, and Sheets you can go to the :
  - **File Menu – Move to Folder** to save to a specific folder within Google Drive
  - **File Menu – Download as** to save the file as a Microsoft Word file, Pdf, etc.

## UPLOADING FILES

There are two ways to upload existing files (such as Microsoft Office documents, PDFs, images, etc.) into your Google Drive storage:



1. Go to *Google Drive*
2. If need be, double-click to open the folder that your file will be uploaded to
3. Click *New* – choose *File upload*
4. Browse and locate your file to upload. The file will display in Google Drive once it is done uploading.

OR

1. Go to *Google Drive*
2. If need be, double-click to open the folder that your file will be uploaded to
3. Locate the file on your computer and drag and drop it into your specific Google Drive folder

## DELETING FILES

- Go to *Google Drive*
- Find the file you want to delete
- Click once on the file so that it is selected
- Click the trashcan 

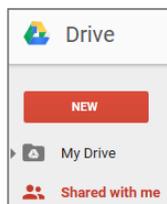


## SHARING DOCUMENTS AND FOLDERS

Shared documents allow teachers or students to work collaboratively on a single file. Even with multiple users having the same file open at once, all changes are updated in real time.

You can also share an entire folder with others. For example, you can use a shared folder to distribute all of your class handouts to your students or your students could use a shared folder to submit assignments to you.

- Go to Google Drive
- Click once on the file or folder that you want to share so that it is selected
- Click Share 
- Type in the person's Google account that you want to share the file or folder with (ex. `jdoe@mtsinai.k12.ny.us`)  
Be sure to select either the 'can edit', 'can comment', or 'can view' option.



- The person that is receiving the shared file or folder can access it by going to the 'Shared with me' section within their own Google Drive account.

## GOOGLE CLASSROOM

If you are is using **Google Classroom**, your students can easily submit assignments to you within the Google Classroom environment instead of using the 'shared' directions listed above. Please refer to the *Google Classroom for Teachers* directions for additional information.