

Google Apps for Education

Google Drive, Google Calendar, Google Email



What is it?

- Google Apps is a communication & collaboration tool that is hosted by Google but yet managed by USD 473.
- Google Apps will provide the ability for students and teachers to communicate, store files, and collaborate on documents, spreadsheets, presentations, and forms.
- One of the benefits of Google Apps is that students and teachers will be able to access and use the tools available at school or at home using a variety of different platforms all within a secure “closed campus” online environment.

How will it be used?

- Teachers and students will be assigned a gmail account by USD 473.
- Teachers and students will use this account to access their email, Google Drive, and calendar.
- Students will then be able to collaborate with teachers and each other after signing in to their gmail account.

Student Email

- Students can sign in to check their email by clicking on the link at the top of the Chapman High School webpage.

PHOTOS | JOURNALISM | LIBRARY | MOODLE | POWERSCHOOL | **STUDENT WEBMAIL** | USD 473 | SCHOLARSHIPS



CHAPMAN
HIGH SCHOOL



HOME | ACADEMICS | ACTIVITIES | ATHLETICS | CLUBS | EVENTS | FACULTY

Students can also go directly to their mailbox by typing in the url: <http://mail.google.com/a/chapmanirish.net>

- Students will need to sign in using their school username (the same as they use to get on a computer) and their password with a capital C in front of the numbers.



USD 473

Welcome to USD473

Sign in to your account at
USD473

Username:
@chapmanirish.net

Password:

Stay signed in

[Can't access your account?](#)

Less spam, plenty of space and access from anywhere.

Welcome to your email for USD473, powered by Google, where email is more intuitive, efficient and useful.

- Keep unwanted messages out of your inbox with Google's powerful spam blocking technology
- Keep any message you might need down the road, and then find it fast with Google search
- Send mail, read new messages and search your archives instantly from your phone



Download Chrome to get a faster & enhanced Google Apps experience

Chrome is a secure and stable browser that offers the fastest and most feature-rich Google App support for Gmail, Docs & Calendar.

[Deploy Chrome company-wide via the MSI](#) or [download Chrome for your personal use](#).

- The first time the student logs in, they will be prompted to accept the terms. Read and then hit **I accept. Continue to my account.**

Welcome to your new account

Welcome to your new account: brettlemo@chapmanirish.net. Your account is compatible with nearly all Google products, but your chapmanirish.net administrator may decide which products are enabled for your account. For tips about using your new account, visit our [Help Center](#).

Google has made its services available to organizations using Google Apps. In addition to the [core suite](#) of messaging and collaboration applications, you may access many [Google services](#) ("Additional Services") using your brettlemo@chapmanirish.net account. Your chapmanirish.net administrator determines which Additional Services you may access using your account. For tips about using your new account, visit the Google [Help Center](#).

Please be aware that when you use Google services, your domain administrator will have access to your brettlemo@chapmanirish.net account information, including your email. You can learn more [here](#), or by consulting your domain administrator's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, the username that appears at the upper right corner of most Google services will help you ensure that you're using the intended account.

The Additional Services are provided by Google to you under these [terms of service](#) and [privacy policy](#). Certain Additional Services may also have [service-specific terms](#). If your domain administrator enables any of the Additional Services, Google will treat your use of any of the Additional Services as acceptance of the applicable service-specific terms.

Click "Accept" below to indicate that you understand the changes to your account and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#) for your use of Additional Services.

I accept. Continue to my account.

Cancel

- After it briefly loads, the student should see their email. The screen will look similar to this:

The screenshot displays a Gmail inbox interface. At the top, there is a header bar with a profile picture, the name 'USD 473', a search bar, and the email address '@chapmanirish.net'. Below the header, the word 'Mail' is followed by navigation buttons for 'Compose', 'Refresh', and 'More'. On the right side of the header, it shows '1-5 of 5' and a settings gear icon. The main area contains a list of five email entries:

Sender	Subject	Date
(no subject)	(no subject)	Sep 18
Prezi	, confirm your email address to activate your Prezi account. - Prezi Brett , confirm your em	Sep 18
Gmail Team	Tips for using your new Gmail inbox - Hi Brett Welcome to your Gmail inbox Save everything Witt	Sep 13
Gmail Team	Get Gmail for your mobile device - Hi Brett Get Gmail for your mobile device Gmail is always avail	Sep 13
The Google Apps Team	How to use Gmail with Google Apps - Hi Brett Work smarter with Gmail and Google Apps Manage	Sep 13

At the bottom left, there is a 'COMPOSE' button and a sidebar with 'Inbox (5)', 'Starred', 'Important', 'Sent Mail', 'Drafts', and 'More'. At the bottom center, it shows '0 GB (0%) of 30 GB used' with a 'Manage' link. At the bottom right, there is a copyright notice: '©2013 Google - Terms of Service - Privacy Policy - Program Policies' and 'Powered by Google'.

Google Drive

- Every student at Chapman High School now has a Google Drive account set up with their Google App email. To access this account, all they will need to do is login to Google Drive by typing in their school email address and then their password. Remind them to add a capital C before their school number.

Drive

Welcome to Google Drive, the new home for Google Docs



Access everywhere



Store files safely



Collaborate with Google Docs

[Learn more](#)

Sign in

Google

Email

Password

Stay signed in

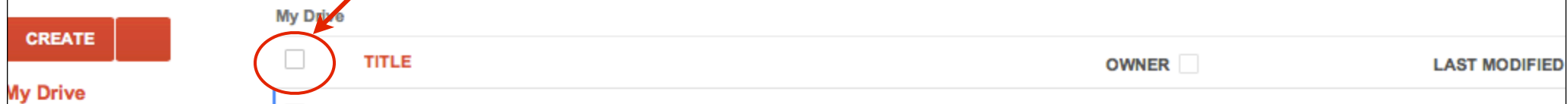
[Can't access your account?](#)

What if a student already has a Google Drive?

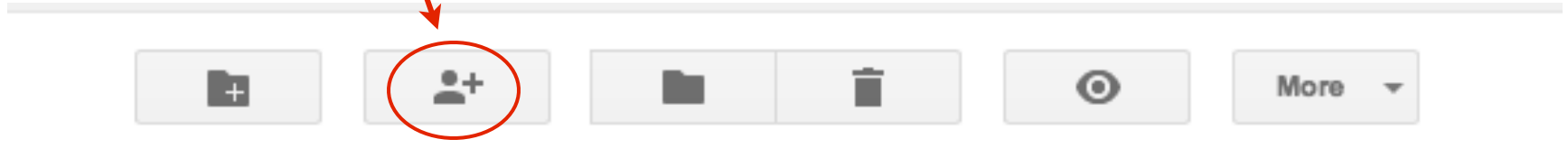
- The best thing for them to do is to transfer all of their documents over to their **NEW Chapman Irish Google Drive account**. It is not hard at all and takes just seconds. Just have them follow the next couple of slides for the steps in how to transfer documents from one account to another.

Transfer files to another Google Drive

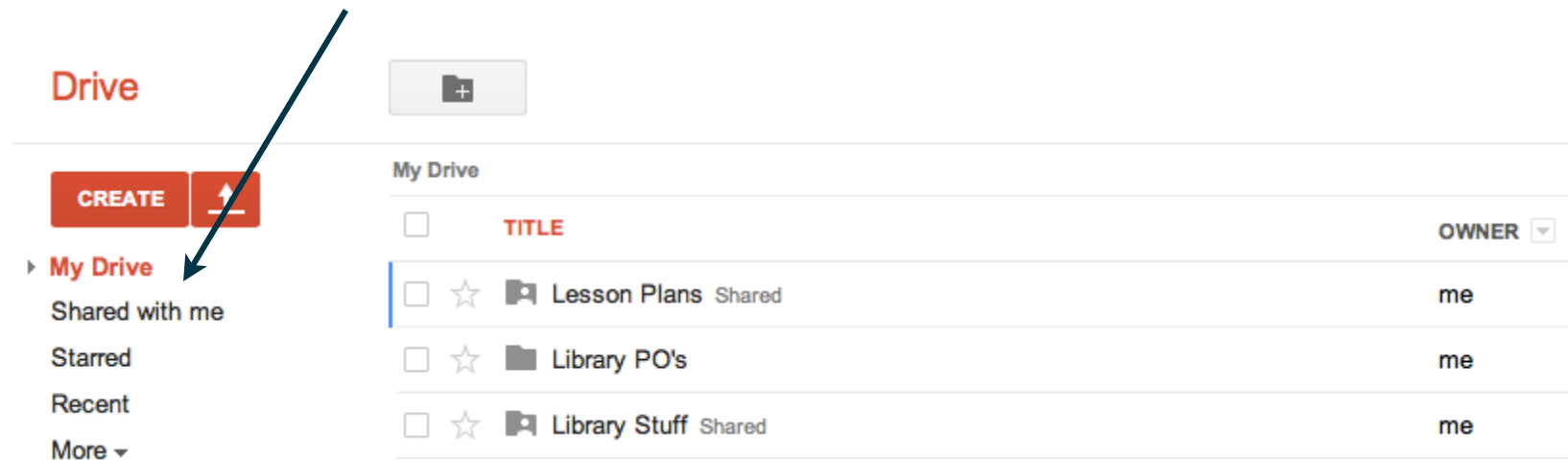
- Login to your **old** Google Drive account using your old gmail or school email and password.
- Click on the box at the top to select all files.



- Click on the icon to Share. Share all of the documents with your **new** Chapman Irish Google Drive account by typing in your **new school Google Apps email** address.

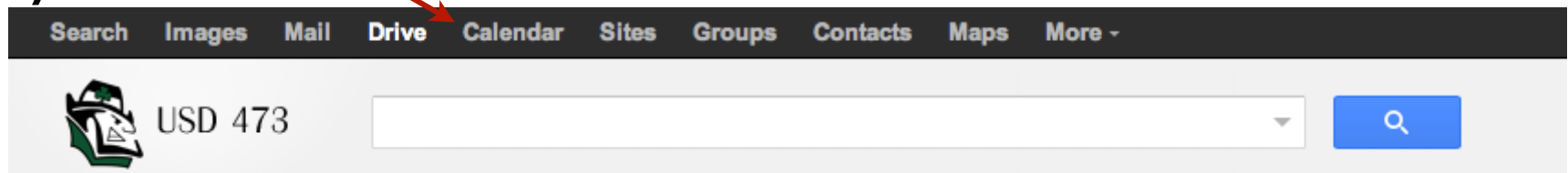


- Logout and login using your Google Apps email. You should now see all of the files. From now on, just use your new Google Drive account.
- **Hint:** If you don't see your files, click on **Shared with me** in your account. They should now show up.



Google Calendar

- All students now have a Google Calendar. They can use this as an agenda to remember important events. To access the calendar, all they have to do is click on the link at the top that says Calendar.



- To add the school calendar's to their account, students will need to go to USD473.net and click on the [View Calendar](#) link. At the very bottom, they will see a link with a plus sign in front of Google Calendar. On the next screen select the calendars the USD 473 and the Chapman High School calendars.

