

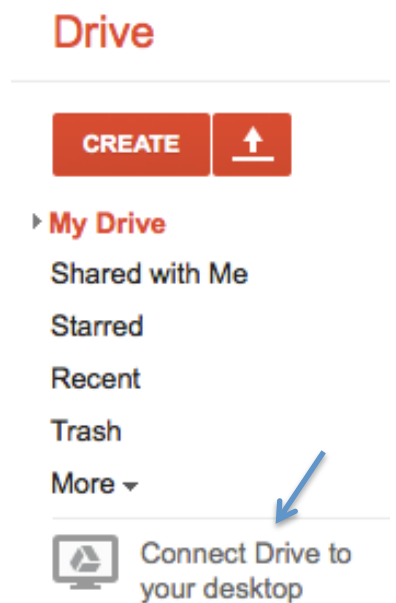
Helpful Hints for Google Docs – Part 1

Signing in to your Colonial Google account:

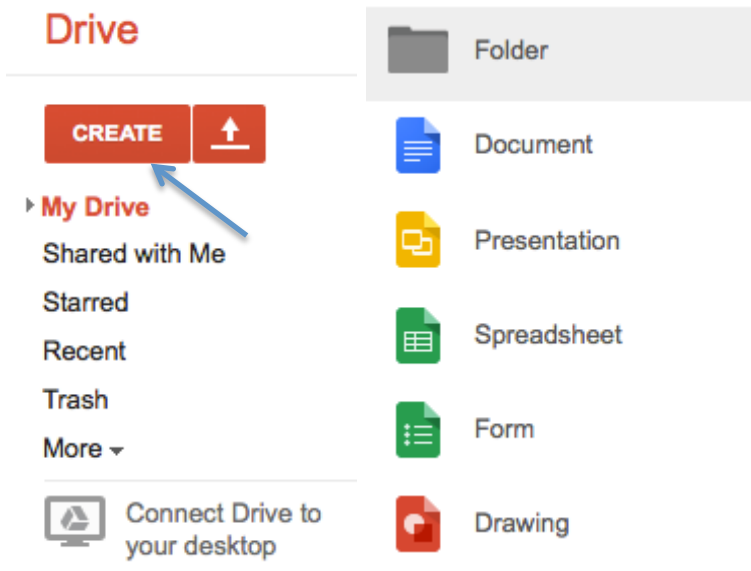
- Go to drive.google.com
- Your login is [firstinitiallastname@colonial.k12.de.us](mailto:firstname.lastname@colonial.k12.de.us). (For some, it is firstname.lastname@colonial.k12.de.us.)
- Your password is the same as the one used to sign into any district computer.

Using Google Drive to sync documents:

- Download and install Google Drive on your home computer. (The link is typically found on the left side of the screen when you are logged into Google Drive.)
- Make sure you sign into your Colonial account when it asks you to sign in.
- Download and install Google Drive on your school computer. (You will need help from tech support, so just submit a ticket.)
- Again, sign into your Colonial account.
- You will now have a folder on each computer that automatically syncs to the Internet. Any change in one will change the documents in the other. No more emailing documents or using flash drives!
- All Colonial accounts automatically start with 30 GB of space, which is double the 15 GB you would normally get with a personal account.



Creating a new Google document:

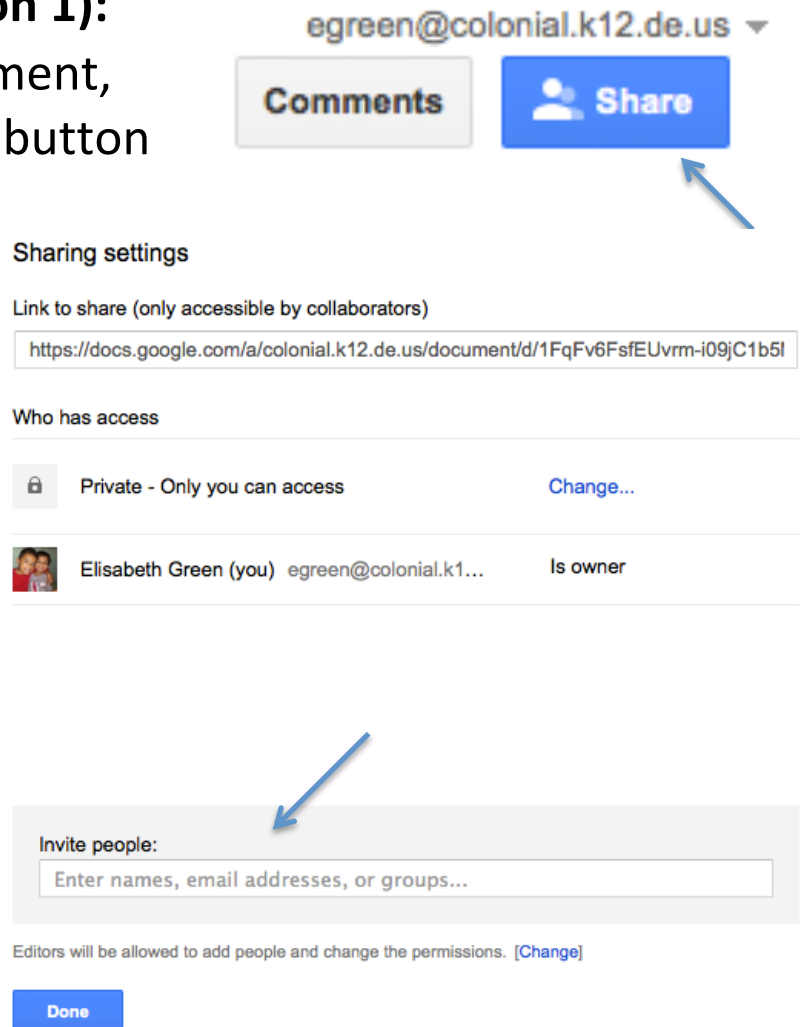


- Click on Create.
- Choose the type of document you want to create.
 - Document is similar to Microsoft Word, Presentation is similar to Powerpoint, Spreadsheet is similar to Excel, and Form is for surveys or quizzes.

- Drawing is mostly for creating flowcharts and other diagrams.

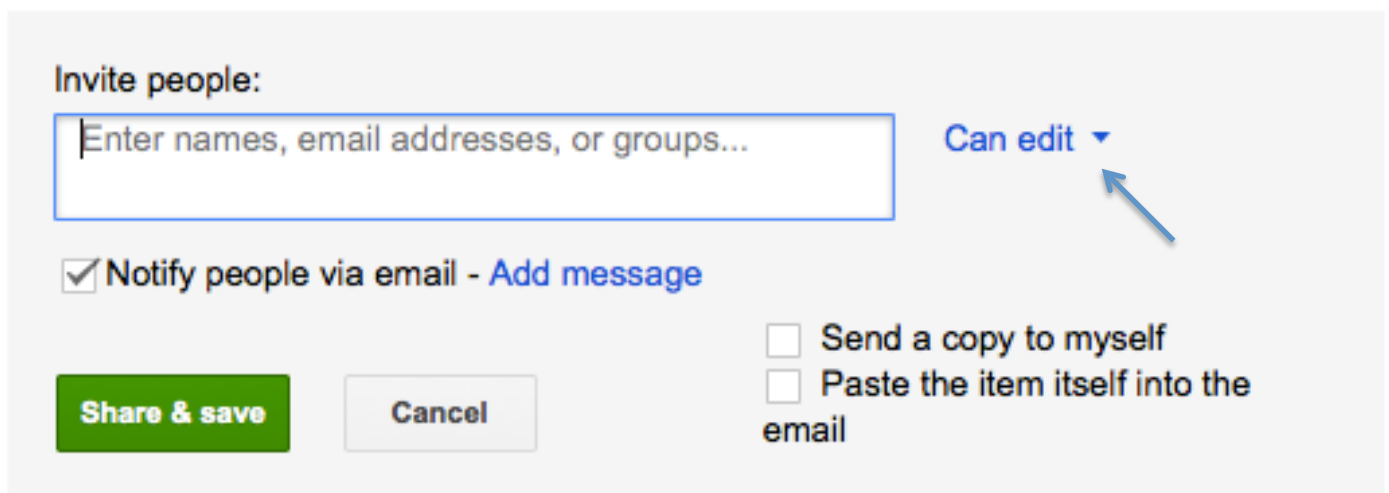
Sharing a Document (Option 1):

- While inside of a document, there should be a blue button in the top right corner that says Share. Click on it.
- A box will appear showing anyone who currently has editing access to the document and it will list the owner. You can only share a document if you are the owner or someone else has



given you editing access.

- Simply, click in the box where it says “Invite People,” and start typing names. Because you are signed into Colonial, once you start typing a name, it will start to look for the correct address. Names are in the system as firstname.lastname@colonial.k12.de.us. Click on the person you want to add.
- Keep adding names if you want to share with multiple people.



Invite people:

Enter names, email addresses, or groups... Can edit ▾

Notify people via email - Add message

Send a copy to myself

Paste the item itself into the email

Share & save Cancel

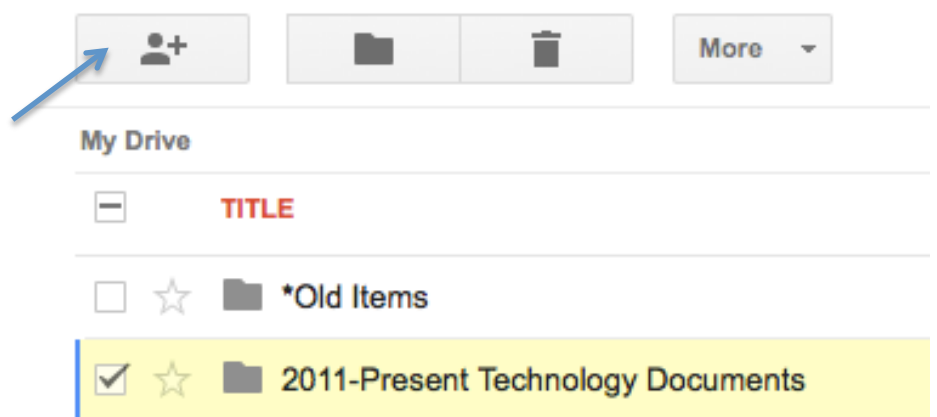
- Within the sharing box, you will need to determine how you want to share the document.
- If you want them to be able to change the document, it must say “Can edit.” This is the default, but you will rarely want everyone to have editing access. It depends on the purpose of the document.
- If you want them to just see the document, it must say “Can view.”
- If you want them to see it and comment on it, it must say “Can comment.”
- It is recommended that you leave the box checked that says “Notify people via email.” If not, they won’t know that you

shared it with them until the next time they go to their shared folder.

- You can even add a message to tell everyone what you want them to do with the document.
- Sending a copy to yourself can often be helpful, especially if you want to keep track of when you sent it out to others.
- Pasting the item into the email is a useful tool as well. However, you should only use this if you are sending it to people who are not editing. Often, if someone gets a document in this way, they will simply reply to your email and never access the actual document. They also won't see any changes you have made if they do not go to the document itself, so use this option carefully.

Sharing a Document (Option 2):

- While in the main section of Google Drive, you can share file(s) and folder(s) without going into each one separately.
- Click the boxes next to anything you are trying to share with someone (or a group of people), and the specific item(s) will be highlighted in yellow.
- Click on the button that looks like a person with a plus sign.
- The box that appears in Option 1 will appear here, too, and you use it the same way.



Sharing a Document (Option 3):

- While sharing a document or folder, like in either Option 1 or 2, you can change the way that the items are shared.
- Private is the default. With this setting, the only people who can get to the document are the ones you have specifically shared it with. If you want it accessible by anyone, even

Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/a/colonial.k12.de.us/document/d/1FqFv6FsfEUvrm-i09jC1b5I>

Who has access

Private - Only you can access

[Change...](#)



Elisabeth Green (you) egreen@colonial.k1...

Is owner

Invite people:

Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

Done

Sharing settings

Visibility options:

- Public on the web
Anyone on the Internet can find and access. No sign-in required.
- Anyone with the link
Anyone who has the link can access. No sign-in required.
- Colonial School District
People at Colonial School District can find and access.
- People at Colonial School District with the link
People at Colonial School District who have the link can access.
- Shared privately
Only people explicitly granted permission can access.



Note: Items with any visibility option can still be published to the web. [Learn more](#)

Save

Cancel

[Learn more about visibility](#)

when they are not signed into an account, you can change this setting. (This is helpful for things posted to a website.)

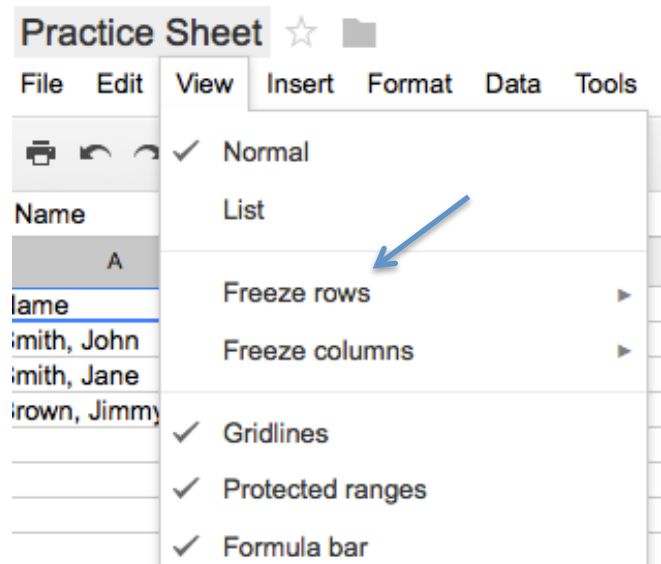
- Click on Change, and several options will appear. My favorite option is “Anyone with the

link.” It allows you to post a link in an email or online that gives anyone access to the file or folder you are trying to share. This is great if you want students to have access to worksheets from home for when they lose their copy.

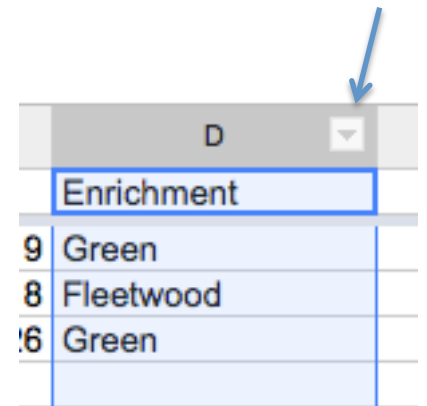
- When you choose an option, you will still be able to determine if they can edit or view. View is the default, and it is definitely preferred, since you are posting it online for anyone to get to.
- Click on Save. It will take you back to the main sharing page, where you just have to copy the link from the box.
- Now, you can share with anyone, even if they don't have a Google account. Simply send them the link, or post it to your webpage or even your Symbaloo.

Working with Google spreadsheets:

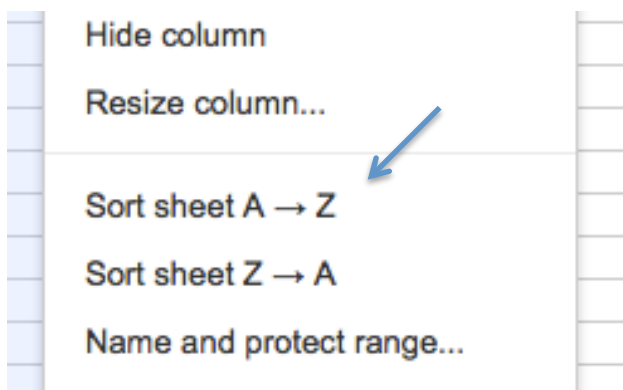
- While Google spreadsheets are similar to Excel in some ways, they are not exactly the same.
- One feature that Google does not have is the ability to create a table that sets up the headers for you and automatically lets you sort them.
- If you try to sort a column when there are titles at the top, the titles will get mixed in with the regular cells.
- To prevent this, you need to Freeze any rows that you do not want to move, typically the titles.



- Click on View, then Freeze Rows.
- Then, click on how many rows to freeze.
- You will now be able to sort alphabetically or in numerical order without messing up your titles.
- Just select the column you want to sort, then click the little arrow next to the letter.



	D
	Enrichment
9	Green
8	Fleetwood
6	Green



to biggest. Z to A will sort from biggest to smallest.

- Close to the bottom, you can choose how to sort the sheet.
- Even though your cells may be numbers, it will still say A to Z, but it will work the same way. If you click this, it will sort from smallest

Good luck with Google! If you have any questions, comments, or concerns, you can feel free to contact me.

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Be on the look-out for Part 2, which will cover Google Forms and how to embed them in your website.