How to Use Google Apps @ PUSD

Kara Montgomery-Roa
Teacher Specialist - Ed. Media & Technology - Librarian
kara.montgomery-roa@pusd.org

What tech tools do students need to succeed in school?

Free Program & Tools From Google

- All Students Have An Account for PUSD!

- Free Programs like Word or PowerPoint that you can access wherever you have internet. (Computer OR Phone)

- Share documents and homework with teachers

- Send emails to teachers for questions or set-up meeting times.

How to Log on to Google Apps

Step 1: Go to Google.com and click *"Sign In"*

Step 2: Type in your…
Username:
First initial + last name + lunch/ID number + @apps.pusd.org
Ex.
clinares38172@apps.pusd.org

Password:
6-digit birthdate
Ex. 010201 (Jan. 2, 2001)

Gmail Images Sign in

Google

Google Search   I'm Feeling Lucky

Google

Sign in to add another account

C

Carlos Linares Jr
clinaresjr38172@apps.pusd.org

Password

Sign in

Need help?

Sign in with a different account

Class Websites

- Many teachers use Haiku as a class website with everything students need for school.

- Not ALL teachers use it, but it's a great way to keep up with student work.

How to Access Haiku

Step 1: Click the "More" link to access the Haiku Learning App

Step 2: Click on the "My Classes" tab to access the websites for each teacher's class

Students will have homework, projects, and course information for teachers that use this tool.
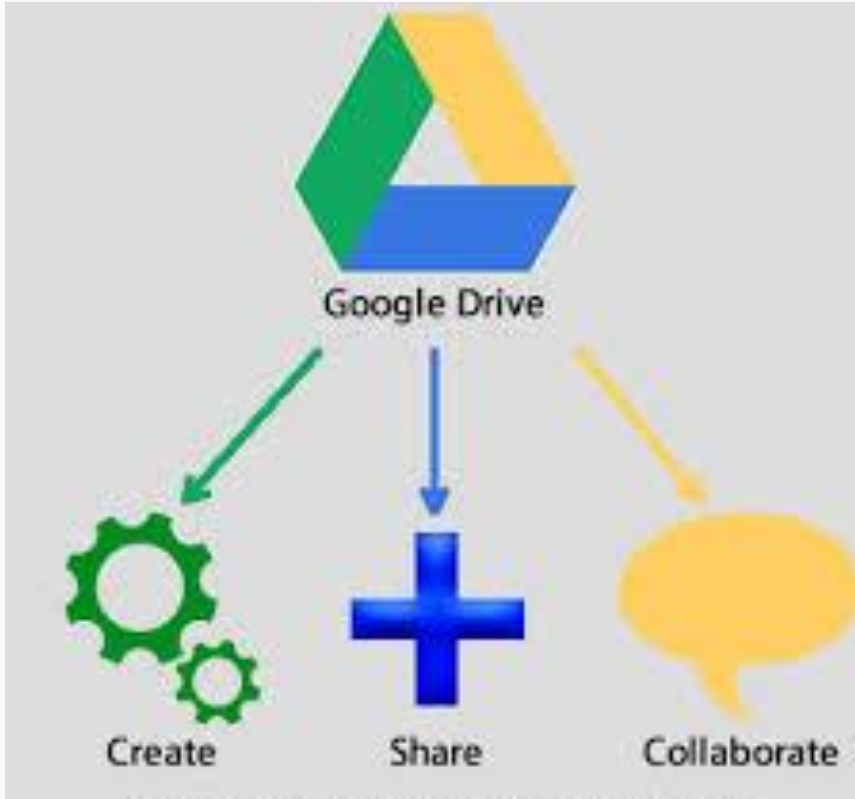
Google Drive
Write & Share Documents

- Google Drive allows you to save documents made with different programs in one place.

- You can make everything from a Word Document to a Drawing and save it as one big folder.

- This "cloud" drive lives online so everything is saved with a free 15GB of memory.

Docs Sheets Slides Forms Drawings

- **Create** documents for free
  - Save it as a Word document, PDF, and other formats too!
- **Share** them with any of your teachers
  - Need email address of teacher (Ex. first.last@apps.pusd.org)
- **Collaborate** with teachers and students on the document and in real time.

Google Drive

Create   Share   Collaborate

Google Docs

Write & Share Documents

- Write, share, and send documents for FREE!

- You can save them as a Word Document, Google Document, or PDF.

- They can be shared and worked on at the same time too - great for collaboration for group projects.

- GOOGLE SAVES EVERY 2 SECONDS - No need to save ever again!

How to Create a Document

Step 1: Click NEW and select the GOOGLE DOCS icon.

Step 2: Begin typing your document like you would using Microsoft Word.

Step 3: Rename your document by clicking the words "Untitled document" on the top left of the page.

Step 4: Go to the FILE tab and select "Download as…" and click Microsoft Word or PDF to save.

Step 5: The document will be downloaded and will show up at the bottom left side of your screen.
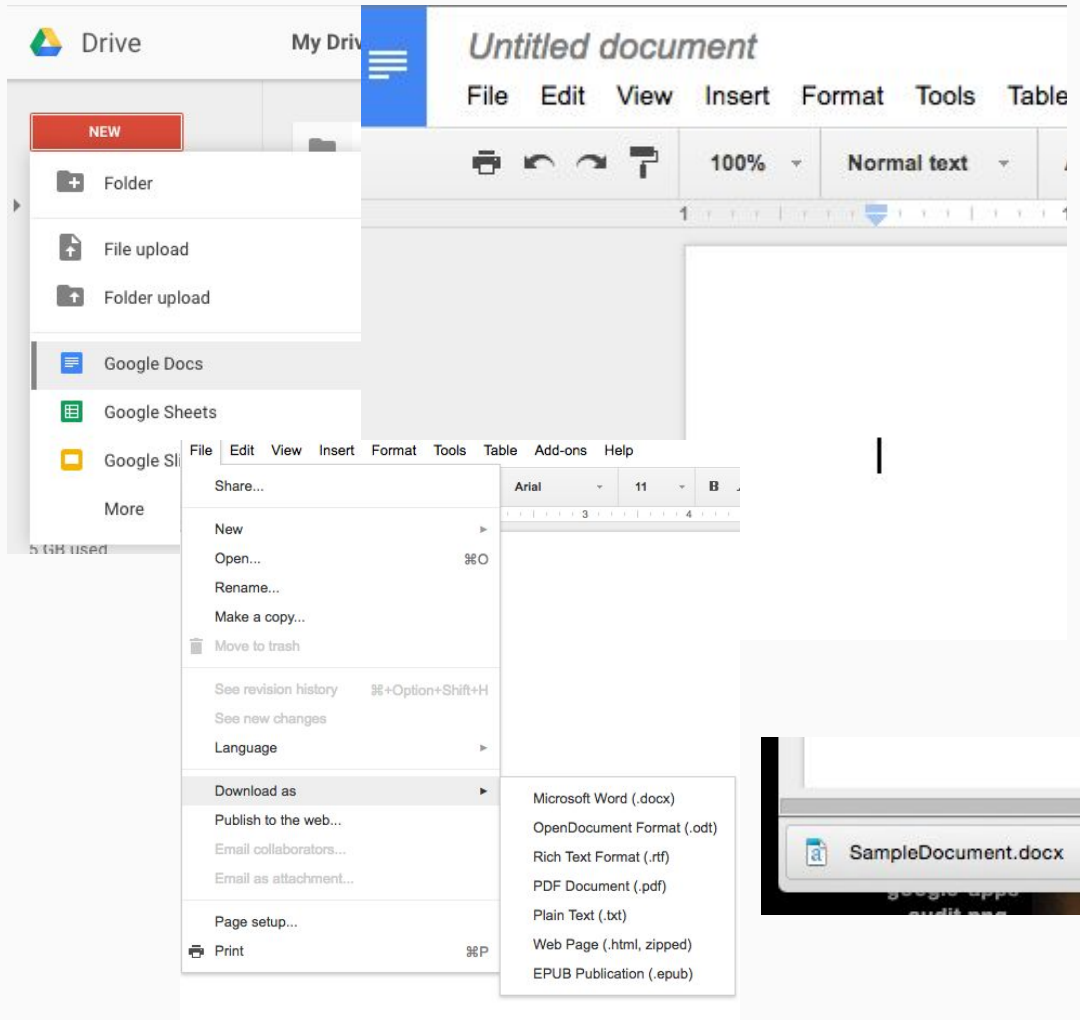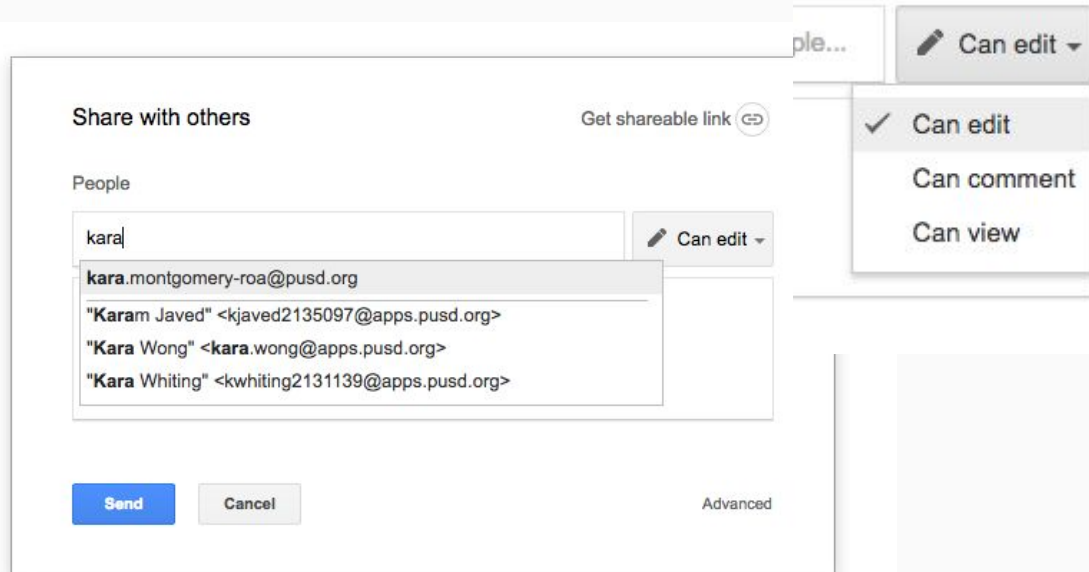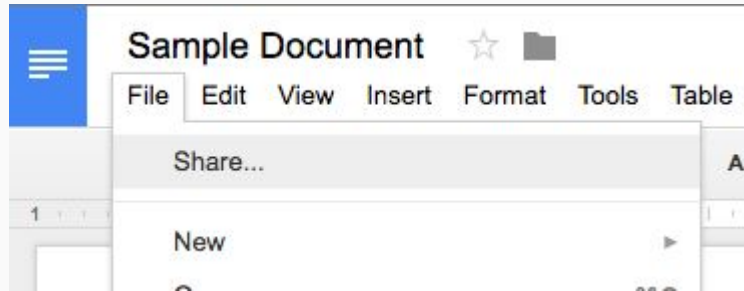
How to Send Document to Teacher?

Step 1: Click "Share" on the File tab

Step 2: Type in the teacher's email address: (first.last@apps.pusd.org)

Step 3: Select "Can Edit" so the teacher can type on the document and download with no problems.

Gmail

Email teachers & administrators

- Each student and teacher has a unique email address from PUSD.

- If students have questions or if YOU want to ask teachers about student progress, this is a great way to keep track of communication.

- Allows students to email assignments directly to teacher too!

How to Compose Email

Step 1: Click the "Compose" button to start a message

Step 2: Click the "To:" words to enter a teacher's email.
Ex. First.Last@apps.pusd.org

Step 3: Type a message in the body of the email with:

1. Student's name
2. Your question - include names of assignments if possible
3. Your contact information - If phone number - what's the best time to call.