Google Apps for Education – Quick Start Guide for Students

What is Google Apps for Education?

Student Email is provided as part of a wider set of tools called Google Apps for Education that the school is providing to all staff members and to all students. Some of the tools under Google Apps for Education are: an online space for storage and document editing (Google Drive & Docs), an online calendar (Google Calendar), and an online website creation tool (Google Sites). And of course, Google Apps for Education also includes your web email service (Google Mail, also known as Gmail).

Do I need to have software installed on my computer to use Google Apps for Education at home?

No. Google Apps for Education is a cloud-based solution. The only thing you need to access any of the services in Google Apps for Education (Drive & Docs, Calendar, Sites) is your browser (Internet Explorer, Chrome, Firefox, or Safari).

How Do I Login to Google Apps for Education?

We are fully integrated with Google, so your CCS credentials work on any Google page, including **www.google.com** which you can use as your login page for your CCS Google Apps for Education account (via the sign in button on the top right). Alternatively, you can login at the login page of each service (e.g. **drive.google.com** to access Google drive, or **mail.google.com** to access your email). If you are not sure where to log in, you can login with **http://drive.google.com/a/coaldalechristianschool.com** These "CCS" login pages will be made available on the school website.

What is my Google Apps for Education username and password?

You will use your school email address as the username and your school password as the password.

How can I use Google Apps for Education as a student?

Some examples include:

- Because it provides you with an official school email account, you can email your teachers using this email account (for example, if you have homework questions). Note: This is a professional email account, so it is only meant for school related communication.
- If you type your homework in Google Drive & Docs, you can "turn in" your homework online by "sharing" your homework with your teacher (ask your teacher if this is acceptable before submitting like this). Teachers might add comments online to your work that you can later review if you submit this way.
- You can work online together on a document with other students using Google Drive & Docs. Each member on a project group can edit a common document at the same time (e.g. a report that you are writing together). You and your teachers will be able to see who wrote what on the document by reviewing the "revision history" of the document.
- You can create online calendars to manage your time (for class work for example).
- You have a lot of storage in Google Drive. You can use that to store your school related files and access them from any computer or device with an Internet connection (similar to Dropbox).