

Google Account Instructions for Students - How to Sign In and Create New Files

1. First, open Google Chrome and go to **drive.google.com**
2. Your username is your **graduation year + firstname.lastname@scpsva.us**
 - a. so if your name is Sally Smith and you will graduate in 2017, your username is **17sally.smith@scpsva.us**
 - b. if you have a "Jr." or "III" after your last name, don't include it in your username
 - c. if you have two last names, or a hyphenated last name, include them both in your username (remove the hyphen)
 - d. so if your name is Sally Smith Jones, Sally Smith-Jones, or Sally Smith-Jones Jr., your username is **17sally.smithjones@scpsva.us**
3. Your password is based on your student ID number: **scps#####**, with your ID number instead of #####
 - a. so if Sally Smith's student number is 33333, her password is **scps33333**
4. Once you have logged in, you will be able to see all the files you have saved online; right now you won't have any files, so we need to create some!
5. Click on the red "CREATE" button on the left-hand side of the screen; from here, you can create a **document** for a paper or an essay (this is like Microsoft Word), a **presentation** for showing in class (this is like PowerPoint), a spreadsheet for tracking data, a drawing, etc. You can also create folders for organizing your work if you want.
 - a. When you're working on a file, all the changes will be automatically saved
 - b. Set a name for your file by clicking at the top left where it says "**Untitled Document**"
 - c. You can click "Tools" at the top and then "Spelling" to do a spell check on your essay after you are finished typing.
6. To share a file with someone else, check the box next to that file and then click the **gray button of a person with a plus sign (+)**.
 - a. Next, a small window will open with a link to your file and a place to type in the names of the people you want to share it with at the bottom.
 - b. Start typing someone's name at the bottom (like a teacher or another student), and Google will look it up in our school's address book.
 - c. Add as many people as you want to the list, then click "DONE"
 - d. This is a great way to turn in work to teachers without having to print anything!
7. You can also share a file that you are working on currently by clicking the blue "SHARE" button with a lock on it in the top right-hand corner of the window; after you do, just follow the steps above to select who you want to share it with.