

Using Google Drive with k12 account

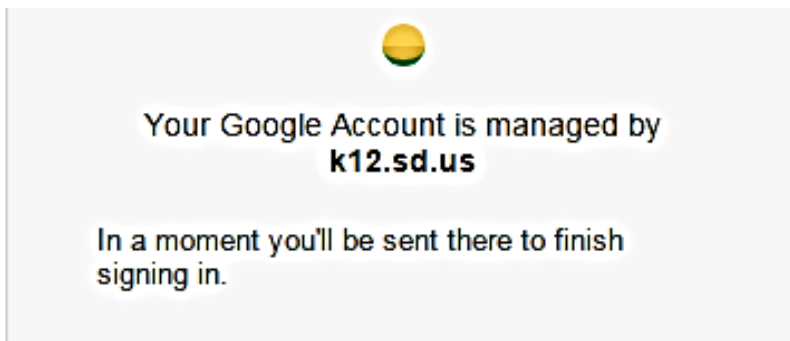
Open Google drive by clicking on <https://drive.google.com> You MUST use Google Chrome!



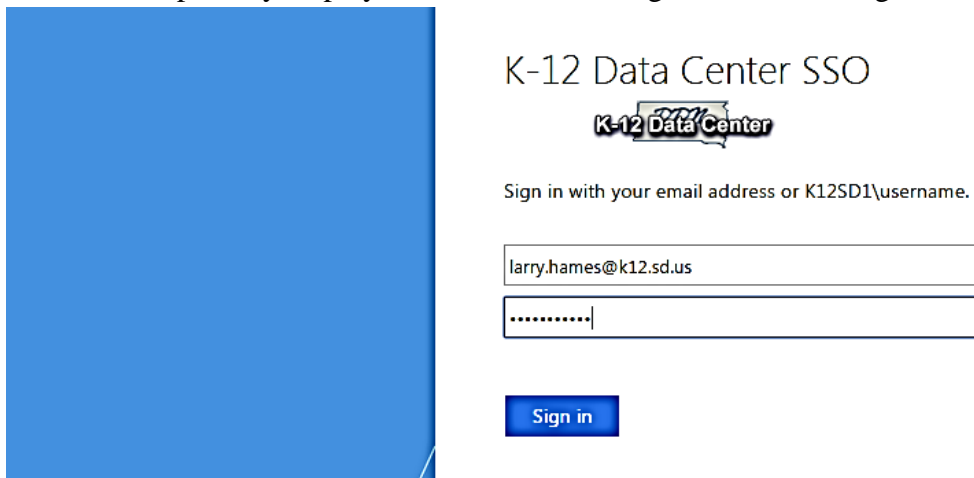
Click on "Add account"



Enter k12 email address and click "next"

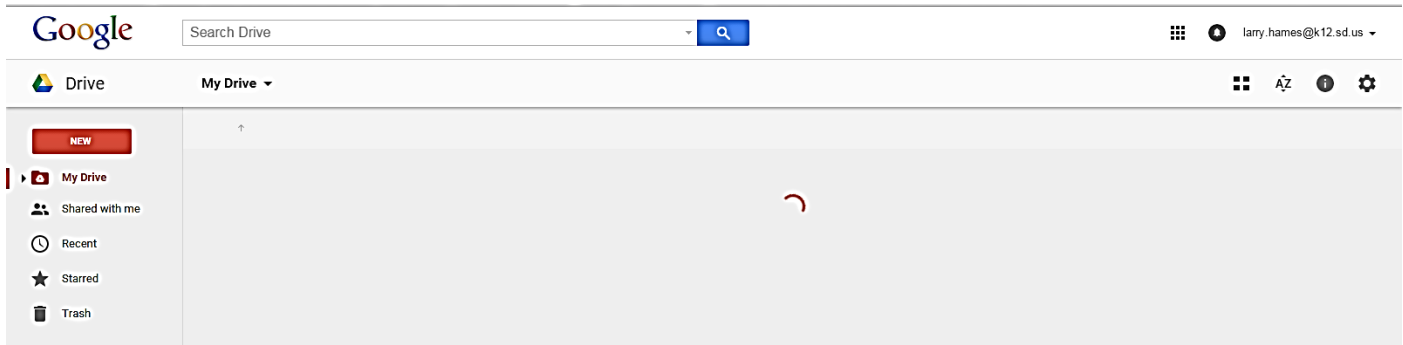


This will temporarily display and then it will change to the following

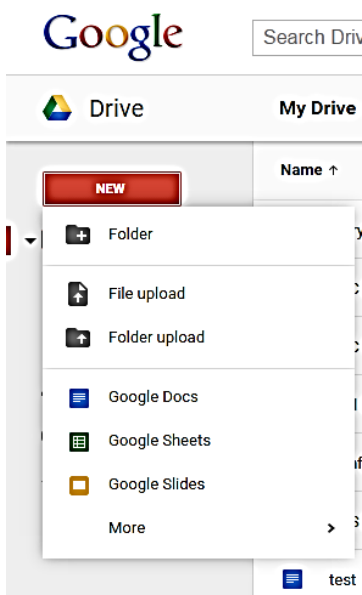


Enter your k12 address and password, and then click "Sign in"

Your Google Drive will display. You will see all your folders and documents and all the documents shared with you. You can click on them to open then view and modify. You DO NOT have to save. Every keystroke is saved instantly.



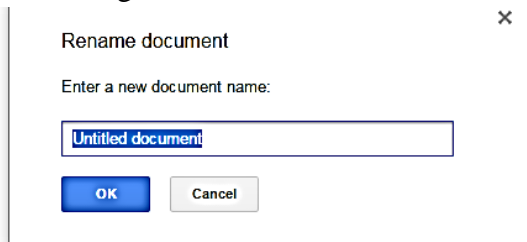
If you want to create upload or modify any folders or documents simply click on “NEW”. The following will display.



Click on the appropriate function and you can now upload files or folders and create new documents.





If you create a new document the first step is to give it a name. To do this simply click on “Untitled Document” and give it a name, then click “OK”



Helpful hints for using Google Doc's.

Open Google drive by clicking on <https://drive.google.com> You MUST use Google Chrome!

- This will take you to Google Accounts to log in. Log into Google with your @k12.sd.us account if school or your @yanktoncatholic.org account.
- If you are K12, you will now be prompted to log into the K12 Data Center SSO. Sign in with your @k12.sd.us email address. Click on “Enter”. Skip this step if @yanktoncatholic.org.
- You will now be directed to your Google Docs “Cloud” folder. You will be able to see all of your “Cloud” docs.
- **ONLY REQUIRED THE FIRST TIME.** Click  on the icon on the upper right. Select “Settings” then check the box that says “convert uploaded files to Google docs editor format”, then “Done”.
- Now all your folders are displayed. You can create new folders and files by clicking on NEW – then select Folder or File. If you create a new file, the appropriate App (Docs, Sheets, Slides, Forms or Slides) will open in a new Chrome tab.
- The first thing to do with a new doc is to give it a meaningful name. Do this by clicking on the title which will display “Untitled Document”. When you click on it you will get a prompt to give it a new name. Enter a new name and it will change the title on the top. If you have folders a picture of a folder will display next to the name. Click on this folder and select the folder you want to store your document in then click “move”.
- As you create and update your new document it constantly saves it. There isn't even a file save option. After you are done, simply close the Chrome tab. You can verify the document is in your Google drive by viewing the files in your folders in your Google drive. You should now see the document you created.
- You can always move any file from one folder to another by just a drag and drop while you are in your Google drive.
- You can always get back to your main Google drive by clicking on  to see all your files and folders, including files that other people have shared with you, click on (upper left) and select Google Drive.

- You can add files from your PC or USB drive to your Google Drive. The files on your PC or USB were probably created by Office. Office files (.docx, .xlsx, .pptx) or Adobe files (.pdf) can be moved to your Google Drive with a simple drag and drop. An option has been set in Google Docs that will always convert the Office files to Google doc files. The advantage of this is all the tools and options available in Google Docs will be available as the document is modified. To avoid duplication it would then be best to delete the Office file from your PC or USB, or the other option, would be to move the “uploaded” documents into a new folder on your PC with a name like “Uploaded to Google Docs”. This would then be a backup only; since the main document is now located in your Google Drive. A good way to do this is to resize your Google Drive display to use ½ of your screen, then open “Windows Explorer”, and have it display on the other ½ of your screen. Now just drag and drop from Windows Explorer to Google Drive.
- Want to have the document back on your PC to edit or share in Office? To do this, right click and select on file then “Download”. The file will then download to your “Download” folder on your PC.
- Sharing: You can share any of your files with other people. Simply right click and select “Share”. There will be a popup that will allow you to enter e-mail addresses for individuals you want to share this document with. Enter the e-mail addresses then select the options they will have with the document. The options are to “edit” or “Comment” or “View”.
- If sharing with a large group there is an option to get a link which you can share with the group by sending them a link by e-mail. Select the advanced option and you will get a popup. You will see a link highlighted. Right click on the highlighted link and select “copy”. Next, select the appropriate option listed below.
 - **On** - Public on the web
Anyone on the Internet can find and access. No sign-in required. **Use with caution.**
 - **On** - Anyone with the link
Anyone who has the link can access. No sign-in required. **Possible use would be for sharing with all parents.**
 - **On** - State of South Dakota K-12 Data Center
Anyone at State of South Dakota K-12 Data Center can find and access.
 - **On** - Anyone at State of South Dakota K-12 Data Center with the link
Anyone at State of South Dakota K-12 Data Center who has the link can access. **Possible use would be for sharing with the Sacred Heart staff or student groups.**
 - **Off** - Specific people
Shared with specific people. **Use this option if you changed your mind and want to go back to specific e-mail addresses.**
- After deciding who to share the document with, select the option to allow them to either “edit” or “Comment” or “View”.
- If you selected to share to a Sacred Heart School group, open a new e-mail and paste the link into the body of the link. The link was placed on your clipboard when you selected the “advanced” option and

right clicked on the highlighted link. Simply paste it in the e-mail body and enter a space at the end of the link. This will turn it into a link that can be clicked on when the email is received.

Following these steps will allow you to view and edit all the files on your Google Drive from any PC or Chromebook that has internet access!