

Google for Education

An introduction to G Suite for Students





Digital Induction Objectives:

- To be able to use Chrome, Drive & Classroom to enhance your learning
- To know which G Suite apps are used most often at HSDC
- To be confident that you can learn online as well as in class!



G Suite

Log on

You should have been sent (to your personal email) a password to be able to log on to the college computers

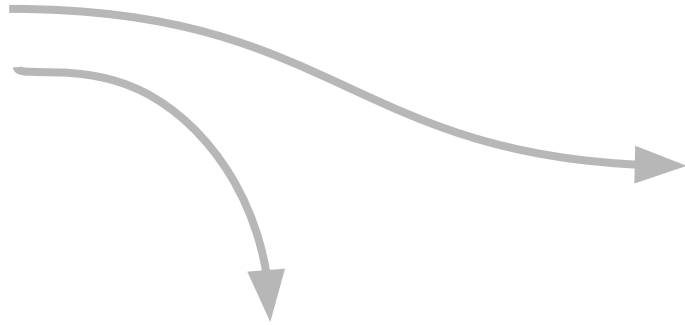
If not you will need to come and see me to take a photo of your password

To log on for the first time you will need your college email address e.g. sb007007@student.hsdac.ac.uk and the password.

Follow the instructions to change your password



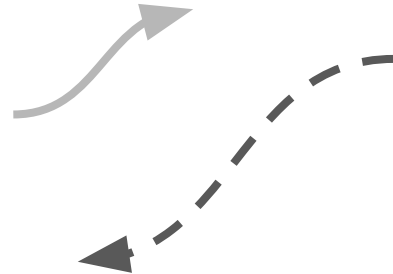
chrome



Google Drive



Google Classroom



Google Chrome Browser:



Key points:

- **Internet Browser** - best to use with all G Suite applications
- **Sign in** - to mirror desktop across all devices (using college login)
- **Bookmarks** - aid access to favourite web pages (click the star on the right edge of the address bar)
- **Add-ons** - sometimes needed to use and access certain features (e.g. Kaizena, Screencastify)

Download Chrome for your device here <https://www.google.com/chrome/>

Task: Open Google Chrome and Sign in with your college credentials. Next, bookmark your college email by visiting www.hsdac.ac.uk and any other sites you think you may need, use or want.

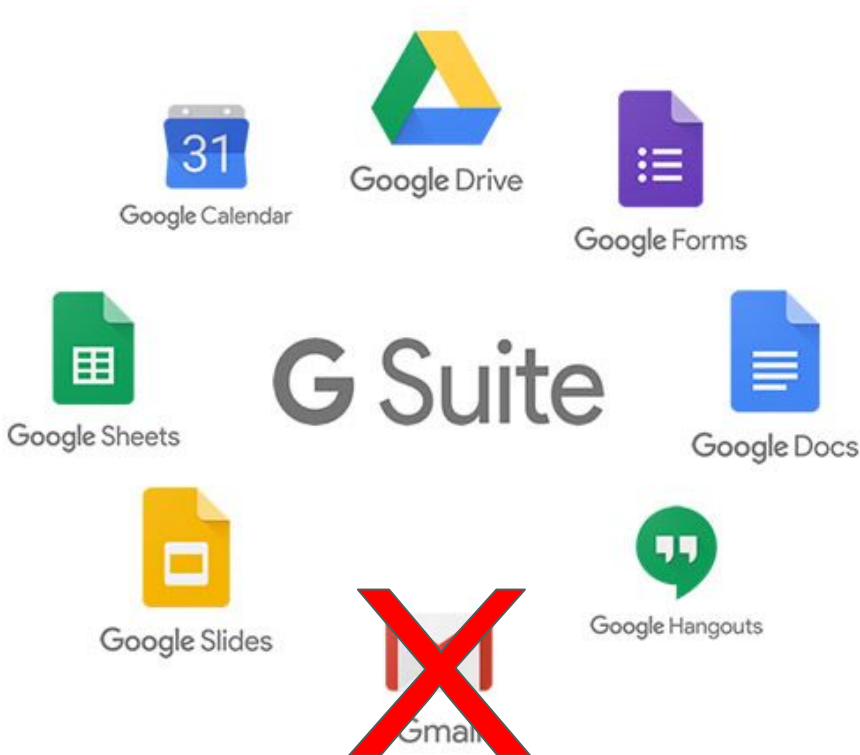
Need Help? Click [HERE](#)

G Suite Apps:

Your teachers may use...

- [Google Docs](#) for written work
- [Google Slides](#) for presenting
- [Google Sheets](#) for data
- [Google Forms](#) for quizzes
- [Google Hangouts](#) for a chat
- [Google Meet](#) for video lessons


Docs, Slides, & Sheets will save to Google drive automatically. Forms require you to submit your response.



Google Drive



Key points:

- **Create** - new docs, sheets, slides, forms etc.
- **Cloud Storage** - all new documents saved in drive automatically
- **Upload** - transfer current files into drive by clicking  (You can automatically convert to Google version in settings)
- **Download** - convert into Microsoft versions, pdf, print
- **Share** - All files & folders can be shared/added to classrooms

Task: Go to <https://www.google.com/drive/> or use the waffle menu to access your college drive and explore the functions and where to find stuff and set up at least 1 folder to help organise your files

Group Task



Google Docs

- One person will create and title a google document and edit it with their name and an interesting fact about themselves
- They will then share it with one other person in the group who will then add their name and interesting fact before sharing with someone different
- This needs to be done until everybody has shared and completed the Doc
- The final person shares it with me
- You will need to read everyone's interesting fact as I will be asking you questions on it afterwards in order for you to get to know everyone

Google Classroom




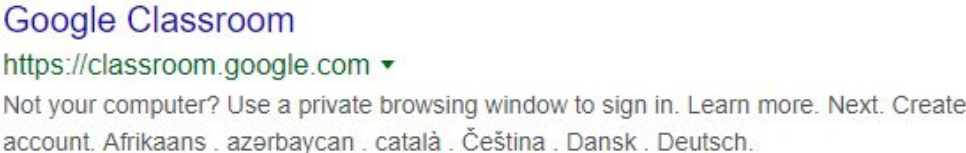




Key points:

- **Create** - your teachers will have their own individual classrooms
- **Share** - resources (videos, quizzes, presentations, worksheets)
- **Communicate** - students and staff can comment on posts/work
- **Blended Learning** - working in class and anytime, anywhere
- **Assessment** - assignments can be set, submitted and marked online
- **Feedback** - written, audio or visual feedback - paperless!




Join a classroom here <https://classroom.google.com> or use the waffle menu

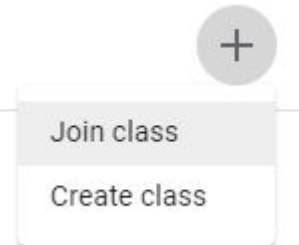
How do I sign in to Classroom?

1. Search   
2. Click on the first search result:


Google Classroom
<https://classroom.google.com> ▼
Not your computer? Use a private browsing window to sign in. Learn more. Next. Create account. Afrikaans . azərbaycan . català . Čeština . Dansk . Deutsch .
3. Click  (and sign in using your college credentials)
4. Select your role as 'I'm a student'


Pick your role

 I'M A STUDENT	 I'M A TEACHER
---	--
5. Click the  button on the top right of the screen and select
6. Enter the code from your teacher...



Google Classroom Task



Google Classroom

- Pull an action card out of the mystery bag which will give you an action to complete in google classroom (e.g. find and post a link to a useful A & P website or links to university open days)
- All the actions are different and related to your course in some way and will help you begin to use and understand how Google classroom can be used to communicate with everyone
- You must all then follow up on two posts of your choice by commenting and replying to them, one publicly and one privately

Google Classroom Task: Assignment Submission



Google Classroom
Assignment

- Find the assignment set to you in the classroom section
- Watch the Personal statement help video contained within it
- Follow the instructions and complete the task within the assignment surrounding transferable skills and qualities (***remember it saves automatically***)
- Submit through the hand in button once complete (***this is how you will hand in all your work this year***)

Takeaway Task



- In the induction day classroom you will find all of today's powerpoints as well as a google form for you to answer surrounding your induction and any questions you may have
- Your responses will only be seen by staff members
- Please answer honestly and fully and write in full sentences where required. Avoid one word answers
- Remember to submit your response when complete as it does not save automatically



Classroom 101

Google for Education

A few things for you to remember...

1. **Downloading the Google Classroom App is a good idea with notifications on to receive key messages from your teachers**
2. **You can start a discussion about something interesting in the 'Stream'**
3. **The 'Classwork' section is for all course materials and assignments**
4. **In 'People' you can see teachers and students in the classroom. You may find emailing your teacher useful if you need help!**
5. **You may wish to purchase a Chromebook for £12 per month...**

Find out more at: hsrc.ac.uk/get-digital