

Teachers Accounts

URL	Username	Password
Google www.google.com	Entire CMS Email Address Ex. john.doe@cms.k12.nc.us	Cm\$XXXXX (last 5 SSN) until you change it

Google

For Staff

All CMS staff have access a Google Apps for Education (GAFE) account that is already set up.
To access the account:

1. Go to www.google.com (use Firefox or Chrome when using the school network)
2. Click on the sign in icon in the upper right corner
3. Use your entire CMS email address as your login ID
4. Use Cm\$##### (the last 5 digits of your SSN)
5. Click sign in
 - o The new password is Cm\$2013
 - o Please reset your password after logging in

Student Account

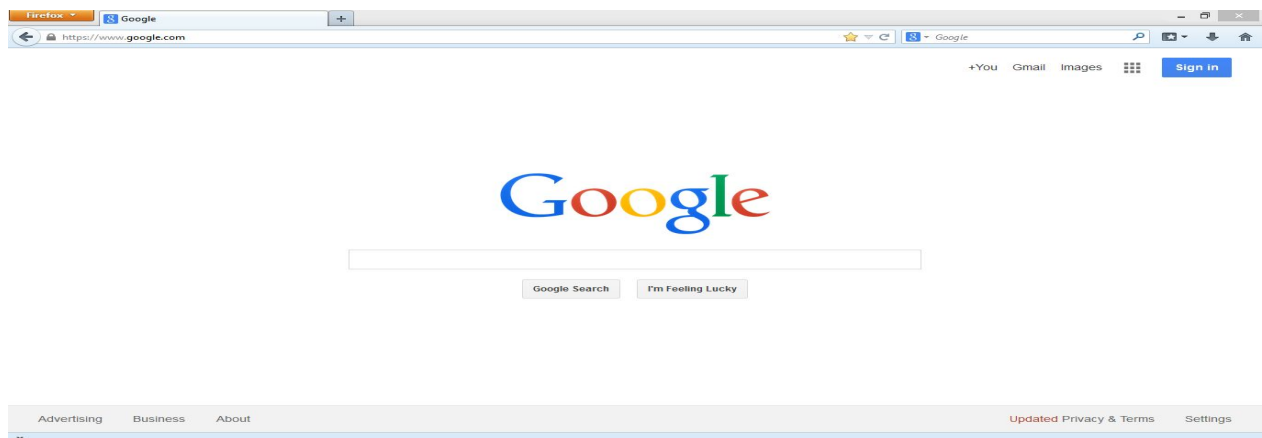
URL	Username	Password
CMS Google Log-In www.google.com	12345678@ student.cms.k12.nc.us student ID number	YYMMDD (eg. 980225)

For students to access their account:

1. Go to www.google.com (use Firefox or Chrome when using the school network)
2. Click on the sign in icon in the upper right corner
3. Use 12345678@student.cms.k12.nc.us (studentid#@student.cms.k12.nc.us) as the login ID
4. Use YYMMDD (Birthday in year, month, day order) as the password

Getting Started

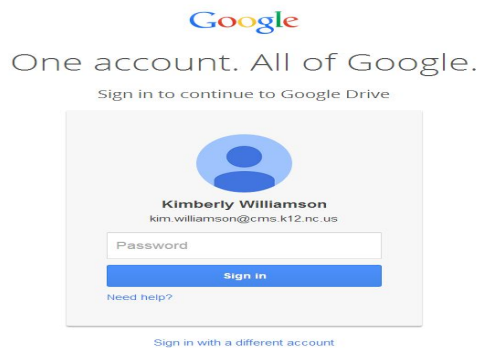
Step 1: Use Firefox or Google Chrome as your Internet browser, go to google.com. Click sign in.



Step 2: Click to access the Google Drive feature to be used



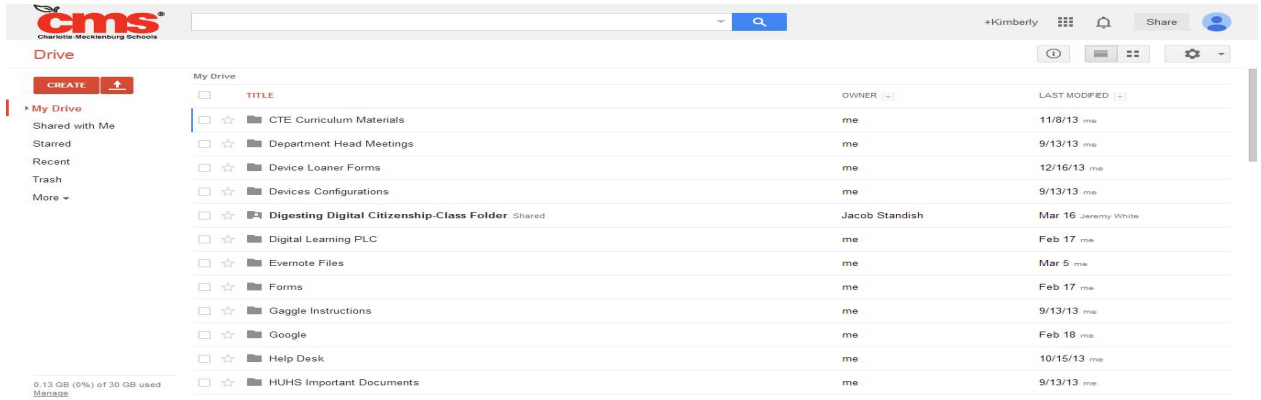
Step 3: Sign in to access or activate your CMS managed GAFE account.



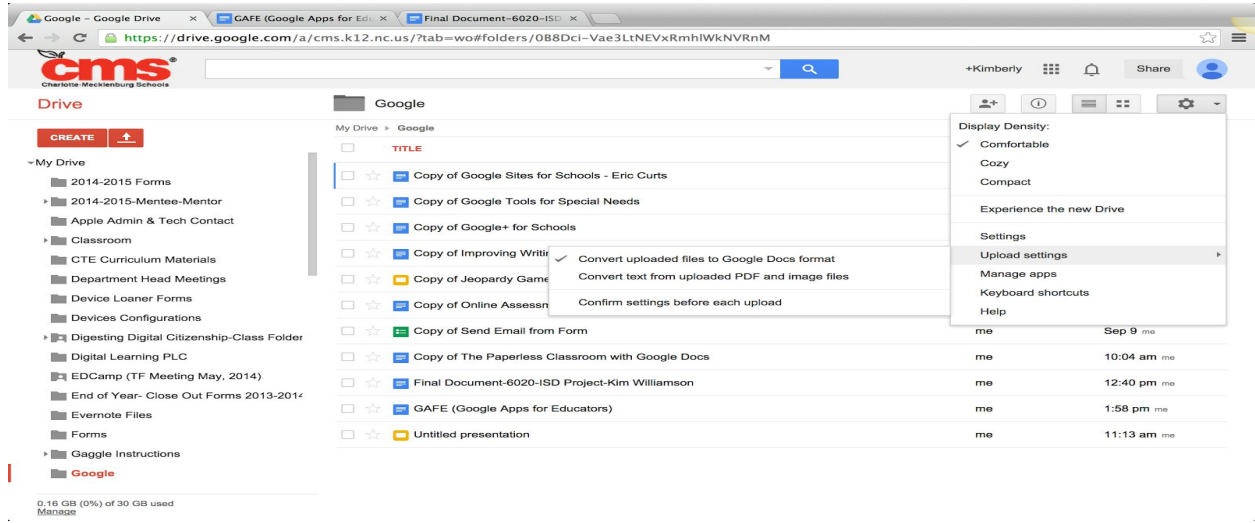
Step 4: Explain the features of Google drive on the left panel:

- My drive

(Note: No screenshot necessary. Instructor will explain each of the of the menu items.)



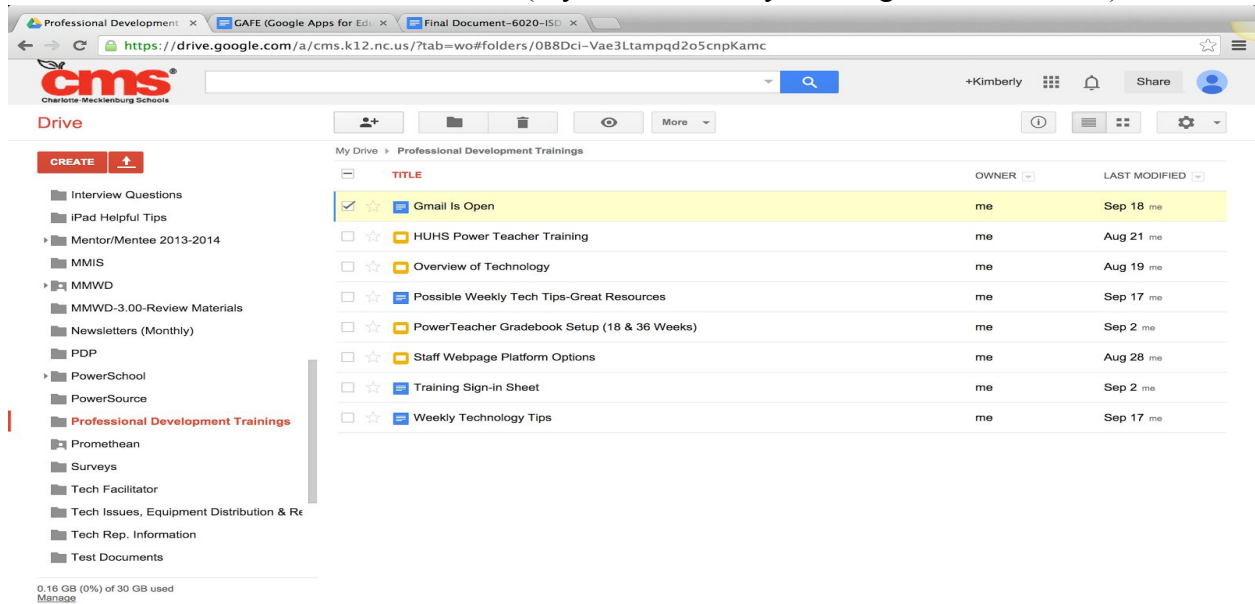
***Before you upload files make sure that check the upload settings to see if it is set to convert the files over to correct Google format.**



Step 5: Uploading and Sharing files:

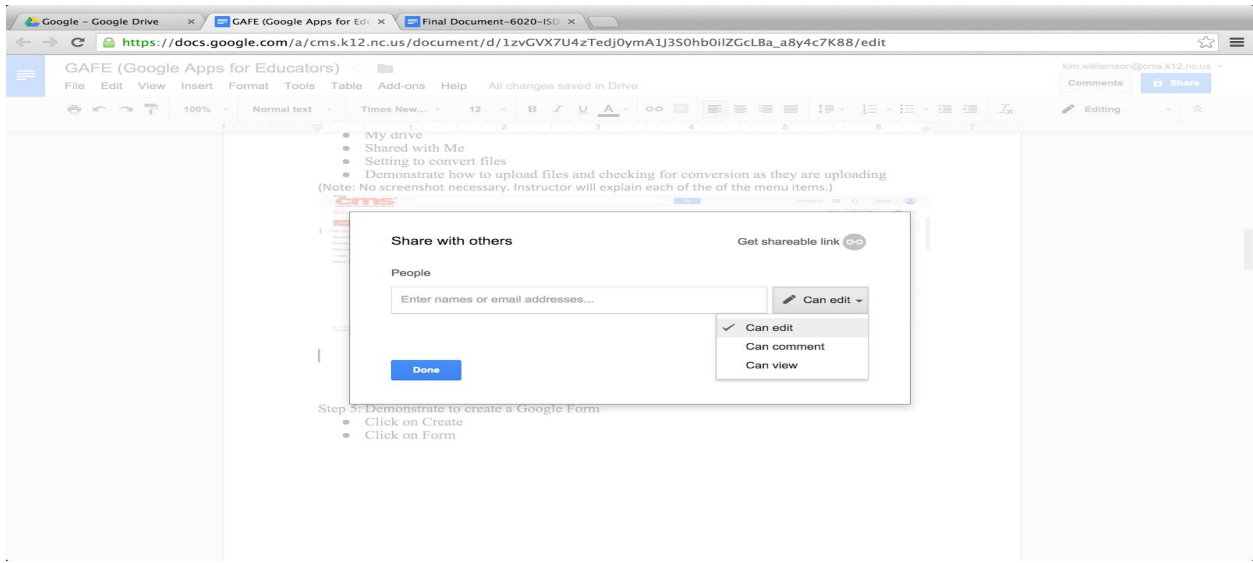
- **Uploading files**
 1. Click on arrow beside create
 2. Click on Files or Folder
 3. (* Note to upload folder you must be working in Google Chrome).

- **Sharing files** (Documents, Presentations, Spreadsheets, Forms)
- Put a check in the box beside the file and click on the little person or right then click share or Click on File then share (if you are currently working in the document)



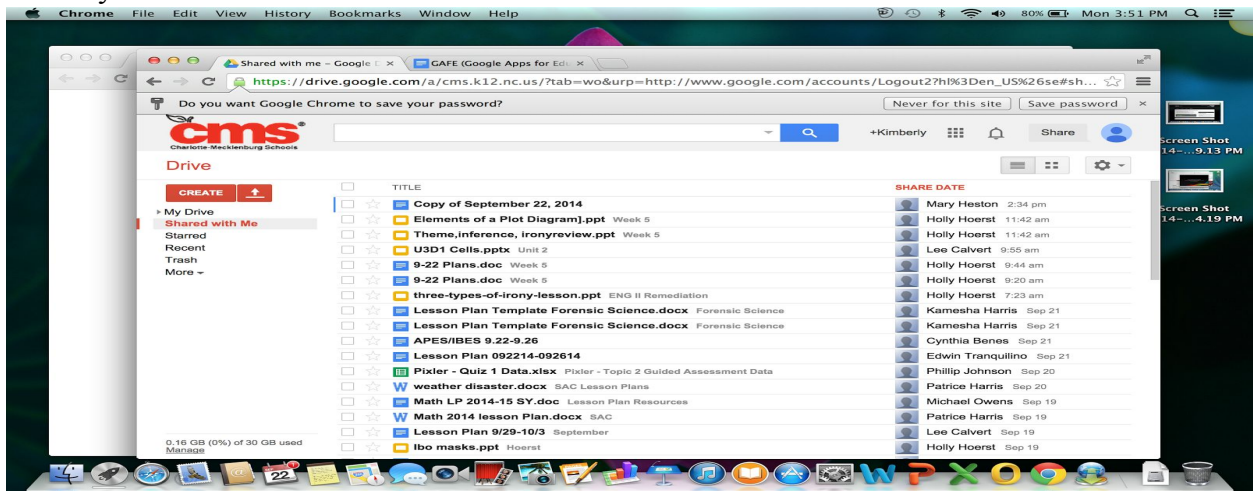
- **Sharing Options** (3 available)
 1. Can Edit
 2. Can Comment

3. Can View



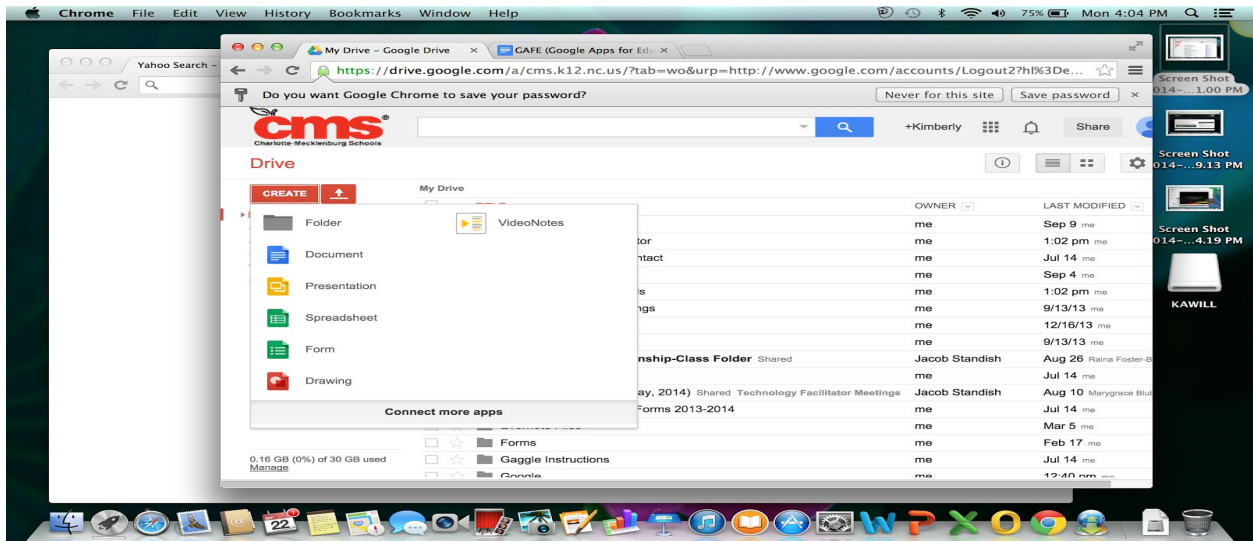
Step 6: Explain the features of Shared with Me:

- Shared with Me
These files can be moved to your (My Drive). Once they are moved to my drive you can delete the file out of your shared with me files. The files are not completely gone until you delete them out the trash.

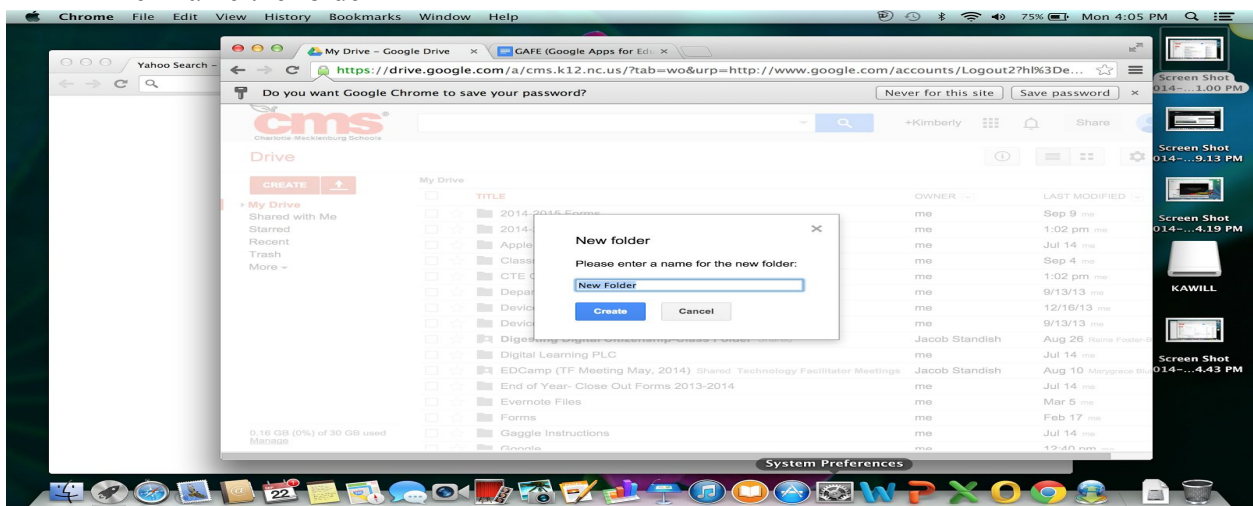


Step 7: Explain the features of Creating Folders:

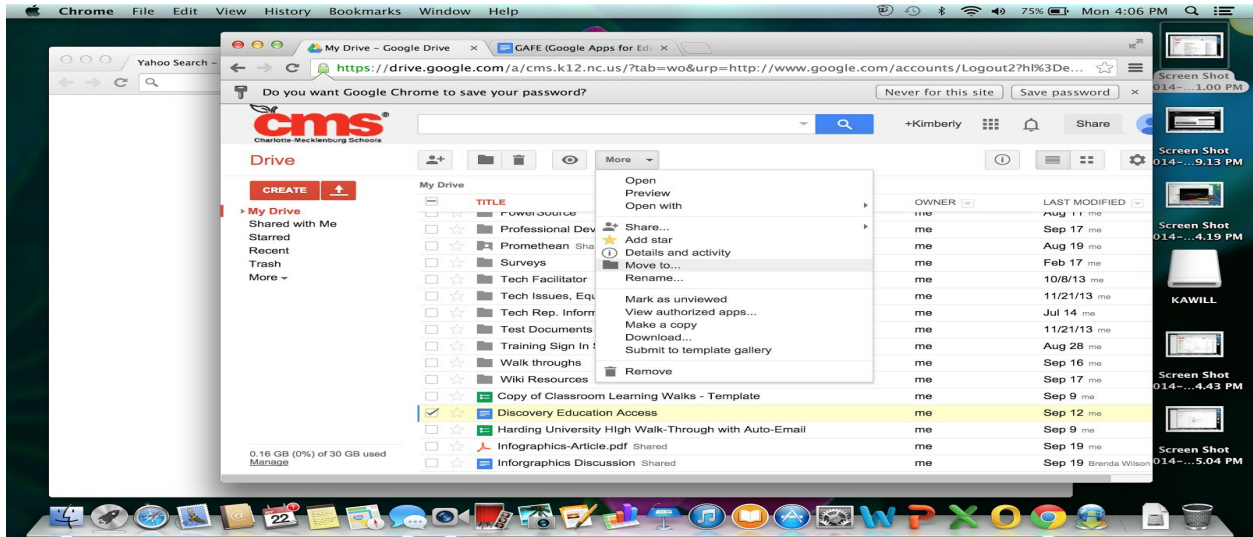
- Click on create
- Then click folder



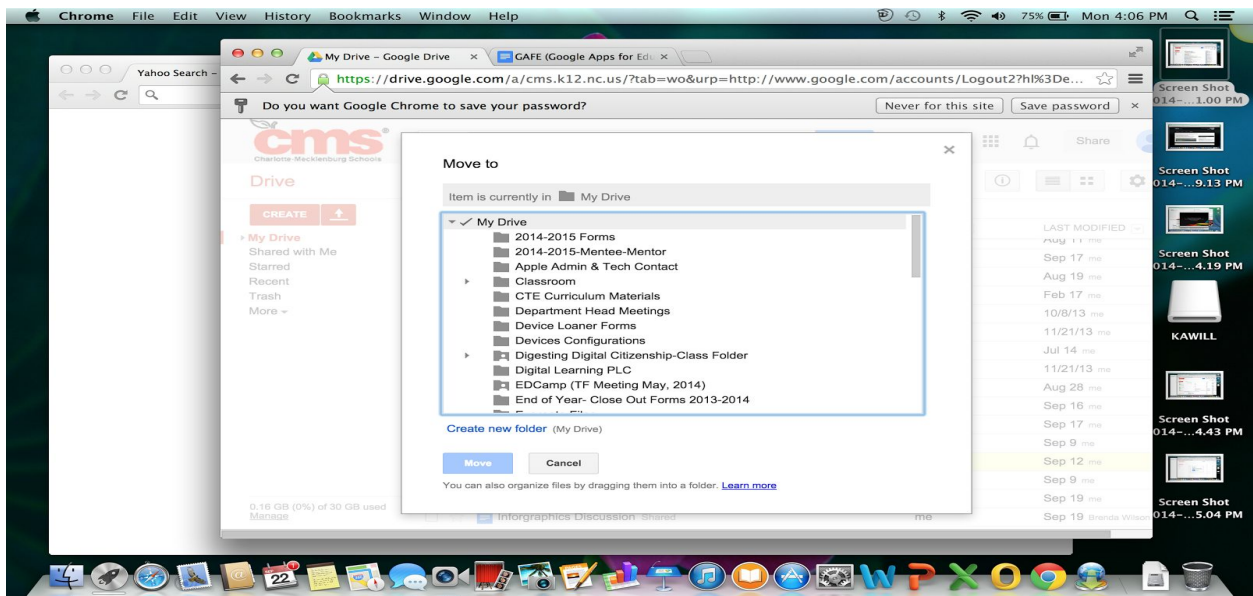
- Then name the folder



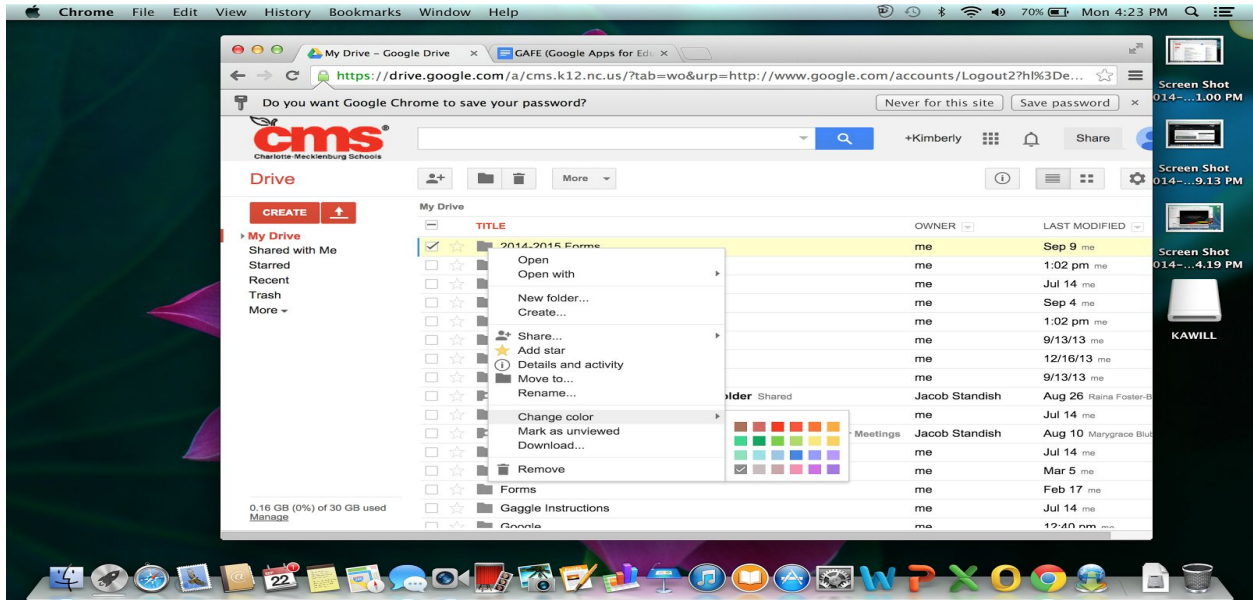
- Moving a file into a folder
 1. Put a check in the box in front of the file
 2. Then click on the drop down arrow by more of right click to get a drop down list.



3. Then choose the folder you want the file to go in and click move.

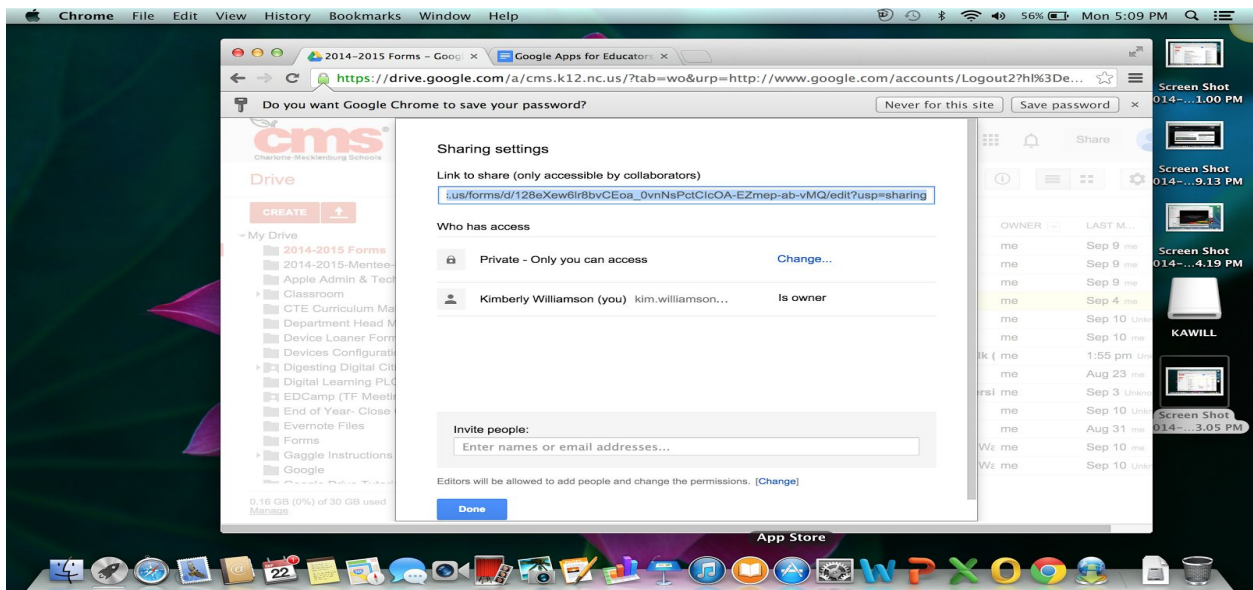


- **Sharing Folders**
 - *See the steps for sharing files in Step 5. The steps are the same except you would be sharing folders.
- **Change Folder Color**
 1. Put a check in the box in front of the folder you want to change the folder for
 2. Then click on the drop down arrow by more or right click to get a drop down list.

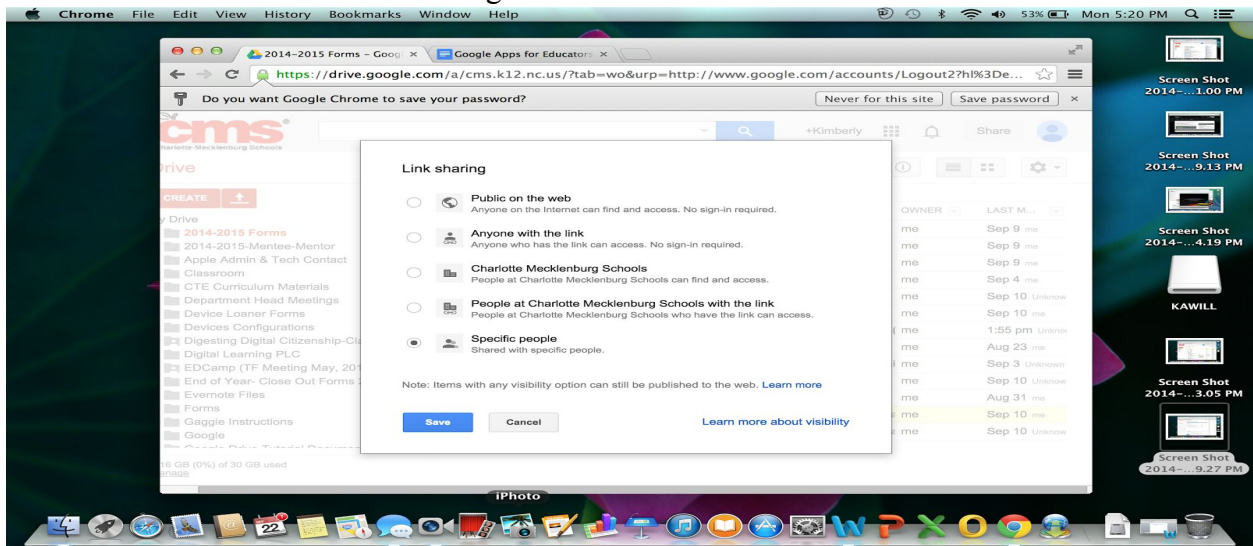


Step 8: Demonstrate Sharing a Link

- Put a check in the box in front of the file you want the link for.
- Then click on share or right click to get the drop down list.
- The click CTRL + C and copy the link. The paste the link in an email and send it out to who you want to access the link
- You can change the access level of the link you are sharing by clicking change.

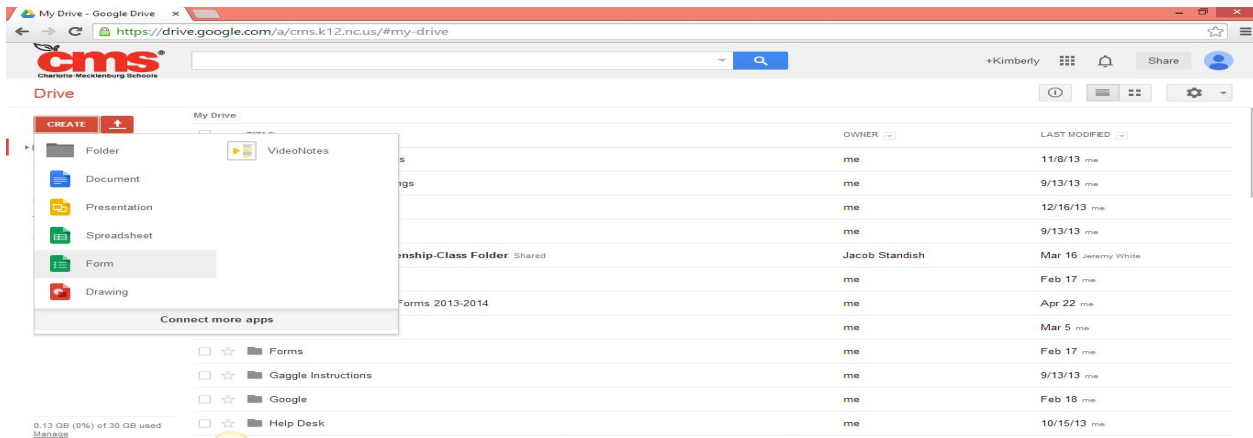


- List of access levels for sharing

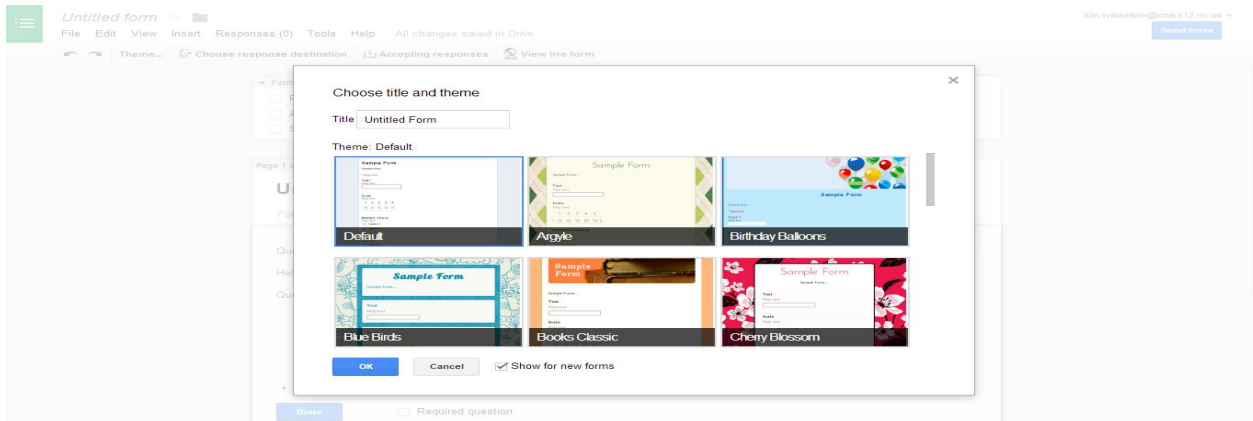


Step 9: Demonstrate to create a Google Form

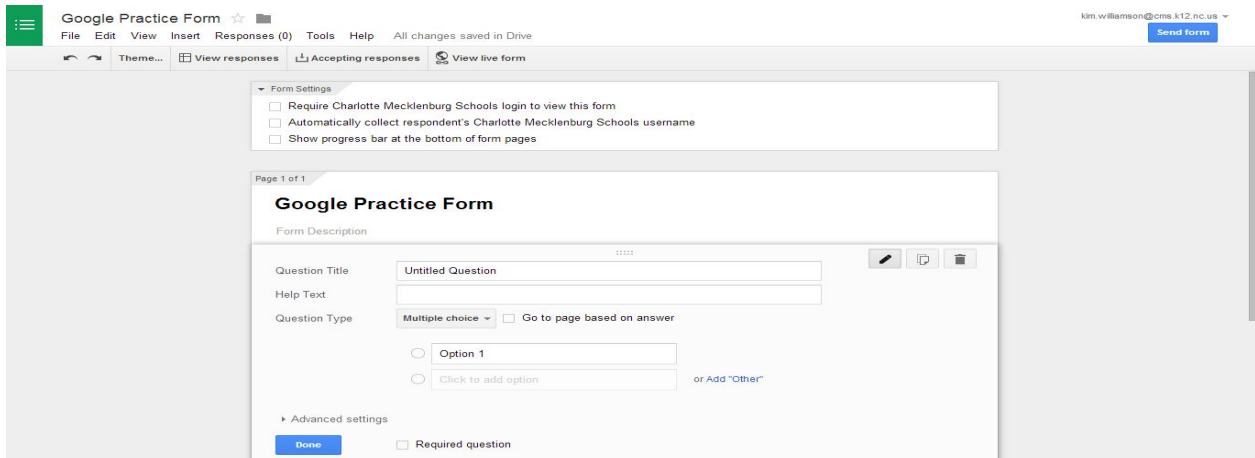
- Click on Create
- Click on Form



- Choose the theme and title the Form

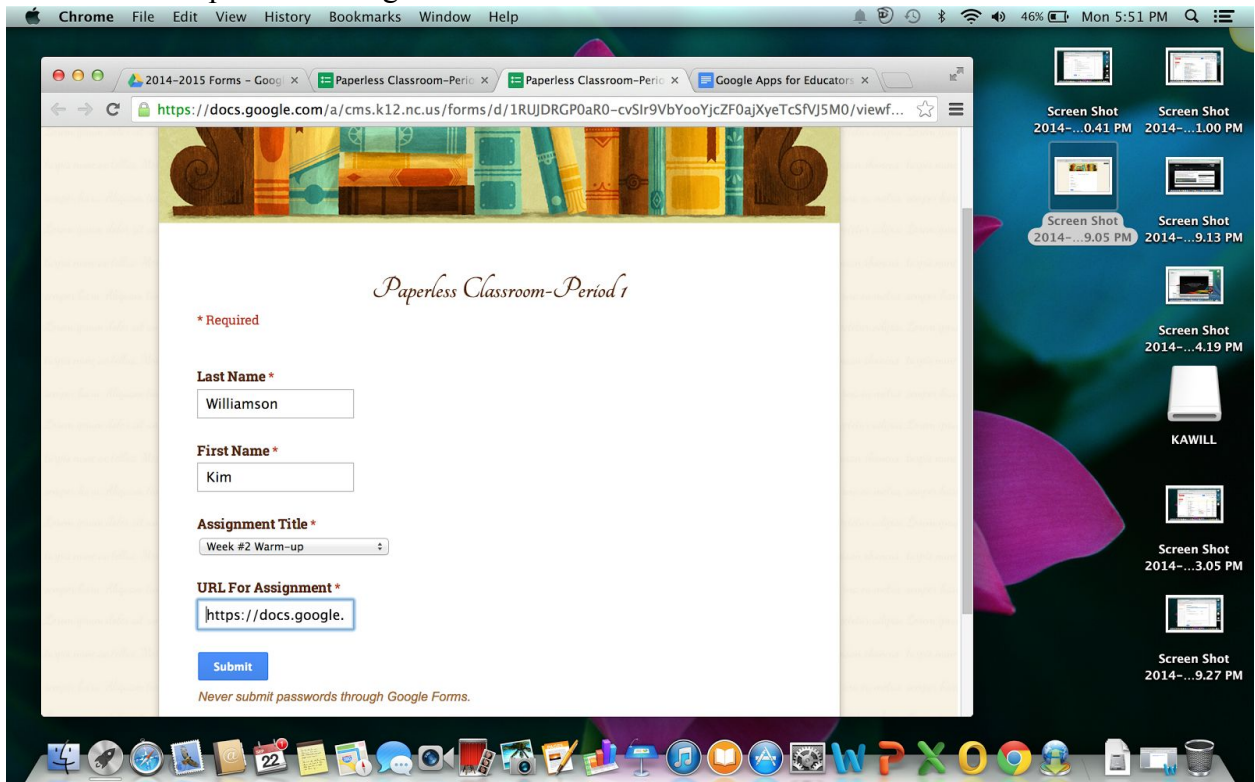


- Explain the various question types
- Click done



Paperless Classroom:

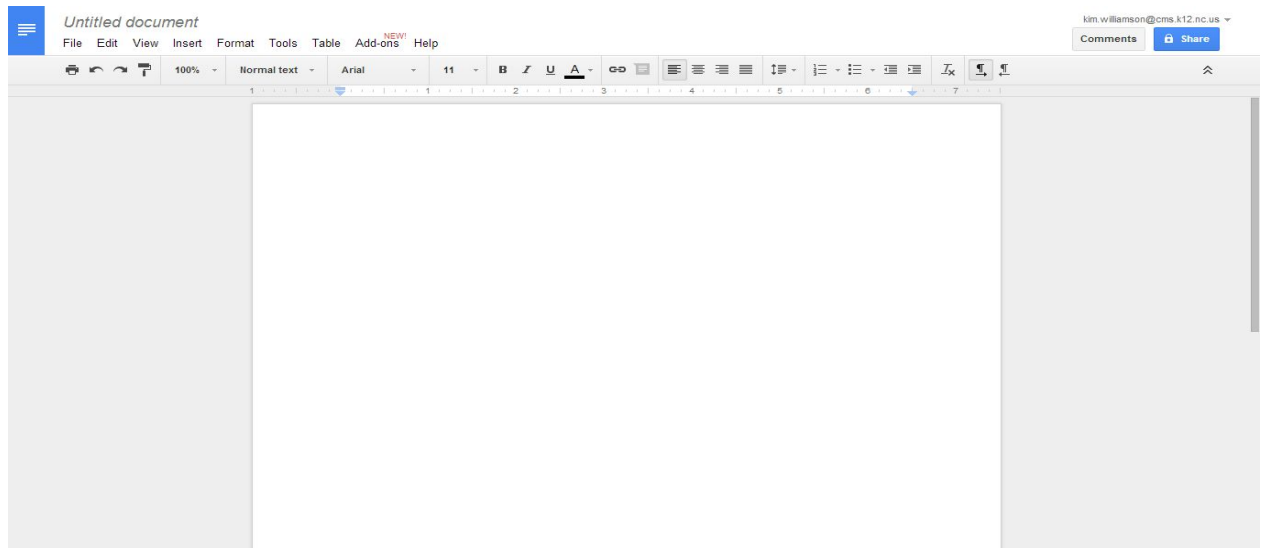
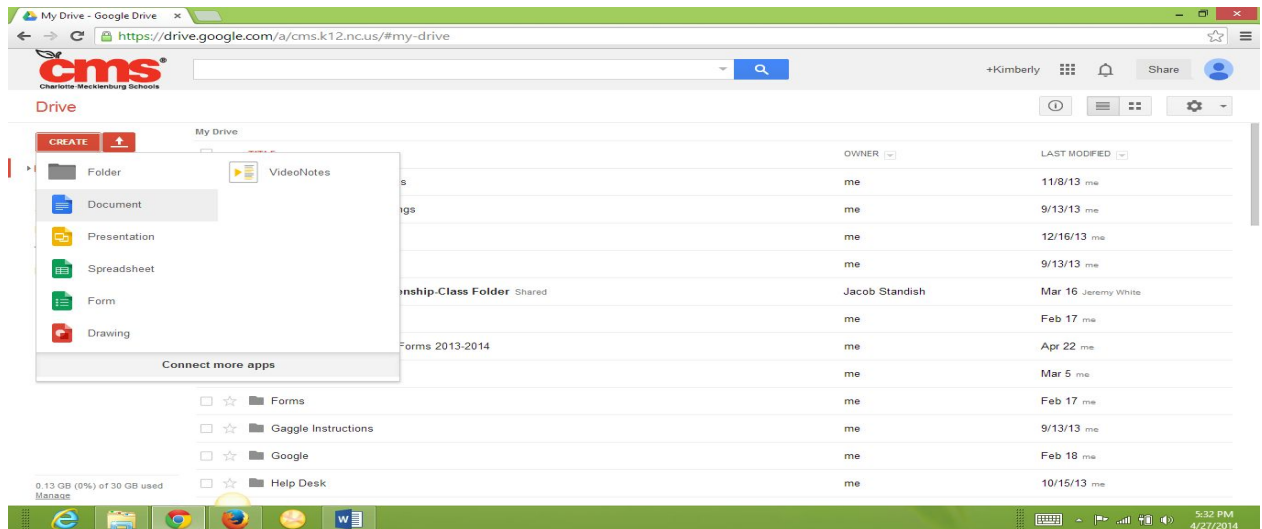
1. Create Form (You might want to create a form for each Block or Class Period to keep things organized).
2. Share the URL link with your students
3. Have the student to complete the require assignment in Google Documents, Spreadsheets or Presentations.
4. Once they complete the assignment they need to complete the Form that you created
5. See Sample Form Image Below:



6. All their submissions will be recorded in your responses spreadsheet for the form you created. You can add columns at the end of the spreadsheet to record grades, notes etc.
7. You can click on the URL that each student submitted and make comments, check revisions history, etc.

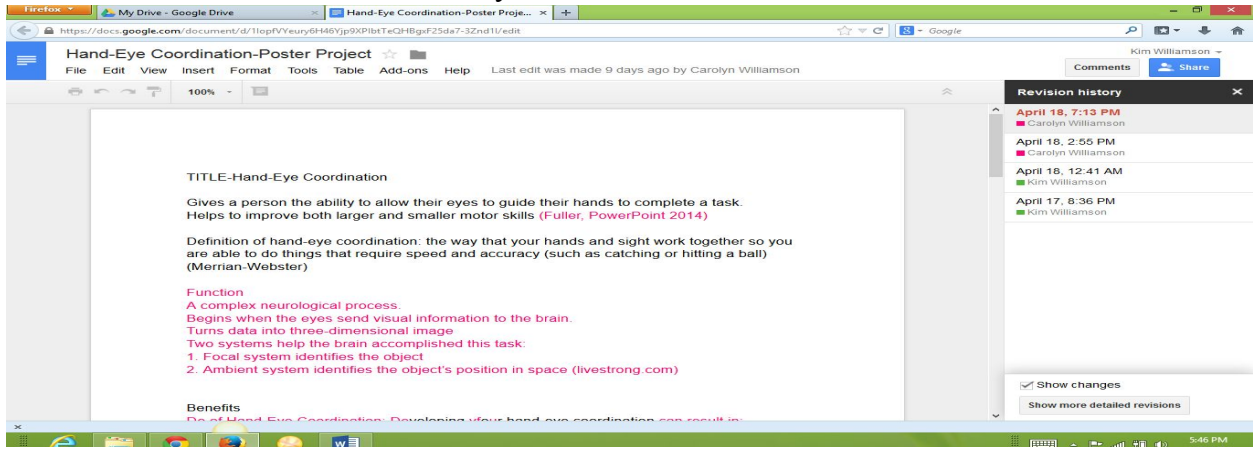
Step 10: Demonstrate to create a Google Document

- Click on Create
- Click on Document



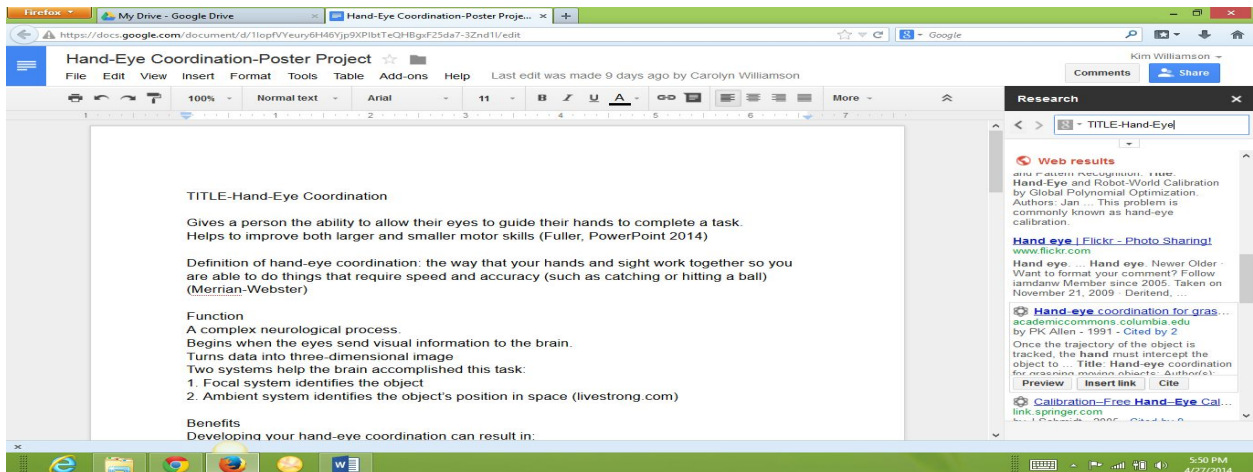
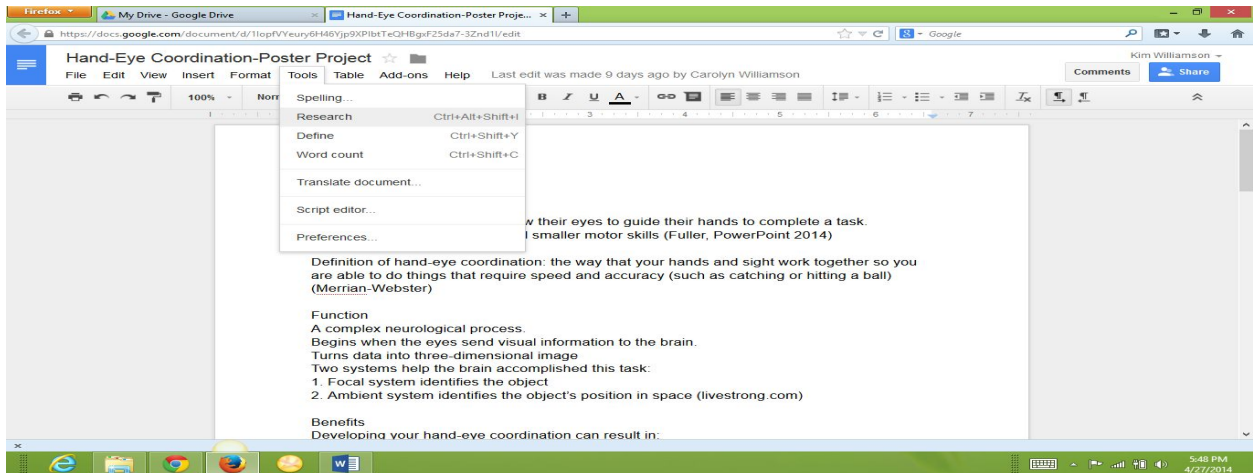
Step 11: Explain features of Google document

- Revision History
 - Click on File
 - Click on revision history

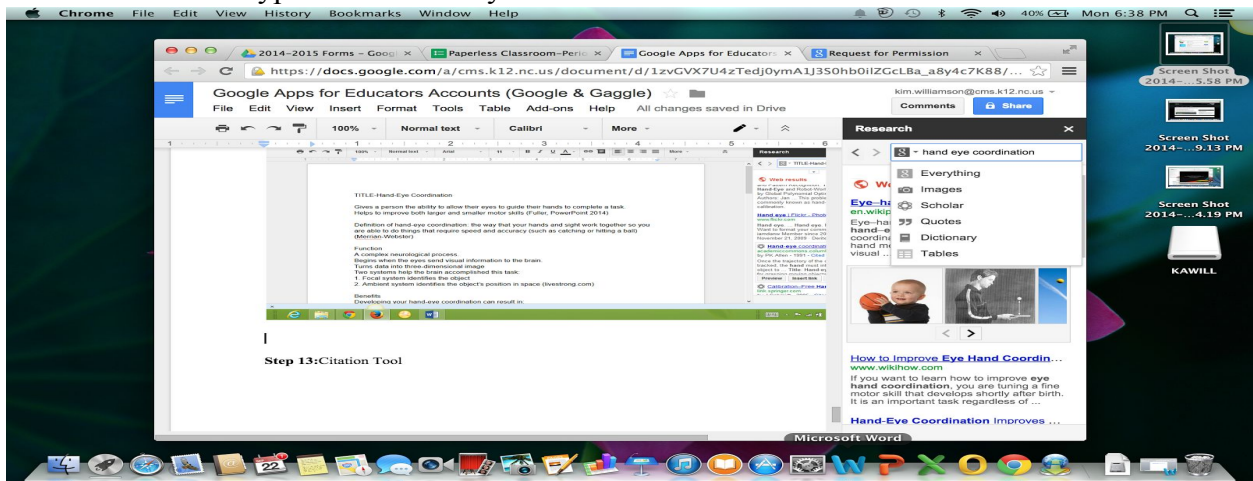


Step 12: Research Tool

- Click on Tool
- Click Research

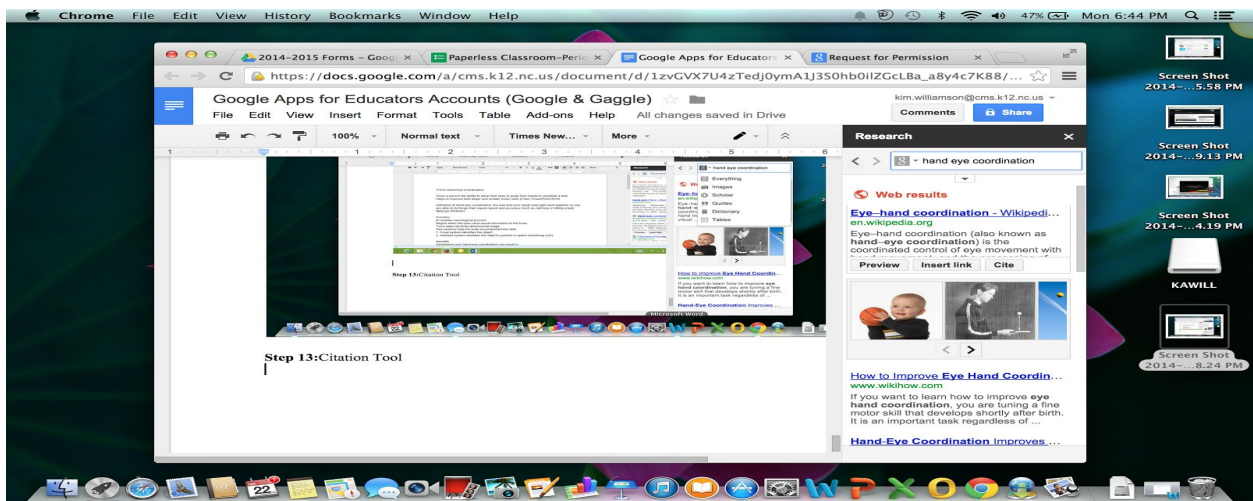


- Choose the type of web result you want

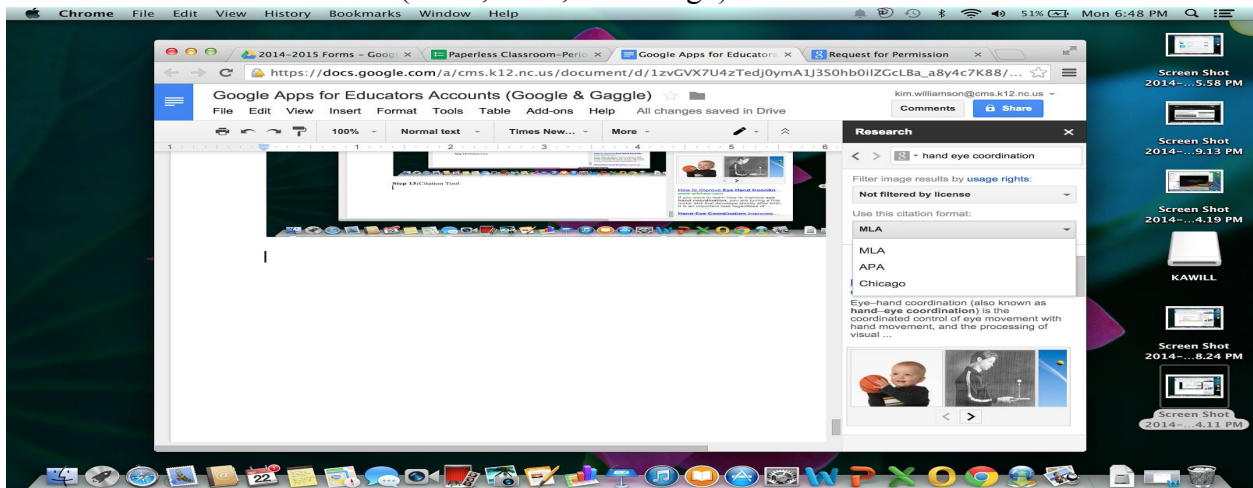


Step 13: Insert Link or Citation Tool

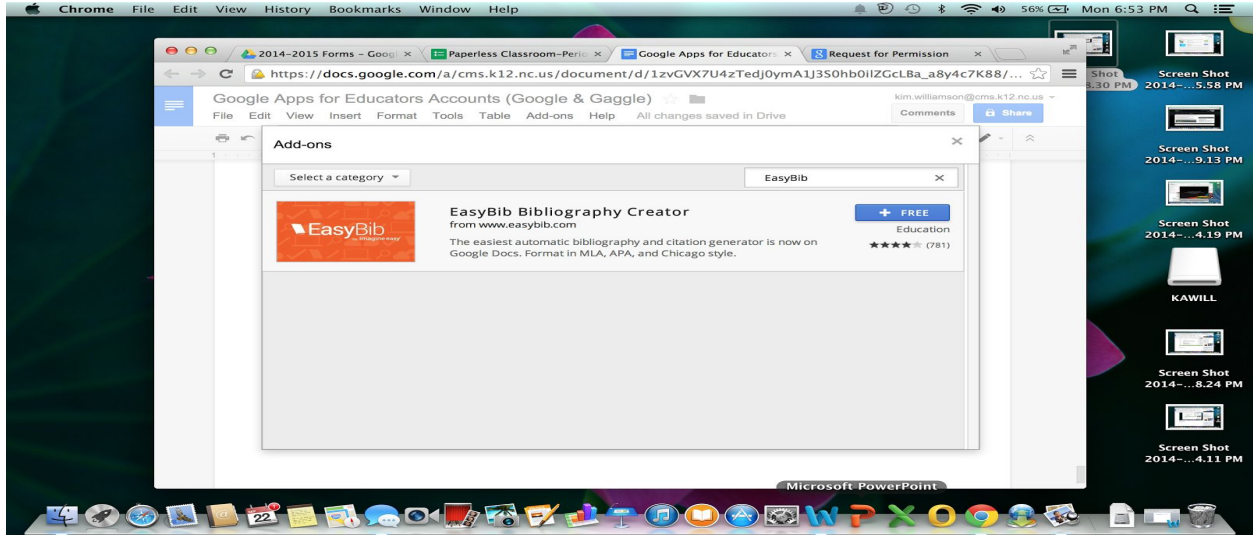
- Search for desired topic
- Click on Link and it will add a link to the document or presentation you are working on or Click on Citation and it will cite the source



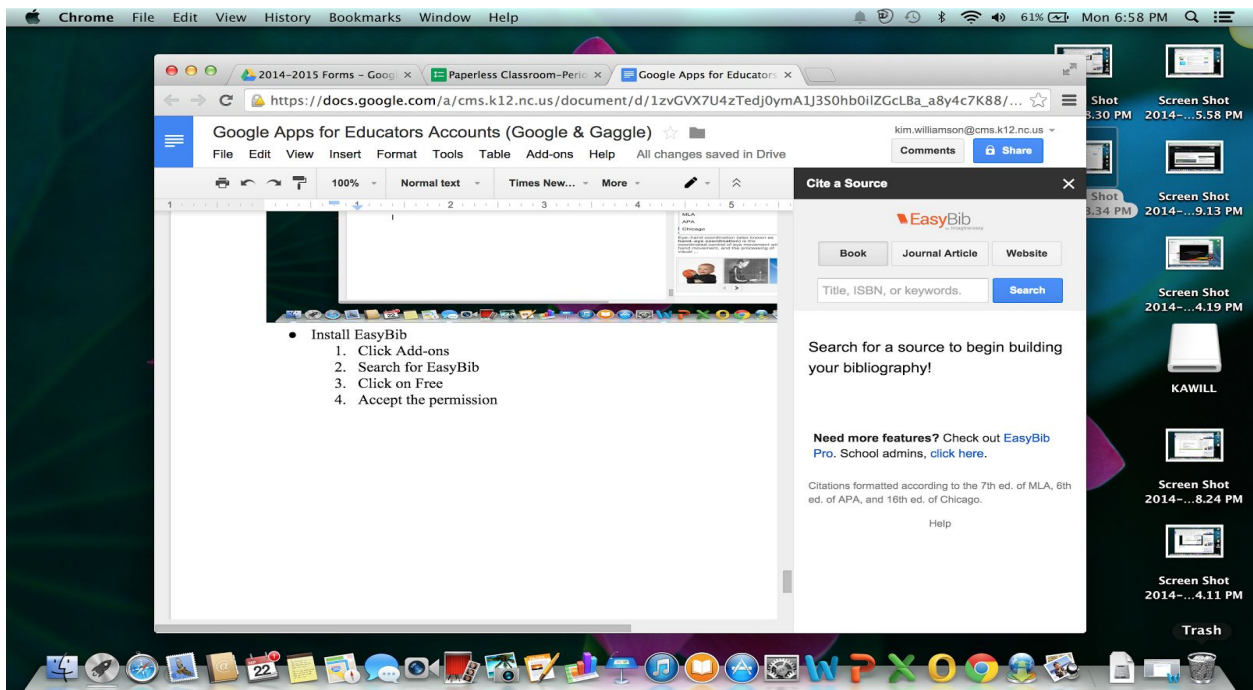
- Choose citation format (MLA, APA, or Chicago)



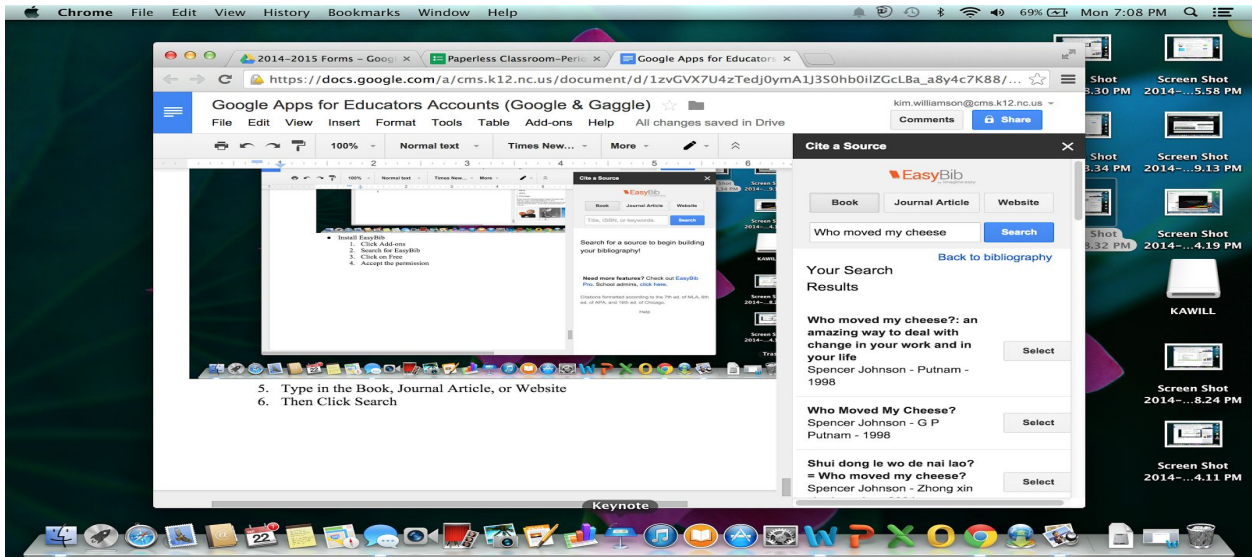
- **Installing EasyBib**
 1. Click Add-ons
 2. Search for EasyBib
 3. Click on Free
 4. Accept the permission



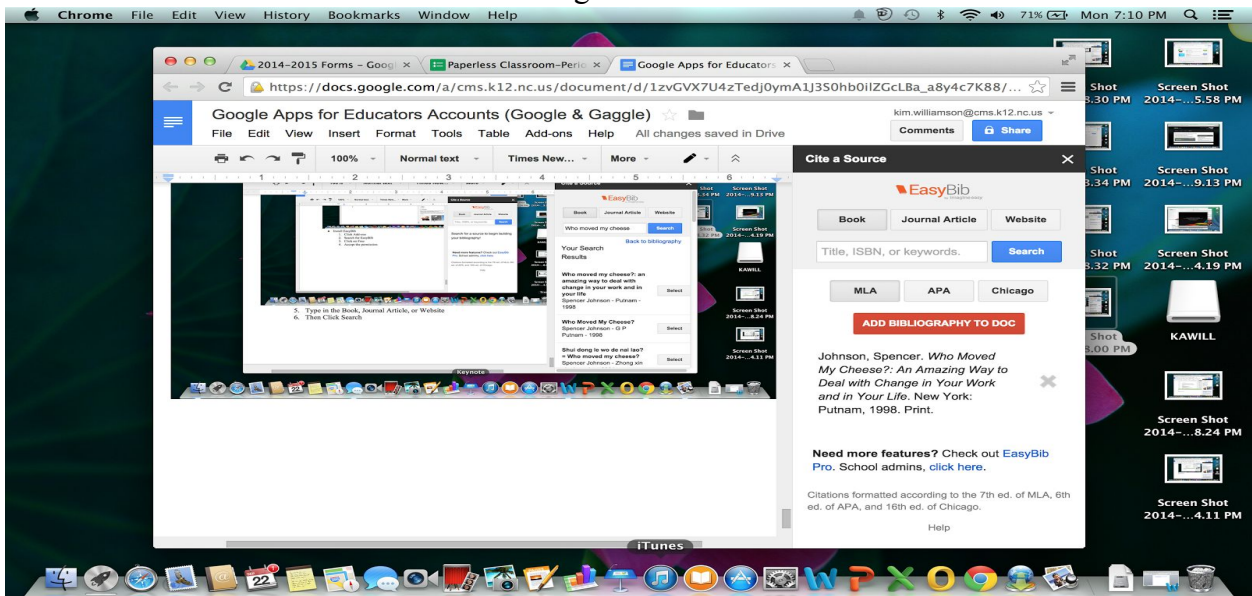
- **Using EasyBib**
 1. Click on Add-ons
 2. You should see EasyBib Bibliography Creator
 3. Select it
 4. Then a Cite a Source Pane open on the right



5. Type in the Book, Journal Article, or Website
6. Then Click Search



7. Choose format for Citation
8. Click Add Bibliography to Doc
9. See Below for Work Cited Page Creation



Works Cited

Johnson, Spencer. *Who Moved My Cheese?: An Amazing Way to Deal with Change in Your Work and in Your Life*. New York: Putnam, 1998. Print.