

Tech-Tip Google Apps for Education Getting Started



[Accessing Google Drive](#)

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Accessing Google Drive

1) Go to <http://www.readington.k12.nj.us/google>

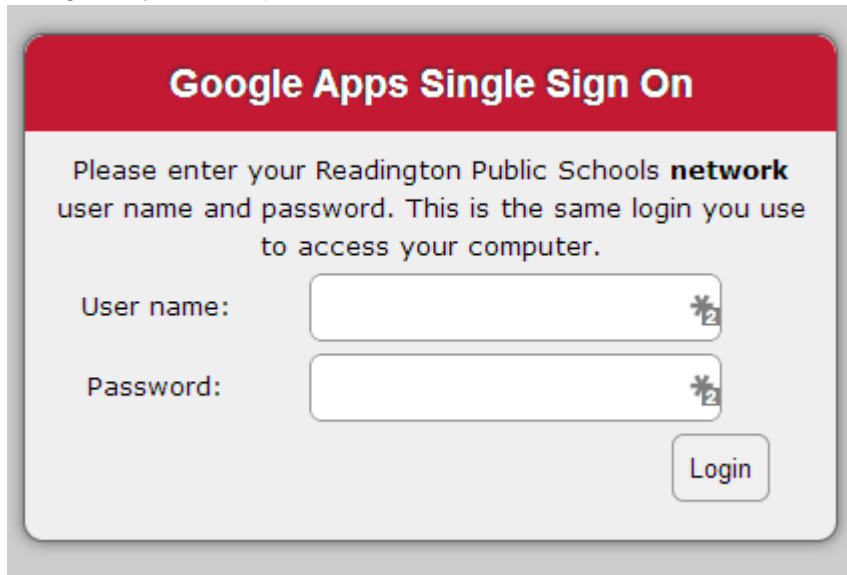
2) Click ACCESS

I want to:	I want to:	I want:
<u>LEARN</u> about our Districts Google Apps innovative.	<u>ACCESS</u> my Google Email, Calendar & Drive.	<u>SUPPORT</u> and <u>TRAINING</u> for My Google Email, Cal and Drive
		

3) Click to access Email Calendar Files or Shared Calendar Resources
Click the HELP icon for support and training on each item

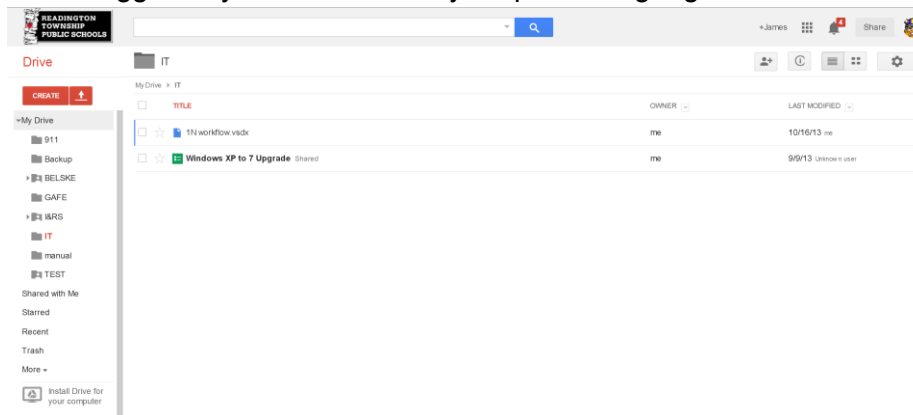
My E-Mail  Mail	My Calendar  Calendar	My Files  Drive	Shared Calendar 
			

- 4) You will be redirected to the Readington Single Sign-On Page. In the login box, enter in your network username and password. These are the same credentials you would use to log into your computer.



The image shows a login page titled "Google Apps Single Sign On". Below the title, it says "Please enter your Readington Public Schools **network** user name and password. This is the same login you use to access your computer." There are two input fields: "User name:" and "Password:". Both fields have a small icon of a person and a lock. A "Login" button is located at the bottom right of the form.


- 5) Once logged in you'll be taken to your personal google drive website.



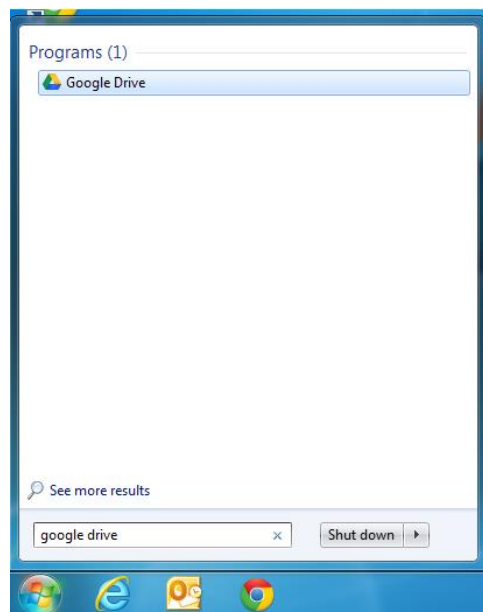
Installing and using Google Drive Application

(Optional on personal devices or districts assigned laptops only)

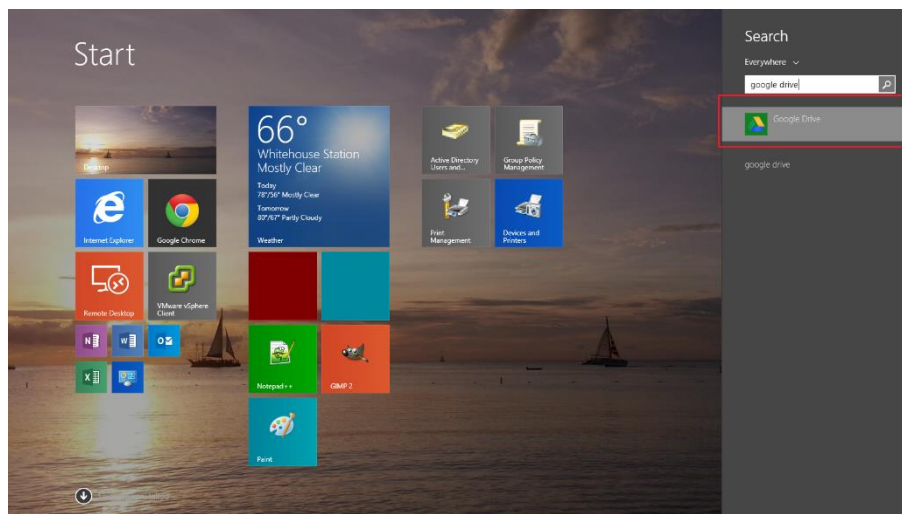
1. Go to <https://tools.google.com/dlpage/drive/index.html?hl=en> to download Google Drive for PC. The Google Drive application is available for Android and Apple products as well. Please search for “Google Drive” in the Google Play Store or Apple App Store.
2. The program will download and install automatically. To open Google Drive, click the Start

button  and type Google Drive.

- a. Windows 7: Search results will appear in the start menu. Click Google Drive when it appears

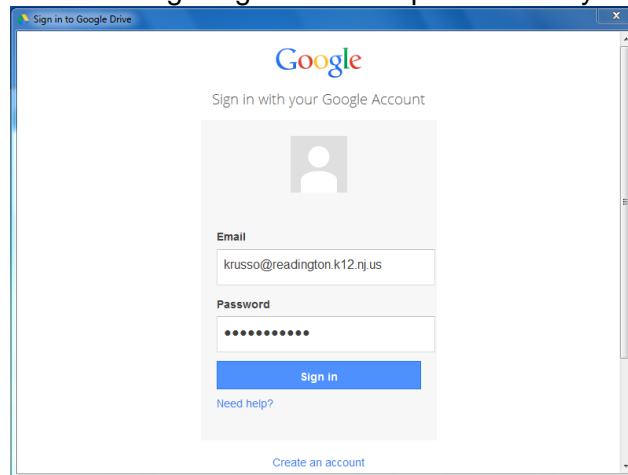


- b. Windows 8: search results will appear on the right side. Click Google Drive when it appears



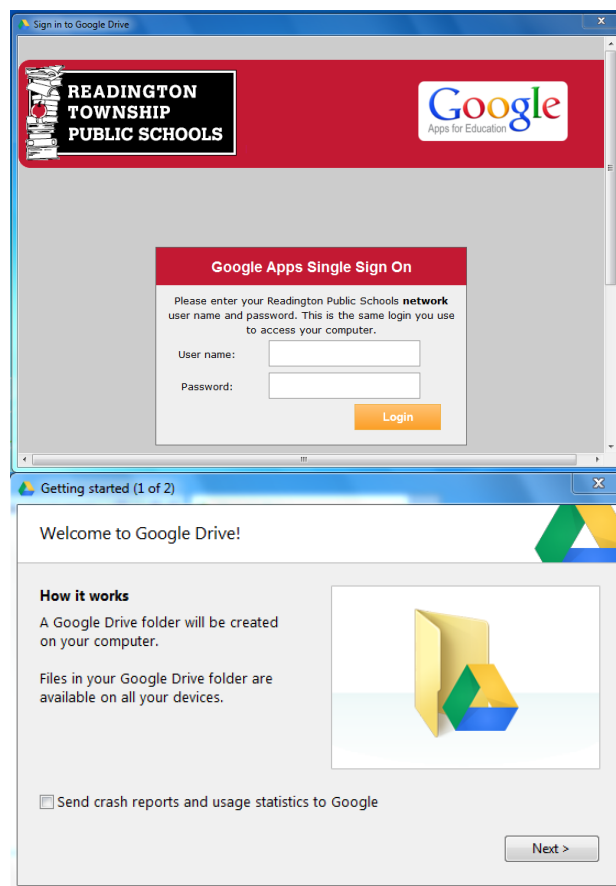
3. Follow the prompts on the pages to sign into your Google account (see the following images).

- a. For the Google sign in screen: please enter your full email address.



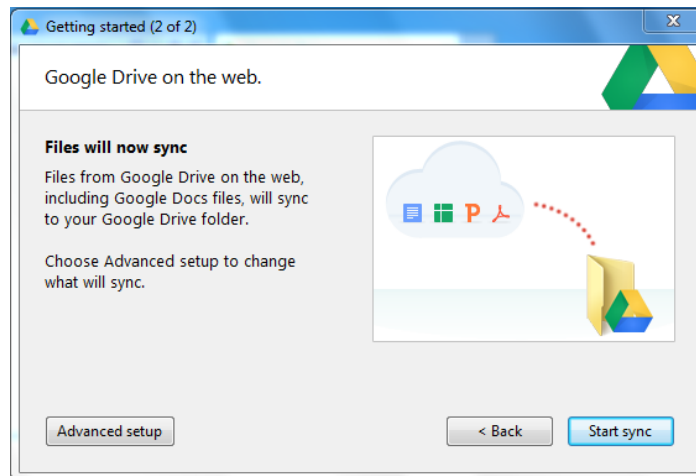
A screenshot of the Google sign-in window titled "Sign in to Google Drive". The window features the Google logo at the top, followed by the text "Sign in with your Google Account". Below this is a placeholder for a profile picture. The "Email" field contains the text "krusso@readington.k12.nj.us". The "Password" field is filled with dots. A blue "Sign in" button is positioned below the password field, with a "Need help?" link underneath it. At the bottom of the window, there is a "Create an account" link.

- b. For the Readington SSO sign in screen (if you are prompted for it): only your network account is needed (no @readington....)

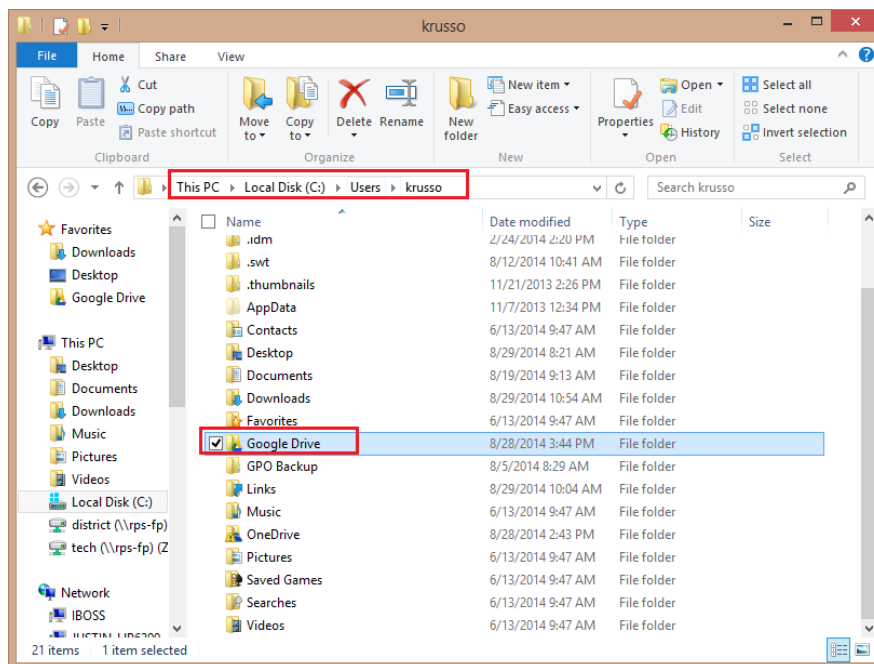


This block contains two screenshots. The top screenshot is a "Google Apps Single Sign On" window. It has a red header with the "READINGTON TOWNSHIP PUBLIC SCHOOLS" logo on the left and the "Google Apps for Education" logo on the right. The main content area is grey and contains a white box with the title "Google Apps Single Sign On". Inside this box, it says: "Please enter your Readington Public Schools **network** user name and password. This is the same login you use to access your computer." Below this text are two input fields: "User name:" and "Password:". An orange "Login" button is at the bottom right of the white box. The bottom screenshot is a "Getting started (1 of 2)" window for Google Drive. It has a blue header with the Google Drive logo. The main content area is white and contains the text "Welcome to Google Drive!". Below this is a section titled "How it works" with the text: "A Google Drive folder will be created on your computer." and "Files in your Google Drive folder are available on all your devices." To the right of this text is an illustration of a yellow folder with a green and blue file icon. At the bottom left, there is a checkbox labeled "Send crash reports and usage statistics to Google". At the bottom right, there is a "Next >" button.

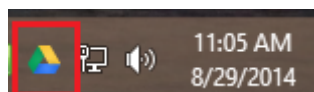
4. Choose Start sync to begin syncing your drive locally to your computer.



- 5) Your Google Drive folder will be located under your user profile (C:\Users\{your_profile}\Google Drive). Any file you save to this folder will automatically be synced to your Google Drive!

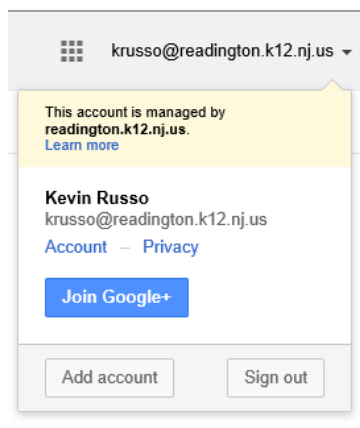


- 6) You can verify that Google Drive is running by checking the notification icon near the time in the bottom right corner of Windows. If you see the Google Drive icon, then the program is open and actively syncing!

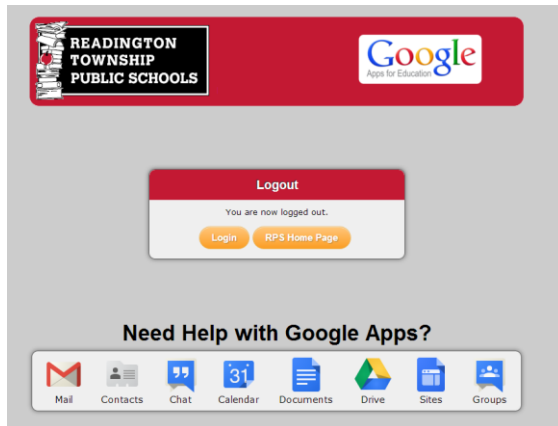


Additional Notes and Best Practices

- It is important to not use the consumer (personal) Gmail or Google Drive websites. Please use the links in Step 1 for each app.
- Please **do not** bookmark the Readington Single Sign-On Page <http://sso.readington.k12.nj.us>. Instead, please bookmark <http://mail.google.com/a/readington.k12.nj.us> and <http://drive.google.com/a/readington.k12.nj.us> instead.
- Please be sure to sign out of your Google Apps (Mail, Drive, etc) session when finished. To sign out, click on your email address in the top right corner of the page and select Sign Out.



You will then see the Readington Single Sign-On Logout Page.



- Any issues or questions please email us for support at google@readington.k12.nj.us