

## REMOTE EDUCATION TECHNOLOGY INSTRUCTIONS

### GOOGLE TOOLS

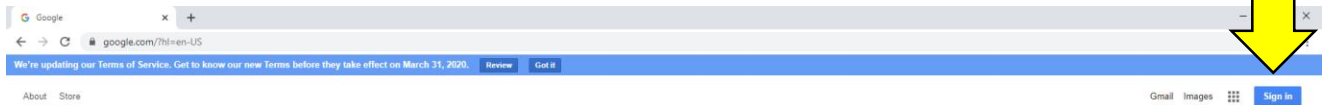
#### GOOGLE

The Google platform is a software product that the Upper Dauphin Area School District uses to access various tools such as email (GMAIL), Google Classroom, and Google Drive. Each of these tools will be explained in this document. A series of videos have been developed to help you through this process.

#### GOOGLE SIGN IN

Before using any of the Google tools, you must first sign in to Google itself. To do that, do the following:

- Open a browser (Chrome, Edge, etc.) and type in [www.google.com](http://www.google.com) in the address bar.
- Click on the sign-in link in the top right-hand corner of the webpage.



- Now you will enter the student's email address and password (see next page for examples of how this is done):

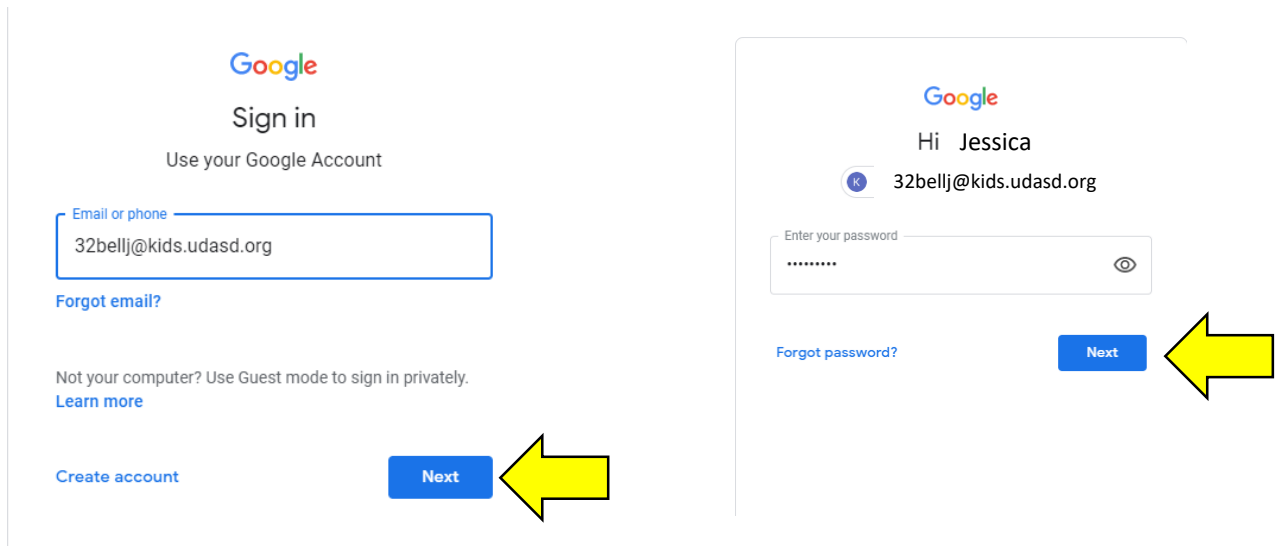
**Email Address:** All UDASD students are provided with a Google account when they are enrolled as a student at Upper Dauphin Area. The email address is the last two digits of their graduation year, first four characters of their last name and first two characters of their first name followed by @kids.udasd.org. For example, Jessica Bell is a Kindergarten student. Her email would be 32bellje@kids.udasd.org. If you have difficulty with determining your child's email address, please email udawebadmin@udasd.org.

**Password:** The password is made up of Uda#####! where the ##### is your student's lunch number. For example, Jessica Bell's lunch number is 12345. So her password is Uda12345! and your password would contain your own lunch number instead of the 12345.

- Note: The introduction videos listed on the next page will also show you an example of how to sign in to Google.

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### GMAIL – STUDENT EMAIL ACCOUNT

GMAIL is a Google tool that students use to access their student email account. This is one way that teachers will communicate with students. The video below shows how to get to and use the GMAIL tool.

- [GMAIL Introduction Video](#)

### GOOGLE CLASSROOM

Google Classroom is a Google tool that students use to access assignments online, complete the assignment, and turn in the assignment. It can also be used to view videos of teacher's providing instruction. The videos below show how to get to and use the Google Classroom tool.

- [Google Classroom Introduction Video - Part I](#)
- [Google Classroom Introduction Video – Part II](#)

### GOOGLE DRIVE

Google Drive is a Google tool that students use to store files. These files can include Google Docs, Google Sheets, Google Slides, Google Forms, or files that are created outside of google such as photos, videos, or Microsoft files.

To access Google Drive after you sign in to Google, click on the Google Apps icon (top arrow) and then click on the Google Drive icon (bottom arrow).

