

FISD Google Apps for Wakeland High School

What is Google Apps?

- Google Apps is a Web-based package of tools that will help you communicate and collaborate with fellow students and teachers. You will have access to documents and communications anywhere, anytime, and with any connected device!
- Each of the tools in Google Apps has a great help menu online! Just Google the tool you are looking for and add help at the end of your search. Ex: “Blogger Help”
- Google Apps includes:
 - Google Calendar – Everyone can organize their schedules and share events, meetings and entire calendars with others. Teachers can share assignments and events with students.
 - Gmail – Each student will have an email account with 2 gigabytes of storage per account and search tools to help them find information fast.
 - Google Docs – Students and teachers can create documents, spreadsheets, and presentations and then collaborate with each other in real-time inside a web browser window.
 - Google Sites – Create a site and edit it the same way you would edit a document -- no technical expertise required. Your site can bring together all the information you want to share, including docs, calendars, photos, videos and attachments.
 - Blogger – Create a blog to share updates on a project or create a great presentation.
 - Google Reader - Constantly checks your favorite news sites and blogs for new content. Keep up with everything in one place!

How do I access my Google Apps account?



- At school, click on the Google logo on the desktop and enter your login information provided on the back of this handout.
- At home or anywhere else, open a browser, navigate to google.com, and enter your **full** Gmail address and your password.

Gmail

- You will have access to a district-issued and monitored Gmail account. Please remember this is a “business” email account and should be used for school purposes only. This may include but not limited to emailing teacher and classmates and registering for online tools that will aid in instruction.
- Keep good etiquette in mind when you are using your Gmail. Use complete sentences and spelling when writing to teachers and other professionals. Do not type in all capital letters (you are not yelling). Include subject lines in your messages. Do not use your email to send chain letters or inappropriate content. (Remember your Responsible Use Policy!) Do not use foul language. If you wouldn’t want your principal or parents to see it, don’t send it.

Google Apps Account Information

Google ID: **Firstname.Lastname.###@k12.friscoisd.org** (### = last 3 digit of your ID)

Gmail Address: **Firstname.Lastname.###@k12.friscoisd.org**

Google Password: MMDDYYYY (birthday)

- Because your Google Apps account does include Gmail, you will be able to change your password for your Google account. **You are responsible for keeping up with your password.** This password change does NOT affect your network login information. You will still log on to campus computers using your student ID and your 8 digit birthday.