

Introduction to Google Apps for Students

North Canton City Schools

What is Google Apps?

- **Google Apps** is a **free web-based suite of programs** provided by Google for schools to use.
- **All staff and students** in North Canton City Schools now have access to Google Apps.
- Google Apps includes such programs as **Gmail, Google Calendar, and Google Docs**.
- All of the Google Apps services **can be accessed from anywhere** you have an Internet connection (school, home, smart phone, etc.) This reduces the need for flash drives and home access to M:Drives.
- Since Google Apps is all online, it is the **same everywhere** you use it. There is no issue with having one version of a program at home and a different version at school.
- Google Apps allows you to **easily share documents and files with teachers and other students**, so you can turn in assignments electronically and collaborate on projects with classmates.

Gmail:

- Gmail is the powerful Email program that comes with **Google Apps for Education**.
- With Gmail you can **communicate with staff and students** within the North Canton City Schools.

Google Calendar:

- Google Calendar allows you to maintain **multiple calendars** for all your needs.
- You can keep calendars **private**, or you can **share them with others** as you determine.
- You can also **invite people** to specific events on your calendar.

Google Docs includes the following programs:

- **Google Documents** - a word processor similar to Microsoft Word
 - **Google Presentations** - a multimedia presentation tool similar to Microsoft PowerPoint
 - **Google Spreadsheets** - a spreadsheet program similar to Microsoft Excel
 - **Google Drawings** - a graphic design program
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Your school Google Apps account

North Canton City Schools provides **all students with a Google Apps account**.

- Your **username** is your normal **student ID**, such as 123456
- Your **password** is your **normal school password** that you use to log onto school computers
- Your **email address** is your **student ID followed by “@northcantonschools.org”** such as 123456@northcantonschools.org

The student Google Apps accounts are provided to students for **educational use**:

- to **communicate with teachers**,
- to **submit assignments** to teachers,
- and to **collaborate with other students** on school projects.

The **Student Acceptable Use Policy** and the **Student Email Guidelines** cover **use and misuse** of the school-provided Google Apps accounts. Please review these documents (*available online*) to ensure proper use of these services.

How to access Google Apps

You can access Goggle Apps for North Canton City Schools in several ways:

- **Through our website** - There are several links to Google Apps from our NCCS website. For example, in the “**Students**” drop-down menu you can click the links for “Gmail”, “Google Docs”, or “Google Calendar”.
- **From your desktop** - If you are using a computer at school, you will see icons on your desktop for “Gmail”, “Google Docs”, or “Google Calendar”.
- **Web address** - Finally, you can just type in the direct addresses:
For Gmail - <http://mail.northcantonschools.org/>
For Google Docs - <http://docs.northcantonschools.org>
For Google Calendar - <http://cal.northcantonschools.org>

For **detailed help guides** on how to use each of the Google Apps programs, go to our technology website at:
www.northcantonschools.org/tech

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