**Oh no! Don't tell me we have to learn new software again.**

Sorry, but yes. As MCPS migrates much of its student work to the cloud via Google Apps for Education (using Google Drive for document storage and sharing) we must all come up to speed with using Google Drive.

But, if we expect our students to put in the effort to learn new things, we must be willing to do the same.

**How can I learn how to use Google Apps for Education and Google Drive?**

Search YouTube for "Google Drive tutorials." You will find many helpful video clips. Also, you may borrow the book *Google Drive & Docs in 30 Minutes* from the Library Media Center. And of course, work with your PLC to make the best use of this new and very promising technology.

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**What is Google Drive?**

Google Drive provides online file storage and online applications for teacher and student use. Think of it as your document folder in "The Cloud."

Using the applications provided by Google, you and your students can create documents in school that are automatically saved. You can then open and continue working on the same document from home or wherever you access the Internet outside of school.

*This brochure was created using an app called "LucidPress." Teachers and students can use the apps provided or search for and link to other apps.*

See inside for more information about what you can do with your new MCPS Google Drive account.
**Uses for Google Drive**

You can use Google Drive to . . .

- Create new word processing documents, presentations, spreadsheets, forms, and more
- Share those documents with students or staff
- Co-edit documents with other people
- Give others permission to either view, comment on, or edit your documents
- Email individuals or groups
- Receive individual or group emails
- Upload all types of files from your computer for access later at a different location
- Open uploaded files for viewing
- Download files to your computer
- Open uploaded files with Google applications to edit them
- Use class folders to hand in and hand out documents

No school network connection is needed - all of this and more happens through the Internet via "The Cloud."

All MCPS staff and students already have accounts created for them. You only need to log in for the first time to get things going.

A folder has been created in Tshared titled "Google Apps for Education." We will try to post all important information and documentation in that folder for your convenience.

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**To Access Staff accounts**

- Your email address and temporary password are as follows:
  - Email: First.Last@mcpsmd.net
  - (possible MI depending on your existing Outlook email address)
  - Temporary Password: mcpsmd<employee id>
    - (ex. mcpsmd12345)
  - *If you were hired since August 2015: your temporary password is just your employee id.*
- After logging in, you will be prompted to change your password.
- When creating a new password, consider using a mix of uppercase and lowercase letters as well as at least one number.
- Help Desk
  - 301-517-5800

**To Access Student Accounts**

- Their Google Drive email address is their student ID plus "@mcpsmd.net"
  - Example: 123456@mcpsmd.net
- Their Password is the same as their school computer password. Example: Abcd1234