



Frequently Asked Questions:

1. How do students log in and is a tutorial available?

Students will use the same process to log in to their email as do employees, and the tutorial is available at: <https://vodcast.palmbeachschools.org/player/3RSTB>

2. To whom can students send e-mail?

Students are restricted to only sending email to others with the @palmbeachschools.org (or other approved domains) in their email address. This means students can send to their teachers and other employees in our District email domains. Since student emails are identified with @stu.palmbeachschools.org, they are unable to send to each other or to other email services such as @gmail, @hotmail, @aol, etc.

3. What can students do with Google Docs?

- a. Students can work on computer-based assignments from home, school, a friend's house, or the library – in other words, anywhere with Internet access.
- b. Documents are stored “in the cloud,” offering protection against the possibility of losing data. Students can recover previous versions as part of the document's saved history so there should be no excuses about crashed hard drives, lost flash/thumb drives, offline printers, or accidental deletions. Students can come to school, log in, and access their work.
- c. Students decide when and with whom they want to share documents. The sharing features can be useful for teachers who wish to grade or access student files away from the classroom. There is no need to print out all the work and transport it home. Shared files can be accessed by any person whom the author has given permission.
- d. Teachers may opt to revise, edit, or insert comments directly onto the document, which will allow the students to get feedback more quickly and efficiently.
- e. Files can be uploaded into a Google Docs folder for later use. The files can be downloaded and saved in Word or other formats as needed.
- f. Teachers can have students form peer-editing groups, or collaborate on a particular document via Google Docs.

Helpful Links:

- Gmail: <http://mail.google.com/mail/help/intl/en/about.html>
- Google Calendar: <https://support.google.com/calendar/bin/answer.py?hl=en&answer=2465776>
- Google Drive: <http://www.google.com/google-d-s/intl/en/tour1.html>

Teaching with Technology Vodcasts:

- Segment 1 - Google Mail: purpose, logging in, differences, composing
<https://vodcast.palmbeachschools.org/player/3RSTB>
- Segment 2 - Google Mail and Google Drive: attaching a file, suggested uses, Google Drive, creating, saving, formatting, sharing, collaborating, revise and restore
<https://vodcast.palmbeachschools.org/player/VGQWV>
- Segment 3 - Google Drive: Google Drive, commenting, notification settings, active viewers, Google Presentation, uploading files, drawing
<https://vodcast.palmbeachschools.org/player/82XEZ>