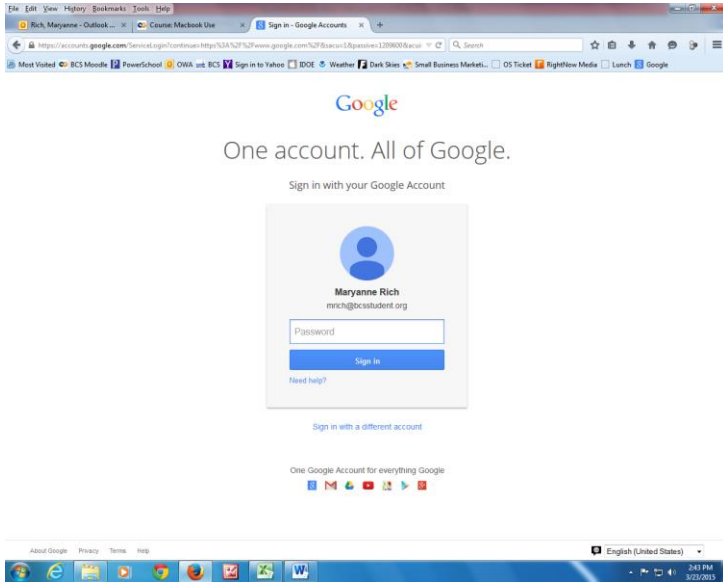


GOOGLE DOCS FOR STUDENTS

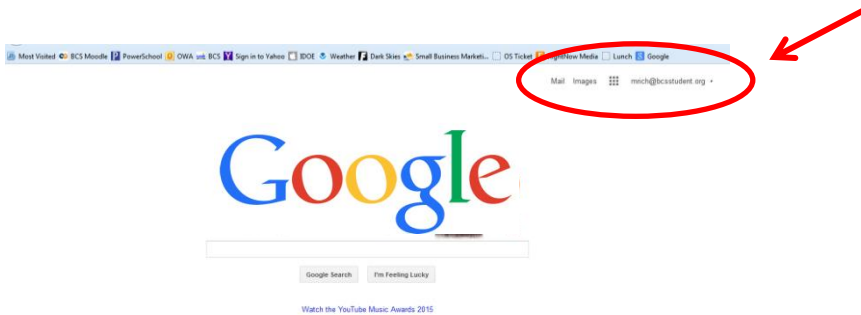
1. Access Google Docs <https://accounts.google.com/>
OR . . . Google BCS Moodle and click BCS Google Docs in the right column
OR . . . Goo to Google and click sign in in the upper right corner

Your login is your BCS login@bcsstudent.org (alincoln1827@bcsstudent.org)

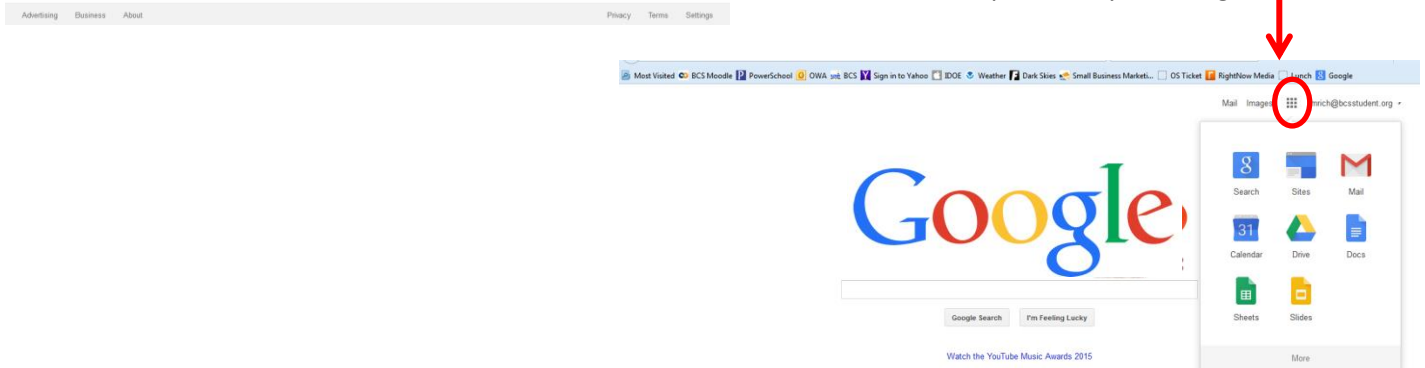
Your password is your BCS password(Abe's is BCSfree15)



Your login information will always show in the upper right of the Google window



Click on the nine-square array to change features





Google Mail

Your email address is your BCS login @bcsstudent.org

Check your email often, you will receive school-related messages this way.



Google Calendar

You can use the calendar to track your daily obligations if you choose



Google Drive

Drive has unlimited storage for schools, so this is where you will upload files (pictures, videos, documents, spreadsheets)

Everything in Google Drive is able to be shared with other Google Drive members. You will share assignments with teachers, you will share group projects with other student in your group. Seedocuments below for instructions on uploading and making public.



Google Docs

Create and share documents between Macs and PC as both can see this format.

See Documents below for more detailed instructions.



Google Sheets

Create and share spreadsheets between Mac and PC as both can see this format.

See documents below for more detailed instructions



Google Slides

Create and share presentations between Mac and PC as both can see this format.

See Documents below for more ddtailed instructions