

## How do I log on to Google Docs?

Go to the address bar and type google.com/a/mhshs.org. You will be prompted for your user name and password. Your user name is <first name>.<last name>. Your password is <last name>0902. You can change your password once you log in by clicking on "mail" (upper left next to "start page"), then clicking on settings (upper right side next to "help"). Then click on the "Accounts" tab (between "Labels" & "Filters"), click on "Google Account Settings" and then "Changing Your Password".

To navigate to google docs, click on "Documents" (upper left next to Calendar)

## OK, I'm in. So how do I create an LGT?

In the left margin you'll see a link called "Folders shared with me". When you click on the right-pointing arrow there will be two sub-menus; LGT by department & Template & Sample LGT. In the Template link you will see a document called LGT Generic Template. This will bring up a generic template.

## Great! But I can't edit the document. What do I do?

The first thing you need to do is make a copy of this template since it isn't editable. Go to the File drop down and select Make a copy. The document is now editable. When you're done editing, rename the document by clicking on "Copy of LGT Generic Template" in the upper left corner. This document is automatically saved in the folder called "Owned by me". To copy it to a departmental folder, click on the document, click on the "folders" drop down menu and choose the folder it should be moved to.

## Suppose I want to upload my own document?

You can do that by clicking on "upload" in the upper left. The document that you upload from your computer is placed in the "Owned by me" folder. Simply click on the checkbox for the document, click on the "folders" drop-down menu and select the folder you want the document to be linked from. Here are the step-by-step instructions:

1. Log on to google apps and select the Docs option from the drop down menu. Once you're in Docs, click the "Upload" button to the right of "Create new". Select the file you want to upload.
2. Under "Select conversion options" you can choose to convert your word/txt/PDF/spreadsheet etc to the google docs format. Some documents that contain special objects other than text may fail during the upload. In that case, uncheck the "convert" option and try to upload again.
3. On the bottom select "Destination folder" to upload the document directly to the folder of your choice. If you don't select this option, the document is placed by default in the "Owned by me" folder. You can creat a link to this document from any folder you want by checking the document, choosing the "folders" drop down in the middle of the page and choosing the folder where you want the document visible.
4. Remember to change/update the share settings for your documents appropriately. LGT's should be visible to the staff but editable only by you or your department.

## How do the permissions work?

You can share documents or folders on the individual level, group level or domain level. You can grant “edit” or “view” permissions depending on what’s appropriate for your document.

To grant an individual permission you would type their mhshs.org email address. We also have groups set up on the departmental level which allows you to grant permissions to groups of people accordingly. The departments are [history@mhshs.org](mailto:history@mhshs.org), [English@mhshs.org](mailto:English@mhshs.org), [math@mhshs.org](mailto:math@mhshs.org), [science@mhshs.org](mailto:science@mhshs.org), [Spanish@mhshs.org](mailto:Spanish@mhshs.org), and [arts@mhshs.org](mailto:arts@mhshs.org). There is also a group for our entire staff called [mhshs\\_staff@mhshs.org](mailto:mhshs_staff@mhshs.org). Our entire teaching staff should already have access to all the “LGT by Department” folders. Please make sure that you set your permissions correctly so that documents don’t get accidentally edited or deleted.

To grant permission on a folder and all the documents within it, you can do one of two things: navigate to the folder under “Folders shared with me” and right click on the folder itself in the left panel. Select the “share” menu and the “share settings” option. Alternatively you can click the check-box for the folder in the center panel and click on the “share” drop-down menu and select “share settings”.

From there you would click in the “Add people” box and you can either choose people from your contacts or you can use one or more of the groups above separated by commas. Choose either the “can edit” or “can view” permissions.

If you want to selectively grant permissions to individual documents within folders, you can do that as well by clicking on the checkbox for that file and selecting “Share” and changing the sharing settings.

## OK, so I’ve created my LGT for my classes. I’d now like all my students to be able to view my LGT so that they can print it out themselves, fill it in and keep it in their binders. How do I do that?

1. The first thing you want to do is to create a group for each of your classes containing the students in each class. You do this by clicking on “Mail” in the upper left. Then click on “contacts” and click



on the icon to create a new group.

2. Once you’re done adding all students in that group, go back to Documents,
3. click on “Folders shared with me” on the left panel,
4. click on “LGT by department”,
5. click on “share this folder” in the center panel (see



below)

6. When you click in the “add people” box, the option to “choose from contacts” is enabled. Your class group should appear in your contact list. Click “select all” and then click “done” at the

bottom. Make sure that you change the sharing options to “can view”. The default is “can edit”, so one needs to be careful.

### **Do I need to grant sharing permissions to every subfolder and document within those subfolders?**

No. When you share a folder, the new permissions are pushed to all sub-folders and documents within those subfolders (or at least that’s how it supposedly works).

If the teachers in your department plan on having separate LGT’s for their students that the LGT’s you create for yours, create a folder with your name so that your students can distinguish your LGT’s from another teacher’s LGT’s in your department.

Please play around with google docs over the next couple of weeks to get a feel for it and get more comfortable with how it works. I’ll add updates to this document going forward and keep you posted of any changes.