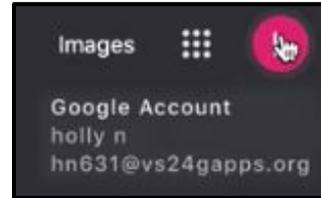


# Google Drive Parent Guide



# Check to see that your child is signed in to Google

- When you open Google, hover over the letter in the top right corner to make sure that your child is signed in to their VS24 Google Account

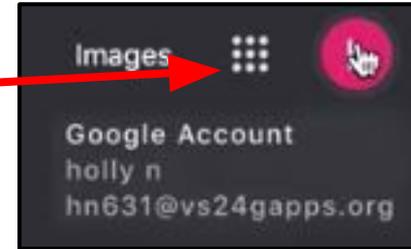


- If **not**, click on the letter that is displayed in the corner, and at the bottom, click "[+Add another account](#)" and have your child sign in with his/her school Google Account.

 Add another account

# Google Apps

- The middle icon (9 squares) is known as the Waffle



- When you click the Waffle, all of Google's applications will open

- Click on Google Drive

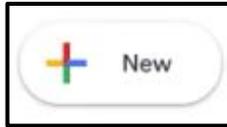


# Google Drive

- Here, you will see all of the work that your child has been working on with Google in school.
- Students can access old projects that they have worked on in previous years or projects that they are currently working on in class.

# Creating a New Project

1. Click +NEW at the top left corner



2. Google Docs is similar to Microsoft Word



- a. If that is what you want, click it
- b. At the top left, you can change the title
- c. You can begin typing
- d. **EVERYTHING WILL SAVE AUTOMATICALLY!**

3. To find your work again, return to your Google Drive tab and it will be located at the top. You can double click on it to re-open.

# To share work with a teacher:

1. At the top right, click SHARE



2. Click in the text box, begin typing the teacher's name.

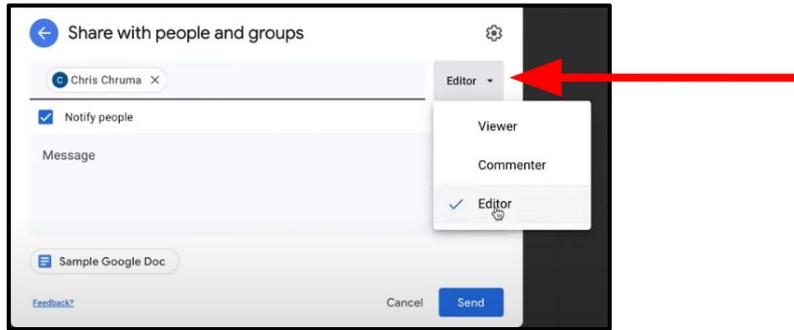


Type  
teacher's  
last  
name

3. Click on the teacher's name

# Sending work continued...

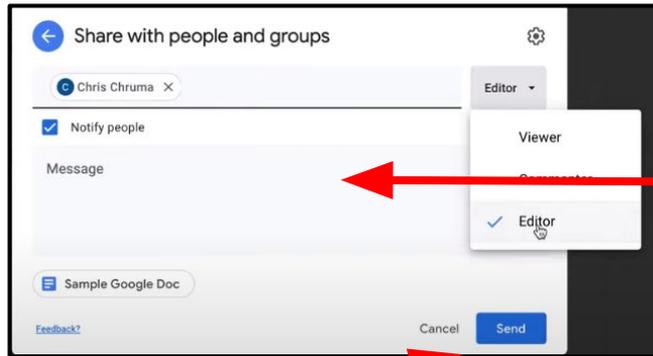
4. To the right of the teacher's name, is a drop down menu labeled "Editor"



- **Viewer** = the teacher you are sharing the work with can only view it and cannot change anything
- **Commenter** = the teacher can only make comments on your work & cannot change anything
- **Editor** = the teacher can change/edit anything in the document.

# Sending work continued...

5. Below the teacher's name, you can choose to write a message (completely optional)



*Optional:*  
Include a message  
to the teacher

6. Click SEND