



A Parents' Guide to Google Apps for Education



Google Apps for Education (GAFE) is a suite of productivity tools that allows students and teachers to collaborate in real-time to create documents, presentations, surveys, spreadsheets and even websites. All tools are free, ad-free, reliable and secure. We encourage parents to sit down with their children to look at the school work stored within their child's Google Drive.

What are Google Apps and how are they useful?



Google Drive - cloud storage for all file types including images, videos and audio files. Students have unlimited storage and can access their files from any device, anywhere they have an internet connection.

Google Docs - Word processing tool to allow students to create and edit text and paragraphs. Students can collaborate on the same document and teachers can easily provide feedback while students are working. Like all Google Apps, Google Docs auto-saves within Google Drive.



Google Slides - Presentation tool that allows students to collaborate together on the same presentation and easily add images, videos and graphics to tell a story. Students can choose from templates or create their own slide format.

Google Sheets - Spreadsheet tool for analysing, visualizing and charting data. Similar to the other Google Apps, students can easily share and collaborate in real-time.



Google Forms - Students can create surveys to quickly and easily gather information from classmates or community members. Forms can be shared as easily as sharing a URL.

Gmail - Email, contacts, task lists. Gmail offers an efficient way to alert students that a teacher has provided feedback on an assignment or that an update has been made in classroom.





Google Classroom - A blended learning platform that integrates Google Apps to allow teachers to assign and collect work from students. Classroom creates a paperless environment and saves time providing a way for teachers and students to easily communicate and stay organized.

Google Calendar- Online calendar that integrates with Google Classroom to help students to be aware of assignments and/or appointments.



Google Sites- Collaborative Webpage creation tool for publishing to an authentic audience.

To Access Drive: <https://drive.google.com>

Student Log-In Credentials:

Username: first initial+ last name+last 3 digits of ID@g.fhdschools.org

For example: jsmith456@g.fhdschools.org

Password: (default) Fh+6-digit ID

For example: Fh123456

Common GAFE Questions:

Q: Are all students using Google Apps?

A: FHSD implemented GAFE two years ago. Teachers are not required to use any certain Google Tools, however they have received training and the actual use is up to the individual teacher.

Q: Will my child be exposed to advertisements while using GAFE?

A: No, Google Apps are ad-free and student accounts are secure.

Q: Will my child be able to access YouTube while at school?

A: YouTube is only available to high school students between the hours of 2pm and 7am. Google's SafeSearch is enabled to prevent inappropriate material.

Q: What are Google Add-Ons and Extensions?

A: Within the Chrome Webstore, Google offers add-ons that can be added to different Google tools to increase efficiency within the application. Extensions can be added to the Chrome browser to improve the efficiency of how Chrome works. To search the Chrome Webstore, go to:

<https://chrome.google.com/webstore/>

Helpful Links:

- <https://www.google.com/edu/>
- <http://www.shakeuplearning.com/blog/100-chrome-apps-and-extensions/>
- <http://www.webwise.ie/parents/how-to-google-safesearch-for-parents-and-teachers/>
- <https://support.google.com/a/answer/139019?hl=en>