



Google Quick Start

Your school account, Gmail, Docs and Classroom — on one sheet.



My Google Account

MY SCHOOL GMAIL ADDRESS _____

MY PASSWORD _____ MY STUDENT ID _____

HOMEROOM TEACHER _____ TECH HELP ROOM _____

Your password is like your house key. Keep this sheet in your folder — not taped inside your locker. Never share it with a friend, and never type it into a site your teacher did not give you.

✂ FOLD HERE TO HIDE YOUR PASSWORD ✂

Gmail Email that actually gets read

1. Check your school email **every morning** and once more before you go home.
2. Always write a subject. **"Question about Friday's quiz"** beats a blank line.
3. **Reply** goes to one person. **Reply All** goes to everybody on the list — pick on purpose.
4. Emailing a teacher? Greeting, what you need, then your name and class period.
5. The paperclip attaches a file. Keep attachments under **25 MB**.
6. Star a message you will need later, then find it again under **Starred**.
7. Use the search bar at the top instead of scrolling — type a name or a word you remember.

Google Docs It saves itself — really

1. There is **no Save button**. Look for "All changes saved in Drive" at the top.
2. **Share** (top right): Viewer can only read, Commenter can suggest, Editor can change it.
3. Highlight text and press **Ctrl + Alt + M** to leave a comment.
4. **File** → **Version history** brings back an older draft. Your work is almost never really gone.
5. **Ctrl + K** turns highlighted words into a link.
6. Hands tired? **Tools** → **Voice typing** (Ctrl + Shift + S) and start talking.
7. Before you turn it in: read it out loud, then check the **title** in the top left corner.

EVERY SINGLE DAY

☐ Open your school email

☐ Check **To-do** in Classroom

☐ Charge your device tonight

Google Classroom Turn it in — for real

1. **Stream** is announcements. **Classwork** is where the actual assignments live.
2. Attaching a file is **NOT** turning it in. You still have to press **Turn in**.
3. Check **To-do** (or the Upcoming box) to see what is due next.
4. **Private comment** = only your teacher sees it. **Class comment** = everybody sees it.
5. Need to fix something? **Unsubmit**, fix it, then Turn in again.
6. Red text usually means missing or late. Deal with it the same day, not next week.
7. If a document says "View only", make your own: **File** → **Make a copy**.

Shortcuts Worth Memorizing

Ctrl + C Copy	Ctrl + V Paste
Ctrl + Z Undo that	Ctrl + Shift + V Paste without weird formatting
Ctrl + B Bold	Ctrl + F Find a word on the page
Ctrl + K Insert a link	Ctrl + Alt + M Add a comment
Ctrl + P Print	Ctrl + / See every shortcut in Docs

On a **Mac**, use **Command** anywhere it says Ctrl. On a **Chromebook**, Ctrl is correct as written.

When Something Goes Wrong

<i>"It will not let me type."</i>	You only have Viewer access. Ask for Editor, or do File → Make a copy and work in yours.
<i>"I lost all my work."</i>	File → Version history → See version history . Click an older time stamp to bring it back.
<i>"My teacher cannot see it."</i>	You attached it but never pressed Turn in . Open the assignment and check for the green "Turned in" label.
<i>"It says wrong account."</i>	Look at the circle in the top right corner. Sign out of your personal account and back in with your school one.
<i>"I cannot find the assignment."</i>	Go to the Classwork tab and look under the topic headings — teachers group work by unit.
<i>"I forgot my password."</i>	Ask your teacher or the tech help room. Do not guess ten times — too many tries locks the account.

BEFORE YOU PRESS TURN IN

- ☐ Right assignment? ☐ File actually attached? ☐ Your name in the title? ☐ Pressed **Turn in**?