



# Google Quick Start

Run your school account like the professional tool it is.



## My Google Account

SCHOOL GMAIL ADDRESS \_\_\_\_\_

PASSWORD \_\_\_\_\_ STUDENT ID \_\_\_\_\_

RECOVERY PHONE OR EMAIL \_\_\_\_\_ COUNSELOR / ADVISORY \_\_\_\_\_

**Nobody legitimate will ever ask you for this password** — not a help desk, not a text message, not an email. Keep this sheet in a folder, never photograph it, and remember that a school account is school property: assume anything in it can be reviewed.

✂ FOLD HERE TO HIDE YOUR PASSWORD

## Gmail Write like someone who gets a reply

1. Subject lines do the work: **"Make-up exam — Chem, 3rd period — Nov 4"**, not "question".
2. Structure: greeting, the ask in one sentence, the details, then your **full name and class**.
3. **CC** keeps someone in the loop. **BCC** hides the recipient list — use it for group email outside class.
4. Turn on **Undo Send**: Settings → See all settings → General → cancellation period of 30 seconds.
5. **Schedule send** (arrow beside Send) so a 1 a.m. draft arrives at a reasonable hour.
6. Search operators beat scrolling: **from:, has:attachment, is:unread, before:2026/09/01**.
7. Auto-sort with filters: open a message → three-dot menu → **Filter messages like these** → apply a label.
8. Never email a password, an ID number, or a photo of your schedule.

## Google Docs Write, revise, and prove you did

1. **Suggesting mode** (Editing dropdown → Suggesting) marks your edits instead of overwriting someone else's work.
2. **File** → **Version history** → **Name current version** before a major rewrite, so you can get back to it.
3. Use real **Heading styles** (Ctrl + Alt + 1 / 2 / 3), then **View** → **Show outline** to navigate a long paper.
4. **Tools** → **Citations** builds MLA, APA or Chicago entries and inserts the bibliography for you.
5. **Ctrl + Shift + C** shows word count. Tick "Display word count while typing" and stop guessing.
6. **Ctrl + Alt + C** copies formatting and **Ctrl + Alt + V** paints it onto other text.
7. **File** → **Download** → **PDF** when the layout must not move; **.docx** when a teacher needs to edit it.
8. Group project? Version history shows **who wrote what, with time stamps**. Useful when credit is disputed.

## EVERY SINGLE DAY

- ☐ Clear the inbox to zero unread ☐ Check Classroom **To-do** ☐ Look at tomorrow in Calendar

## Google Classroom Deadlines and receipts

1. **Turn in** submits a file. **Mark as done** is for assignments with nothing to upload.
2. Unsubmitting **resets your submission time stamp**. Near a deadline, message the teacher before you do it.
3. Open the **rubric** before you start — it is the grading criteria, in writing, in advance.
4. Turn on **Calendar sync** so due dates land in Google Calendar instead of only in Classroom.
5. **Private comments** are the right place for a grade question. Never the class stream.
6. "Make a copy for each student" means the file is yours — **do not rename it** unless asked.
7. Check the **Returned** section for feedback and inline comments you may have scrolled past.
8. When a deadline is tight, screenshot the submission confirmation before you close the tab.

## Shortcuts Worth Memorizing

|                                                                              |                                                                    |
|------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <b>Ctrl</b> + <b>/</b> Every shortcut Docs has                               | <b>Ctrl</b> + <b>Alt</b> + <b>1</b> Heading 1 (builds the outline) |
| <b>Ctrl</b> + <b>Alt</b> + <b>M</b> Insert a comment                         | <b>Ctrl</b> + <b>Shift</b> + <b>C</b> Word count                   |
| <b>Ctrl</b> + <b>Alt</b> + <b>C</b> Copy formatting                          | <b>Ctrl</b> + <b>Alt</b> + <b>V</b> Paste formatting               |
| <b>Ctrl</b> + <b>Shift</b> + <b>V</b> Paste as plain text                    | <b>Ctrl</b> + <b>H</b> Find and replace                            |
| <b>Ctrl</b> + <b>Alt</b> + <b>Shift</b> + <b>I</b> Open Explore for research | <b>Ctrl</b> + <b>K</b> Insert a link                               |

Gmail has its own set, but you must switch it on first: **Settings** → **See all settings** → **Keyboard shortcuts on**. Then **c** composes, **r** replies, **a** replies all, **e** archives, and **/** jumps to search. On a **Mac**, read Ctrl as **Command**.

## When Something Goes Wrong

|                                       |                                                                                                                                            |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>"I am locked out."</b>             | Stop trying. Repeated failures extend the lockout. Go to the tech office with your <b>student ID</b> — that is faster than guessing.       |
| <b>"The file is view only."</b>       | <b>File</b> → <b>Make a copy</b> to work in your own, or use <b>Request edit access</b> if the original has to stay shared.                |
| <b>"I deleted a whole section."</b>   | <b>File</b> → <b>Version history</b> restores any earlier state, including text you deleted hours ago.                                     |
| <b>"My teacher sees nothing."</b>     | Attaching is not submitting. Reopen the assignment and confirm the <b>Turned in</b> status, then check you shared from the school account. |
| <b>"The class disappeared."</b>       | It was probably archived. Classroom menu → <b>Archived classes</b> . Archived work is read-only but still there.                           |
| <b>"It uploaded one minute late."</b> | Keep the confirmation screenshot and explain it in a <b>private comment</b> the same day. Silence reads worse than a late file.            |

### BEFORE YOU PRESS TURN IN

- ☐ Matches the rubric? ☐ Right file, right account? ☐ Clearly named? ☐ Turned in, not attached?