



# Google Drive

## Google Accounts

Your ASD20 account includes a Google Drive account. All students and staff in ASD20 have a Google Drive Account managed by ASD20.

Google Drive is a great way to share documents with classmates, teammates, and teachers. It is also convenient to access from anywhere—school, home, public library, anywhere with internet access.

### Student Accounts follow this format:

[Student#@student.asd20.org](mailto:Student#@student.asd20.org) Your password is the same as your ASD20 password.

*This link is on the EMS website, Logins page, center of the dial pad.*

All students have a Gmail (email) account associated with their Google Drive account. (Note teachers do not have a Gmail (email) account associated with their Google Drive. Use the teacher's ASD20 email account to email a teacher: first.last@asd20.org.)

All student accounts also have an alias that is [first.last@student.asd20.org](mailto:first.last@student.asd20.org). This makes it easy to share folders and documents with other students. However, students cannot log into their Google Drive account with their alias account.

### Teacher Accounts follow this format:

[first.last@staff.asd20.org](mailto:first.last@staff.asd20.org)

*This link is on the home page of the EMS Staff Intranet.*

Teachers do not have a Gmail (email) account associated with their Google Drive. Use the teacher's ASD20 email account to email a teacher: first.last@asd20.org.

## Saving and Sharing Files in Google Drive

Once you save a file to your Google Drive by uploading the file, you can choose to share that file with classmates and teachers. There are several options for sharing. For example, you can send them the link to the file, you can make it public, you can invite them to your folder, etc.

Trudy has a template posted on the Staff Intranet to help you quickly create student accounts from a list of students exported from Infinite Campus.