

Teacher Step 1: How to create a Google Classroom

Navigate to classroom.google.com

Login with your OCSD account, you will soon have a single sign on path within Classlink but for now manually type in yourusername@ocsd.okaloosa.k12.fl.us (please note this is ocsc.okaloosa not mail.okaloosa)

Select that I'm a Teacher

Hit the PLUS + Symbol to create a Google Classroom Class for every class period you have

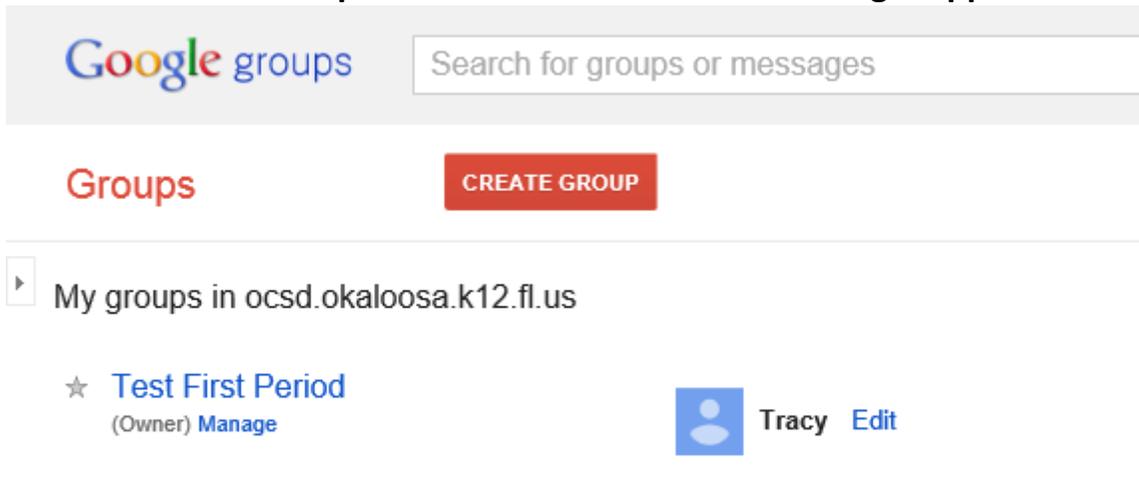
Give it a logical name, something like MyName_MySubject_Period#

Customize the class look all you want.

This is where you will create assignments for your students.

Copy down the class code at the bottom left and record it for your students.

Teacher Step 2: How to create GROUPS in Google Apps



Navigate to groups.google.com

Login with your OCSD account (only if you aren't already), you will soon have a single sign on path within Classlink but for now manually type in yourusername@ocsd.okaloosa.k12.fl.us (please note this is ocsd.okaloosa not mail.okaloosa)

Click My Groups

Click Create Group

Give the Group a name that identifies everything about you and your class (EX. MyName_MySubject_Period#)

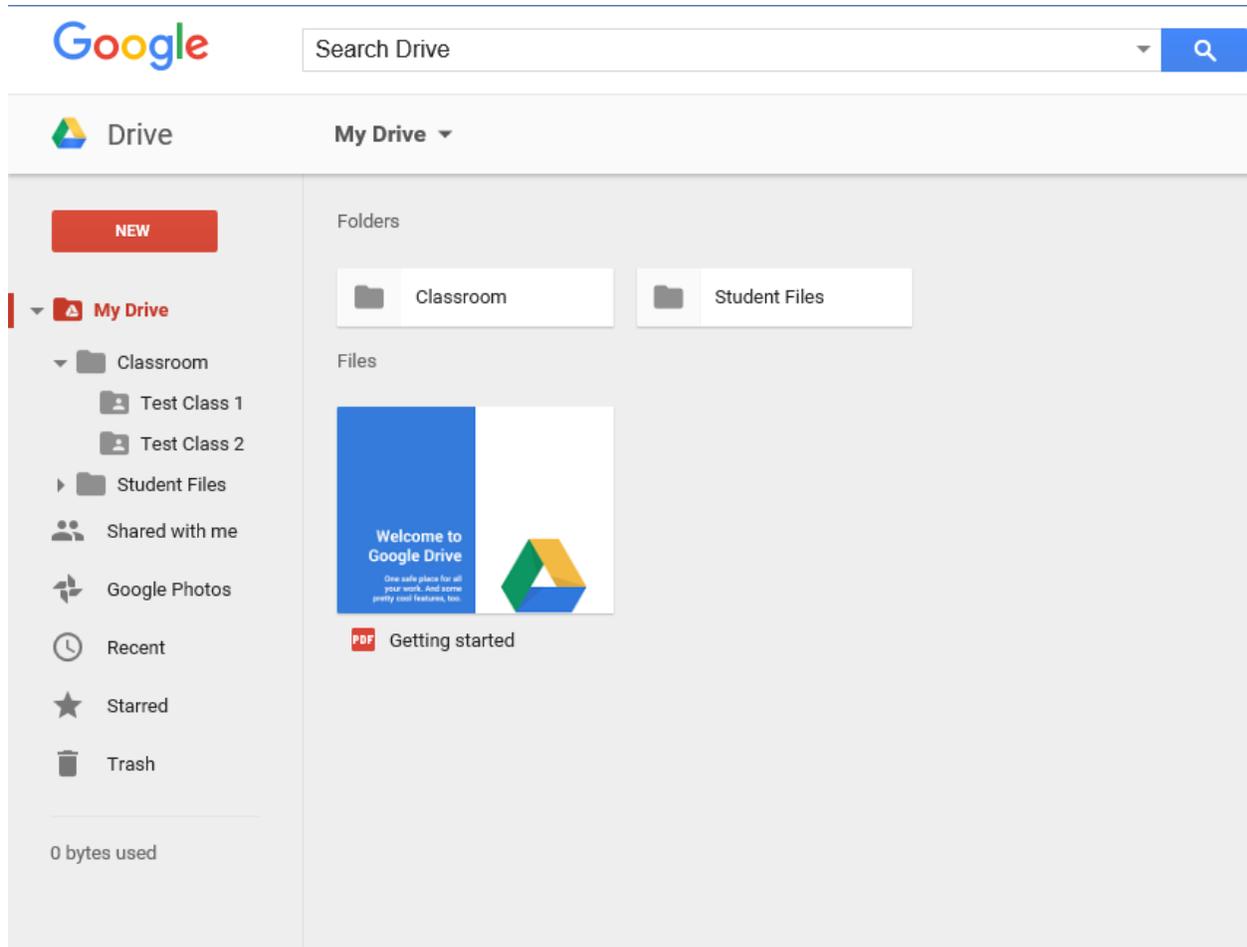
Record the Group email address for later (MyName_MySubject_Period#@ocsd.okaloosa.k12.fl.us)

Select the default settings except in Basic Permissions do the following:

- Uncheck All Members of the group
- Uncheck All Organization Members
- Do this for both View topics and Post

Hit Create at the top

Teacher Step 3: How to create a Classroom file depository and give students READ ACCESS



Navigate to drive.google.com

Login with your OCSD account (only if you aren't already), you will soon have a single sign on path within classlink but for now manually type in yourusername@ocsd.okaloosa.k12.fl.us (please note this is ocsd.okaloosa not mail.okaloosa)

You will see a folder at the Top Called MY DRIVE, Under that you will see CLASSROOM, Under that you will see each classroom you created previously.

Select the first Classroom Folder in your list

Right click and click SHARE

Click the (small) ADVANCED button in the bottom right corner

In the INVITE PEOPLE box enter the GROUP EMAIL ADDRESS associated with that particular class (you created and recorded this earlier)

Change the permissions drop down box to CAN VIEW

Uncheck the notify people box and click SEND

Now you can place things in this folder that your students for this class can VIEW but NOT EDIT

Repeat this process for you other CLASS FOLDERS in GOOGLE DRIVE

Student Step 1: How STUDENTS add themselves to your class

Have the student login as them self to their PC

Have them navigate to Classroom.Google.com and login with their OCSD Google account. This will be (USERNAME@student.okaloosaschools.com)

Click I'm a Student

Hit the PLUS + Symbol to join a Google Classroom Class

Give the student the GOOGLE CLASSROOM CODE you recorder earlier for this class

Student Step 2: How students create an individual CHOICE folder and give their teacher access

Have the student navigate to Drive.Google.com and make sure they are logged in with their OCSD Google account. This will be (USERNAME@student.okaloosaschools.com)

Click on My DRIVE, Right Click and make a NEW FOLDER

Name it something logical (MyName_MySubject_Period#)

Right click the new folder and select SHARE

Enter your teacher's GOOGLE ADDRESS (USERNAME@ocsd.okaloosa.k12.fl.us remember this format is ocsd.okaloosa not mail.okaloosa)

Send the folder and select the defaults to allow WRITE ACCESS

Students now turn in work to this folder for this period

All folders can be accessed from MY FILES within CLASSLINK after you connect GOOGLE DRIVE (see below)

Student Step 3: How students access the READ ONLY drive you created earlier

Have the student navigate to Groups.Google.com and make sure they are logged in with their OCSD Google account. This will be (USERNAME@student.okaloosaschools.com)

Hit Browse Groups

Find the Group that the teacher made for your class, click it and request access

Teachers will then approve the student access request when they login as themselves to Groups.Google.com

Teacher Step 4: How Teachers access the Student Individual Folders

Logged in as your teacher account, navigate to drive.google.com

Login with your Google OCSD account (only if you aren't already)

Select the MY DRIVE folder and right click and create a new folder called INDIVIDUAL STUDENT FOLDERS

Under INDIVIDUAL STUDENT FOLDERS create a folder for each class you have

Go to the SHARED WITH ME Folder, if your students followed instructions you should have folders indicating each student's name, subject, and period number.

Drag these folders to the folders you just created so that you have a clean logical folder structure for your class.

All folders can be accessed from MY FILES within CLASSLINK after you connect GOOGLE DRIVE (see below)

Everyone Final Step: How to access Classlink and use Google Drive



Navigate to launchpad.classlink.com/okaloosa schools

Sign In

Click on My Files at the bottom

Click on MANAGE SERVICES

Click on CONNECT on the Google Drive icon

Fill out the account info if asked (USERNAME@student.okaloosaschools.com or USERNAME@ocsd.okaloosa.k12.fl.us)

You will now see all your Google Drive folders and all your classroom folders created earlier