

Using Google Drive and Docs

Google Drive allows you to save and access work on a range of devices through the use of Google drive.

Google Docs can be easily accessed from the shortcut on your desktop when logged into the school network.



If you are logging on from outside of the school network, Google docs can be accessed at <http://docs.chewvalleyschool.co.uk>

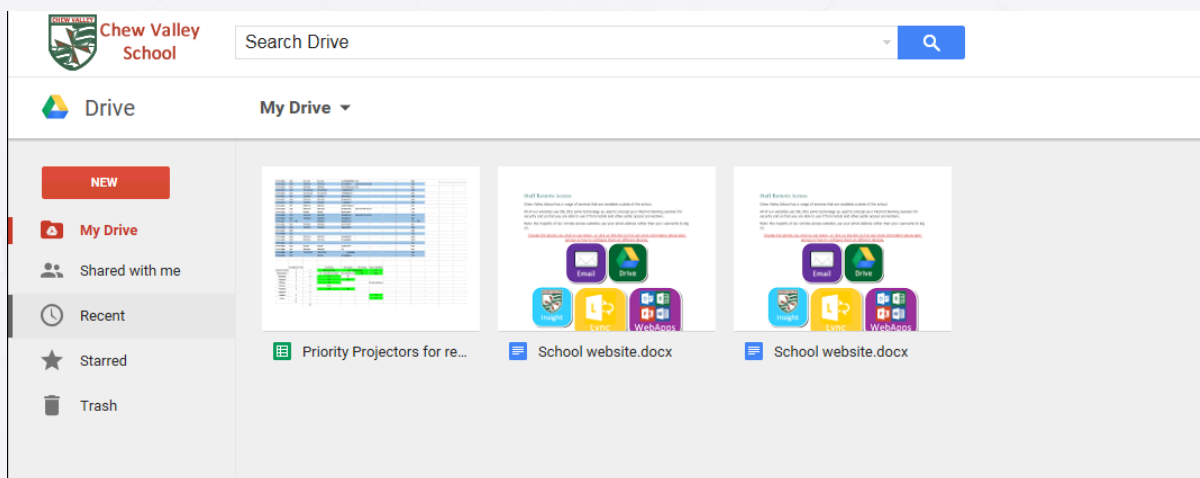
To Login Use your full email address, click next and enter your password.

A screenshot of the Google sign-in page. At the top is the Google logo. Below it is the text 'One account. All of Google.' followed by 'Sign in with your Google Account'. There is a grey circular placeholder for a profile picture. Below that is a yellow input field containing the email address 'username@chewvalleyschool.co.uk'. Underneath the input field is a blue button labeled 'Next'. At the bottom right of the sign-in area is a blue link that says 'Need help?'.

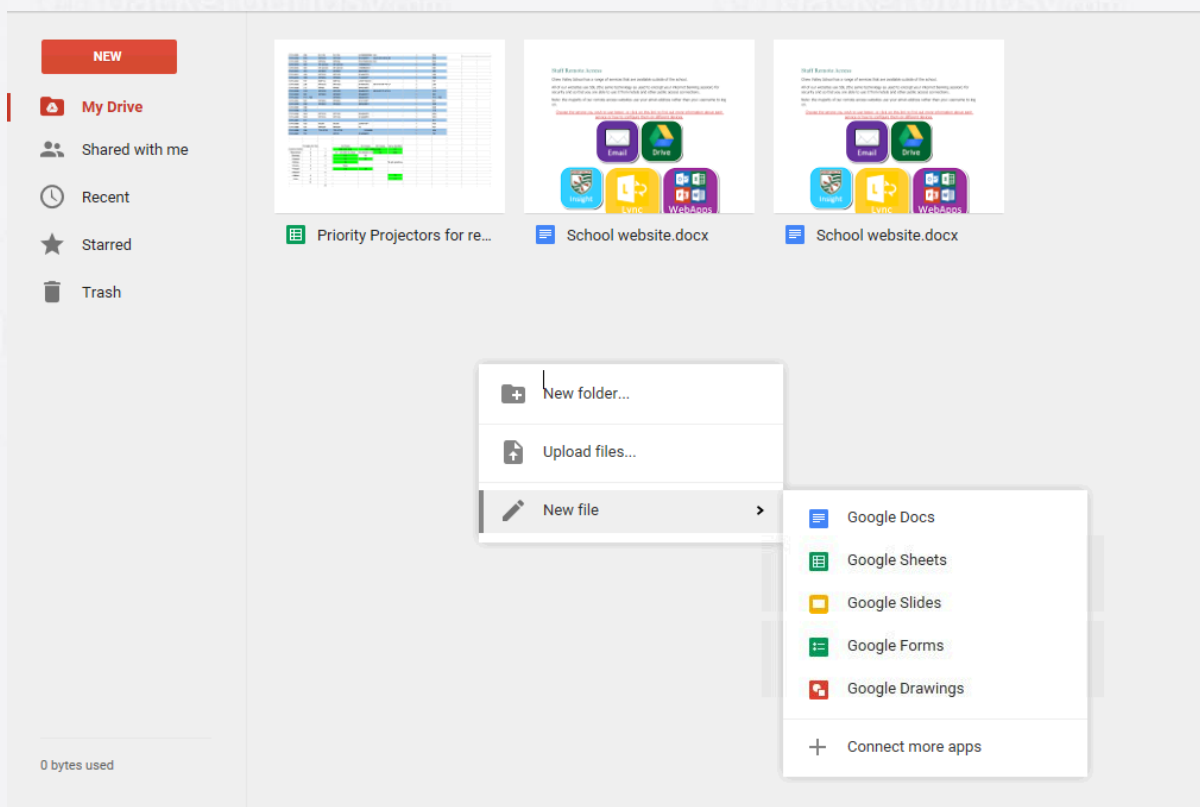
Google Drive is supported on Windows, OSX, Android and iOS (through the Google Drive App).

Please note that you can't share documents outside of Chew Valley School.

Once Logged in you will see a screen displaying your files.



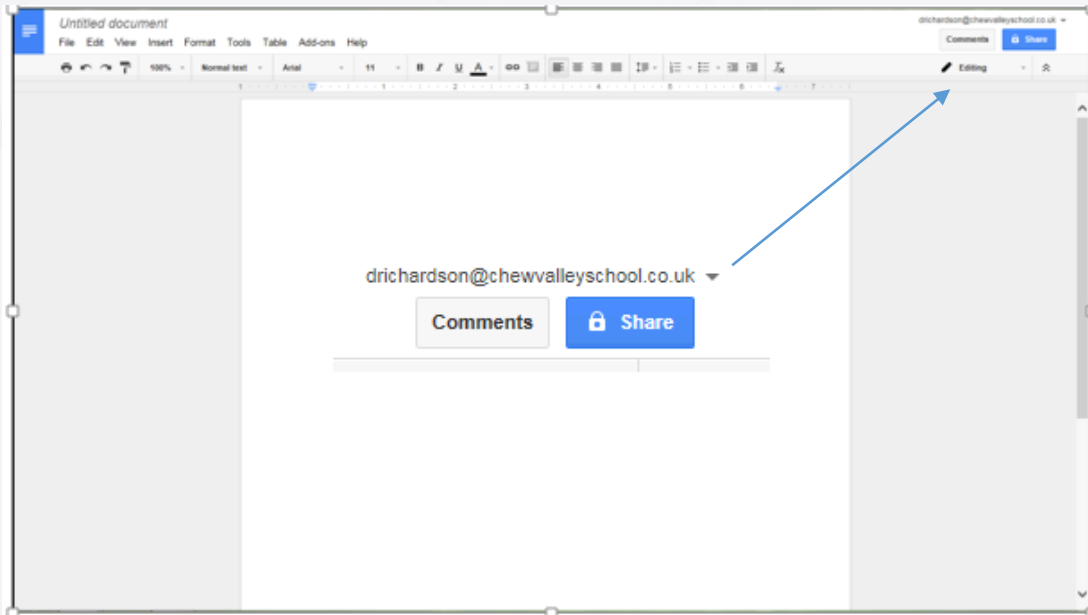
You can right click anywhere to create a new document or by using the red NEW button on the left hand side:



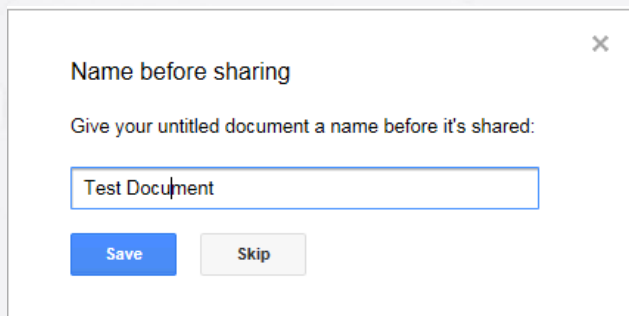
Docs is Equivalent to Word, Sheets to Excel, Slides to PowerPoint

Once you have a new document you can share this with other users:


In the top right corner click share





If you haven't already you'll be asked to name the document:



Then enter the email of the person you wish to share the document with, and select the level of access you'd like them to have, edit, comment or view:

Share with others Get shareable link 

People

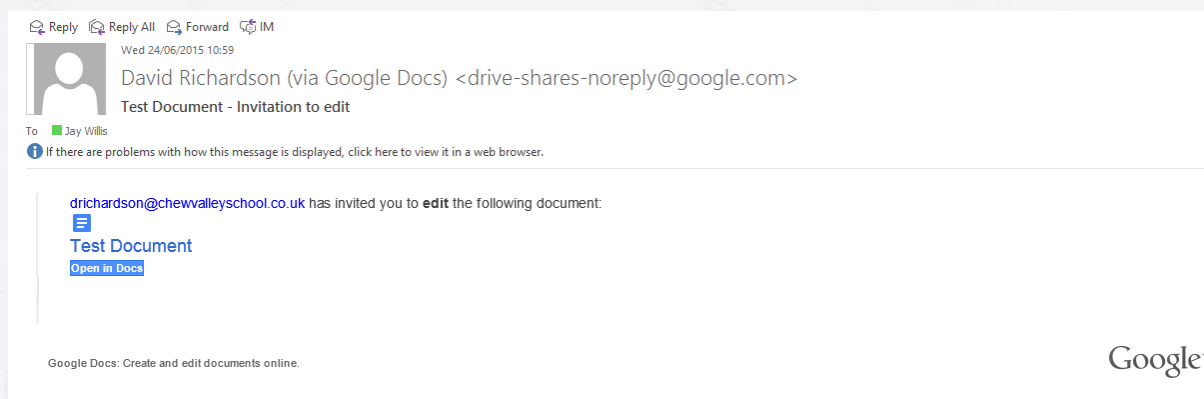
 jwillis@chewvalleyschool.co.uk x Add more people...  Can edit ▾

Add a note

Can edit
 Can comment
 Can view

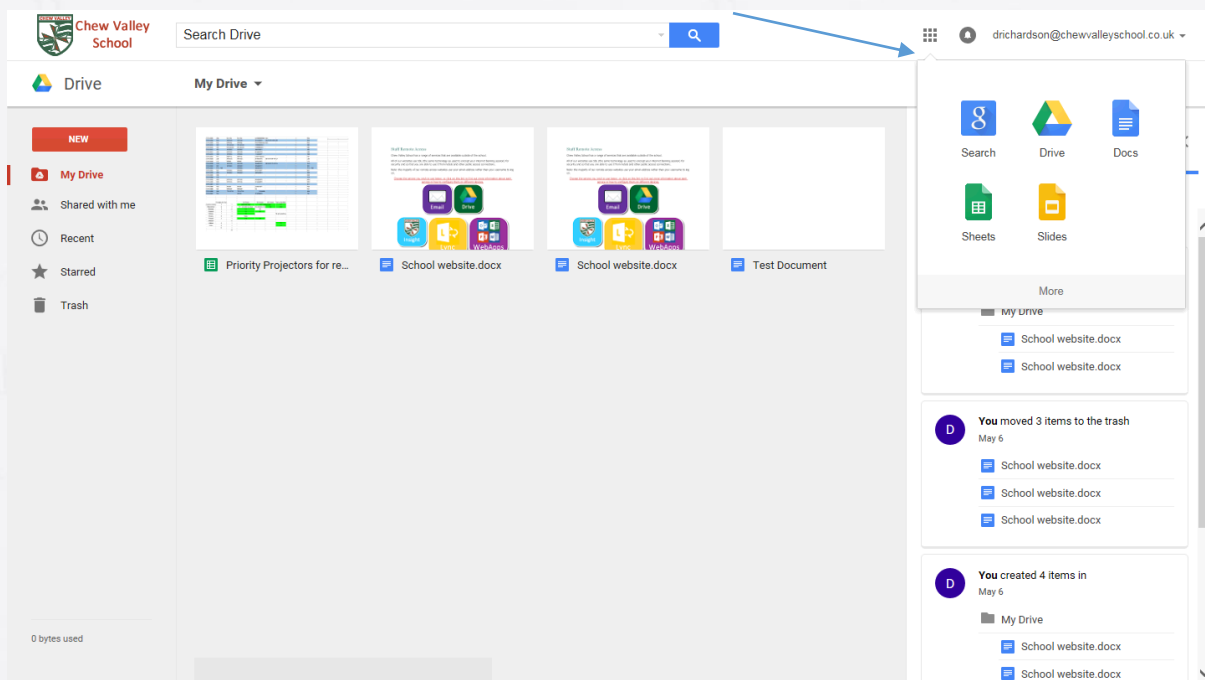
Send
Cancel
Advanced

Once you have shared it with a user they will receive an email with an invitation to edit the document:

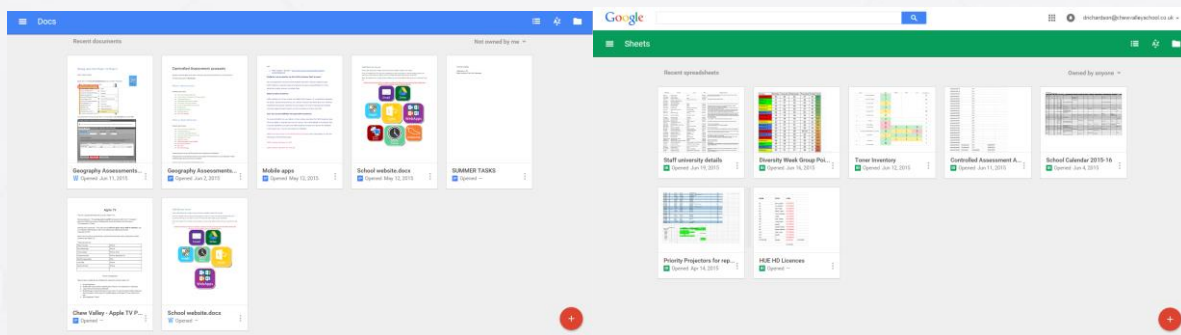


Simply click on that link and log in (if you haven't already) to edit or read that document

To navigate back to drive click on the squares by your username in the top right corner:



You can also select docs or sheets to view all of those types documents that you have access to:



Or from the Drive window select Shared with me to view only documents shared with you:

The screenshot shows the Google Drive interface for a user named 'Chew Valley School'. The page title is 'Shared with me'. On the left sidebar, there is a 'NEW' button and a list of navigation options: 'My Drive', 'Shared with me', 'Recent', 'Starred', and 'Trash'. A blue arrow points to the 'Shared with me' option. The main content area displays a grid of shared files and folders, including documents, spreadsheets, and presentations. The files are organized into a grid with columns and rows. The right sidebar is currently empty, showing a message: 'Select a file or folder to view its details.'

Chew Valley School

Search Drive

Drive Shared with me

NEW

My Drive

Shared with me

Recent

Starred

Trash

0 bytes used

Geography Assessmen...

How to change student...

Controlled Assessment...

Geography Assessmen...

Chew Valley - Apple TV...

SUMMER TASKS

School website.docx

School website.docx

Mobile apps

HUE HD Licences

Chew Valley School ICT...

Chew Valley School ICT...

Select a file or folder to view its details.