Google Drive Information

SUHSD has a Google Domain allowing students and staff access to Google Drive. Students have district provided g-mail accounts plus Google Drive. Staff have Google Drive but no g-mail because, as an organization, we use Outlook.

The benefits to using Google Drive are:

1. Cloud storage (15 GB/user)

2. Cloud tools - Google Docs (the equivalent of Microsoft Office)

3. Inter-operability with Canvas

4. Students cannot use Google Drive to send e-mail to people outside SUHSD and people outside SUHSD will not be able to send messages to students.

All SUHSD personnel have a Google Drive account:

To access Google Drive - follow these directions:

1. Go to http://drive.sweetwaterschools.net (**notice it's .net not .org**)

2. Enter the same prefix you use for your District e-mail - e.g. david.damico (do not enter the @sweetwaterschools.net portion because it's already pointing to that domain)

3. The first time password is - teachers (you will be prompted to change this password)

When you log on - you will see this in your browser window. You can create new documents using the Create button. You can upload any of your existing documents by click on the upload icon to the right of the word "create"

Google Docs is inter-operable with MS Office (Word, Excel, Power Point).