



Cheltenham School District Google Apps Accounts Student Quick Start Guide

Logging In

1. Cheltenham Main Webpage -> Students -> Google Drive
2. The Student Login is the same as their Network ID followed by @cheltenham.org. Their password is the same as their Network Password.
Please Note: *The Cheltenham Google Apps Accounts are not e-mail accounts !*

Uploading Files in Google Docs



1. Click on *Drive* at the top of the page.
2. Click *Upload* (red arrow pointing up)
3. Click *Files*.
4. Then find the file you want to add and click *Open*.

Hint :

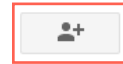
Google Apps works best with the Chrome Browser

Creating Documents in Google Docs



1. Click on *Drive* at the top of the page.
2. Click *Create*.
3. Click on the document type that you wish to create (document, presentation, spreadsheet, drawing or form)

Sharing Documents in Google Docs



1. Check the box next to the file or folder that you would like to share.
2. Click the *Share* icon.
3. Choose a visibility option: “Private”, “Anyone with the link” or “Public on the web”
4. Type the accounts of the people you want to share with in the text box below “Add People”. You can add a single person, or multiple people.