Accessing Your Google Account at Home

1. Log onto the internet. **Recommend using Chrome as your internet browser.**
2. If Google doesn't automatically open, go to www.google.com
3. In the upper right corner **click the Sign In button**. If there is not a Sign In button, **click the Square** in the upper right corner and then **click accounts**. There should **now be a Sign In button** in the upper right corner. Click it.
4. To access your account you need to type in your Kennewick School District e-mail. You e-mail is
   - 8th: 22.first.last@ksd.org
   - 7th: 23.first.last@ksd.org
   - 6th: 24.first.last@ksd.org
5. Type in your password that you used to log into the computer.
6. You should now be log into your school Google Account.

NOTE: What you do on this account is public record and your information can be pulled by the IT department. It is recommended you only use this account for school related things, not personal things.

Accessing Google Docs

1. Once logged in, in the **upper right hand corner there is a square. Click it.**
2. A drop down menu will appear. **Click Drive.**
3. Your Drive is where your files are stored and you can access them.
4. To start a document, in the upper left corner, **click the BLUE button that says NEW**.
5. A drop down menu will appear. In your drop down menu you will see Docs, Sheets, and Slides. Docs is similar to Word, Sheets is similar to Excel, and Slides are similar to PowerPoint. **Click Google Docs.**
6. A new Document is now open.

Assignment

1. In the upper left corner it should say **Untitled Document**. **Click this and title your document Book** Review. NOTE: If you can't type in it, try double clicking.
2. In the body of your paper **type the title of a book you would recommend, then hit enter.**
3. **Below the title type Recommended By (put your name)** EX: Recommended By Mrs. Nelson and **click Enter twice**
4. **Write a three to five sentence summary of the book without giving away the ending and explain why you would recommend it.** Be specific. Tell why it is awesome. What makes it awesome? You may use Mrs. Nelson recommendation as a guide. Take five minutes to write your recommendation.
5. Highlight the whole text and then change the **font size from 11 to 18.**
6. **Highlight the Title and the Recommend By Your Name and Center them by clicking the button with three lines centered on the tool bar.** NOTE: If you scroll over each it will tell you if it is center, left, or right.
7. **While the Title and Recommended By Your Name are still highlighted, click the Bold button.**
8. Congrats! You are almost done. We just need to add a picture. At the top of your screen click a new tab. Google should open. If it does not open, go to www.google.com
9. Type in the title of your book.
10. Right below the search box you should see the word **Images. Click it.**

11. Find the cover of your book. **With your mouse, scroll over the top of the cover and RIGHT CLICK. A drop down menu will appear. Click Copy Image.**
12. Go back to the top of your screen and click your Book Review tab.
13. After the last sentence in your review, hit Enter.
14. With your curser below your review, **Right Click and click Paste**. Your Picture should below your review.

Sharing your Google Doc

1. In the upper right corner, click the **blue button that says Share**.
2. Enter the e-mail address of your ELA teacher. If you would like for Mrs. Nelson to print your review and post in the library, enter her address too.
   - Mrs. Murphy: kim.murphy@ksd.org
   - Mrs. Jamison: Karyn.Jamison@ksd.org
   - Mrs. Memmott: Jocelyn.Memmott@ksd.org
   - Mr. Fischer: chris.fischer@ksd.org
   - Mrs. Chelin: nicole.chelin@ksd.org
   - Mrs. Coleman: kim.coleman@ksd.org
   - Mr. Patterson: matt.patterson@ksd.org
   - Mrs. Reppe: daronna.reppe@ksd.org
   - Mrs. Kadinger: lacee.kadinger@ksd.org
   - Mrs. Hopkins: kelly.hopkins@ksd.org
   - Mrs. Garrison: Kristine.Garrison@ksd.org
   - Mrs. McPeak: gina.mcpeak@ksd.org
   - Mrs. Zacher: andrea.zacher@ksd.org
   - Mrs. Nelson: Natalie.nelson@ksd.org (send to me if you want it hung in the library)
3. NOTE: To the right of your e-mail addresses there is a pencil. Click the Pencil. When you share a document you can pick from three kinds of shares: Edit, Comment, or View. Please note, when sharing in edit version, the person your share with will be able to edit your document and it will change in your file. Comments will only allow for a person to comment in a comment box, but not edit your document. View will only allow a person to view. Select any of the three you would like.
4. **Click Send.** Congrats! You sent your document.
5. In the upper left corner there is a big blue button with lines on it. Click here. This should take you back to all your Google Docs.
6. In the upper right corner, click the Square. This will open your drop down menu.
7. Click Drive. You should be back to your Google Drive where you can see all documents and files you have saved.

Rapid Identify

1. On your desktop, click the icon with the red squiggly line that says Rapid Identify.
2. Your user name and password is the same for signing into the computer.
3. Once opened, click Google Classroom. This will direct you to your Google account.
4. Click the square in the upper right hand corner and click Drive. You are back to your Google Drive where all your saved files will be stored.