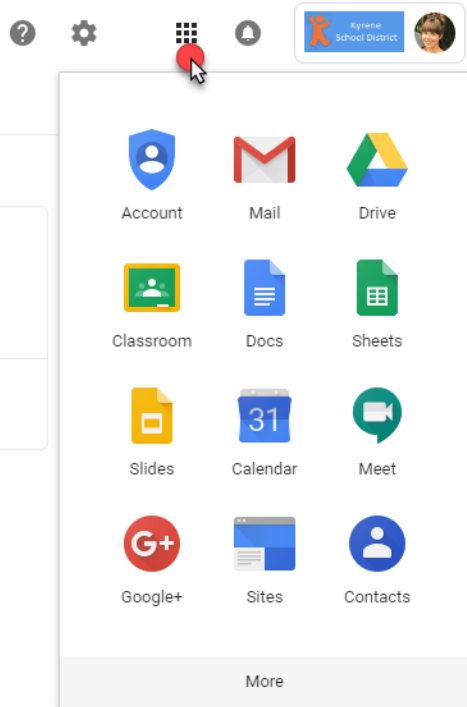Google Drive (Google Docs, Google Sheets, Google Slides)

Employees are automatically issued a Kyrene Google account. Navigate to drive.google.com. Use Kyrene email address and network password to login. Launch in Chrome browser for best experience. Google Drive is a cloud storage system for file creation and collaboration. Products in Google Drive include Google Docs, Google Sheets, Google Slides, etc. When logged in, Google Drive dashboard will appear.

Click the tile square icon in the top right toolbar to access all Google products available.
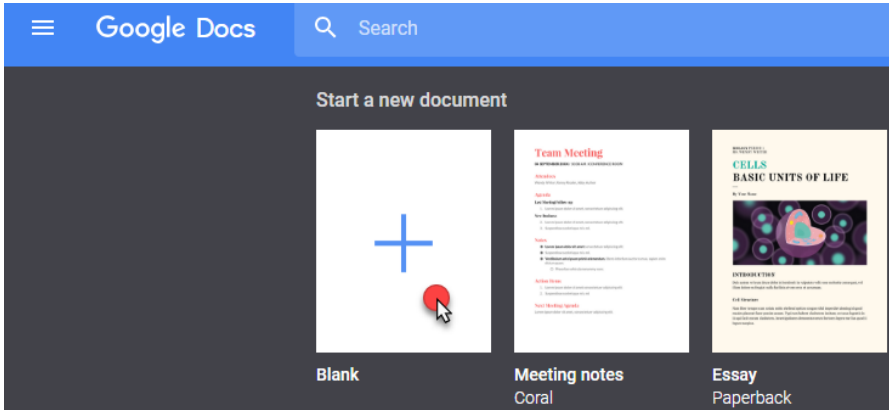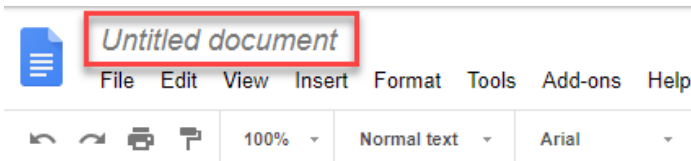

Google Docs

Click on Google Docs. Alternatively, docs.google.com can be entered in the browser URL bar.
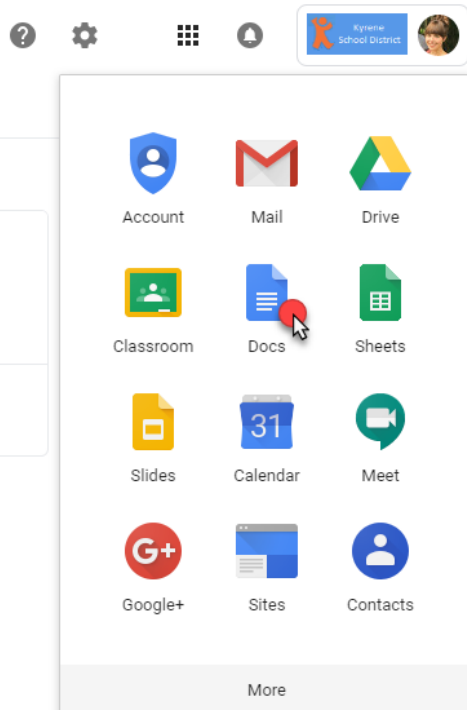
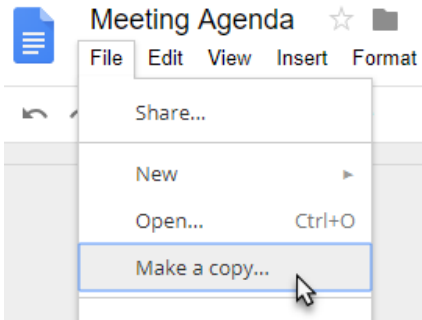Select Blank tile to begin a new Google Doc.

Name Google Doc so that it can be easily located in Google Drive in the future.

Google Docs auto-saves all changes. In other words, clicking File, then Save or Save As is not possible because the changes are saved as they are made.
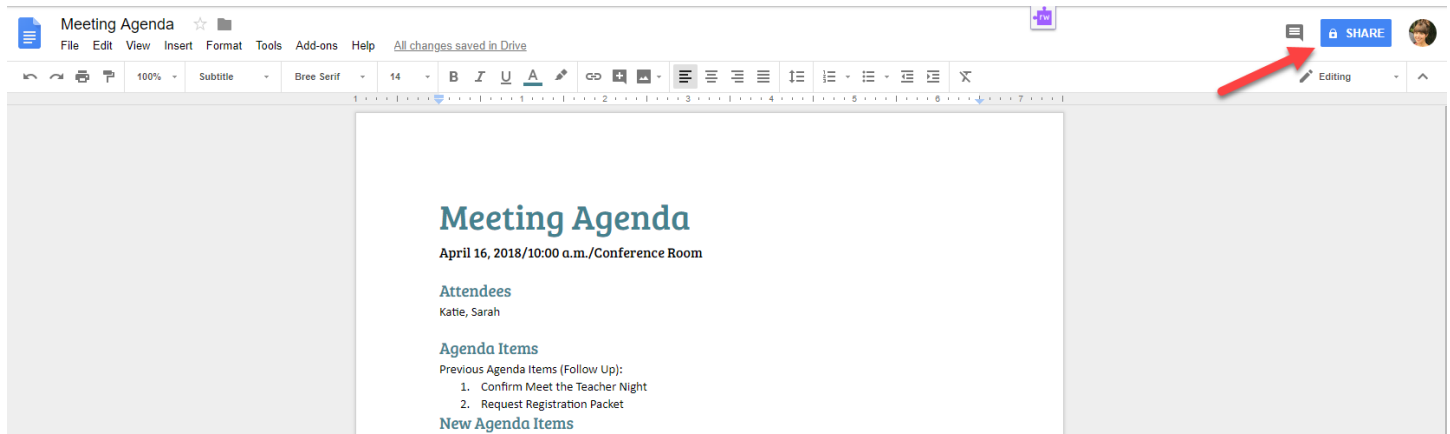
To duplicate the Google Doc, click File, then select Make a Copy.

To download Google Doc onto computer, click File, then select Download As. Choose file type.
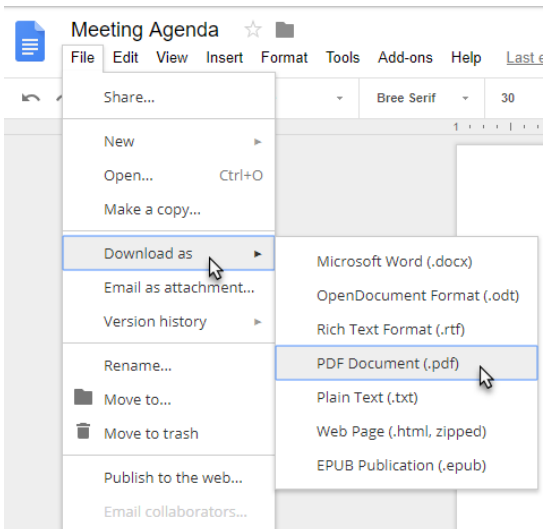
To share Google Doc with others, click the Share button in the top right corner of the screen.

All Google Docs are private until elected to "Share." To share Google Doc with others, first determine permission levels.

To allow an individual to view Google Doc without editing permissions; click the Share button in the top right corner of screen. Enter the individual's email address in the text box. Click the button with a pencil symbol to the right and select "Can view." Click "Done." An automatic email invitation will be sent to this individual to view document.
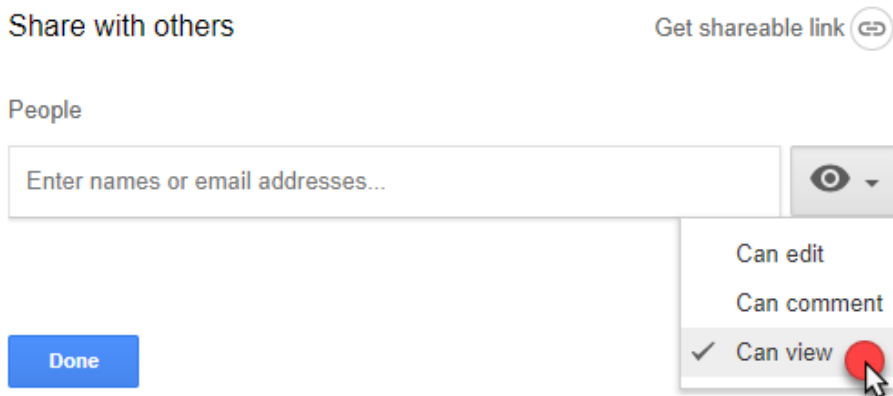
To allow an individual to view and edit Google Doc; click the Share button in the top right corner of screen. Enter the individual's email address in the text box. Click the button with a pencil symbol to the right and select "Can edit." Click "Done." An automatic email invitation will be sent to this individual to view and edit document. Google will apply a color-coded view if multiple users are active in a single document.
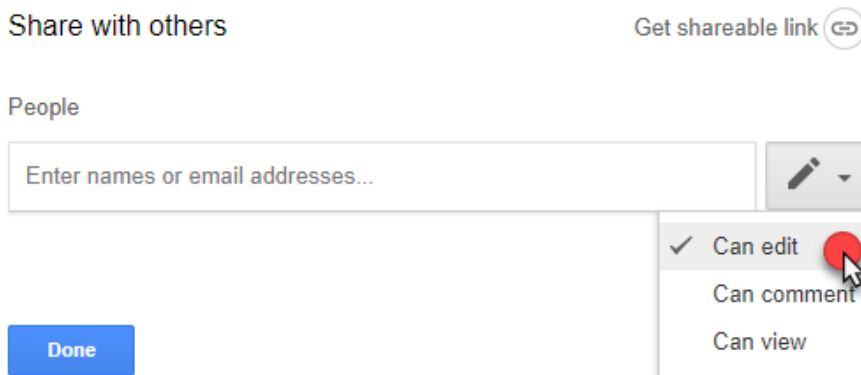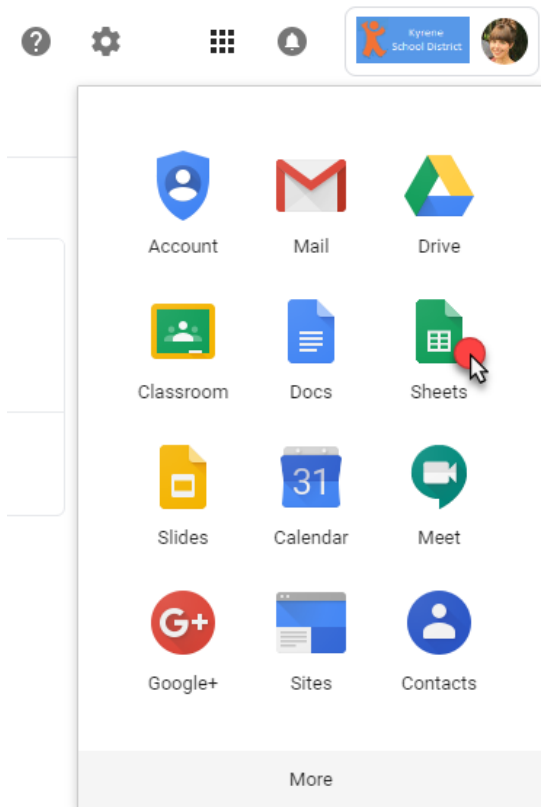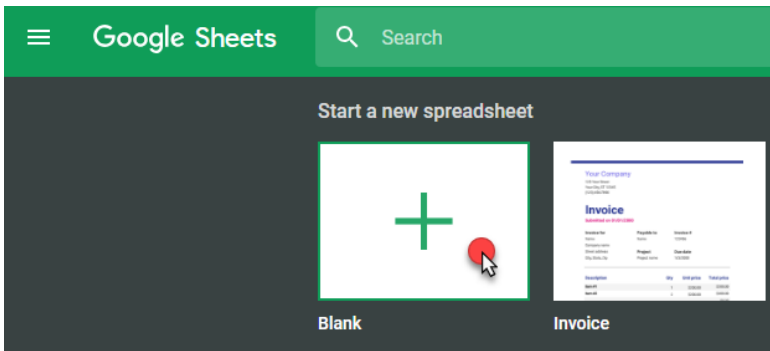
Google Sheets

Click the tile square icon in the top right toolbar of Google Drive to access all Google products available.
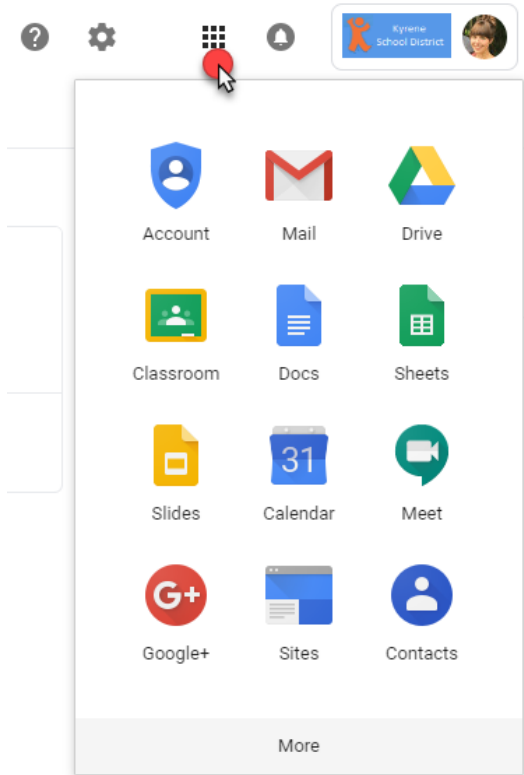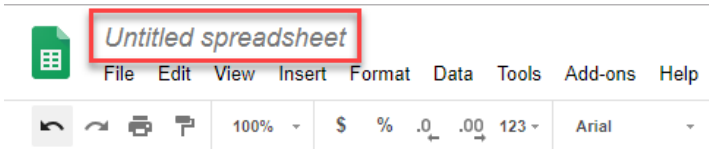

Click on Google Sheets. Alternatively, sheets.google.com can be entered in the browser URL bar.

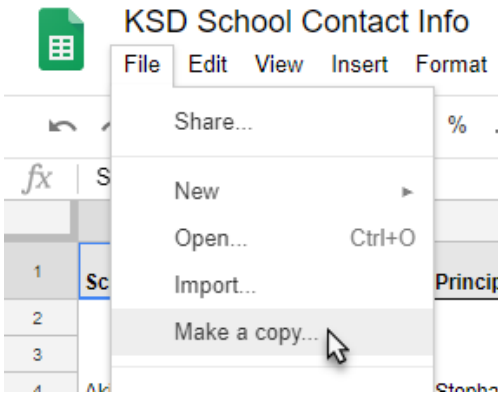Select Blank tile to begin a new Google Doc.

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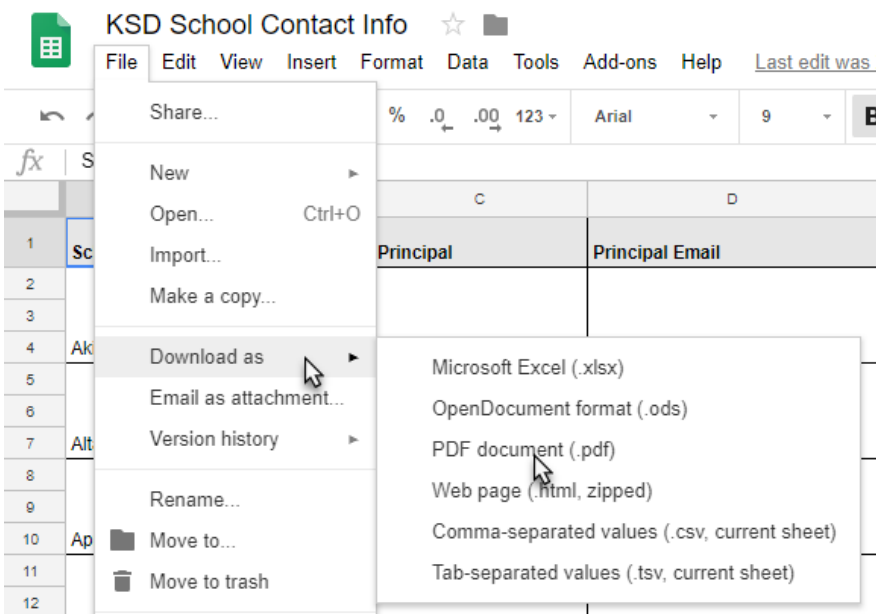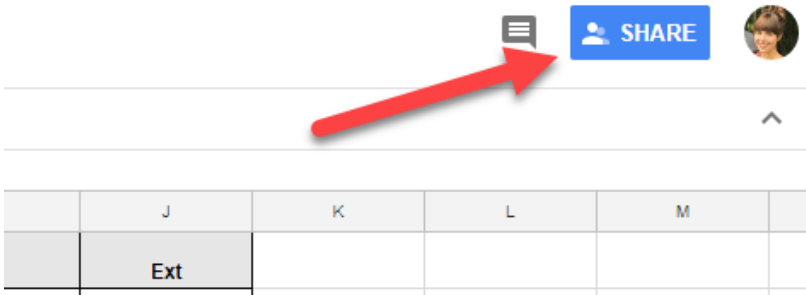

Google Sheets auto-saves all changes. In other words, clicking File, then Save or Save As is not possible because the changes are saved as they are made.

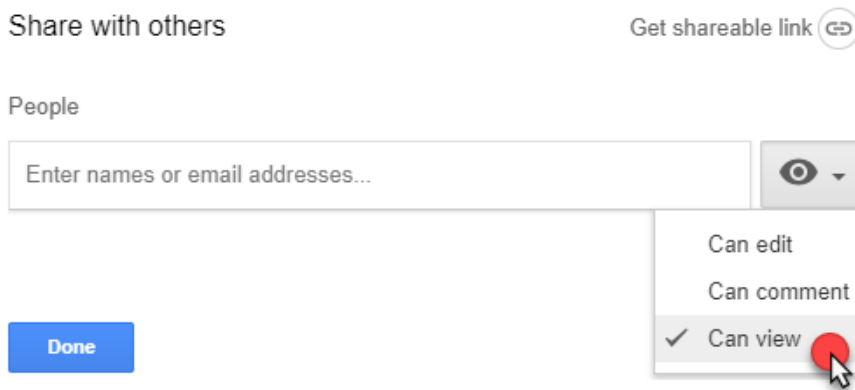To duplicate the Google Sheet, click File, then select Make a Copy.

To download Google Sheet onto computer, click File, then select Download As. Choose file type.
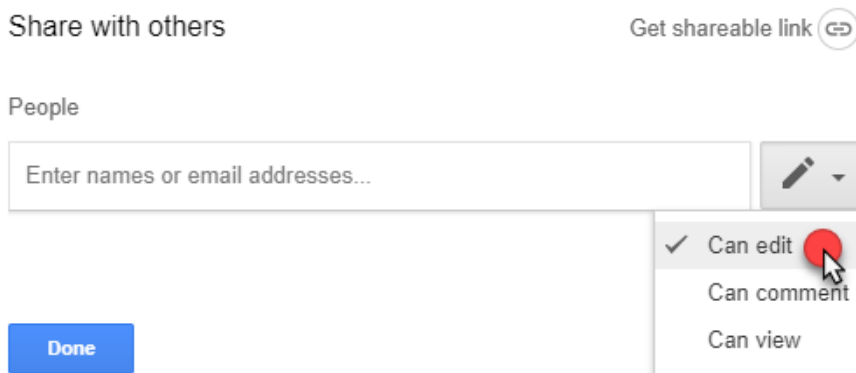
All Google Sheets are private until elected to "Share." To share Google Sheet with others, first determine permission levels.

To allow an individual to view Google Sheet without editing permissions; click the Share button in the top right corner of screen. Enter the individual's email address in the text box. Click the button with a pencil symbol to the right and select "Can view." Click "Done." An automatic email invitation will be sent to this individual to view document.


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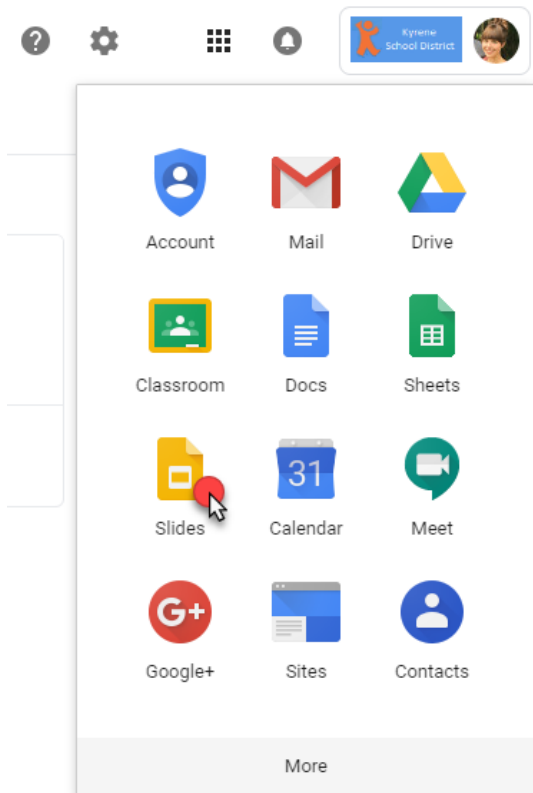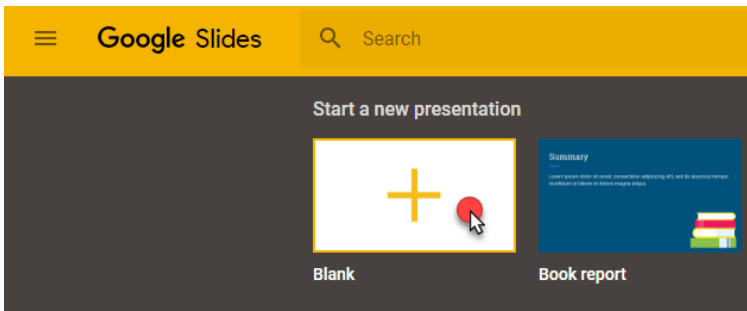
Google Slides

Click the tile square icon in the top right toolbar of Google Drive to access all Google products available.
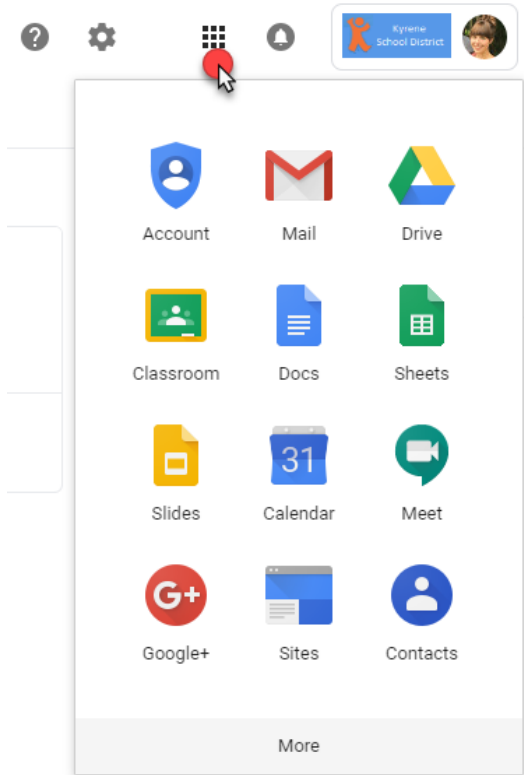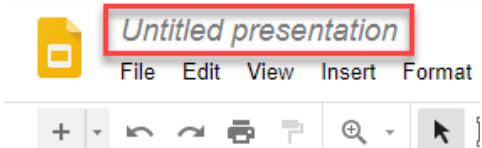

Click on Google Slides. Alternatively, slides.google.com can be entered in the browser URL bar.

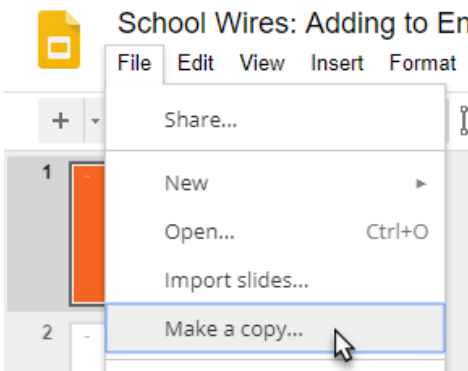Select Blank tile to begin a new Google Slide.

Name Google Slide so that it can be easily located in Google Drive in the future.
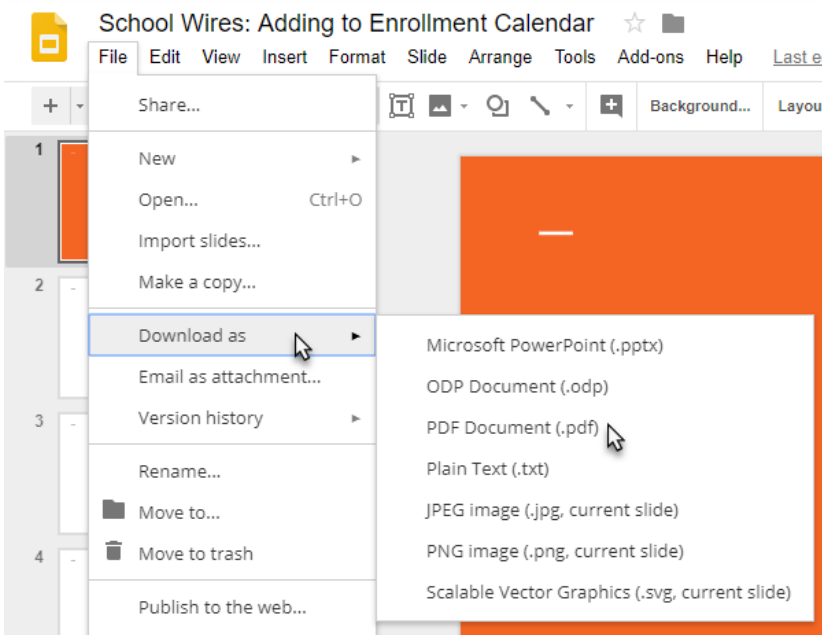

Google Slides auto-saves all changes. In other words, clicking File, then Save or Save As is not possible because the changes are saved as they are made.
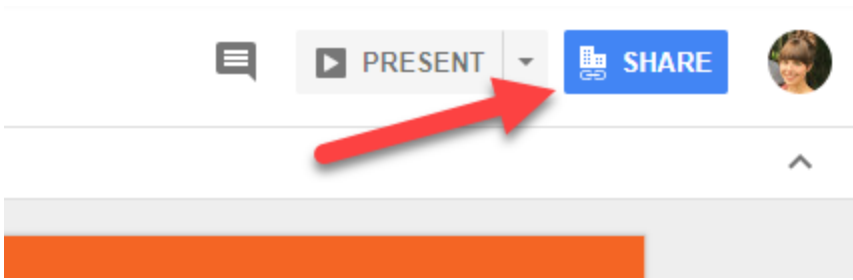
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To download Google Slide onto computer, click File, then select Download As. Choose file type.

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Anyone on the Internet can find and access. No sign-in required.

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Anyone who has the link can access. No sign-in required.

○ 🏢 **On - Kyrene School District**
Anyone at Kyrene School District can find and access.

◉ 🏢 **On - Anyone at Kyrene School District with the link**
Anyone at Kyrene School District who has the link can access.

○ 👥 **Off - Specific people**
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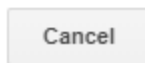
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