



Student Digital Backpack

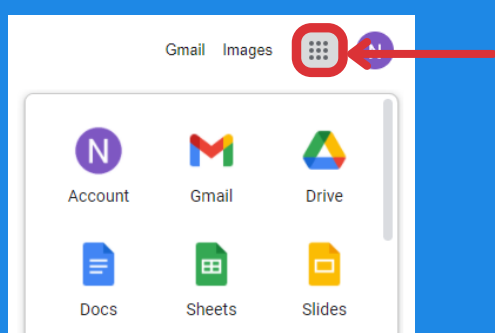
Access Google tools via the Apps waffle or the [Student Landing Page](#)

[Click here](#) if you want to create your own personal Google account to try these tools out before coming to college



Google Apps 'Waffle'

The Google Apps Waffle is located in the top right hand corner of your Google screen.



Choose different Google Apps from here, or from the [Student Landing Page](#).



Gmail

GMail is where you access your college email.

Calendar

Manage appointments and assignment due dates.

Drive



Use Drive to store and create files & folders.



Docs

Create text based documents for writing tasks.



Slides

Create presentations to enhance and show your work.



Sheets

Create spreadsheets to display, calculate and analyse data.



Meet

Tutors will use Meet for video calling. Only staff can start Meet sessions.

Chat



Use this instant messaging app to chat with your tutors and classmates.

Click the icons below to find out more about each app

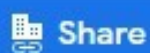


New

New Button

Use this button to create new Google Docs, Slides and Sheets (& more) in the selected folder on your Google Drive.

Blue Share Button



By default, new documents are private. Click on the blue sharing button to let other people view or edit your files.

Collaboration

By sharing your Google Docs / Slides / Sheets with tutors or other students, you are able to collaborate with others to work on your document at the same time.

No Need to Save

Your Google Docs / Slides / Sheets will save automatically.



Google Classroom

Teachers will share resources and set assignments using Google Classroom. You will be able to submit work to your tutor, and they will mark and feedback. Download the Google Classroom App to your phone, or access on the Apps Waffle or [Student Landing Page](#).

Folders

Sharing a folder in Google Drive with others will share everything in the folder with them.

Moving or uploading a file into a shared folder will share the file with everyone who already has access to the folder.

Search

Find documents in your Google Drive easily by using the **Search** box at the top of the page.

There is an **Advanced Search** option which helps you to refine your search by type, owner, date, location and more.

Classroom

Google Classroom creates a Google Drive folder for each of your classes. You can find your work for that class in the associated folder.

Find it by clicking the **Class Drive Folder** at the top of the **Classwork** tab.

Comments

You or your tutor can add comments to work by selecting text in a document, right click and choose **Comment**. This inserts a note on the side. Comments do not print. You can reply to or resolve comments.