

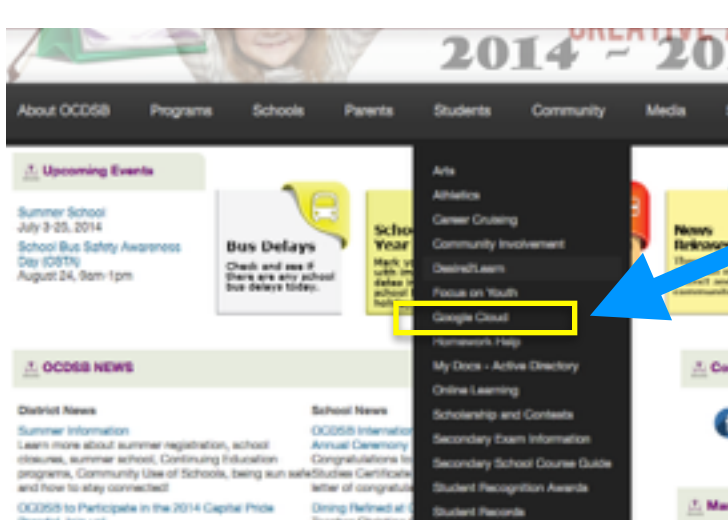
Using Google Cloud



The OCDSB uses the Google platform for document sharing, to create and generate content. We will be using this platform at school and at home to create projects. The advantage of the Google platform is that the document stays the same on any computer that they are using. This document shows you the steps to access your child's Google Drive from home.

How to Log in to your Google Account

- **Open your Internet browser (Safari, Google Chrome, Firefox, Internet Explorer)**
- **Go to www.ocdsb.ca**
- **Hover your mouse over the « Students » drop down menu and click on Google Cloud**



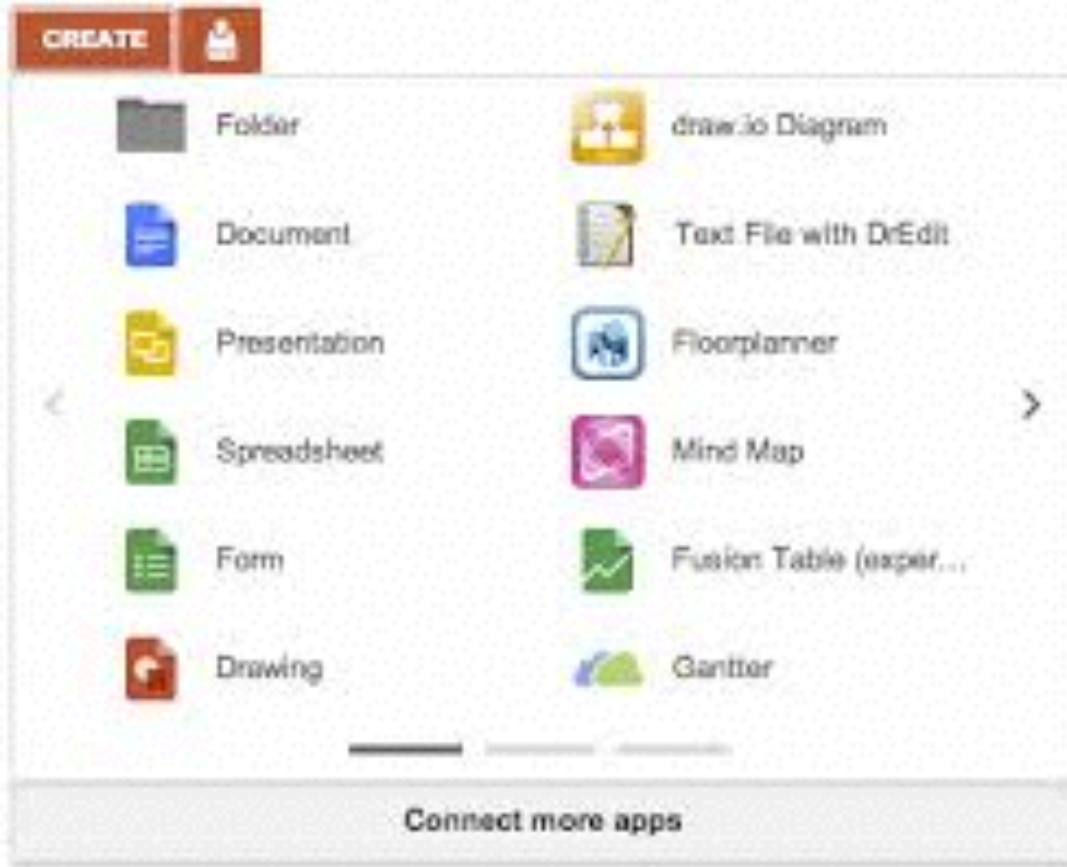
The following window should appear



Type your OCDSB username and your OCDSB password.
(Just like when you log in to the school computer)
Click on log in !

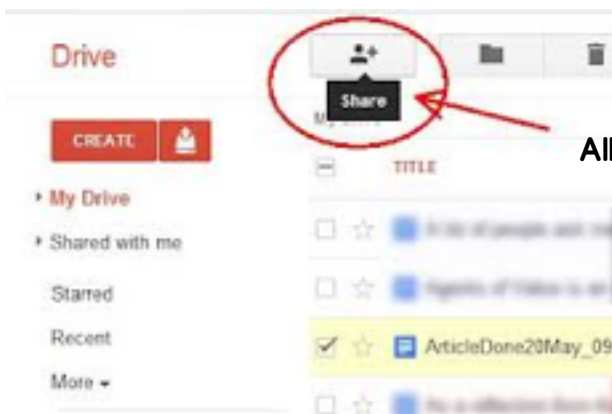
Creating Documents:

Decide what type of document you would like to create. Click on create and the type of document you would like to use.



Sharing Documents

Allows more than 1 person to see your final product. This is also a way of submitting documents to your teacher for assessment. click the icon with the image of a person and a plus sign.



Allows you to share documents in the cloud with your teacher. Just click and enter their name.