Google Apps for Education

new demands.

While this announcement is fairly new and there are still details to work out, it is important to be aware of the possibilities and how GAFE can fit into your instruction, assessment, and classroom communication plans.

In an effort to provide staff and students with communication and productivity tools that meet the demands of both the classroom and new technologies, the AVRSB will provide staff and students access to Google Apps for Education.

Google Apps for Education (GAFE) is a suite of online tools under a single login and is accessible on the majority of Internet-capable devices, such as laptops, tablets and smart phones. It is 'cloud'-based, so users can access files and tools from school and home, sharing their work between other staff or students. GAFE is used widely around the world with over 30 million users and will be the standard platform for Nova Scotia schools.

Using a single assigned account, students and staff can access the following:

- Email and calendar

- Word processing, presentation, spreadsheet, forms, and other tools

- File storage and sharing

- Website creation

- Google Apps and Extensions

The goal is to make the use of technology more efficient and eliminate the barriers of software and device incompatibility. This will support the use of new technologies and personal devices with a platform that is world-class and constantly evolving to meet

It is also important to recognize that existing Department of Education email and file storage accounts in nspes.ca and staff.ednet.ns.ca will remain in place until users make their transition to GAFE. At this point, using GAFE is an option for staff and students. However, by the 2016-17 school year, all staff and students will be required to move over to GAFE and existing systems will not be supported.

How to get started:

You can access your account through http://gnspes.ca in any web browser, but Chrome is the preferred browser.

Please enter your email and password

Login to your Google Apps for Education account by entering your email and password below.

Email: [   ]
Password: [   ]   [Login]

You will be prompted for a username and password. Staff and student accounts are based on NSPES or staff.ednet.ns.ca accounts and are automatically generated. Your login should be:

Email: username@gnspes.ca

Password: should be your current email password in nspes.ca or staff.ednet.ns.ca

All Google accounts will be in a new domain so existing systems can run at the same time while we transition. The new Google domain is 'gnspes.ca'.

For Students:

So, for a student with an existing email **hjr765123@nspes.ca**, their new Google account will be **hjr765123@gnspes.ca**—using the same password.

For a student that has not used their email in the past, they can setup an account at **https://selfservice.gnspes.ca/**

A list of your students and their email addresses should be available in PowerTeacher as a report called '**Student Email Report**'.

For Staff:

For staff, if your existing email is **jdoe@staff.ednet.ns.ca** or **jdoe@nspes.ca**, then your new Google account will be **jdoe@gnspes.ca**—using the same password.

Once You Are Signed In:

Once you have logged in successfully, your account should appear in the top right corner. Moving forward, the goal is to tie as many online and school-based services as possible to this single login.

To access your Google services, you should see a grid icon in the top right corner. This gives you access to the Google Apps For Education (GAFE) tools. Here are the most common tools:
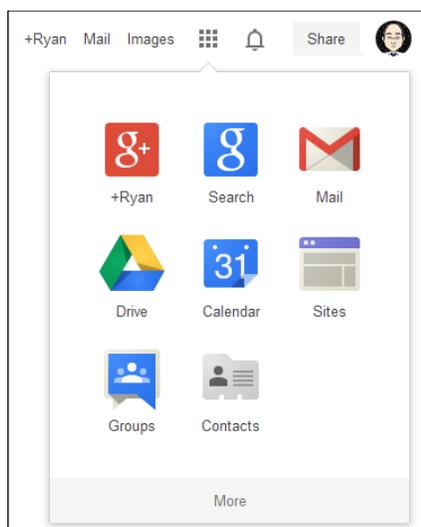
Gmail: Your account is automatically setup with an email address, which you used in your login. Gmail manages your email.

Calendar: Provides a calendar that you can share, publish and set-up to send reminders via Gmail to yourself and others that you allow to subscribe.

Sites: Create drag-and-drop designed web-sites that can link to other Google apps, like calendar and files in Google Drive.

Google Drive: This is the virtual drive where you can store and create files, and then access them on different devices or share with other users. There are a number of tools (listed below) inside Drive that you can access to produce documents, which are saved automatically and shared for comments or collaboration:

Docs: An online word processor that features built-in research, annotation, and image-searching capabilities.

Slides: Creates slide-based presentations using templates or from scratch. Can be shared or embedded for others to view.

Numbers: A spreadsheet tool that can process and format data, including data from Google Forms.

Google Forms: An online form tool that creates surveys or questionnaires and collects data for analysis.

In addition to these tools, we will have the ability to distribute other 'apps' and extensions as the need arises. For more information on GAFE, please visit:

**https://www.google.com/edu/products/productivity-tools/**

Getting Started With Your Chromebook

Welcome to your new Chromebook at AWEC. As we have discussed, this device runs from your Google Apps for Education account. So, getting started depends on having that account active.

- If you have an account that ends with @gnspes.ca and you have been logging into Google already, then you are all set. You will use that account on your Chromebook.

- If you have not created a @gnspes.ca account, then it is easy. For a student with an existing student email, such as hjr765123@nspes.ca, their new Google account will be hjr765123@gnspes.ca—using the same password.

- For a student that has not used their email in the past, they can setup a @gnspes.ca account (have your student number and birthdate ready) at https://selfservice.gnspes.ca/cgi-bin/account.pl

Remember to keep your Chromebook in its protective sleeve when it's not in use. If you need to leave the Chromebook unattended, then it should be stored in a secure location, like your locker. It is your responsibility to keep your Chromebook charged and ready for every class.

Remember that there is a support page when you launch the Chrome browser. This will give you some tips and tricks on how to use your Chromebook and some of the apps that are available in your Google Apps for Education account.
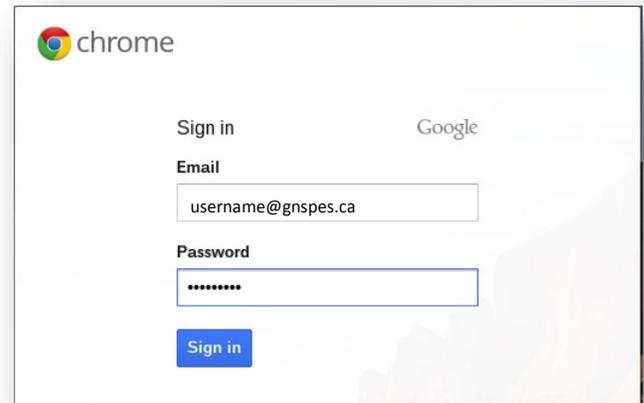
At the login screen, use your @gnspes.ca account to login. Your Chromebook will remember the email, but you will need to enter the password every time.
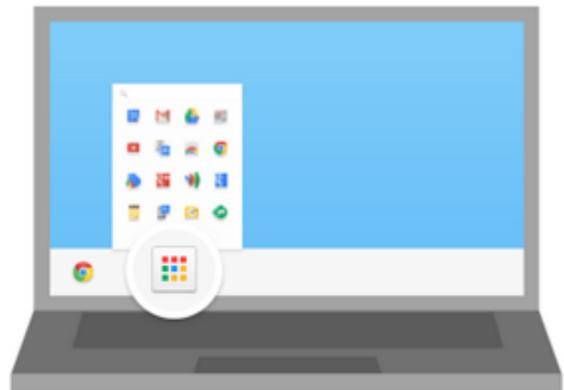
Your apps will appear in the bottom left corner in the 'app launcher'. Remember that your files will be stored in Google Drive, with very little stored on the actual Chromebook, so you can access your files on other computers or devices.