


Getting Started with Google Apps for Education

Rainbow District School Board has recently implemented Google Apps for Education (GAFE) accounts for all teachers and students. The instructions below will guide you in activating and accessing your new Google account. Teacher email accounts have the format username@rscloud.ca where the username part is the same as your FirstClass username.

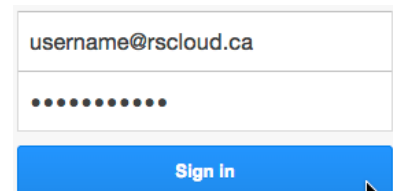
As of September 2015, all student emails will be associated with the "rscloud.ca" domain and will run on Google Apps for Education. Teachers are encouraged to begin using their "rscloud" accounts in order to create collaborative learning environments using the Google Apps for Education (GAFE) cloud-based tools. Among other things, GAFE provides opportunities for classroom based environments (Google Classroom) and website creation (Google Sites).

Activating your RDSB Google Apps for Education account


1. Go to the [Password Change Utility](#) and reset your AD password (see also QuickLinks on the Board's Intranet page). When you reset your AD password with this utility it will sync that password with your GAFE account (it will also change for Trillium and any other system that uses the AD password).
2. Go to Google to login at <https://accounts.google.com> (or www.google.com and click on the  button).

3. Enter your "rscloud.ca" account credentials and click the **Sign In** button.

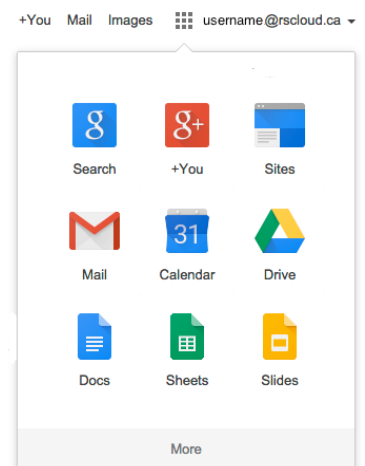
Username: *username@rscloud.ca*
Password: your AD password



A screenshot of the Google account login interface. It shows a text input field containing the email address "username@rscloud.ca", a password field with masked characters (dots), and a blue "Sign in" button at the bottom right.

4. When you are logged in, click the  icon to access apps.

For further information and links to training resources, see the RDSB web page [Google Apps for Education \(GAFE\) - Information and Training Resources](#)



The Google Apps for Education Suite

Tools that your entire school can use, together



Classroom



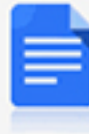
Gmail



Drive



Calendar



Docs



Sheets



Slides



Sites

Gmail

All teachers will be given a gmail email account in the Board's rscloud.ca domain. That is, they will have an email account in the form of username@rscloud.ca

This email account is for communication between teachers and students. Teachers will retain their FirstClass email account for communication with school and board administration.

The gmail account will have virtually unlimited storage space.

Drive

One of the major features of GAFE is unlimited data storage through Google Drive. Every user on rscloud.ca has unlimited storage capacity for documents, classroom assignments, photos, music, even movies. Google Drive works on Macs, PC's, Chromebooks, Android phones and tablets, iPads and iPhones. All your work can be accessed from virtually any computing platform in use today and is always accessible from any location with Internet access.

Sharing documents is a major strength of the Google Drive platform. Users control their own documents, and decide what they share and who they will share with. A teacher can share a single assignment with a group of students for simultaneous class editing, or give each student a copy of the same assignment for individual work.

Calendar

An on-line calendar that can be used to advise students of class events, etc.

Docs

An online word processor program that allows real-time multi-user collaboration on documents.

Sheets

An online spreadsheet program that allows real-time multi-user collaboration on spreadsheets.

Slides

An online presentation program that allows real-time multi-user collaboration on presentations.

Sites

A tool for creating and posting web-sites.

Forms

An online form/survey tool that may be used for a variety of tasks including quizzes and assessments.

Classroom

A class management tool.