BJA Task #1

GPS SCHOOL E-MAIL & GOOGLE DRIVE

Google School Mail: if you have yet accessed your School Google Mail, please go to mail.google.com using the log in information of: FirstName**.**LastName@guthrieps.net. Remember, this uses your "real" first name, not your "go by" name.

If you are a JH-HS student new to the district, your password will be Bluejays2 and you will be prompted to change it using the parameters below. If you are a returning student, use the password you originally set up. If you do not remember, try Bluejays2. If you are in 6th grade, your password will be Gps###### with your student ID # in place of the # signs. You will not be prompted to change your password.

Password Parameters:
- Something you can remember & type correctly each time!
- Do not use your girlfriend's or boyfriend's name, because if you have a fight or break up….. eeks!
- Contains 8 or more characters that must include:
  - An Uppercase Letter
  - A Lowercase Letter
  - A Number
  - A Special Character

Assignment Part 1:

Using your School Google Mail, please send an e-mail to BJA@guthrieps.net and tell us a little bit about yourself: your full name, your likes & dislikes such as chocolate & spiders. We don't want to hear class stuff, we want to know about YOU. What do you like to listen to, what do you like to watch, what do you like to play? Do you have a favorite team, artist, performer, author, or designer? Tell us what you would like to do after you graduate high school and why this interests you.

Please remember that this is not text messaging or chatting with your peers. Use proper capitalization, punctuation, complete words and sentences.

If you have trouble accessing your e-mail, please continue reading.

All Guthrie Public Schools students have free storage space in Google Drive.

To access **Google Drive** for Students, go to drive.google.com or use the Google apps access method provided with your device.

Google Drive

The login for Google Drive is the same as your E-mail log in and password. If you have trouble accessing the drive, keep reading.

As you go through the year, all items created for your classes should be saved in your Google Drive. (More on that later!)

Google Drive is Google's online service for storing and managing your documents in the "cloud." Google for Education is designed specifically for educational use.

The basic **Google Apps** are:

- Google Docs (word processing)
- Google Sheets (spreadsheets)
- Google Slides (presentations)
- Google Drawing
- Google Forms

All Google Apps are free.

Assignment Part 2:

For more information on using Google Drive & Google Apps, please check out the following links:

Google Learning Center in the "*How can we help you?*" box type in ?????? Cheat Sheet with the App name replacing the ????, such as Google Docs Cheat Sheet or Google Drive Cheat Sheet.

If you are new to the Google products, we recommend you look for the multiple Google Tutorials available online.

Google Chrome Browser: you will also want to make sure your device or system has the Google Chrome Browser installed. This can be downloaded for free from http://google.com/chrome.

If you cannot log in to your School E-mail or your School Google Drive account, please complete this _form_.

If you submit the form, please wait for us to reset your information and then you can complete the assignment.

Welcome to the BlueJay Academy! The best is yet to come!

~Mrs. Benson~

If you need assistance with logging in, please complete the form above.

If you have a question about the assignment, please e-mail **bja@guthrieps.net**. Be sure to include a subject line of "Assignment Help" and put your full name in the e-mail.