



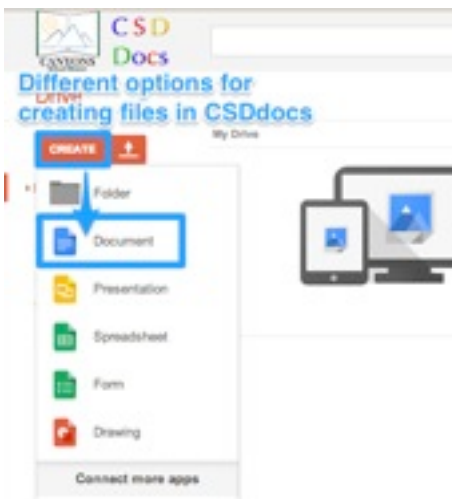
Navigating CSDdocs (Google Drive) for Parents

Canyons School District
Education Technology Department
9361 S. 300 E.
Sandy, UT 84070
Help Desk: 801-826-5544



1. Go to the website: csddocs.org
2. Log in to the student CSDdocs account by using the formula shown here. **Remember to add @csddocs.org to the log in.**

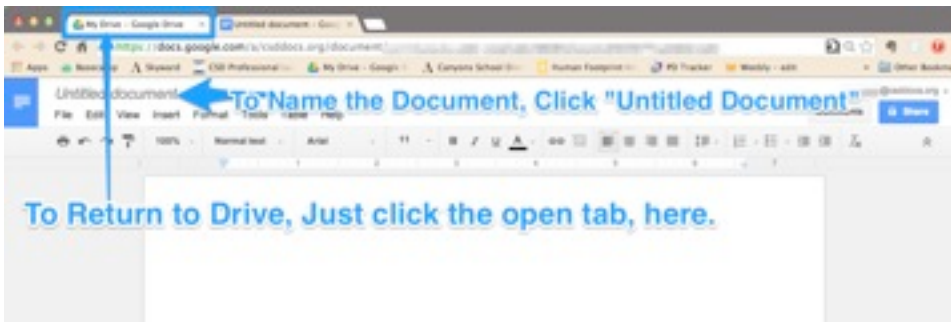
3. Click the "Create" button to create a new document. You can also upload to the Drive by clicking the adjoining button.



4. Choose the kind of file you would like to create. This tutorial will be focused on the documents feature.

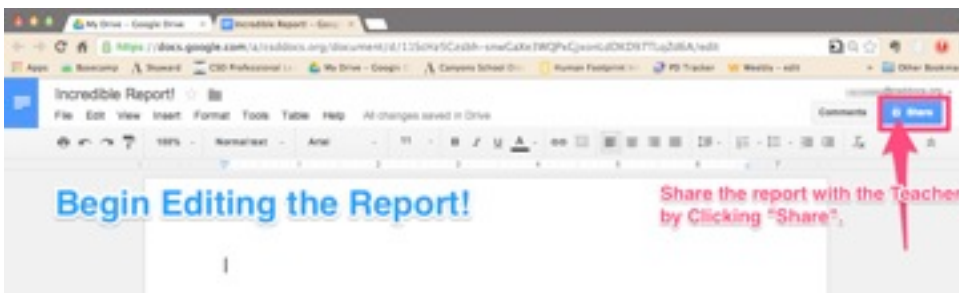
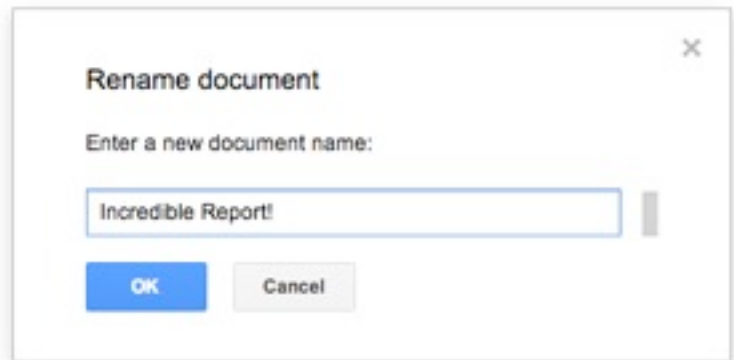


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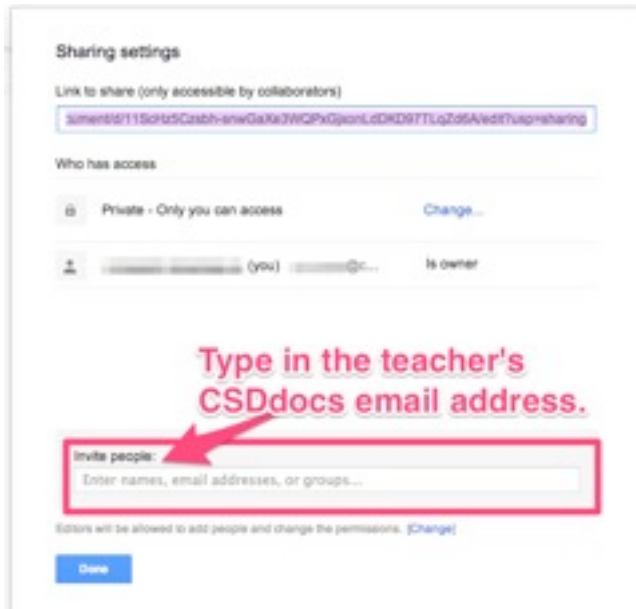
5. Name your document by clicking "Untitled Document".

7. Rename your document, then Click "OK".



8. Begin editing report. When finished, if instructed to do so, click "Share" to share with the teacher or other collaborator.

Note: Students will not be able to share outside of the CSDdocs domain. Other gmail addresses will not be able to share this document created in the csddocs.org account.



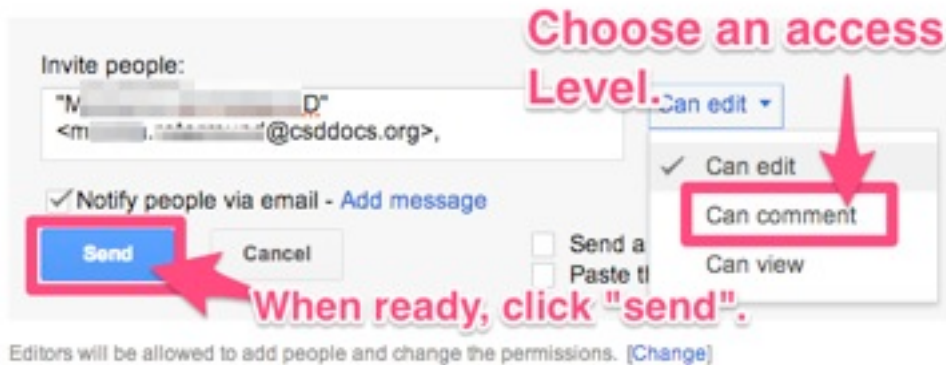
9. To share with teacher or other CSDdocs collaborator, type in their csddocs email address. (For teachers it is firstname.lastname@csddocs.org)

10. Notice that when you start to type the teacher's name, it will usually appear below. Just select the email when it appears.

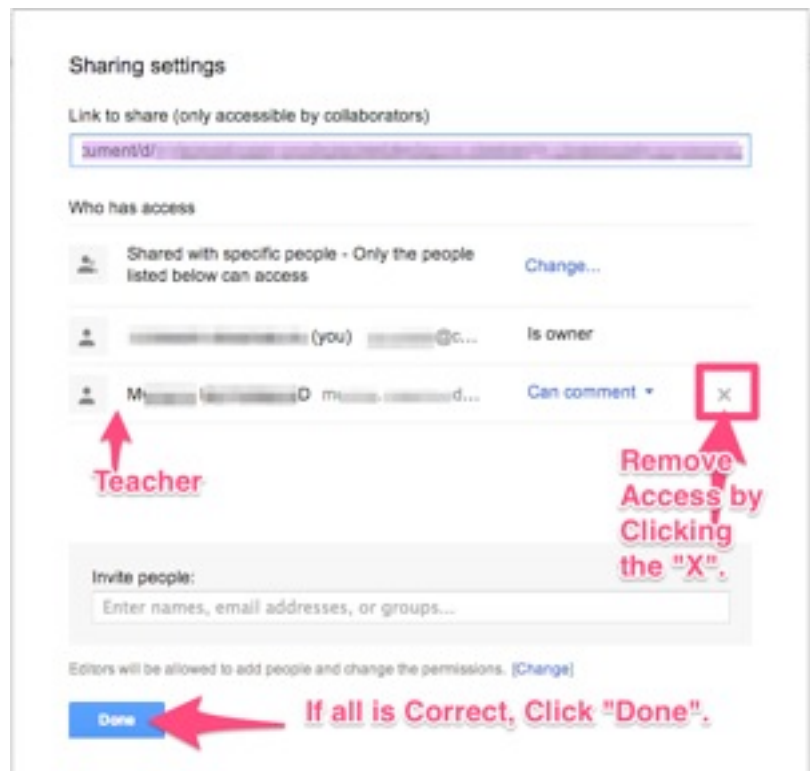


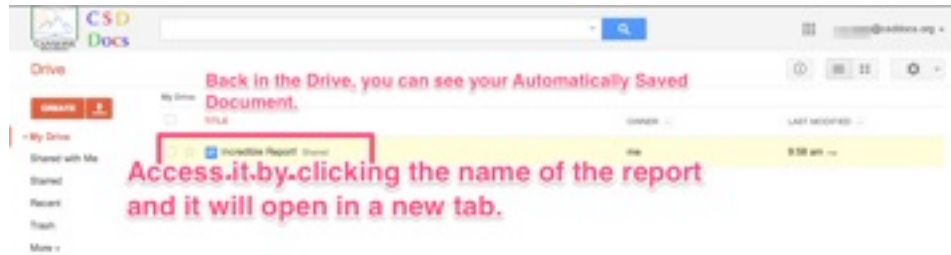


11. Once you have selected the name and chosen an access level click "send" (for sharing with teachers, "can comment" is a good option for feedback).



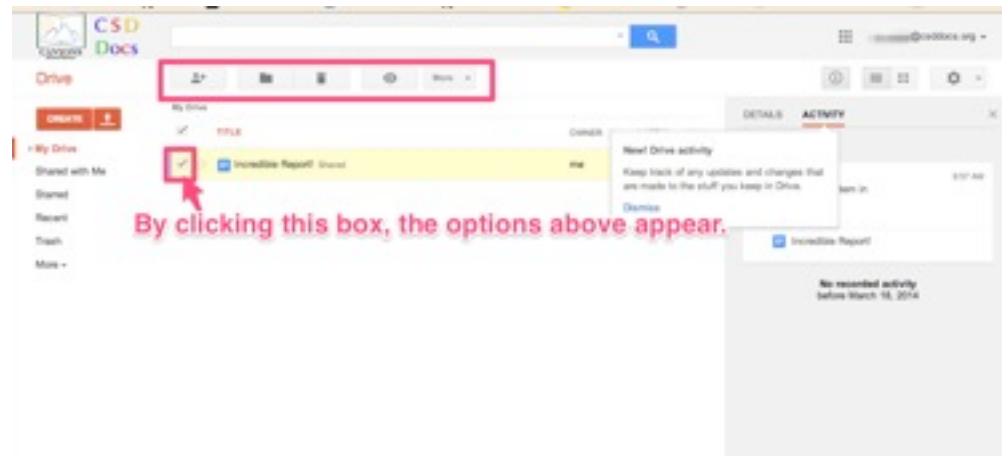
12. The sharing settings now look like this. This menu is where you can edit access to the document. When desired options are all selected, click "done".





13. When you click the Tab “My Drive” shown in step 3, you will see your document. It will be autosaved to the place left when the document was closed.

14. The document can be deleted, moved, and more when you click the box next to its name. Note the options that appear above when the box is checked.



15. In order to sign out, click the account name in the upper left corner of the window and simply, sign out!