

# Google Workspace Basics for FVSD Staff

FVSD uses Google Workspace alongside Microsoft 365. This guide covers the basics of the Google tools you may use.

## Signing In to Google

1. Go to <https://google.com> and click **Sign in**
2. Enter your FVSD email address (e.g., `j.smith@fvsd.ab.ca`)
3. You'll be redirected to the Microsoft login page — sign in with your FVSD password
4. You're now signed in to Google with your FVSD account

## Key Google Tools

### Google Classroom

Used for assigning and managing student work.

- Go to <https://classroom.google.com>
- Create a class, add students, post assignments, and grade work
- Students join using a class code you provide

### Google Drive

Cloud storage for your files.

- Go to <https://drive.google.com>
- Upload, create, and organize files and folders
- **My Drive** is your personal storage

# Google Docs, Sheets, and Slides

Create and collaborate on documents, spreadsheets, and presentations — similar to Word, Excel, and PowerPoint.

- Create new files from Google Drive (click **+** **New**)
- Share files with colleagues by clicking **Share** and entering their FVSD email
- Multiple people can edit the same document at the same time

## Sharing Files and Folders

1. In Google Drive, right-click the file or folder
2. Click **Share**
3. Enter the person's FVSD email address
4. Choose their permission level:
5. **Viewer** — can see but not edit
6. **Commenter** — can add comments but not edit
7. **Editor** — can make changes
8. Click **Send**

**Tip:** Be careful when sharing with "Anyone with the link" — this makes the file accessible to anyone who has the URL. For sensitive documents, share with specific people only.

## Google Drive Storage

Your FVSD Google account has a storage limit. If you're running low on space:

- Delete files you no longer need
- Empty the **Trash** in Google Drive (deleted files still count toward your storage until the trash is emptied)
- Contact IT if you need help freeing up space

## Common Questions

**Q: Should I save files in Google Drive or OneDrive?**

A: It depends on the tool you're using. Google Classroom assignments and Google Docs are best kept in Google Drive. For everything else (especially documents shared with colleagues via Outlook

or Teams), OneDrive is typically the better choice.

**Q: A student can't access Google Classroom.**

A: Make sure the student is signed in with their FVSD student account. If they still can't access the class, verify the class code is correct or try adding them manually by email.

# Contact IT

- **Submit a ticket** through the IT helpdesk
- **Email:** [helpdesk@fvsd.ab.ca](mailto:helpdesk@fvsd.ab.ca)

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