

NEW STAFF BOOT CAMP

K12 Google (Google Apps for Education)

Shoreline uses Google Apps for Education, often called “K12 Google.” Google Apps include Google Documents, Slides, Sheets, Sites, Drive, Classroom and Gmail. It is often used for staff collaboration and with students as a cloud-based Microsoft Office. All 7-12 students (and many in the elementary grades) and most teachers hold accounts.

1. You need a login. Usually, the K12 account will get created soon after being hired. After a few days, if you haven’t received notice of your account creation, email Kerry Quinn (elementary) or Jackie Hubbard or Paul Witzel (secondary), and we will create one.
2. Navigate to drive.google.com and you will be prompted to log in (unless you are already logged in to a personal gmail account). Your username is first.last@k12.shorelineschools.org, and your password is your district password with enough zeros at the end to make it eight characters.
3. It is very common for documents to be shared with teachers during professional development workshops. To see those shared documents, click the **Shared With Me** or **Incoming** link in the left pane of Google Drive.
4. Contact Jackie Hubbard, Kerry Quinn, or Paul Witzel (district tech specialists) if you would like additional information about K12 Google.

