

TECHNOLOGY 101

Google Drive



Create Google Drive account

- <https://drive.google.com>
- If you already have a gmail account, click Sign In
- If you do not have a gmail account, click SIGN UP
 - You can either create a new gmail account – follow the steps they give you
 - Or you can use your current email account. Just below the box where you type your email address, click on the sentence “I want to use my current email” and type in your current email. You may have to verify your account through a text message so they may ask for your phone number.
 - If you have ever set up a gmail account, even if it was a long time ago, Google Drive will want you to go through that. If you don’t remember your password, follow the steps to retrieve it.

Import Lab Shared Folder

- In Google Drive Dashboard, create Class Folder (Chemistry/Physics Shared Folder)
- Click “Shared With Me”
- Right click on your class Dropbox folder (it doesn’t matter which if there is more than one) and choose “Move to” and click on the Class Folder you just created in Drive.
- If no folders ever show up in the Share With Me tab, right click on the Class Folder you created , click on Share – and enter my email address in the Invite People box: tskinner@ncstrojans.com (see Optional info at end of this handout)

Write up your lab (either in Word or in Google Docs) and add to Chemistry/Physics Lab Folder

- Write your lab in Word and upload it to Google Drive, or just create your lab in Drive
- Be sure and add photos to your lab – email to gmail account, etc., right click to copy, Ctrl+V to paste into doc, RESIZE (double click in Word or drag by corner in Google Docs)
- If necessary, scan in graphs, tables, etc., or create in doc
- Later - (Scan in Safety Rules to Chemistry Lab folder)
- Later - (Scan in Lab Apparatus to Chemistry Lab folder)



Save/Share your lab to Google Drive Shared Folder

- Go back to the Google Drive dashboard view and drag the lab you wrote into the Class Shared Dropbox folder.
- If you were not able to share the Class Dropbox folder (it never showed up in the Share With Me tab), right click on the Class Folder you created , click on Share – and enter my email address in the Invite People box: tskinner@ncstrojans.com

Evernote



Create Evernote account

- www.evernote.com
- Info on Evernote - <http://evernote.com/video/#60WtVZfM4dY|1|1>

Create Lab Notebook

- Right click on word "Notebook" and type in name of your notebook - C4 Chemistry Labs (change to your period!!)

Share Lab Notebook

- Right click on lab notebook you just created and Share Notebook with Ms. Skinner
- Click on Invite Individuals
- Type in Ms. Skinner's email address: tskinner@ncstrojans.com
- Click Invite

Jing (Optional)



Create Jing account to take customizable screen shots

- <http://www.techsmith.com/jing.html>

Optional (Share Chemistry/Physics Lab Folder with Ms. Skinner)

- In Google Drive Dashboard, check Chemistry Lab Folder
- Click on Share With tab
- Make sure your folder is marked Private
- At bottom, in Invite People box, add Ms. Skinner's email tskinner@ncstrojans.com
- Check Notify People Via Email box, then click Share and Save

