

Instructions for Access to Student Folder through Google Drive

1. First, you **MUST** have a google account. This is set up as a gmail account. You do not have to use the gmail portion of the account but you must have a google account to do any editing of the documents in your student's folders. Without a google account, you may view the documents but not edit. Once you make a google account, make sure you inform Candy Smith so your student files can be shared with that google address. Please make note of your gmail name and password so that you can access this when necessary.
2. Log into your google account - gmail.
3. Click on the 9 square box (Google apps icon) in the upper right of the gmail screen.
4. Select drive (blue, green and yellow triangle) from the drop down menu.
5. When your google drive opens, you should see a menu on the left side of the page. Click on 'shared with me' in that menu.
6. When the files shared with you come up on the screen, scroll down to find your student's files. Note: you may see multiple files with the family name on it - an FSP file, a student file, a file with just the student name, and/or a family name file
7. You do not need to keep all of the individual files - the file with the family name on it has all of the sub files within it. The rest are duplicate files and you may remove them to simplify your screen - right click on the file and select 'remove'.
8. You should be set up to edit the 'student' files but only view the 'FSP' files. If you have trouble editing something in your student file, check to make sure you are logged into the google account assigned to the folders. Email Candy if you continue to have problems accessing the files.
9. I would recommend organizing the files - removing the ones you don't need or that are duplicates (Right click on the file and select remove). Keep the file that has your family name on it - all of your children should be in that file.
10. You may leave the file in your 'shared with me' account or move it to your google drive. To move it to your drive, right click on the file, click 'add to my drive' on the drop down menu. It will be added to your google drive. Now when you open your google drive, the folder will be there and you do not have to go into your 'shared with me' drive.

Once you have your folder organized and where you want it - to access your student records:

1. Select the file and double click. It should open revealing your student's files. There may also be a review file there for some of the lower grades.
2. Double click on your student's file. It should open, revealing a file designated (FSP) with your student's name (Smith Kiera (FSP)) and a file designated (student) with your student's name (Smith Kiera (student)).
3. The FSP files may be viewed by you but you may not edit the FSP files. The FSP file contains your review forms; for High School, it also contains the transcript.

4. The Student files are the ones you will be working with. Double click on your child's student file. In the student file you will find:
 - a. For ES/MS: a template for a report card
 - i. To use this report card template, right click on the document and select 'make a copy' from the drop down.
 - ii. Once a copy is generated, right click on the copy and select 'rename' from the drop down menu - name it appropriately (ex. Smith, Kiera 6th grade Report Card).
 - iii. Open the new report card document and fill in the grade and student information.
 - b. For ES/MS, you may also upload any files you want into the student's folder (ie. a report card that you have already made, a book list or extra-curricular activities/field trip list). Anything you want to keep in the student records, you can upload it.
 - i. To upload a file: once you are in the student file, select the blue 'new' box above the left menu on the page.
 - ii. Select 'file upload' from the drop down menu.
 - iii. Find the file on your computer which you want to upload and double-click on the file to upload it to your student's folder.
 - c. For HS students, you will find a report card document and a course descriptions document in your child's student folder.
 - i. Select the document you want to edit and right click. Enter the information required; it is automatically saved.
 - ii. Navigating within these documents is another lesson! Hopefully you have attended a training session and have learned how to enter your student data. If not, please schedule a time to meet with Candy, Janet or your reviewer to help you with this.
 - iii. HS students may also upload files to the student folder - extra curricular activities resumes are definitely a good idea to upload and keep in this file. See 4b i-iii above for instructions on uploading a file.

5. Reviewer responsibilities in the Google Documents

- a. To transfer the course information from the report card to the transcript document once the courses have been reviewed and all course descriptions have been completed.
Note: a transcript cannot be generated unless ALL course descriptions have been completed and reviewed.
- b. To complete the review form online or upload a review form document to the FSP folder.
- c. To monitor folders and ensure that families have completed, uploaded, or turned in the necessary documents. To inform admin if the family needs any follow-up.

6. Admin responsibilities

- a. To issue transcripts after checking to be sure course descriptions and transcript information are complete.
- b. To determine, along with the reviewer, if graduation requirements are met and approve graduation.
- c. To monitor folders and notify families if documents or information is missing. Follow up on requests from reviewers; follow up with families to ensure the documentation is submitted.