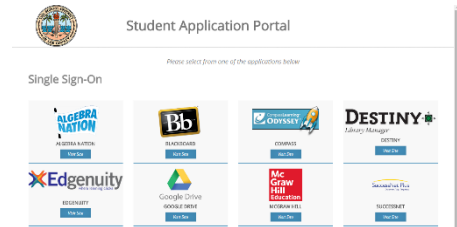


Student Access to Google Drive

Students now have a 30 GB educational Google Drive account. This service will allow them to store school files online that they can access anywhere they have Internet service, thus eliminating the need for flash drives and the risk of losing flash drives. Students can also access Google Docs, Sheets and Slides from their Google Drive account.

To Access:

Go to either the Student Application Portal at studentapps.leeschools.net and click on the Google Drive icon **OR** type in drive.google.com



First they will see a log in prompting them for an email and password. They are to use a ****“dummy”** school email address and their school computer network password.

The email address format is: studentnetworkusername@students.leeschools.net

****“dummy”** email address means that students have this to access an educational Google account but this is a non-working email address

After entering the information above, the School District Google login page will open up. They need to use their **school network username only** (not the email) and their **school network password**.

To Share Folders or Files with Teachers or Fellow Students:

When in Google Drive you can right click on any folder or file that you wish to share with a teacher or another student. A “right-click” menu will open. Choose Share. Next, a Share window will open. Start typing in the first name of whoever you want to share with and their full name and school email account will show. Select those you wish to share your folder or file with. Then select if this individual can edit or just read the file.

