

# Google / GSuite FAQ

Below are some frequently asked questions about Google and GSuite for Education. If you have a question that is not answered here, please email [webmaster@comsewogue.k12.ny.us](mailto:webmaster@comsewogue.k12.ny.us) and we will be happy to assist you.

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## **What is GSuite for Education?**

GSuite for Education, formerly Google Apps for Education, is a group of cloud-based services provided by Google that allow students to digitally perform exercises, take notes, create presentations, take quizzes and more. Each student in the district is provided with a Comsewogue School District Google Account, free of charge.

## **How do I access my Google Account?**

To log in to Google, go to [google.com](http://google.com) and click the blue "Sign In" button in the top-right corner. From here, enter your Comsewogue email address and password when prompted.

## **What programs are included in GSuite for Education?**

GSuite for Education provides a number of tools to students and staff:

### **Google Docs**

Google Docs is an online word processor tool much like Microsoft Word and is provided to anyone with a Google account. It can be accessed from any device and allows for real time digital collaboration and sharing. The document exists in the cloud so there are no file duplicates and collaboration is done on 1 document. Teachers and students at Comsewogue use Google Docs for digital projects, papers, brainstorming ideas, sharing and collaborative projects

### **Google Slides**

Google Slides is an online presentation tool much like Microsoft PowerPoint and is provided to anyone with a Google Account. It can be accessed from any device and allows for real time digital collaboration and sharing. Teachers and students at Comsewogue use Google Slides for presentations, collaboration, and sharing presentations.

### **Google Sheets**

Google Sheets is an online spreadsheet stool much like Microsoft Excel and is provided to anyone with a Google Account. Google Sheets allows you to calculate and track information like names and addresses, products and items. It also provides tools for calculations from addition and multiplication to advanced tools like lookups and pivot

tables. Teachers and students at Comsewogue use it for anything from figuring out math formulas and science equations to listing resources.

### **Google Drive**

Google Drive is a cloud storage option that allows users to store files of any type. These files can be organized like a local drive, but this storage space is not local and in the cloud. Google Drive also allows you to share, upload, and download files.

### **Google Classroom**

Google Classroom is an online digital/paperless classroom and gives teachers an interface to communicate with their students by digital assignments, questions, and quizzes. Google Classroom is only available to educational G-Suite accounts. Students can turn in assignments and view or comment on teacher posts and teachers can grade, comment, and return assignments to students. Teachers and students use Comsewogue as a digital classroom.

### **Google Forms**

Google Forms is a tool that allows data collection by creating surveys and quizzes. Since Google Forms is web based, Google Forms can be shared for collaboration or shared for users to answer and submit. Comsewogue teachers and students can use forms for digital quizzes and surveys and to collect opinions and data.

### **Google Sites**

Google Sites is a web page creation tool. It is an easy to use tool with built in templates to create sites that Teachers and students can use for lesson projects or a class site. Individuals can collaborate on a site and share sites. Sites can also be published so that it may be accessed outside of the school district.

### **What does it mean to “Share” a file?**

You can share a file with other students in the Comsewogue domain by clicking the "Share" button in select Google Applications. This allows for students to collectively edit files at the same time, and is beneficial for group projects.

### **Where are my files stored?**

All files created in Google Docs, Slides, Sheets and Forms are stored in Google Drive. Students have unlimited storage on their Comsewogue Google Account.

In addition to these file types, Word, PowerPoint and Excel documents can be uploaded, as well as images and videos. Cloud storage ensures that you can access your files on the go, wherever you are.

## **Can I access Gmail with my Google Account?**

Students do not have access to Gmail through their Comsewogue Google Accounts at this time.