

## Google Basics

1. **Use CHROME as the browser for the best experience.** Computers generally have multiple browsers; Internet Explorer, Chrome, and sometimes Firefox. They all allow you to *browse* the internet. Chrome is the Google-brand browser, so using it will give you the best experience.



Internet Explorer



Firefox



Chrome

Other browsers might work better with particular websites; it is fine to use the other browsers in these circumstances. Chrome is best for the Google experience.

2. **Signing into Google Account vs. Signing into Chrome:** When you look at the sign in screen for Google, you can sign into the Chrome browser or you can sign into a google account. You can tell the difference when you look at the URL bar at the top of the screen.

The image displays two screenshots of Google sign-in pages. The top screenshot shows the 'Sign in - Google Accounts' page. The URL bar contains a long URL: `https://accounts.google.com/ServiceLogin?hl=en&passive=true&continue=https://www.google.com/webhp%3Fsourceid`. A blue callout bubble points to the page with the text 'Google Account Sign-In'. The bottom screenshot shows the 'Chrome' browser sign-in page. The URL bar contains `chrome://chrome-signin/?source=0`. A blue callout bubble points to the page with the text 'Chrome Sign-In'.

When you are using your teacher desktop workstation, it is a good idea to sign into chrome. For more information on the benefits of signing into CHROME, [click here](#). When using a lab/library computer, it is best to sign into the google account only and not link data. You can search for google account sign in, or access it from the Employee Resources page of the district website.

3. **Google Drive:** Google Drive (*think H drive*) is cloud storage that is available anywhere there is an internet connection (desktop, phone, laptops, home, etc.). Google Drive allows the upload of any file type. Some file types (Word, PowerPoint, Excel) can easily be converted to the Google File version. You can use Google file types to allow seamless integration and full functionality with Google Classroom.

Google Drive also has a desktop application available. *It is **not recommended** to download this to the teacher desktop workstation because it is more susceptible to corruption and loss from viruses once it is installed on the computer.* If this happens, files cannot be recovered. By using the web version, users are protected because the file is stored in the cloud.