Google Apps for Education - Student Resources

Google Apps for Education:
Canisius is partnering with Google to allow the college’s students to use Google Apps for Education, which includes Gmail to manage email accounts, as well as Google Calendar, Documents and Spreadsheets, and Google Talk. The system boasts a number of new features including indexed email search, enhanced spam filtering, calendaring, tagging capabilities for tracking emails, chatting options, and unlimited cloud storage.

About your Canisius Gmail:
Your Canisius Gmail address is your official email address at the College. This is the email address to which the College and your instructors will send important notifications. It is also the email address that will receive copies of any messages sent to you from within the Desire2Learn Learning Management System.

How long do students keep their Gmail accounts?

Google Drive

Basic Organization, Uploading, and Downloading in Google Drive
Upload files and folders to Google Drive.

If your professor shares via Google Drive, log in to see course content.

Class Sharing Possibilities

Here are some tutorials for how you might share files (and folders) in your courses. But before choosing any of these, consult your course syllabus or other assignment instructions. Has your professor approved, or directed that you use Google Drive to share files? Also, see if your professor has chosen one of these as the course standard.

Simple sharing: upload and share a video or audio file with your professor.

Using Google Drive to Share Videos in D2L Discussions
Access a Folder Your Professor Has Shared With You (For a Class)

Google Slides

• Create a clickable graphic using Google Slides.

Google Forms

• Basics: Using Google Forms to Collect Data
• Create a text-adventure game!

Google Drawings

• Create clickable button graphics for websites.

Gmail

• Installing and managing Gmail on various devices.
• Labels: Your New Folders
• Using Labels
• Coloring Labels
• Searching Your Mail
• Archive: Your New “Delete”
• Using Filters to Manage Your Mail

Google Calendar

Google Calendar Basics for Students - Transcript

Google Sites

• Guide to Google Sites.

Google Meet

Using Google Meet
A list of text guides maintained by COLI, for both instructors and students.

You can find many more tips at the G Suite Learning Center.