

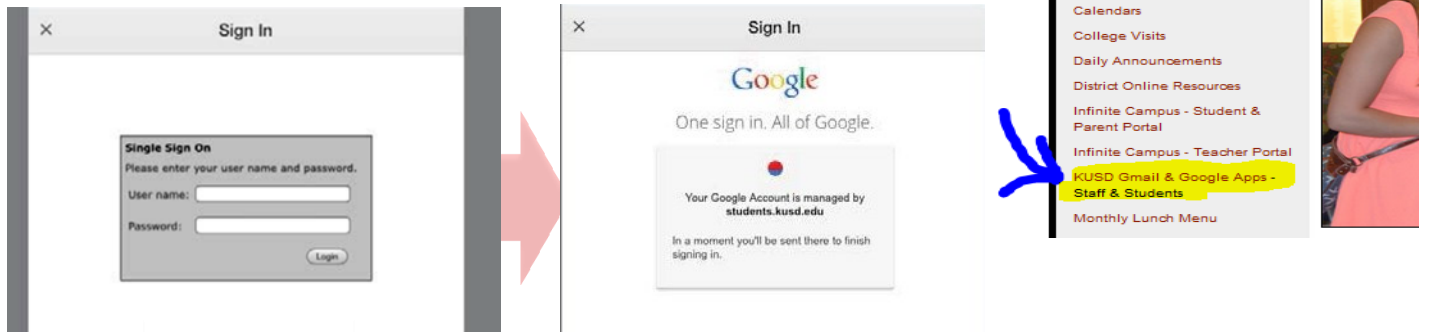
Student Gmail-Google Drive Login



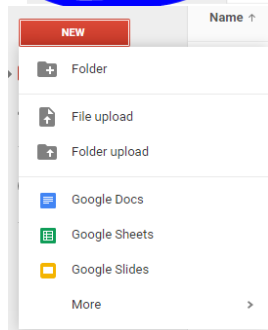
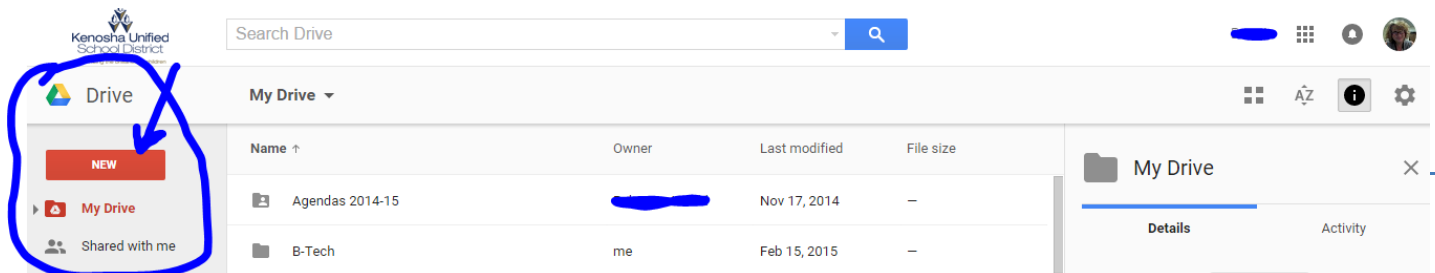
Go to the Bradford homepage

Click on **KUSD Gmail and Google Drive** link

Type your id# and login password in the single **Sign In** box.

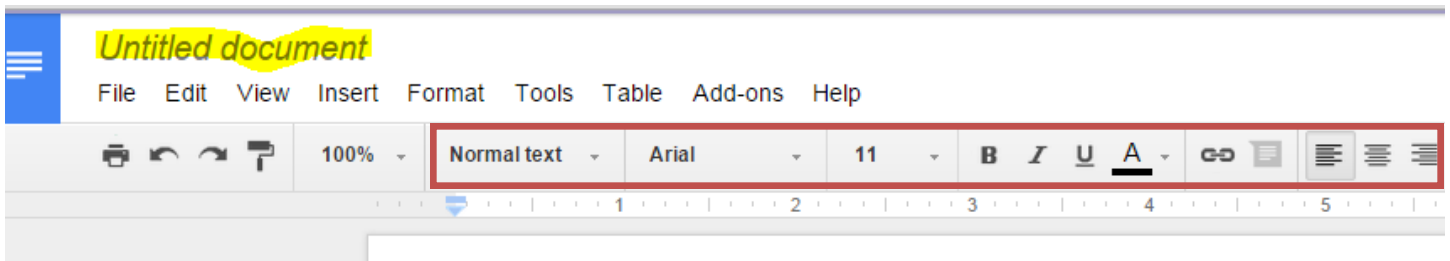


To create a new Google document, tap the **NEW** button in the upper right-hand corner of Google Drive. Choose to upload existing file or folder, or create docs, sheets or slides.

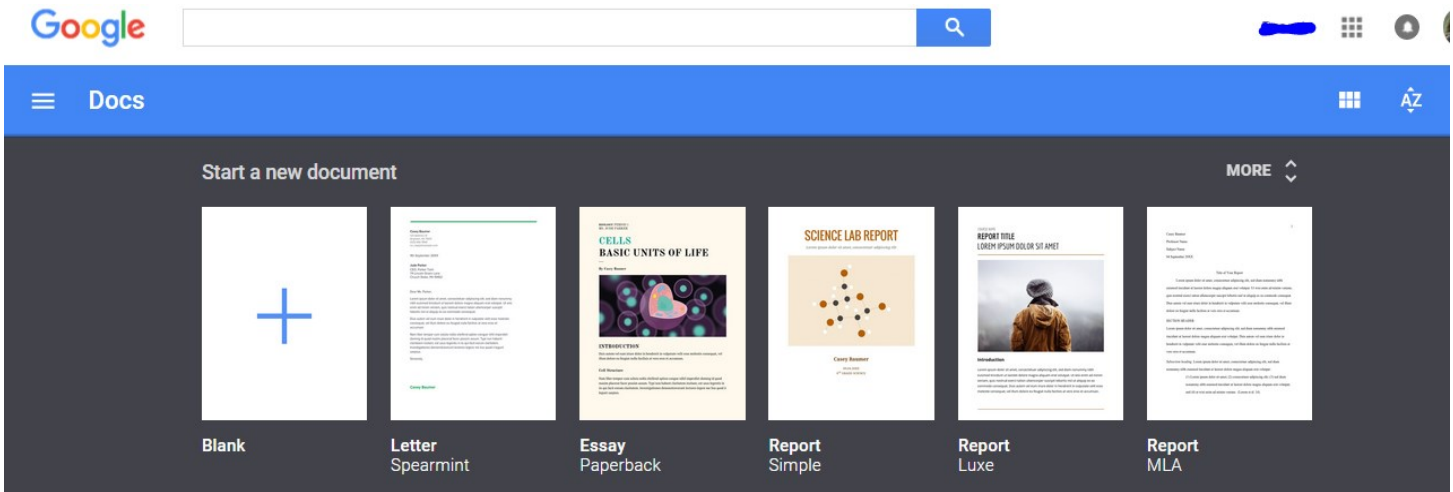


Give your document a name, or ask your teacher what name you should give your document.

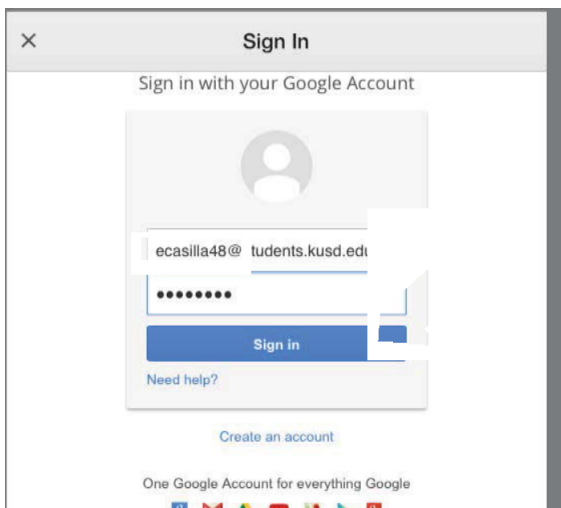
After you have named your document, you can start typing by tapping anywhere on the document. You also have the formatting toolbar for you to **bold**, *italicize*, underline and your paragraph alignment.



Your screen may sometimes appear as below, when creating new document. You can either click on the template or select blank page to create your own layout.



If you cannot access BHS homepage, you can login through Google by signing to with your school Gmail account.



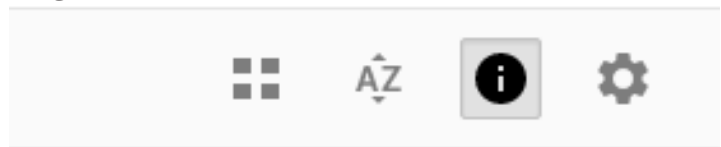
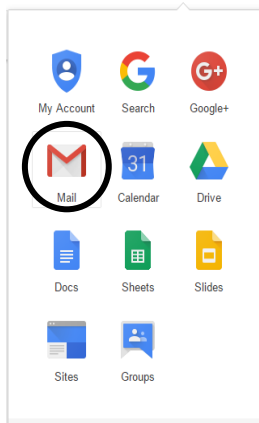
In the username box, type your first initial-last name, your last two-digit ID number, followed by **@students.kusd.edu**. Example: bhogan33@students.kusd.edu

(note, if you have a longer last name, all the letters may not be used in your email—ex: Johnsonville may be johnson24@students.kusd.edu)

You will then access the single sign-on box.

How to Access Gmail from Drive

Click on the App Launcher (Waffle) in the right hand corner of your screen



Click on the Gmail icon to open your school email account.