

Google Apps @ DPS: How to Get Started

DeWitt Public Schools is working with Google to provide a suite of online applications for use by district staff and students. Just like regular Google Apps, these documents, spreadsheets, presentations, calendar and web sites are available for use anywhere the web is available. Here's how to get started.

1. In Internet Explorer or Firefox, go to this web address:

<http://www.gapps.dewittschools.net/>

2. Select the application you wish to use:



Gmail-Use your Google e-mail account to build e-mail groups and communicate with others at DPS.

<http://mail.gapps.dewittschools.net>



Calendar-Schedule events and keep group calendars.

<http://cal.gapps.dewittschools.net>



Documents-The most powerful of the apps. Word process, create spreadsheets and presentations.

<http://docs.gapps.dewittschools.net>



Sites-Create a cool web site in minutes!

<http://sites.gapps.dewittschools.net>

3. You will be prompted to login. Your username and password are the same as for Infinite Campus. Student logins are also the same as for Infinite Campus (we have the list of student logins in the tech department, contact us with any questions). Any staff member who doesn't have an IC login needs to contact the tech office for their login.

Sign in to your account at
DeWitt Public Schools

Username:
@gapps.dewittschools.net

Password:

Remember me on this computer.

[I cannot access my account](#)

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4. The first time logging in you'll see language options and a captcha code screen. Fill them in as noted.



Welcome to DeWitt Public Schools

Setup your account for DeWitt Public Schools

Your DeWitt Public Schools account will give you access to the hosted services enabled for your domain.

Name: Full Name

Login name: username @gapps.dewittschools.net

Language: English (US)

Type the characters you see in the picture below.

einesestr



Letters are not case-sensitive

5. Next read and agree to the terms of service.

Terms of service: Review the Terms of Service below.

[Printable Version](#)

"Terms"). We may update the Terms in the future, and you will be able to find the most current version of this agreement at <http://www.google.com/a/help/intl/en/users/terms.html>.

1. USE OF SERVICES

Google Inc., its subsidiaries and affiliated companies, including your domain administrator ("Google") offer Google services to you, provided that you are of

By clicking 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

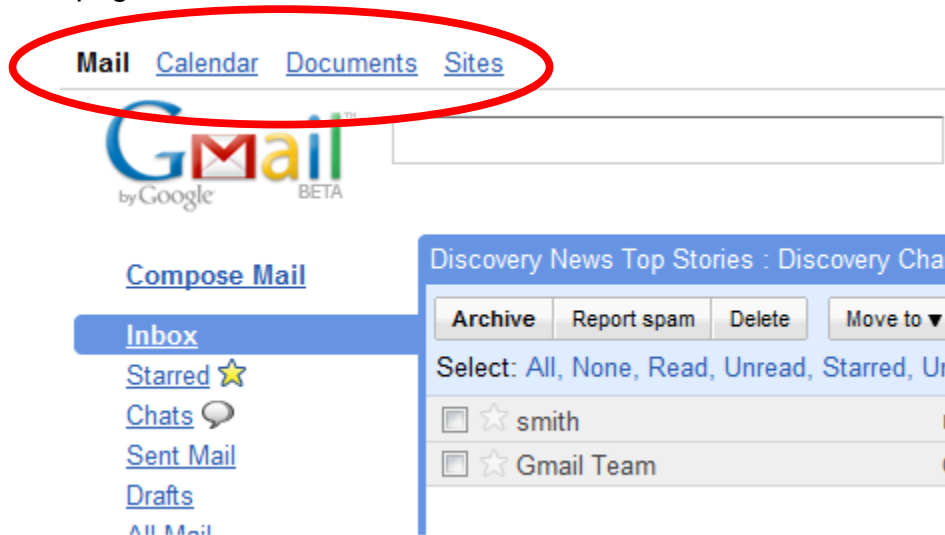
Also remember that Google Apps is offered in conjunction with your domain administrator and that administrator may have access to your account information including your email. Your domain administrator's use of your information is governed by its privacy policy.

I accept. Create my account.

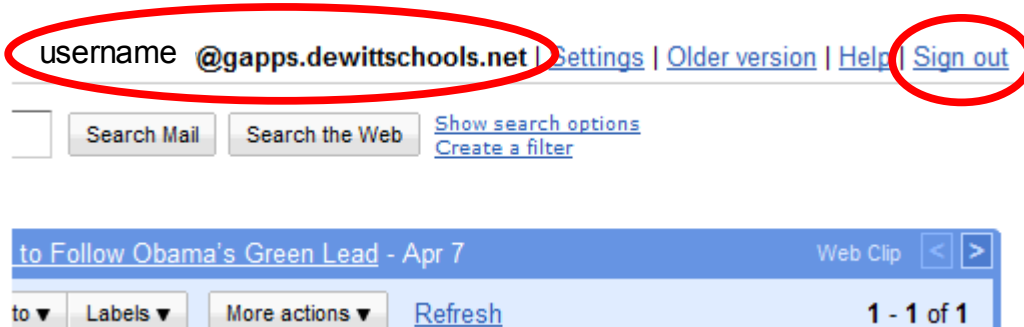
Cancel

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6. What you'll see from here depends on the application that you have chosen. Once you are logged in you can switch between the different tools using the menu bar at the top left of the page.



7. Keep in mind that each user on the web has their own account and if they forget to log out, the next person on that computer has access to their info and docs. To determine who is logged in look at the upper right of the screen. Notice that this is also where the **sign out** link is located.



8. Some of the accounts we have created have generic passwords. If your account has a generic password, you are strongly encouraged to change the password as soon as possible after you establish your account. To change the password, click on **Settings**.



9. Click on the **Accounts** tab and click **Change Password**.

Settings
[General](#) **[Accounts](#)** [Labels](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Web Clips](#) [Labs](#)

Send mail as: Victoria Alvarez <alvvic18dew@gapps.dewittschools.net> [edit info](#)
(Use DeWitt Public Schools Mail to send from your other email addresses) [Add another email address you own](#)
[Learn more](#)

Get mail from other accounts: [Add a mail account you own](#)
(Download mail using POP3) [Learn more](#)

Change Password: Follow this link [Change Password](#) to reset your password.

10. Type in the current password and your new password (twice). Note that your new password must be 6 characters long. Press **Change Password**.

Password change

gapps.dewittschools.net Account

Change the password you use to sign in to your DeWitt Public Schools account.

Name: Full Name

Login name: username @ gapps.dewittschools.net

Your current password:

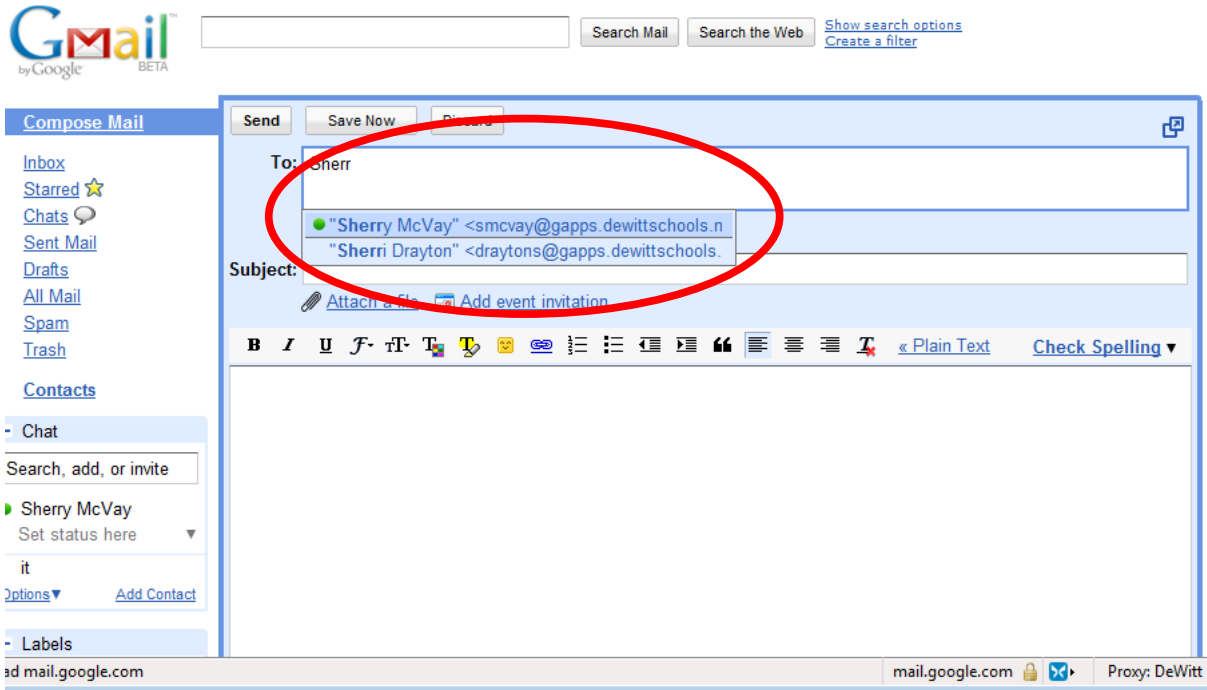
Choose a new password: Minimum of 6 characters [Password strength:](#)
in length.

Re-enter new password:

11. Keep in mind that each time you move to a new application, Google Apps creates a new window for it. That means that once you sign out of one app (say e-mail), you may still have windows open for your calendar, documents or web site. Close those windows to be logged out.

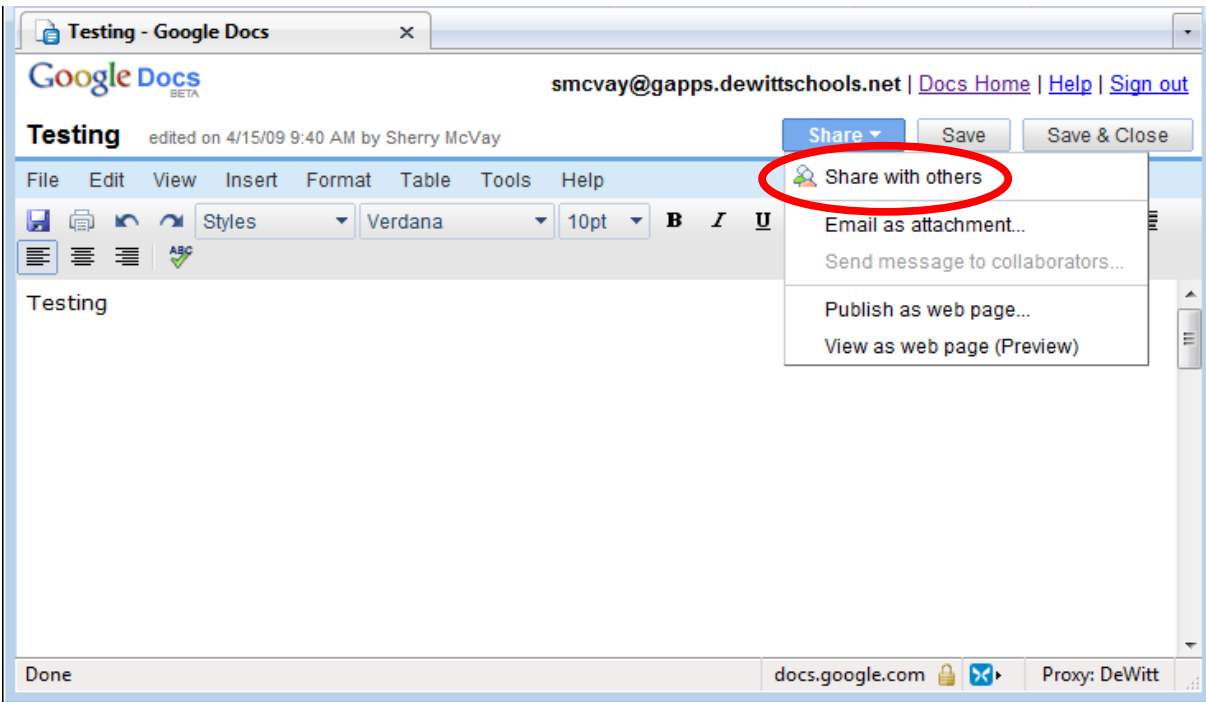
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12. The most powerful part of using Google Apps is the sharing aspect. Since we've added all of the users for you, sharing a document or sending an e-mail to DPS Google Apps users is very easy to do. In an e-mail message, compose a new e-mail and type the **full name** of the user that you'd like to address (yes this includes students!). The address will auto fill for you.



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13. This works the same in document sharing. If you'd like a document to have multiple editors, click on **Share, Share with Others**.



14. The collaborators box will auto-fill if you type in the full name of the people you'd like to share with.



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15. Once you've sent e-mail to an address the address will show in your contacts list inside of the e-mail application. From this list you can then build your own mailing groups. A few groups are already active, here are their addresses:

Email address
2010@gapps.dewittschools.net
2011@gapps.dewittschools.net
2012@gapps.dewittschools.net
2013@gapps.dewittschools.net
2014@gapps.dewittschools.net
2015@gapps.dewittschools.net
2016@gapps.dewittschools.net
2017@gapps.dewittschools.net
2018@gapps.dewittschools.net
2019@gapps.dewittschools.net
it@gapps.dewittschools.net
teachers@gapps.dewittschools.net

16. The groups with the graduation years consist of students that belong in that class. The teachers group e-mails all teachers. The it group e-mails the IT staff. **These groups only work from gapps e-mail addresses.**
17. Please note that the sharing features all work for student accounts as well as staff. This greatly increases the ability of students to collaborate on group projects, in and outside of school. The chat feature inside of the e-mail will also work for all users as well. These features are very powerful when used properly. Proper use should be modeled for students and then reviewed frequently.