

DPCDSB G Suite Login:

Below are login credentials to access DPCDSB Google Apps (G Suite):

- 1) If using a computer/ laptop/ chromebook, go to a **GOOGLE main page** and **SIGN IN**

Make sure to use a Chrome web browser 

Email:

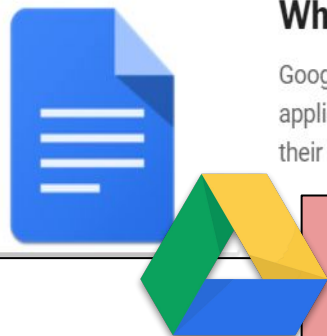
student/employeenumber@educ.dpcdsb.org

Password: your standard DPCDSB password

Choose the waffle icon  & select the App

- 2) If using a mobile device, download the Google Doc App and sign in with credentials above

GOOGLE DOCS OVERVIEW ONE PAGE CHEAT SHEET



What is Google Docs?

Google Docs is a powerful cloud based word processing application. All DPCDSB staff and students have access through their DPCDSB Google Accounts.

Complete all written work with Google Docs! (Handouts, Assignments, Reports, Essays etc.)

All Google Docs that you create get automatically saved into your Google Drive! If you share with others, it automatically shows up in their Google Drive

Adapted from: <https://support.google.com/users/answer/9299931> (additional supports can be found here)

Basic icons to know in Google Docs



Some really awesome features if you click on the "insert" button!

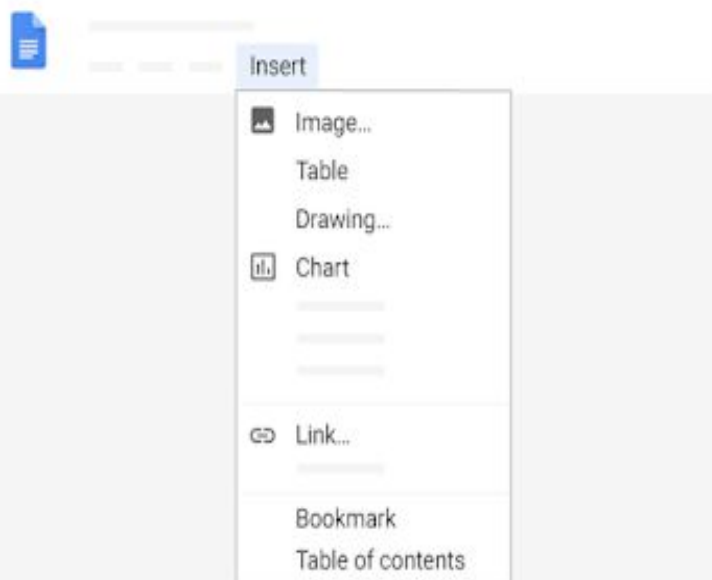


Image: want to include an image? You can upload from your Google Drive, your computer or you can search for an image.

Table: Create a table to organize your work..

Drawing: Use the Google Drawing App to create your own pictures and diagrams.

Link: Add a link to a website or any App that has a URL.

Chart: Add different types of charts. Great for math or data collection!

Bookmark: If you have a long document, add shortcuts to take your reader to a specific place on your Doc.

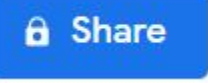
Table of contents: Create an auto generated table of contents that links to each heading (where you've applied heading styles).

You can collaborate, share with others, and any changes that you make are live (no more having to resend the information!)

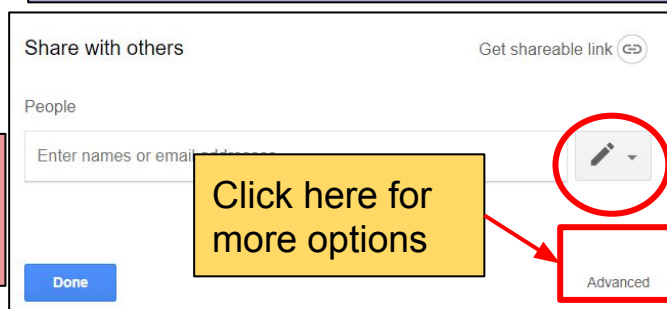
Step 1: Click on...

Step 2: Insert a name(s) you want to share with and click done

Icons to know under "share" button



Dufferin-Peel students/staff are auto generated!



Can edit: Click on this to collaborate. Others will be able to change your work.



Can comment: Click on this if you want feedback from others about your work. They won't change your original copy, but they will give suggestions.



Can view: Others can see your Google Doc, but they can't make changes.

Avoid this option for safety!

On - Public on the web
Anyone on the Internet can find and access. No sign-in required.