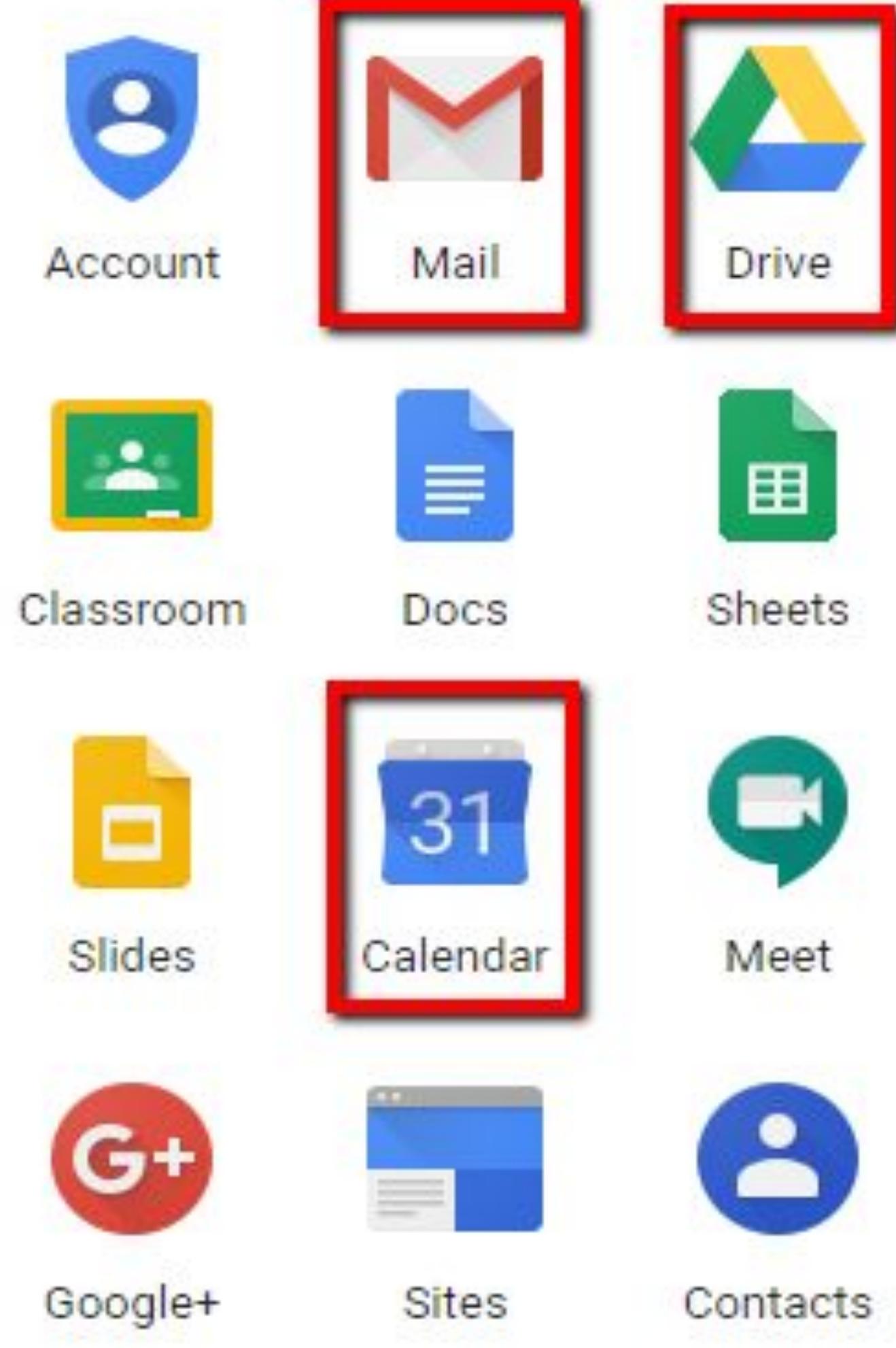


How To: Effectively Use GAFE



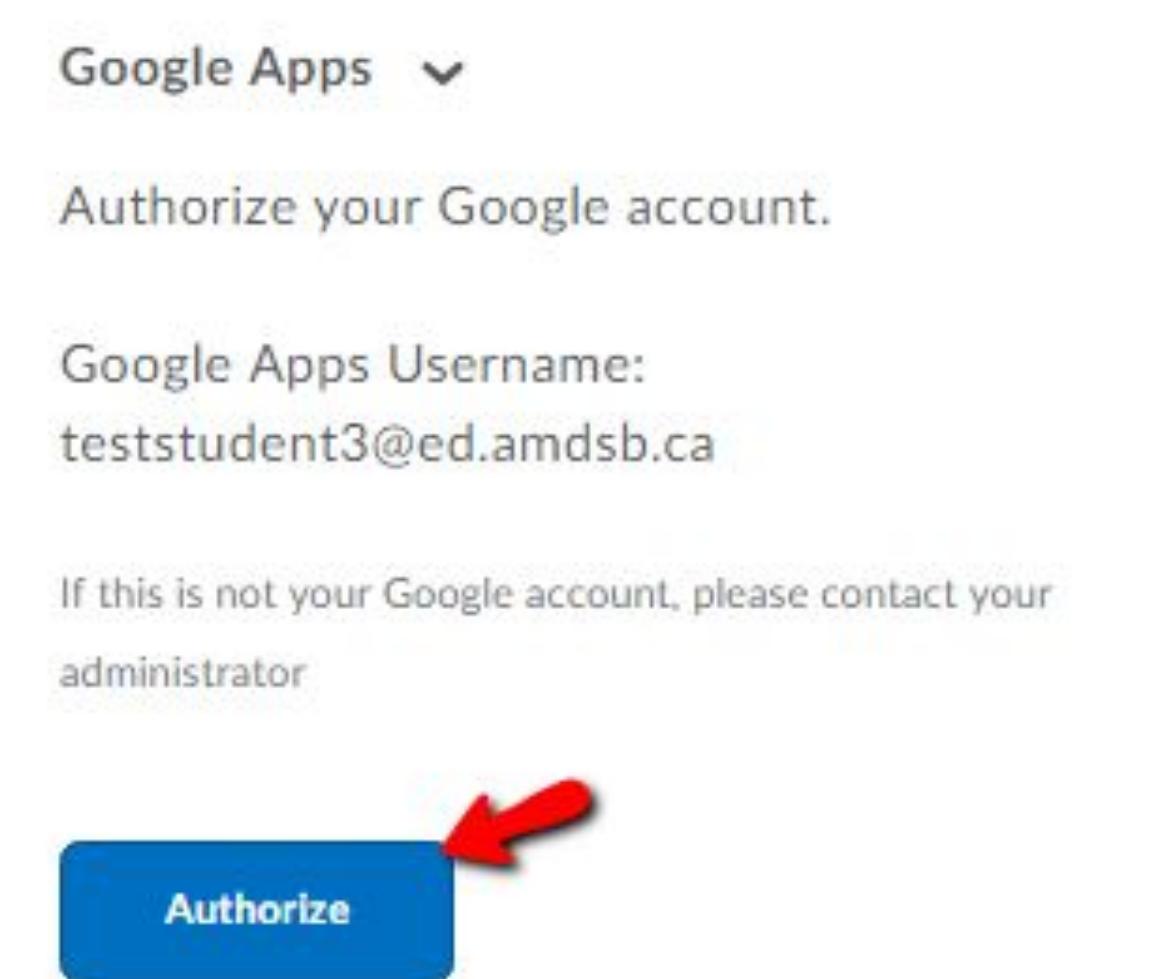
GAFE (Google Apps for Education) is a collection of apps and tools that are available to you in your AMDSB account. Your user name is the first four letters of your first name, the first four letters of your last name and an id number.

You have access to several tools, but we will focus on the mail, drive and calendar tools. They are accessible to you through the Core once your account is authorized with the Google integration. Follow these steps to authorize your account:

Step 1 - In the Google widget on any page in the Core, click **Authorize** when your correct school email address is showing (with @ed.amdsb.ca, not @gmail.com).

Step 2 - Choose the account and select **Allow**.

Step 3 - Enter your password if requested.



Now you will be able to see your email; store files in your Google Drive; and use the calendar directly from the Core. These are the three tools you will use the most in your course.

Make sure you organize your email and your Drive with folders to save your course work. In the Gmail tool, scroll down on the left menu to find 'add label'. In Drive, click 'new' and choose folder. Put in your course code or course name.

In Gmail, you can choose 'move to' on any message to put it in the folder, while creating new documents, presentations or spreadsheets from within the folder you have made in Drive will store them there. You can also move work from one folder to another.

Once you have done the Google integration, it is simple to get work directly from your Drive into a Dropbox. When you click 'add a file', Drive will come up as one of your options. Check out the GAFE help video for some tips if your teacher requests PDF files instead of docx.

Take time as well to personalize your Google calendar, to keep track of due dates and your personal schedule for your eLearning course along with other courses, work and other commitments. This will allow you to plan more effectively when you should work ahead on your course because you will be too busy later.

Remember, all email for AMDEC will come to your GAFE (AMDSB school) account, so you must check it regularly. For tips about forwarding mail so you don't miss important messages, check out the GAFE help video.