

Google Workspace (Google Docs & Google Slides)

WHAT IS GOOGLE WORKSPACE?

Google Workspace for Education, formerly known as G Suite, is a collection of cloud computing, productivity and collaboration tools, software, and products developed by Google. All faculty, staff, and students at WCU have access to a Google Workspace with Google Drive, Docs, Slides, Sheets, Keep, Forms, and Sites.

GETTING STARTED

- Access your account at accounts.google.com.
- Enter your wcu email.
- You will be redirected to the WCU web login portal. Enter your wcu credentials (email and password).

All the files you have created along with files that have been shared with you can be found in **Google Drive**. Access

Google Workspace applications by selecting  from the top right corner. Select the  icon. You can upload files directly to Drive or create folders and organize using the **New**  button in the top left.

GOOGLE DOCS

- Access Google Workspace applications by selecting  from the top right corner. Select the  icon.
- Create a new document by selecting **+Blank** or selecting a template document.
- Share your document with others by selecting  from the top right corner.
 - Share by directly typing an email address, or by selecting **Copy Link** to copy a direct link and include it in an email.
 - Select **Change** to alter the permissions to “West Chester University” accounts only, or “Anyone with this link” to send to addresses outside of the WCU network.

GOOGLE SLIDES

- Access Google Workspace applications by selecting  from the top right corner. Select the  icon.
- Create a new presentation by selecting **+Blank** or selecting a template presentation.
- Create a blank slide deck, select a theme, or select  to upload a saved theme from your computer.
- Import existing presentations from your computer by selecting File > Import Slides > Upload.
- Share your document with others by selecting  from the top right corner.

ADDITIONAL RESOURCES

Click [here](#) for a video overview of Google Docs for teachers and students.

Click [here](#) for a video overview of Google Slides including tips and slide decks for classroom use.