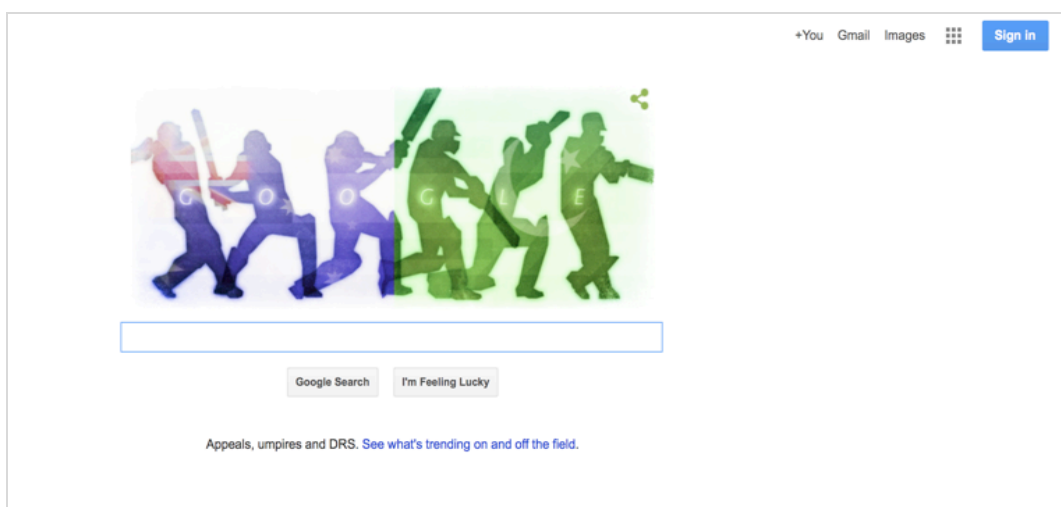



Sign in

1. Open the web browser and navigate to www.google.com.au (we recommend Mozilla Firefox or Chrome)
2. Click the blue **Sign In** tab at the top right of the screen



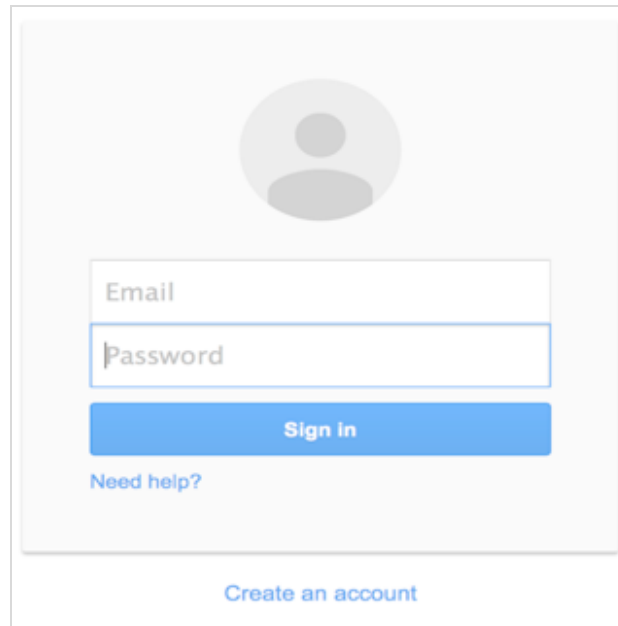
Already have a Gmail account? Click on the profile image  and select add an account. This will add the College Domain account to your profile as an alternate login.

For Students

- Enter the username which is the student's Open Access College student ID number followed by @openaccesscollegesasa.com - e.g. 150756@openaccesscollegesasa.com (ID number can be accessed via the enrolment confirmation email)
- Enter the password which is the student's date of birth (YYYYMMDD)
- Click sign in

For Teachers

- Enter the username which is the teacher's first name.lastname followed by @openaccesscollegesasa.com - e.g. joe.bloggs@openaccesscollegesasa.com
- Enter the password which is the teacher's DECD ID number
- Click sign in



A user login form with a grey circular profile icon placeholder at the top. Below it are two input fields: 'Email' and 'Password'. A blue 'Sign in' button is positioned below the password field. Underneath the button is a blue link that says 'Need help?'. At the bottom of the form is another blue link that says 'Create an account'.

TIP

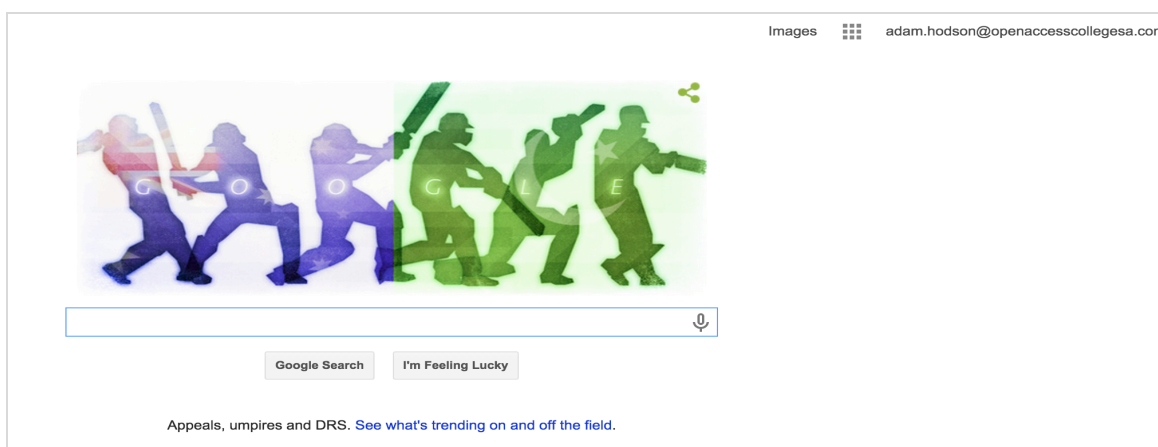
The account already exists, you are only signing in. If signing in is unsuccessful check for spelling errors as typing in the details incorrectly is easy to do. Sometimes it is as simple as not putting a dot in the right place.

When you log in for the first time using your provided username and password you will be prompted to set a new password. This is to ensure that all of your account information is kept safe. The password has a requirement to be at least 9 characters in length.

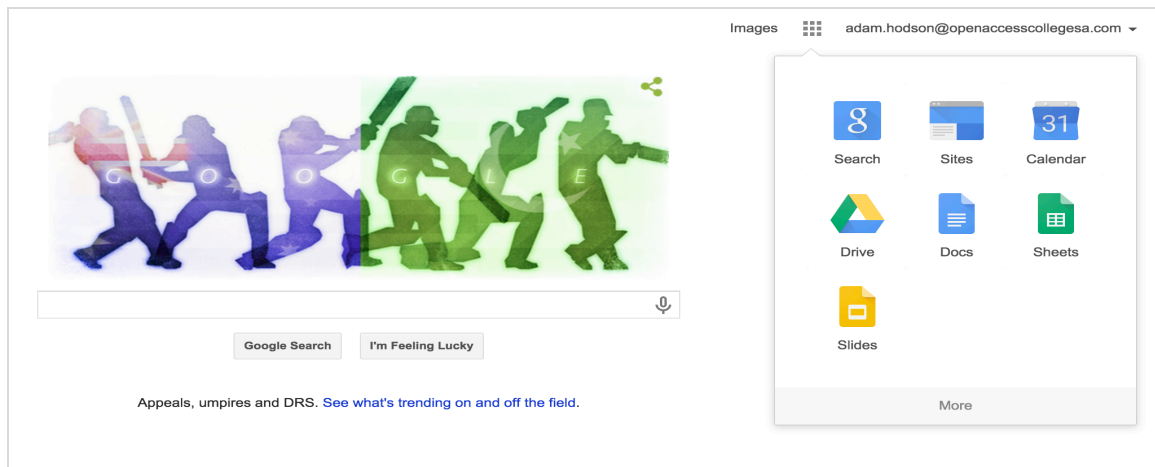
You will be asked to reset your password. Ensure it is written down and kept somewhere safe.

If you forget your password you will need to call OAC Learning Tech Support on 8309 3636

OAC domain username will now be visible in the top right hand corner of the screen

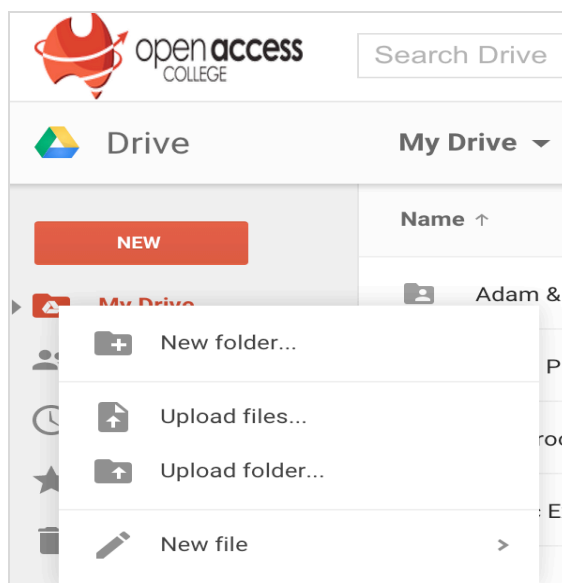


Click on the app drawer (the square of little boxes) and select Drive



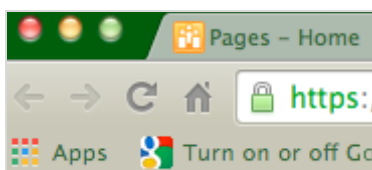
Create a folder

When in Drive select the “New” tab then select New folder from the drop down menu



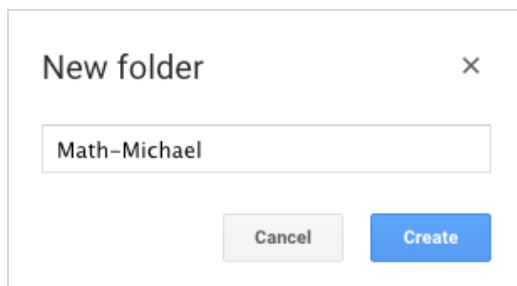
TIP

If you have received an error message upon trying to create a folder, refresh the browser. The Google Servers are offshore and can take a little time to register the new account after sign in. After refreshing the browser re-create the folder. It should be fine on the second attempt if not repeat the process. (eg in chrome an incomplete circle with an arrow is the refresh button).

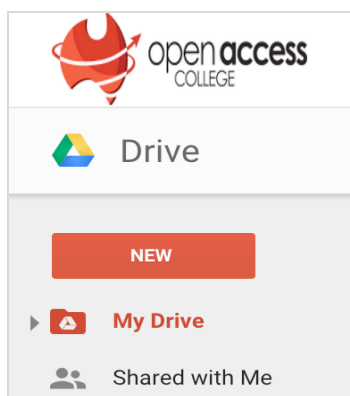


Name a folder

Name the folder with the subject name followed by your first name, then click create

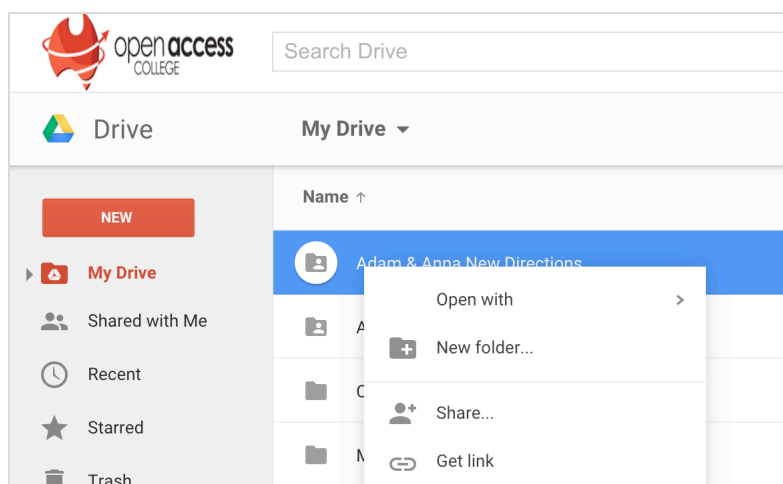


Anything you have created such as a folder or document will be in "My Drive"




Share a folder


To share your folder right click on the folder you want to share and select share from the drop down menu



To share the folder with a teacher for example, add the teacher's OAC username then click send

Share with others Get shareable link 

People

firstname.surname@openaccesscollegesa.com
 Can edit ▾

Add a note

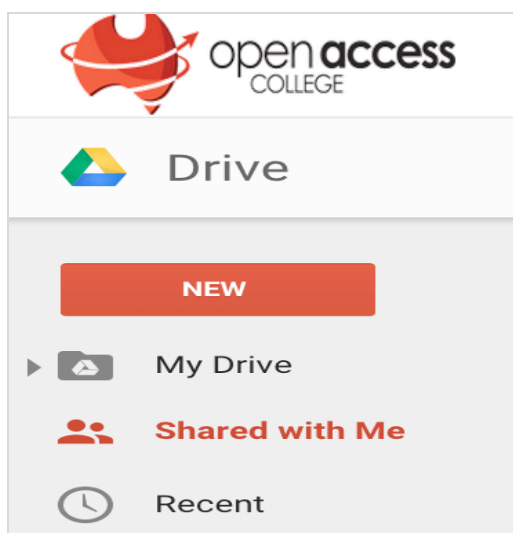
Shared with Anna Sutton

Send
Cancel
Advanced

TIP

Teachers and students are all in the OAC domain. Any message that says you can't share means there is a spelling error in the username you have entered. The permission setting is set to "Can edit" as a default.

The person you have shared your folder with will have access to your folder in their "Shared with Me". You can access files that have been shared with you in your "Shared with Me"



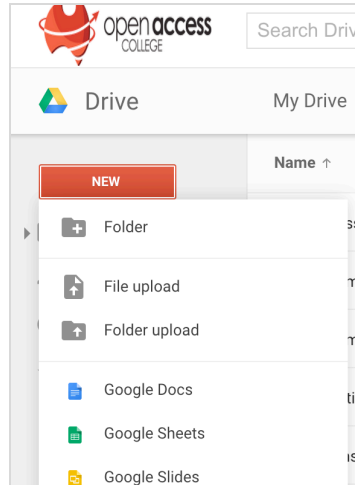
NEW: is for creating

My Drive: contains anything you have created

Shared with Me: contains anything that anyone else has shared with you

Uploading a document to a drive folder

Make sure you double click on the folder to ensure that you are uploading the document into the folder. Once inside the folder of your choice select “New” then file upload



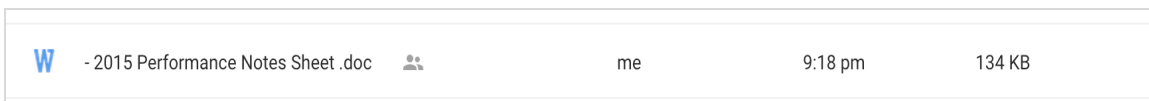
Uploading can be done 2 ways

Browse the computer and select the file you wish to upload into the folder. Click open or double click on the file and it will upload into the folder.

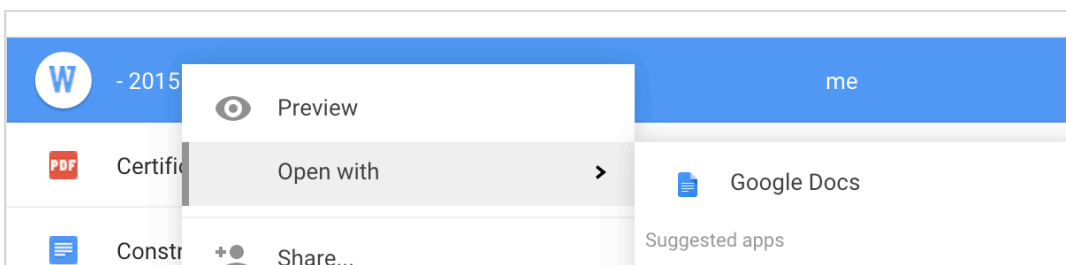
Or once inside the Google Drive folder click, drag and drop the document right into the folder straight from the desktop.

Convert a word doc to a Google doc

Once uploaded the file will be in word format as indicated by the “W”



To convert the word format to Google Docs right click on the file and select from the menu “open with” then “google docs”.



Once the document has been converted to a google doc there will be 2 versions of the same file.

W	- 2015 Performance Notes Sheet .doc	me	9:18 pm	134 KB
	- 2015 Performance Notes Sheet .doc	me	9:25 pm	—

Remove a duplicate document

Right click on the word file or unwanted file and select remove from the menu.

