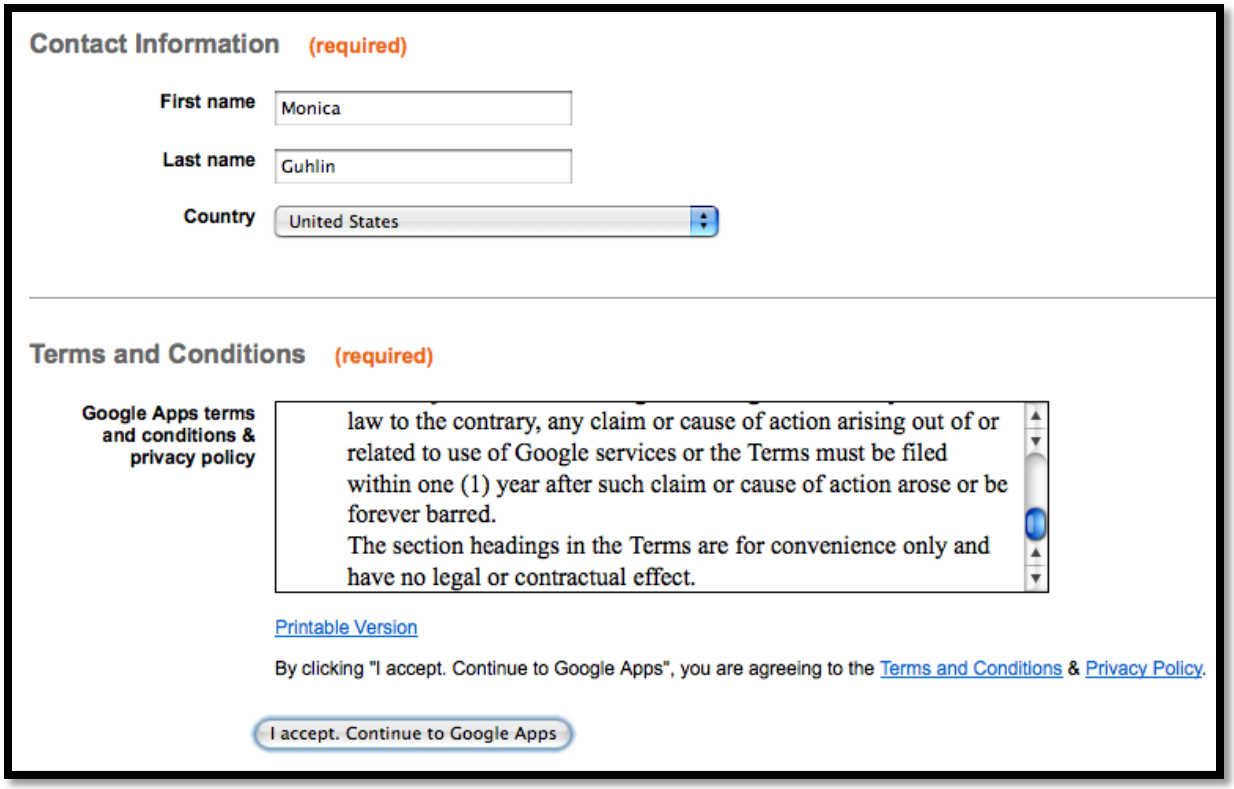
Exploring Google Docs

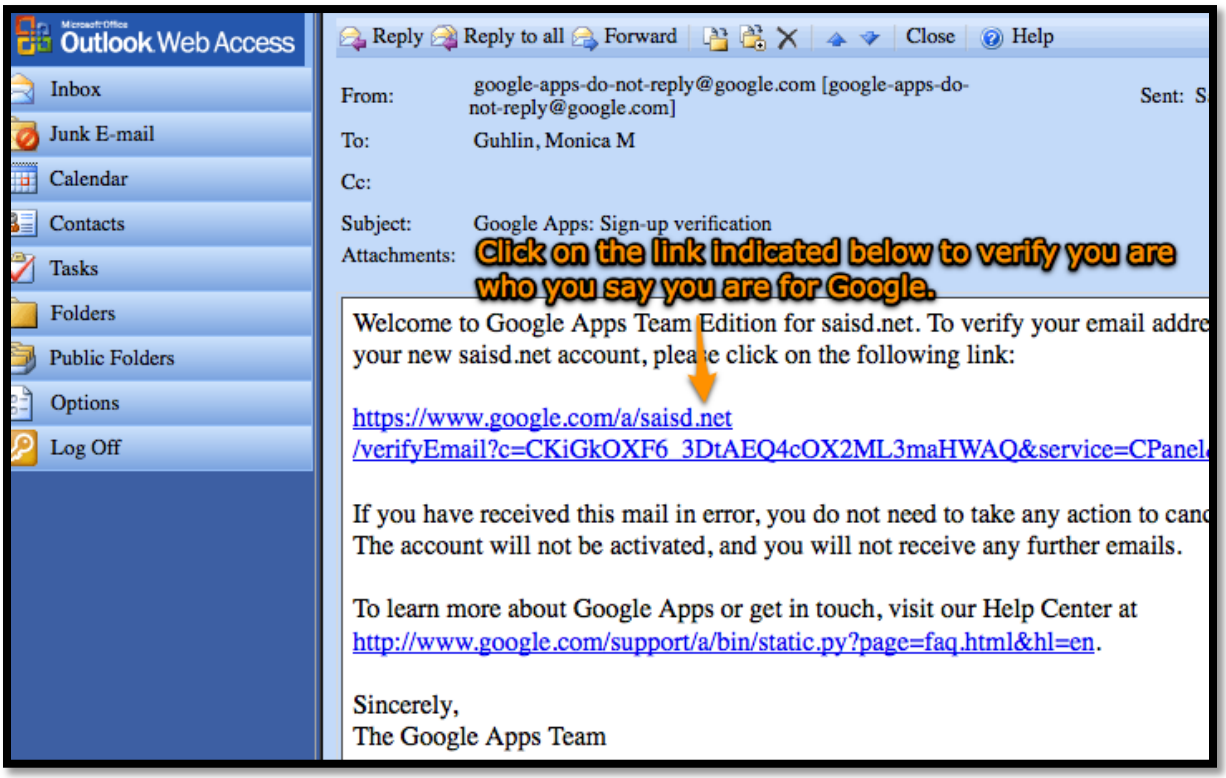
Instructions for getting an SAISD Google Docs account

Interested in using GoogleDocs? While you can set yourself up with a GoogleDocs account simply by getting a Gmail.com email account, San Antonio ISD has setup a GoogleDocs area for you to use. Here's how you can get your own SAISD GoogleDocs account and start collaborating with others at your campus:

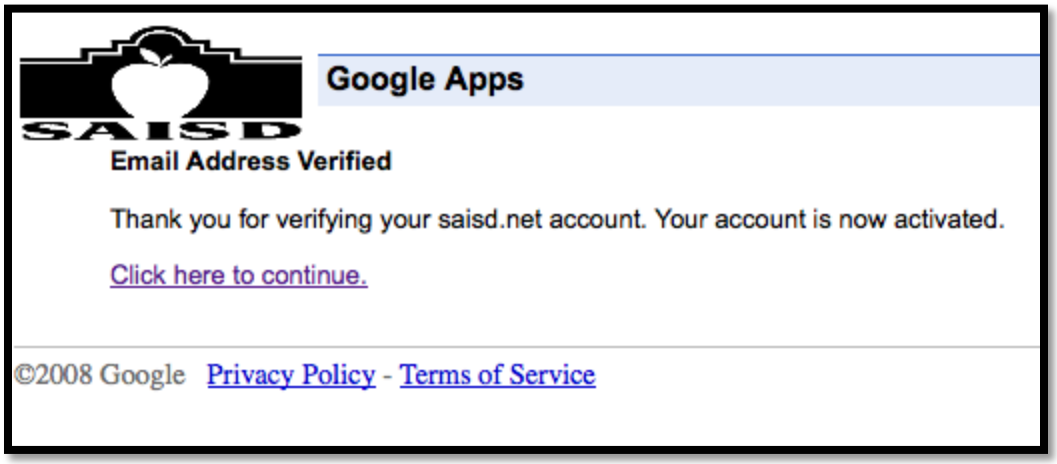
Step 1: Sign Up for GoogleDocs-SAISD by going to http://google.com/a/saisd.net



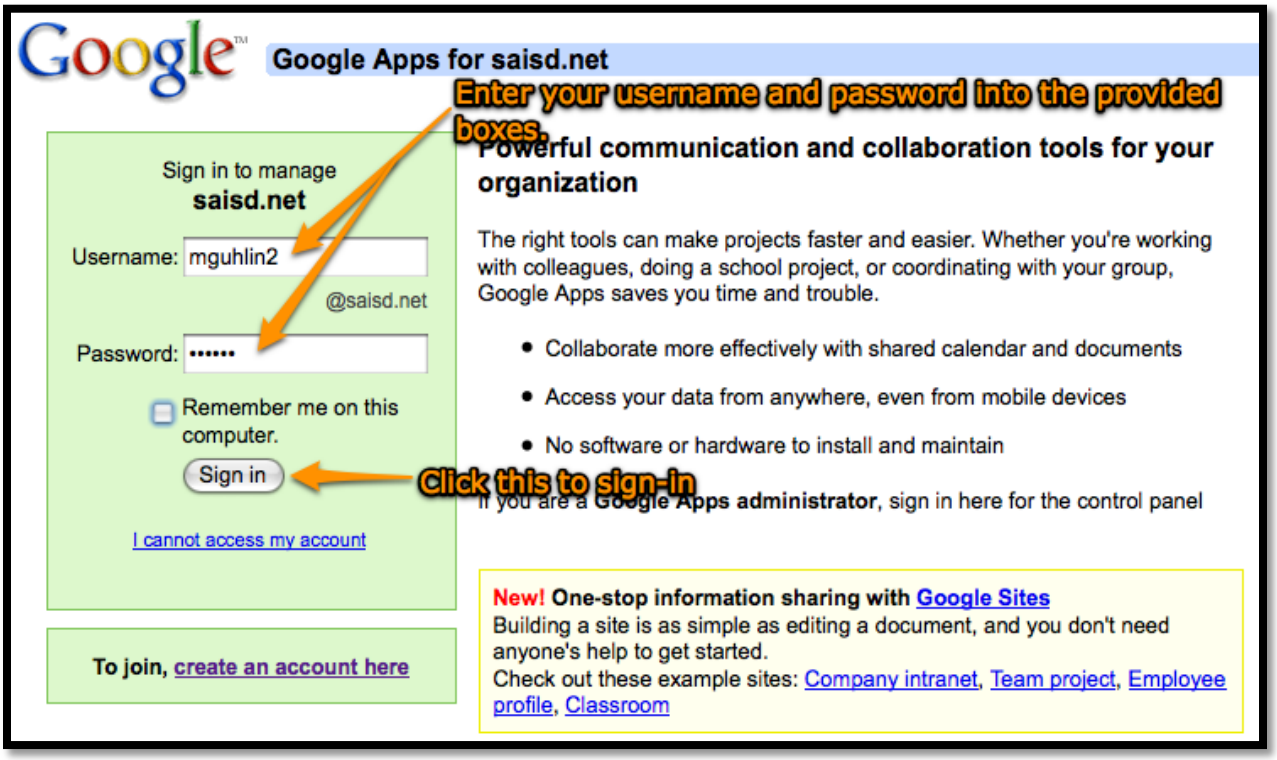
Step 2 – Check Your Web Outlook Email and Click on the Link Provided by GoogleApps



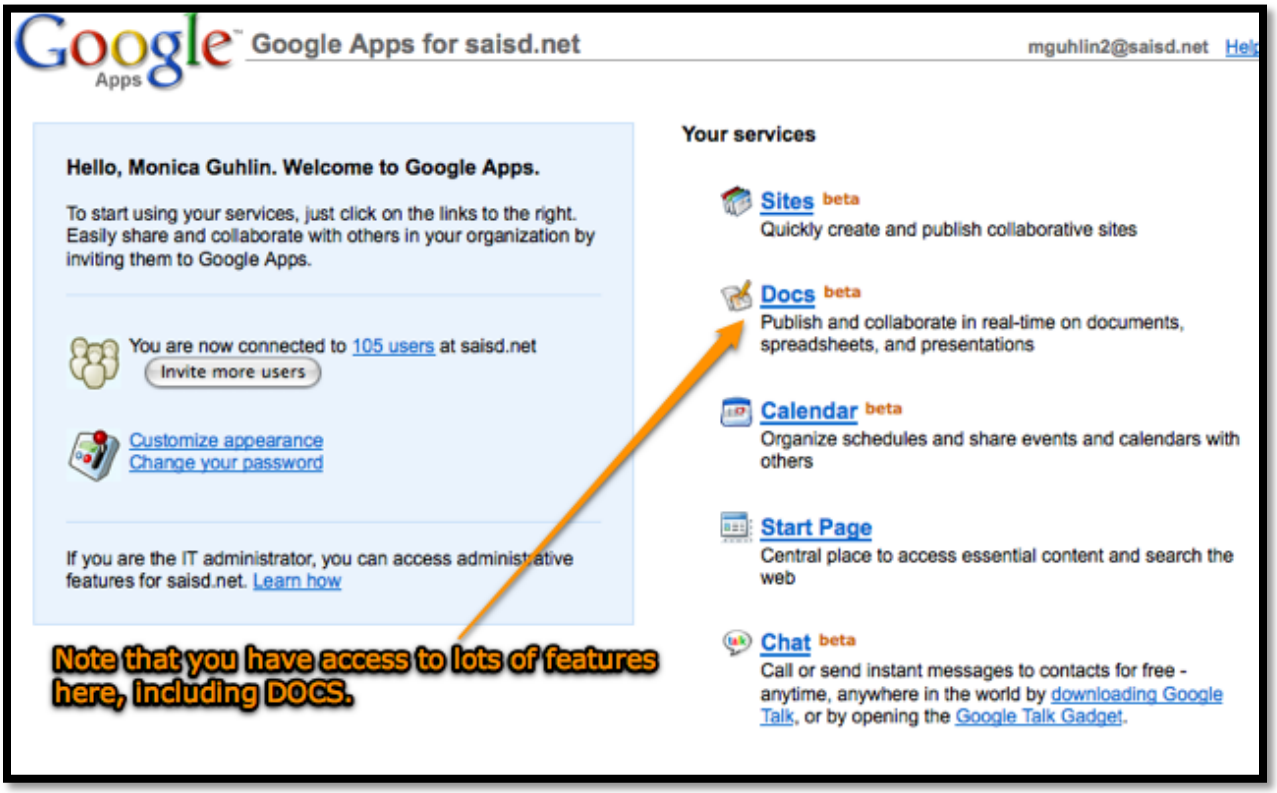
After you click the link, you will see this confirmation notice:



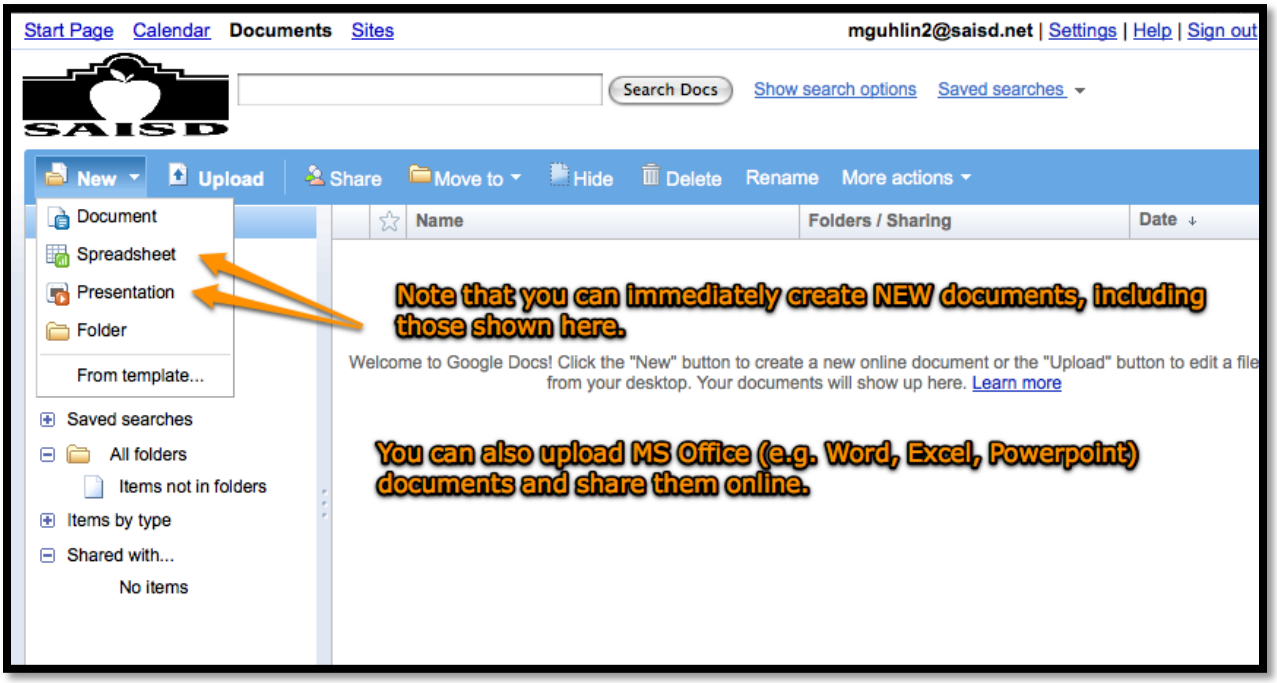
Step 3: Login to GoogleApps for SAISD.net by going to https://www.google.com/a/saisd.net/



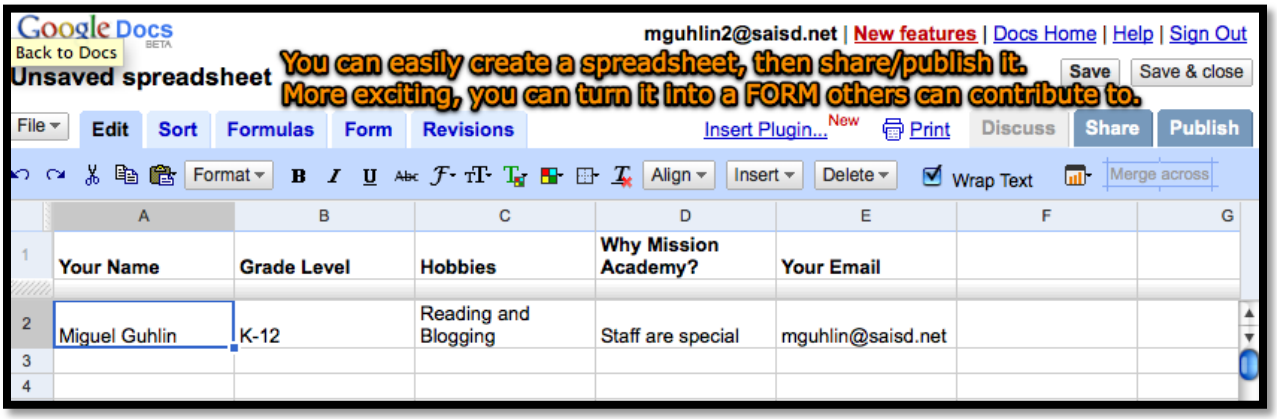
Step 4: Click on Docs option



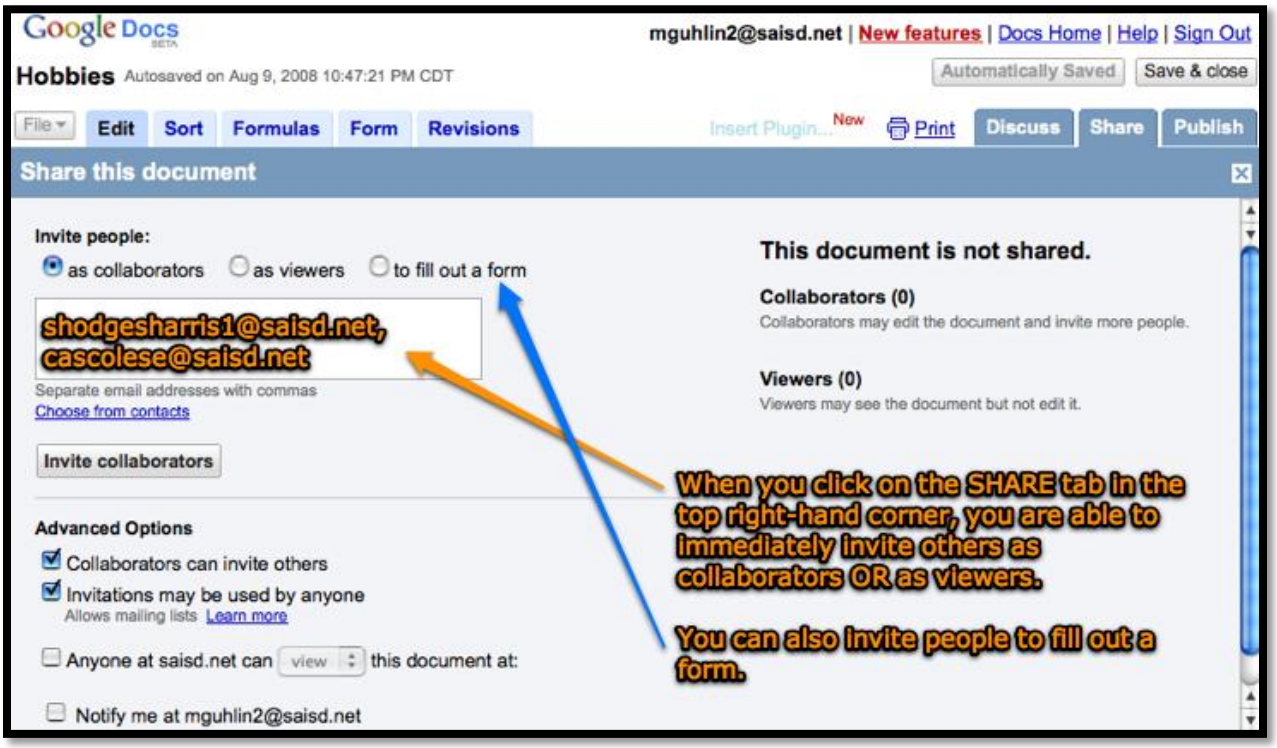
Step 5: Explore GoogleDocs



Step 6: Create a Spreadsheet



Step 7: Sharing Your Spreadsheet with Others (Inviting Collaborators or Viewers)

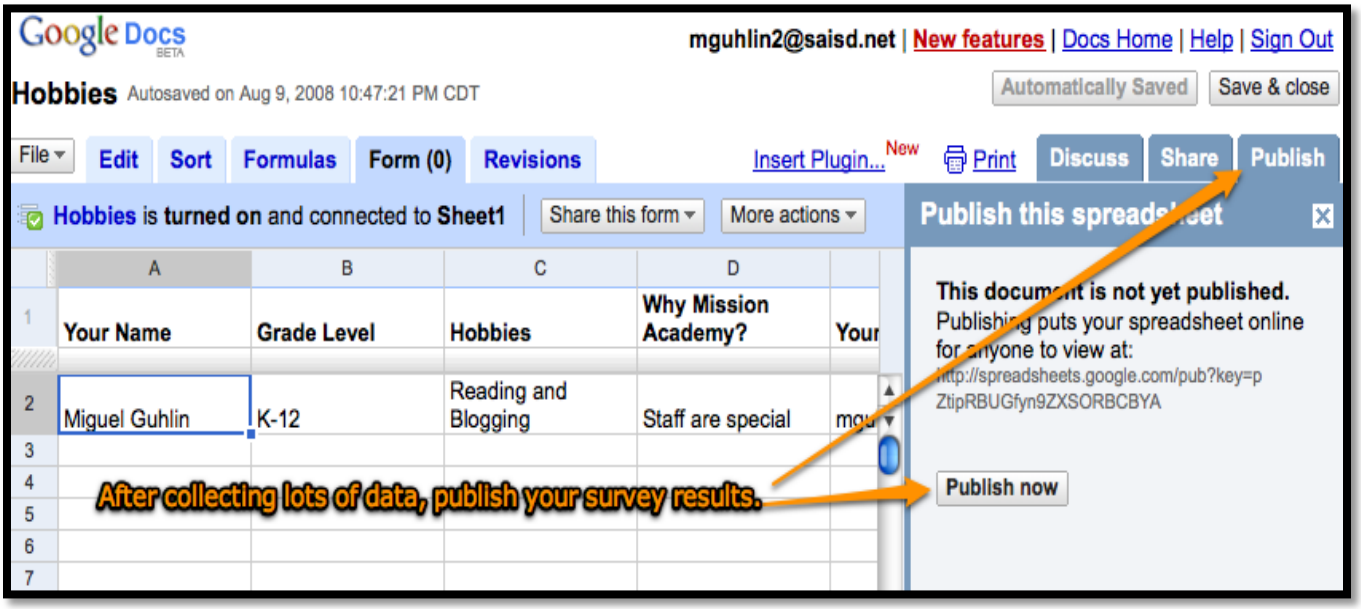


Step 8: Converting Your Spreadsheet into a Form

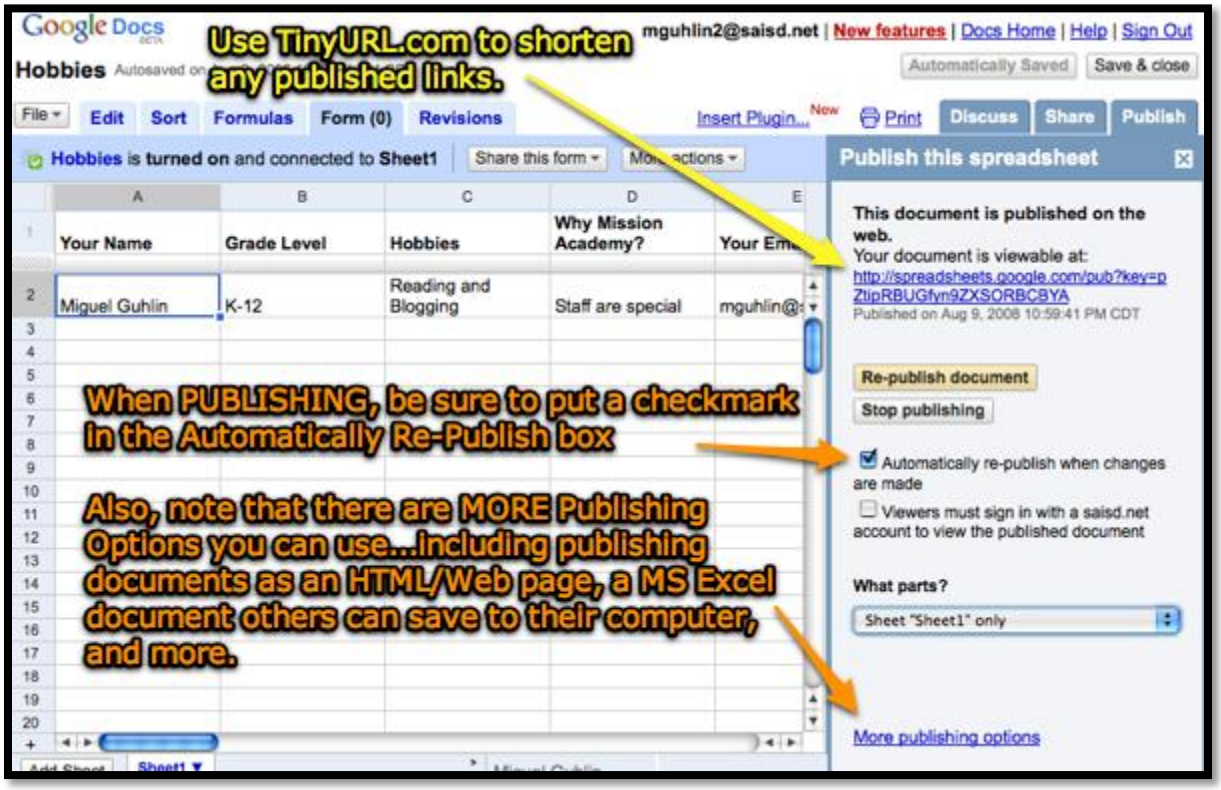
Step 9: Sharing Your Form with Others

Step 10: Shorten the LONG address Provided by GoogleApps for Your Form Using TinyURL.com

Step 11: Publish the Results of Your Survey Online



Note that you can publish this in a variety of formats:



Hobbies : Sheet1

Your Name	Grade Level	Hobbies	Why Mission Academy?	Your Email
Miguel Guhlin	K-12	Reading and Blogging	Staff are special	mguhlin@saisd.net

published via Google Docs

What publishing looks like....

You can always get back to GoogleDocs later by going to: http://docs.google.com/a/saisd.net