

Google™ Apps for Education

Flyer for Parents - Berryessa Union School District- fall 2014

Berryessa Union School District (BUSD) uses Google Apps for Education (GAFE) to enable faculty, staff and students to more effectively work together and communicate with each other. Google Apps provides the following main features:

- **Gmail** - email featuring strong protection against spam and viruses,
- **Google Drive** - online file storage service + Google Docs,
- **Google Docs** - online office suite featuring creation & editing of documents, spreadsheets, presentations/slideshows, and much more, and
- **Google Calendar** - time-management and scheduling application.

A student's school-provided email address is his userid for signing in to the district's Google Apps service.

Email Addresses

Each student's school email address is...

planned graduation year first name intial last name @busd.net

For example, a student named Kim Lee who is in 8th grade (for 2014/15) would have the following email address:*if a student in the same graduation year shares the same username with another student a number 2, 3, etc will be added*

19klee@busd.net or 19klee2@busd.net or 19klee3@busd.net

As long as a student is enrolled at BUSD, his school email address will remain the same

Passwords

For all students, their initial password is **Pass123!**

Please contact the BUSD helpdesk at(support@busd.net) for any password problems.

Getting Started...

- 1) Start up a web browser (Chrome works best though others work okay too).
- 2) Go to www.google.com and click on the **Sign In** button.
- 3) Enter the school-provided email address & password and click **Sign In** again. For new students, it should then prompt for a password change.

And that's it!



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Graduation Years & Grades

This chart should help with quickly determining the graduation year that's used for a student's email address based on his current grade.

grade	graduation year
6	2021
7	2020
8	2019

Things to Know

Students should use their school email address when communicating with teachers or staff members via email, but not for personal communications.

Teachers and staff members, generally, will only use a student's school email address for email communications.

Using Google Docs for assignments, where appropriate, will maximize compatibility with teachers, as all teachers also each have a school Google Apps account.

Does your student have a mobile device, such as an iPhone? If so, he may be able to configure it to synchronize automatically to his school Google Calendar, allowing him to keep track of school assignments and activities.

Remember... a student can sign into to their school-provided Google Apps account on any computer that has an Internet connection.

More information about Google Apps and the school's use of the service will soon become available on the school's web site, www.berryessa.k12.ca.us. Please watch for upcoming announcements related to that.

Problem or Question?

Contact your child's school office

Contact the Help Desk at support@busd.net

Contact Dr. William Jenkins at wjenkins@busd.net