

Smart Card for Technology

Paradise Valley Unified School District

PVLearners.net
Bridging online communication
and collaboration between PVUSD
students and teachers

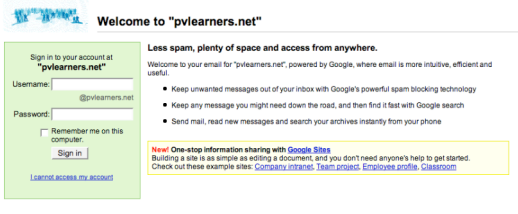
PVLearners.net

is an Internet domain registered under PVUSD that enables all employees and students to have Google accounts for email, calendars, shared docs/spreadsheets/presentations, blogs, wikis, groups, RSS feeds, and web pages.



Quick Start

1. Launch the Internet with Firefox.
2. Go to the PVLearners start page, <http://mail.pvlearners.net>



3. Bookmark the start page.
4. Sign In with your PVLearners account
 - a. Username = firstinitiallastname
 - b. Password (external) =
5. Click on your Inbox to view your PVLearners email. Your PVLearners email address is yourusername@pvlearners.net

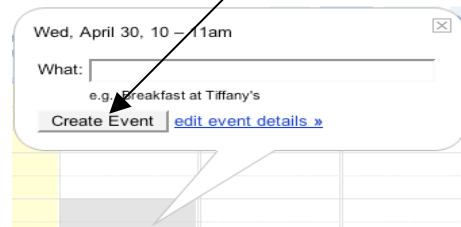
Google Calendar

1. Go to the upper left corner of the Inbox page.
2. Click on Calendar.



3. Click and type on the day to create an event.

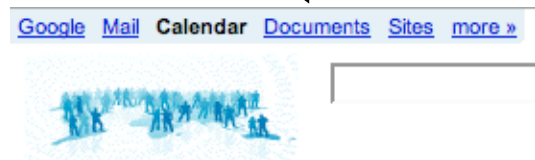
4. Complete the information for your event and click "Create Event."



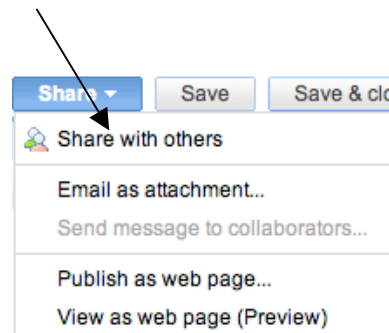
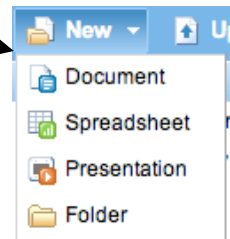
Google Docs

With Google Documents, Spreadsheets, and Presentations, you can create new files, or upload existing files, and access them from any web browser. You can also invite other people to read and collaborate on your files.

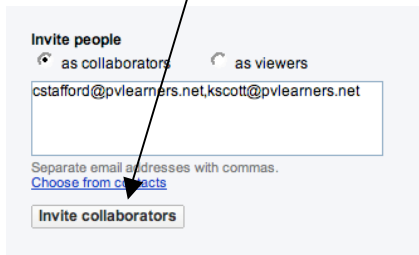
1. Click on Documents.



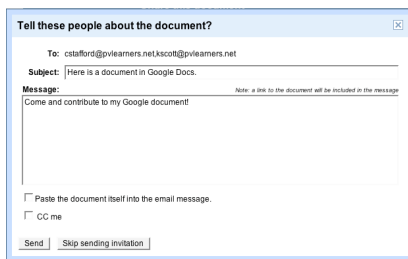
2. On the toolbar, click on New and select Document.
3. Create your document.
4. Click on Save.
5. To share your document, click on Share, select Share with others.



- Invite people as collaborators or viewers of your document.



- Optional: In the email window, send an email invitation to tell them about your shared document.



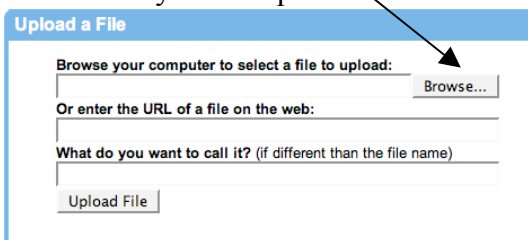
- Click Save & close.

To upload an existing document to your Google Docs:

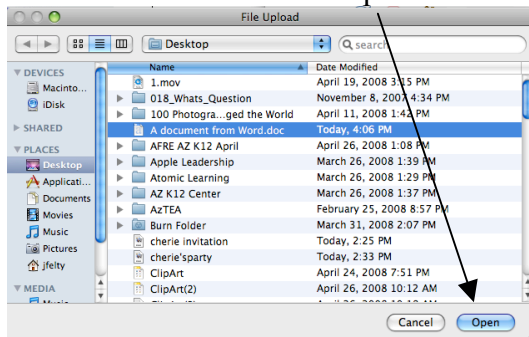
- Click on Upload.



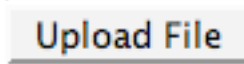
- Click on the Browse button and locate the file on your computer.



- Select the file and click Open.



- Click on Upload File.



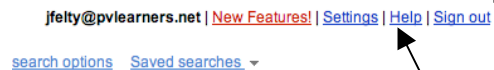
- Your file is now open in Google Docs. You can edit, save, and share the document.

Examples of types of files you can upload:

Documents from Word (.doc), Presentations from PowerPoint (.ppt, .pps), Spreadsheets from Excel (.xls).

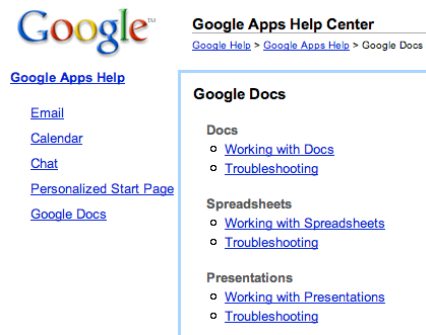
Sign out

Click on Sign Out when you are finished with PVLearners and Google Docs.



Additional Resources:

Click on Help to view the Google Apps Help Center.



Go to Atomic Learning (<http://www.atomiclearning.com>) to watch video tutorials on Google Documents, Presentations, and Spreadsheets.

Visit the PVLearners web page <http://cmweb.pvschools.net/techweb/techpvlearnersweb/> and the PVLearners Blog <http://pvlearners.blogspot.com/>