PDSB Student Account Login Details

1. Go to the PDSB website (www.peelschools.org)
2. On the home page, click on the **BYOD login** button

3. After the home page, the page below will appear. You will need to enter your username & password. Your username is your student number. Your password will be the same as your school computer login. (Normally YYYYMMDD)

4. Once you have signed in, this page will appear. As you can see, there are different buttons to access. The main one you will need is **<u>Google Drive</u>**
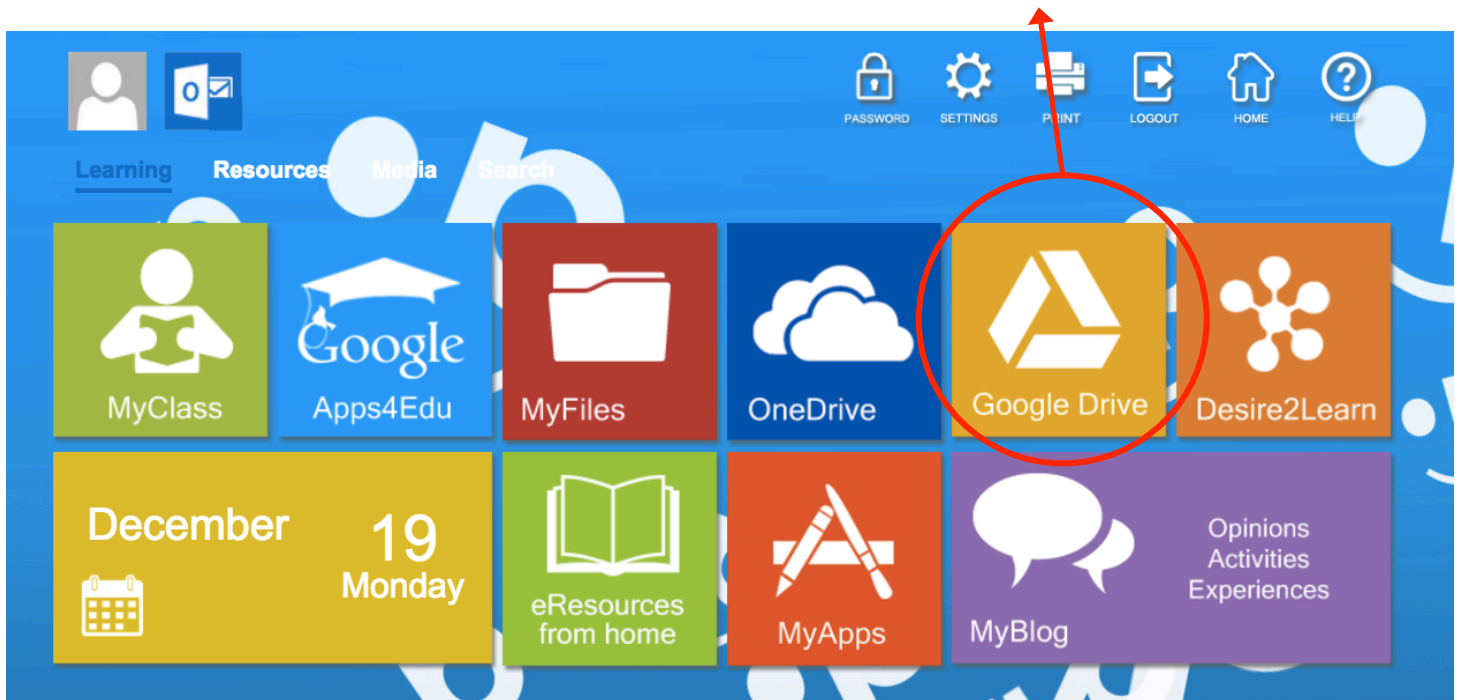
5. When you click the **<u>Google Drive</u>** button, you will enter your Google Drive account (picture below). Google Drive is a storage system where you can easily store and share files through email addresses or imported contacts. You can also drag files into your Google Drive that you have created on your computer.
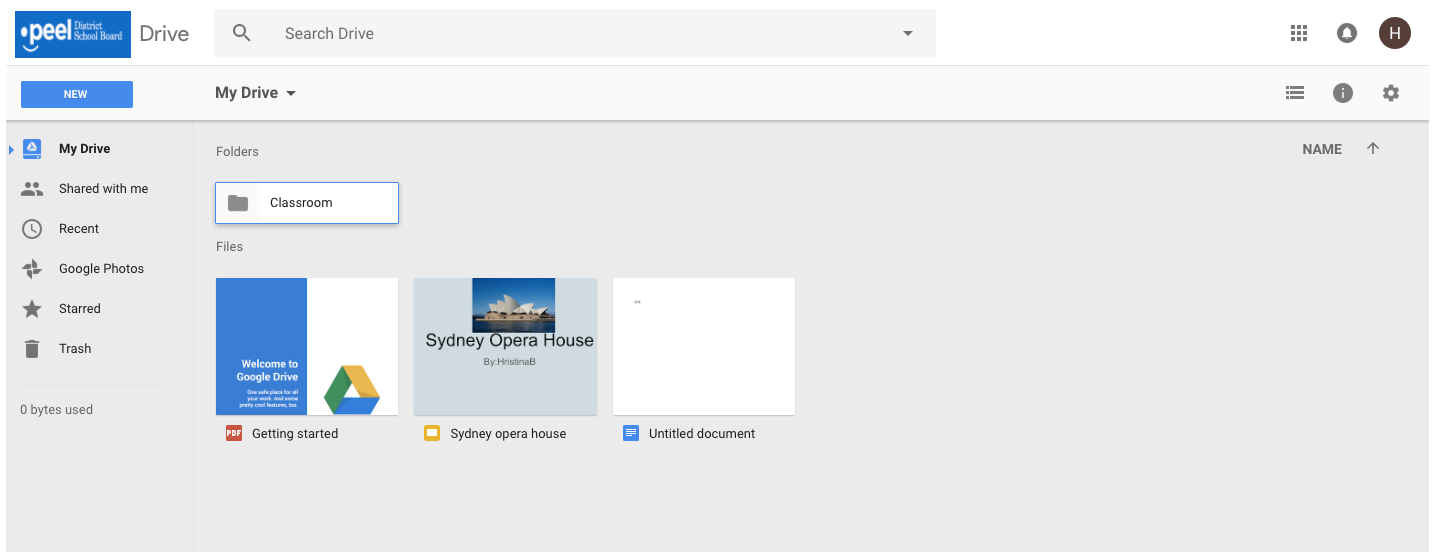
Let's create....

Google has alternatives to:

- Microsoft Word → Google Docs
- Microsoft Excel → Google Sheets
- Microsoft PowerPoint → Google Slides

[1] You can access a new Google doc, sheets or slides through the **NEW** **"New" button**. When clicked, a drop-down list will appear to choose which one you would like to use. You can also use this button to create a new folder and access other Google apps.

[2] You can access all apps, using the ▦ **grid button**. When clicked, a drop-down list will appear to choose which one you would like to use. You can also use this button to access your school Gmail account, Google Classroom and other Google apps.
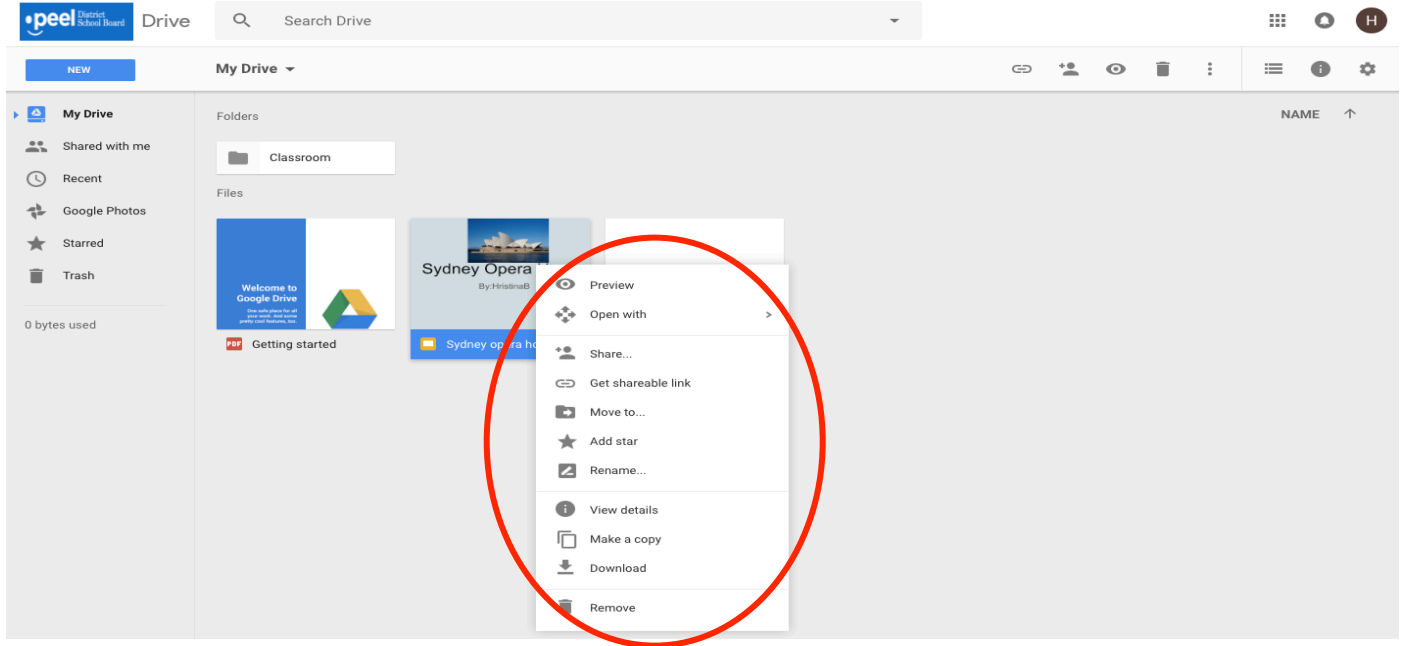
Why Google apps instead of Microsoft? When using any of the Google apps, they will *save automatically*. They are also connected to PDSB accounts (all students or teachers) so files can easily be shared.
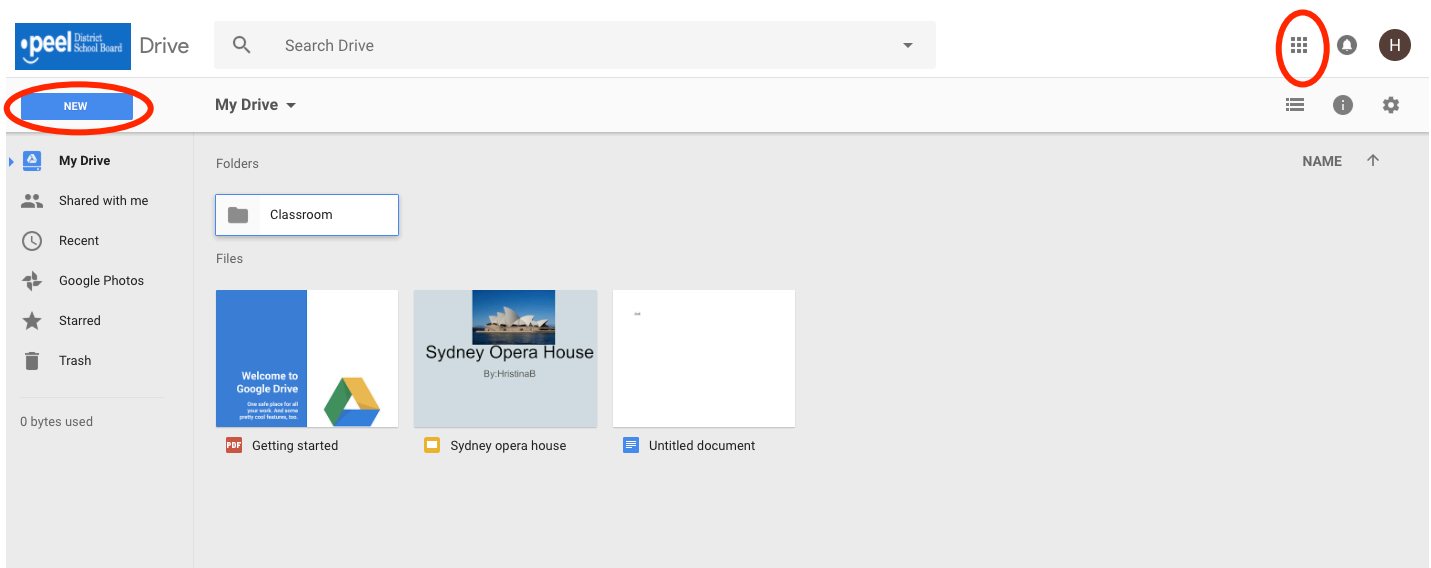
Let's share a file…
Right click on the file you want to share; a drop down list will appear

Click on the 📷 "Share" button

When you click on the "Share" button, a pop up will appear (see below). In the message box, you can:
- Enter the person's email address
- If the person is a part of PDSB (student or teacher), type in their name; a list of names will appear for you to choose from. Make sure you check the school to verify the person!

Choose HOW you would like to share your file with others using the [✏️ ▾] button. When this is clicked, a drop down list will appear.
- **"Can Edit"** → the person/people you are sharing with can edit the file
- **"Can Comment"** → the person/people you are sharing with can comment on the file; they can NOT edit
- **"Can View"** → The person/people you are sharing with can only view the file (no comment/no edit)
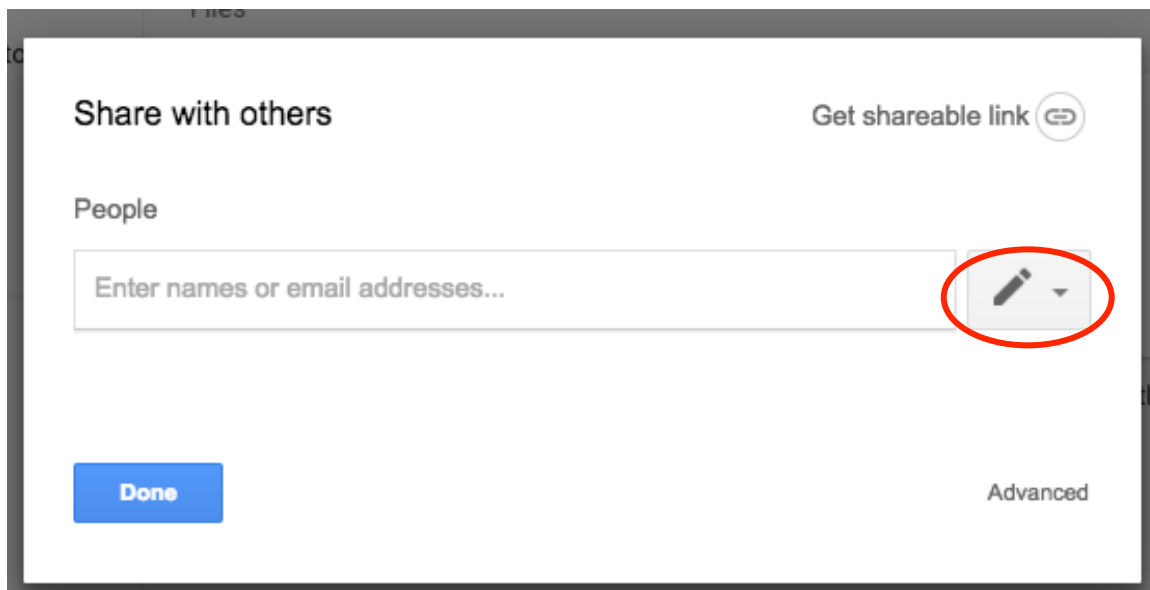
Google Classroom

Access your Google Drive account and click on the ⚏ grid button; a drop-down list will appear. Scroll down until you see the 🟩 Google Classroom button to click.
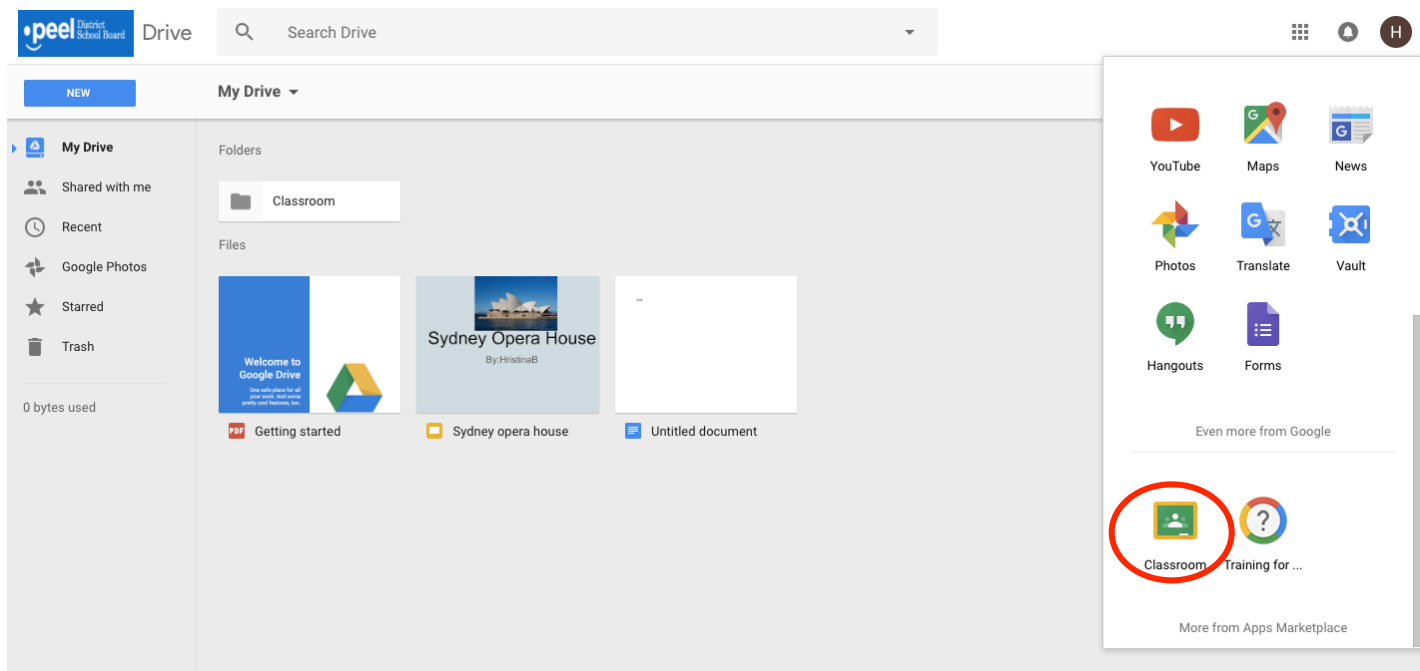
Once the Google Classroom button is clicked, a new screen will appear (below) which is your home screen. If you are already a part of a classroom, you will see the classrooms on the page. As you can see on this page, the student is a part of the "Strong & Stable Structures" Grade 3 classroom.
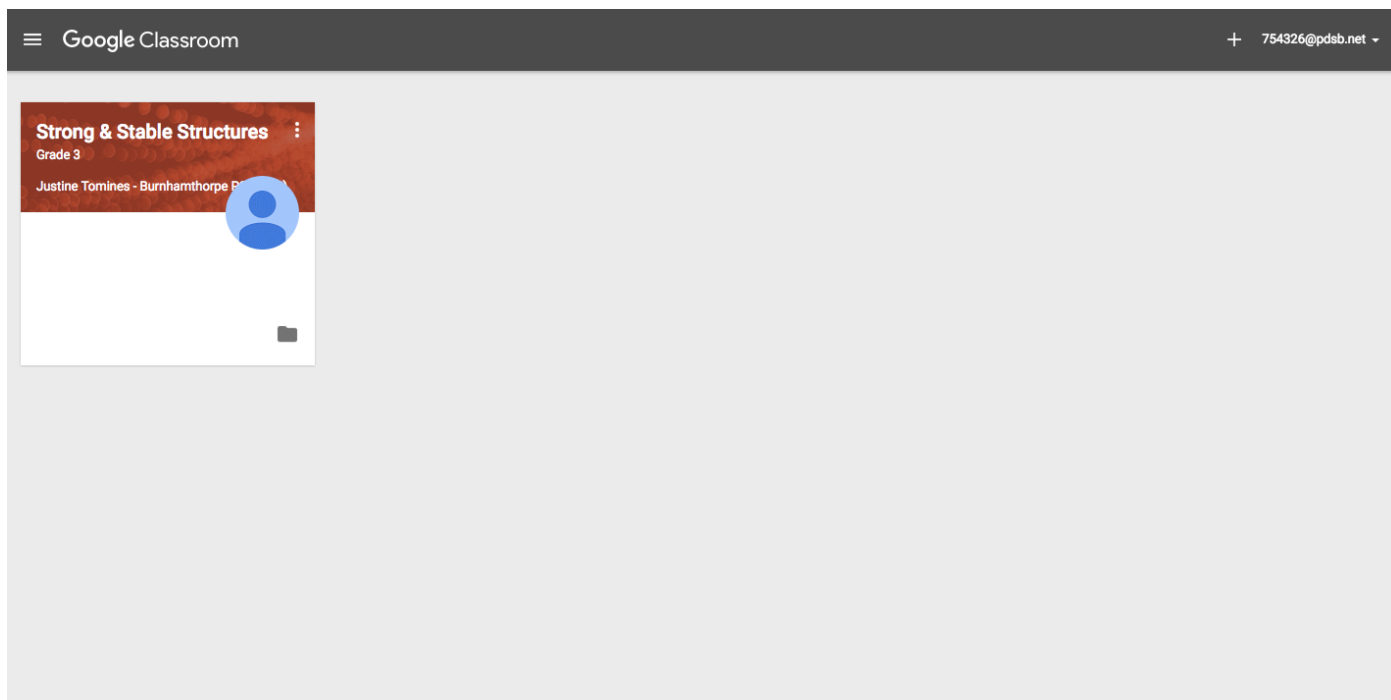
To join a classroom…

On the home screen, click the + button in the right corner. It will prompt you to enter a class code that would've been given to you by your teacher. Enter your class code. Once you have joined a class, it will appear on your home screen.