

## Post Class Content to PowerSchool with Google

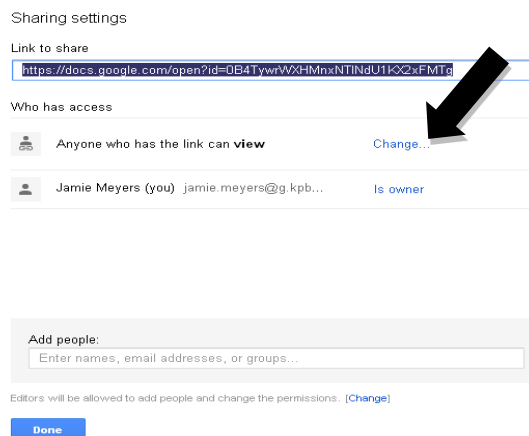
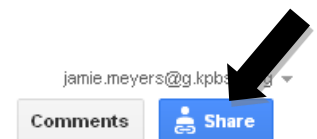
### Step One: Upload Content to Google

- A. All employees have a district google account and gmail address (firstname.lastname@g.kpbsd.org).
- B. Open up your Internet Browser (Google Chrome recommended) and Google Docs. Google docs can be accessed the following ways.
  1. Docs.g.kpbsd.org
  2. District Website>Employees Tab>Docs
- C. Upload Documents – There are **two ways** to upload documents. **Note:** You may want to convert all Microsoft Office documents to a pdf prior to uploading in order to provide universal access. SMART Notebook files will need to be converted to pdf prior to uploading.
  1. Drag and drop your document in the google doc window and click the “Start Upload” button.
  - or
  2. Click on the Upload Button and select “Files”. Then browse to the file you want to upload, highlight it, and click on “Open”. Click on the “Start Upload” button.



### Step Two: Share the Document

- A. Click and open the document in Google.
- B. Click on the Share button in the top right corner of the screen.
- C. Click on Change.



D. Click on “Anyone with the Link” and then click “Save.”

Sharing settings

Visibility options:

- Public on the web  
Anyone on the Internet can find and access. No sign-in required.
- Anyone with the link  
Anyone who has the link can access. No sign-in required.
- Kenai Peninsula Borough School District  
People at Kenai Peninsula Borough School District can find and access.
- People at Kenai Peninsula Borough School District with the link  
People at Kenai Peninsula Borough School District who have the link can access.
- Private  
Only people explicitly granted permission can access. Sign-in required.

Access: Anyone (no sign-in required) [Can view](#) ▾

Note: Items with any visibility option can still be published to the web. [Learn more](#)

[Save](#) [Cancel](#) [Learn more about visibility](#)

E. Highlight the URL and Right Click on it and select Copy then click “Done.”

Sharing settings

Link to share

<https://docs.google.com/open?id=0B4TywWXHMnxNTINdU1KQ2xFMTg>

Who has access

	Anyone who has the link can view	<a href="#">Change...</a>
	Jamie Meyers (you) jamie.meyers@g.kpb...	Is owner

Add people:

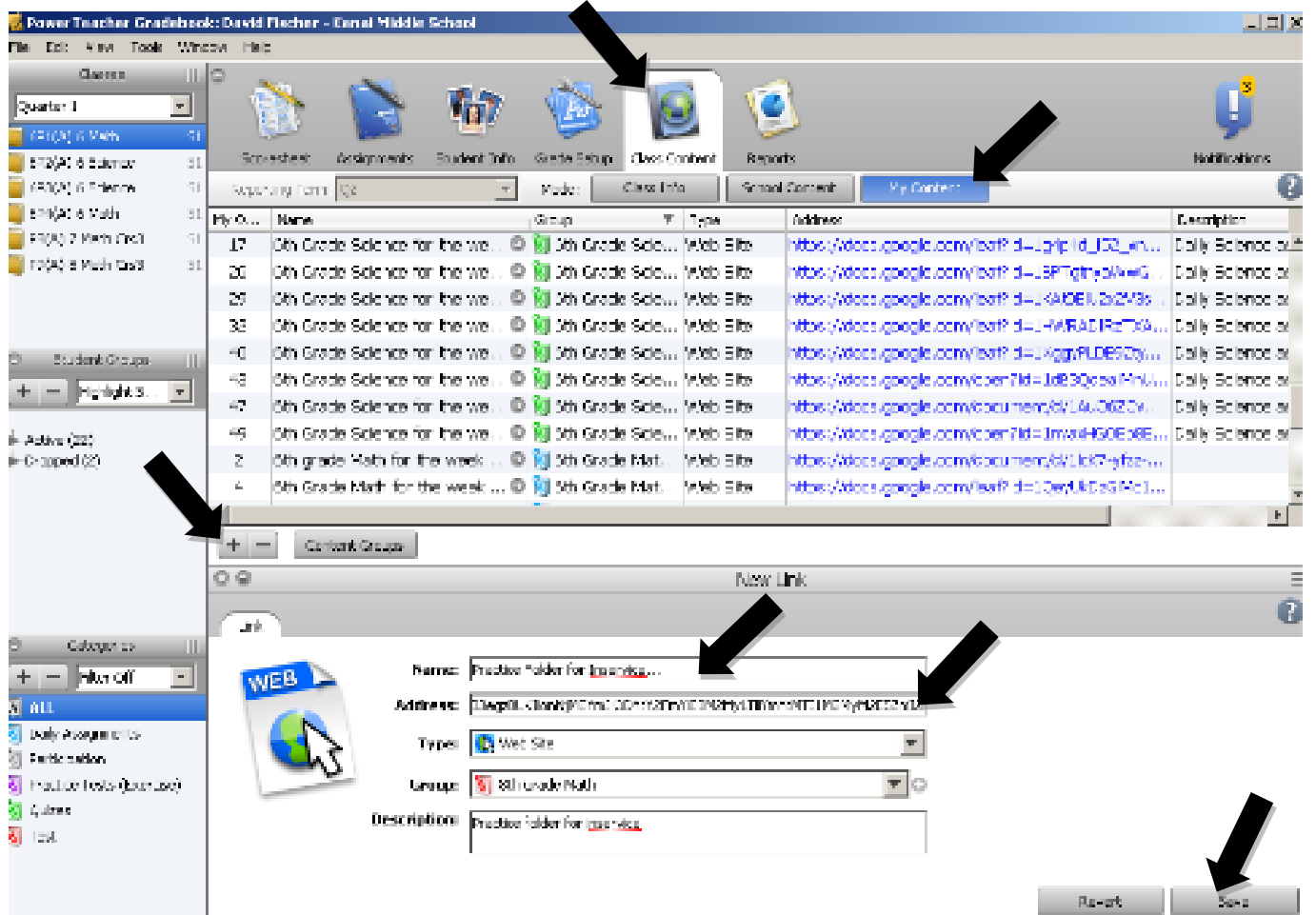
Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

### **Step Three: Post to PowerSchool**

- Open PowerTeacher Gradebook.
- Click on the “Class Content” tab and then select the “My Content” tab.
- Click on the “+” sign to add a link. Enter the name of the document and paste the URL in the address field and click “Save.”



D. Click on the “Class Info” Tab and click on the “+ Link” button next to the Description Box. Select the “My Content” Tab and select the content you want to share and click on “OK.”

