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Google Drive Directions Review

Directions for Students/Parents for RTS “Google Drive” Folder

The RTS Success® Google Drive folder contains student work, assists with virtual sessions, allows for collaboration, and is also for homework help. *The Google Drive folder is NOT Google Docs.*

Students must have a Gmail account to use Google Drive. Also, students must install **Google Chrome**. Do not use another browser such as Safari, Firefox, etc. Email notifications only work with Google Chrome.

Directions after signing onto Google.com:

1. Look at the top right of the screen and there are a series of layered dots.
2. Click the **Drive** icon within the dot selection and sign in with your email and password.
3. You will see the folder “RTS” and your name. All homework will in the folder.

Work only in the RTS Student folder in DRIVE, **NEVER** on any other folder or on Google Docs. The consequence may be that you lose your files.

To ask homework questions via Drive:

1. Highlight part of the sentence or paragraph that is in question. Next, press the following keys:
For Mac: Press command + option + m
For Windows: Press control + alt + m
2. Type your question on the right of the document (you will see your name) and after your question, press the button “comment.”
 - Questions like “I don’t understand” or “I need help” is not a question. Those questions are addressed during the RTS Success® session.
 - Google Drive help is to alleviate frustration so that students can progress with their weekly homework. Help is not for checking homework, which is part of session work.
 - Google Drive question(s) will be answered within 24 hours, Monday-Friday.

THE NEVERS:

NEVER press the “Resolve” button after you receive help.

NEVER erase any of your coach’s doc notations. (i.e.: date with directives).

NEVER erase your past incorrect answers. DURING YOUR NEXT TRY, CHANGE YOUR UPPERCASE TO LOWERCASE, AND VISE-VERSA.

NEVER erase previous comments.

RTS Comments:

- RTS directives for session homework will be in **pink**, so please do not use that color on the drive.
- **Bolded first words** within sentences or paragraphs indicate that work **needs a student revision**.
- **Bolded translations or summaries** indicate the **corrected answer** from the **student revision**.



Important Keyboard shortcuts for Google Drive

Highlighted commands are the most important for the Drive

For PC's:

command = control

option = alt

bold	command + b
bulleted list	command + shift + 8
center align	command + shift + e
clear formatting	command + [
COMMENT- for homework help	command + option + m
copy formatting	command + option + c
decrease paragraph indentation	command + shift + h
define word	command + shift + y
find	command + f
find and replace	command + shift + h
increase paragraph indentation	command +]
italicize	command + i
justify	command + shift + j
left align	command + shift + l
number list	command + shift + 7
open	command + o
page down	fn + down arrow
page up	fn + up arrow
paste formatting	command + option + v
print	command + p
redo	command + shift + z
research	command + option + shift + i
right align	command + shift + r
select paragraph	triple click/tap
select word	click/tap
show common keyboard shortcuts	command + /
strikethrough	command + shift + x
subscript	command + ,
superscript	command + .
switch to suggesting	command + option + shift + x
to the beginning of a document	command + fn + right arrow
to the end of a document	command + fn + right arrow
underline	command + u
undo	command + z
word count	command + shift + c