

GOOGLE SUITE

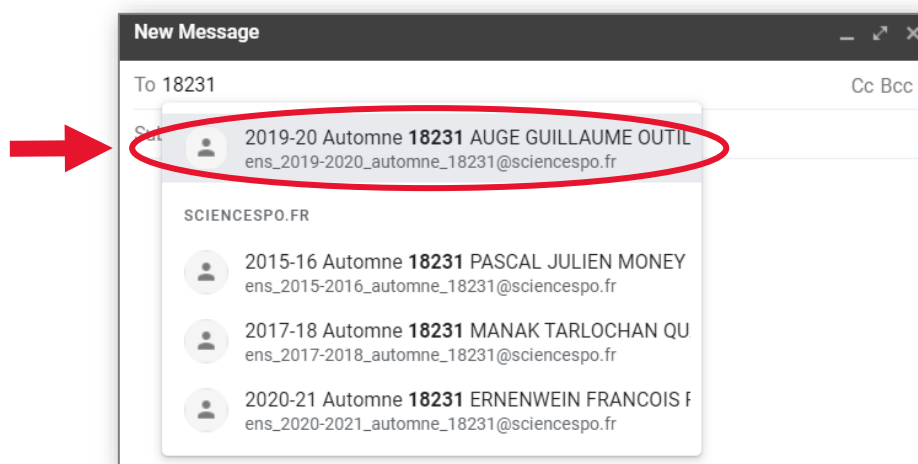
**Easy communication and sharing with
learning groups (“Groupe UP”)**

WHAT IS A LEARNING GROUP ON GOOGLE?

At the start of each semester, the Head of IT creates learning groups for each course in the Google environment. These groups let you email your students or even share documents on Google Drive with them easily.

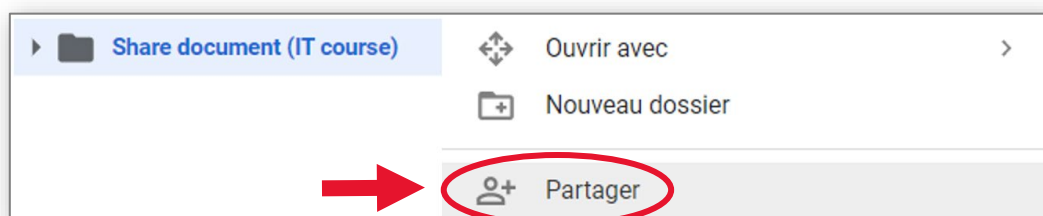
HOW DO I EMAIL MY STUDENTS?

- **Compose a new email in Gmail**
- **In the “To” field, fill in your course’s number (UP), your last name or even the course title, then select your course:**

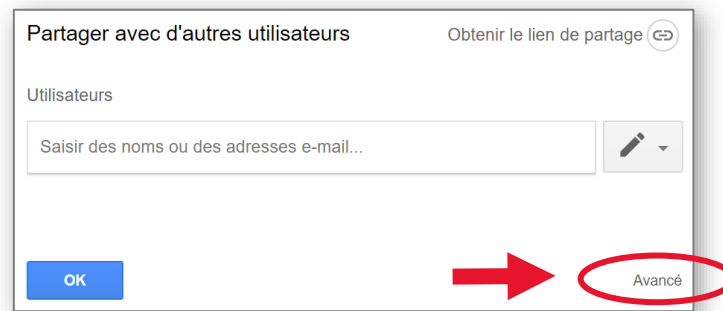


HOW DO I USE GOOGLE DRIVE TO SHARE DOCUMENTS WITH MY STUDENTS

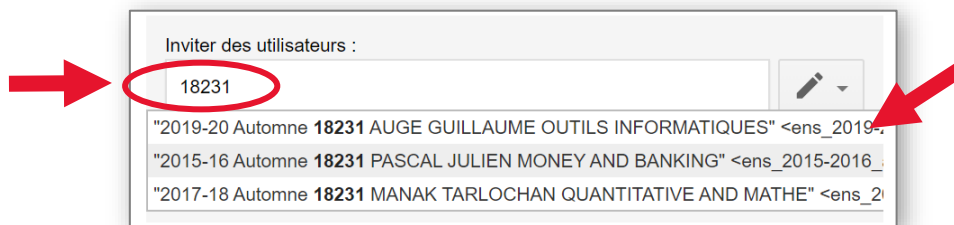
- **Create a document in Google Drive ([How to create a document](#))**
- **Right click on the file, then click “Share”:**




- Click on the “Advanced” button at the bottom right of the window:



- Fill in your course's number (UP), your last name or even the course title, then select your course:



- **IMPORTANT:** Click on « Parameters » button  and then untick the box “Editors can change permissions and sharing”:



□ For more information

Consult [the guide to sharing files from Google Drive](#)
Visit [the Google Apps resources page](#) on the Online Tools website

□ Any questions?

Contact the IT helpdesk: sos@sciencespo.fr / 01 45 49 77 99