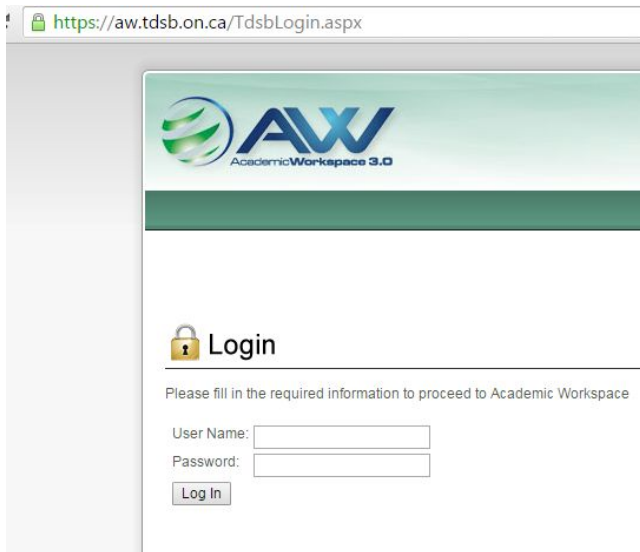


How to Access Your Google Drive at Home

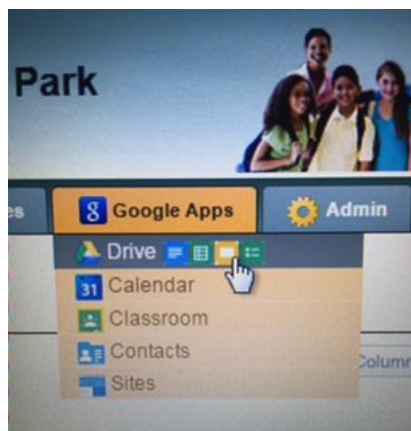


Use Google Chrome - you can download this at home for free.



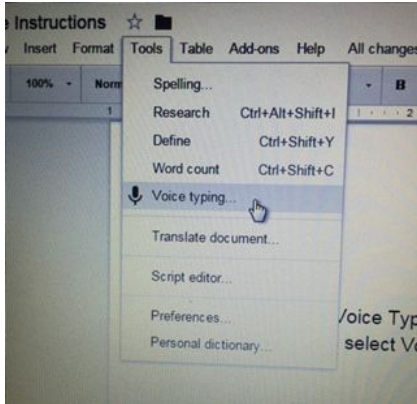
Open Google Chrome and type aw.tdsb.on.ca in your address bar. You will see the AW Login page.

Use the same username and password you use to login at school (your student number and password).

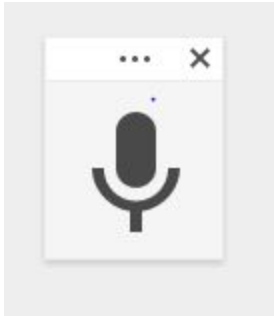


Once you are logged in go to the Google Apps tab and select Drive if you want to go to your Drive or Classroom if you need to access your teacher's Google Classroom.

Google Voice Typing



To use Google Voice Typing (Speech to Text) in a Google Doc, click on the Tools menu and select Voice Typing. Some computers have internal microphones but Google Voice Typing works best with headphones that have a microphone.



A microphone icon will pop up on your screen. Click to speak and record your voice.

When you click on it it will turn red. A pop up window may pop up asking if you allow your microphone access. Click **allow**. Now you are ready to record your voice and

watch your speech turn into typewritten text.

Tip: You can add punctuation to your text by saying “period, comma, and exclamation mark.” Don’t forget to read your work and edit it when you are done voice typing!

Tip: You can also use Read and Write with Google. Use it to have your text read aloud to you for editing. For Read and Write to read your text aloud, it must be open BEFORE you open your document. If your document is already open, just close it and reopen it once you’ve opened Read and Write.