

Gateway Primary

gCLOUD USER GUIDE

The Gateway Primary gCloud was generated to assist all teachers to share and store information and enhance collaboration between teachers.

It has been setup to reduce flash drives moving between teachers laptops exposing your laptop to various viruses.

User Instructions:

1. Visit the help desk to activate your gCloud Folder(s)
2. Identify what collaboration groups you need to access as each group has a different gCloud folder.
3. Once setup open Windows / IOS File Explorer
4. On the left side look for Folder
5. Open Folder
6. Select file you need or save file you wish to share
7. You can protect files to show as (Hidden, View Only, Allow editing only to some users and even add a password to a file if needed). Note once you created a password we can not unlock the file at the help desk so you will have keep the passwords save).
8. You can create links using cntrl+k on your keyboard or insert hyperlink function to link your forecasts / schemes / PowerPoint files to each other so you don't have to keep on looking for files but open a master file and link your master file to all the resources you wish to link with e.g. worksheets for students, slides, eBooks etc. This way you don't have to spend time during the lesson opening and finding files but have more time to spend with students.