I'm a Book - click me!

I am a book for you to open, read and experiment with, Click on me to see the chapters and pages.

- I am a chapter. Why do we need a Library?
- What is a book?
- Can I try it?
- How do I sign up and sign in?

I am a chapter. Why do we need a Library?

This is a good question! Google Drive supported our transition to online learning during the Covid-19 pandemic and has continued to support us as we move to Google Classroom and decrease our reliance on a server that is only accessible on the local network.

We now have a range of Google Shared drives available to us that cover pretty much every aspect of school life. This is a blessing but can also be a little confusing - I mean, where do you start? This is a list of some of our current shared drives and it can be a little daunting to navigate:

Shared drives

Name
01. Curriculum Documents
02. Planning
03. Assessment
04. Timetable
05. SEN
05.01 SEN Register
06. Early Years
07. School Reports
09. Sending Work Home
10. SDSS Admin Drive
10.01 Overseas Students
10.02 Policies
10.03 Moderation Plans

This is where our Library comes in. It's not here to replace Google Drive - you can't store files or photos in it - but it does provide a secure, structured way for us to create, edit and read our books:

Shelves

Sort | Name | ↓

Data Stewardship

★ Created 21 hours ago
✎ Updated 21 hours ago
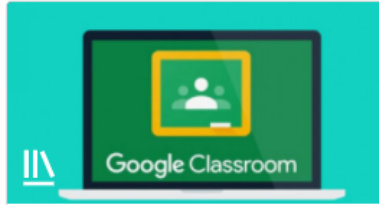
Google Classroom

This shelf is all about our learning system called Google Classroom. Google Classroom enables teachers, students and parents...

★ Created 21 hours ago
✎ Updated 21 hours ago

Policies

★ Created 21 hours ago
✎ Updated 20 hours ago

Procedures

★ Created 21 hours ago
✎ Updated 21 hours ago

Why do we want a Library?

★ Created 11 minutes ago
✎ Updated 8 minutes ago

What is a book?

So what is a book? A book is an object that lives in a shelf. The book is made up of pages and can be organised by chapters if you want it to be. It's great for preparing and sharing documention, how-to's, policies, processes and procedures.   The Library is more friendly than a shared drive and less prone to people accidentally moving, editing or deleting your document.   Once created, a book will live in a BookShelf and have a complete audit trail of updates.

Editing a book is just like using a simple word processor. You can type text, format it, add links and even paste in images.   Try it!

What can't Library do?
Our library is not a shared folder. You can't store files or documents in it like a shared drive, just write and read books.
There are three levels of access:

- Public, which means anyone can read a book if it is set to public access.
- Viewer, which means someone ***who is logged in using their steiner account*** can read a book
- Editor, which means someone ***who is logged in using their steiner account*** can create, edit and delete a bookshelf or book.

Can I try it?

Sure! I've created a sandbox for use to experiment with. If you're logged in to the LIbrary, click on Shelves in the top-right, open up the Sandbox:

And then click on [+New Book] add your book. Give it a Title and a helpful Description and add an image if you like, When you're happy with it, click [Save Book] and you are ready to start adding Pages and Chapters. When you are happy with it, click on [Save Page] to save it.

How do I sign up and sign in?

Signing Up

If you don't have an account, you will need to register using your Steiner Google Account. To do this, go to the login page of the Library:
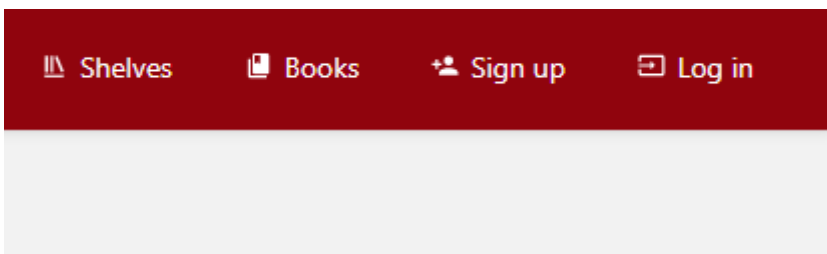
Click on Don't have an account to register.

Once you're on the Sign Up screen, don't put in an email and password. Instead, sign up using your Steiner Google account by clicking [SIGN UP WITH GOOGLE]:

Sign Up

Name

Email

Password

Must be over 7 characters

Already have an account?   CREATE ACCOUNT

G   SIGN UP WITH GOOGLE

This will ask you to log on with your @steiner-south-devon.org email account and then ask you for access. Once you have agreed to this you should get an email in your inbox asking you to confirm your email address. Once you have done that the account is created and linked to your Steiner email account so it's one less password to remember!

Signing In

Once you have created your account, click on the Log In button as above and then click [LOGIN WITH GOOGLE]. If you are already logged in to your Google account that's it - you are logged in!