## Alvord Unified School District

## How to access the 2016 – 2017 Units of Study

There is a 4 minute getting started video you can watch at <a href="www.alvordschools.org/instructionalcontent">www.alvordschools.org/instructionalcontent</a>.

The files are kept in Google Apps for Education that was setup by our school district. Because of this there may be issues if you are logged into your own personal Gmail account from Google.

Before going to www.alvordschools.org log out of your Gmail account.

- 1. Go to www.gmail.com
- 2. Click the circle account icon on the top right of the browser.
- 3. Click Sign out.

If you want to stay logged into your Gmail keep the following in mind.

- 1. If you click a resource folder and it is empty, there is an issue going on. Try step B for a fix.
- 2. Press the F5 key at the top of the keyboard. This refreshes the Internet browser. If the folder is empty and refreshing doesn't fix it, you will have to revert to solution number 1.
- 1. Go to www.alvordschools.org. Click Instructional Content.
- 2. You will be prompted for a username and password. It is the same username and password you use for your work e-mail or logging into a school computer. Call Information Technology at (951) 509-5180 for any password issues.
- 3. You will see tiles for courses on the right and a vertical menu on the left. The menu or the tiles will get you to the same place.
- 4. When you click on a course you will see the following:
  - a. Units come first.
  - b. When you click a unit it will open in a Google Docs webpage.
  - c. You can print the unit.
  - d. You can save the file as a Word Document.
- 5. Course Resources are listed second.
- 6. Unit Resources are listed third.



1

Remember you have to scroll down on the Units of Study page to see resources.