

How to update Koa Measurements in Google Docs

Step #1: Go to High School homepage at <http://blogs.ksbe.edu/hhs/>

NO KAMEHAMEHA HO'OKOMO'ANA PĀHANA KĀLAI'IKE ĀLAPA ALEMANAKA HUI MĀKUA OIHANA KS LIMAHANA

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Kamehameha, Moku o Hawai'i

ANO-AI KĀKOU
Ke Kula Kī'eki'e o Kamehameha Hawai'i
16-716 Volcano Road
Kea'au Hawai'i, 96749
Kelepona: 808.982.0600
Kelepa'i: 808.982.0610

NO NĀ HAUMĀNA

- Ho'oku'i KS
- Lekauila Imua
- No Google
- No Blackboard
- No Edmodo

LOULOU NOI'I

- Ke Kula Kī'eki'e o Kamehameha Hawai'i
- Huli iā Google Hawai'i

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NĀNĀ I KE KUMU

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NO KE KULA

- Pāhana Kīpaepae
- 'Ahu'ula
- Palapala Ho'olaha

Step #2 Click on No Google

Google Google Apps for Kamehameha Schools Hawaii

Sign in to manage
Kamehameha Schools Hawaii

Username:
@hawaii.ksbe.edu

Password:

Stay signed in

[Can't access your account?](#)

Powerful communication and collaboration tools for your organization

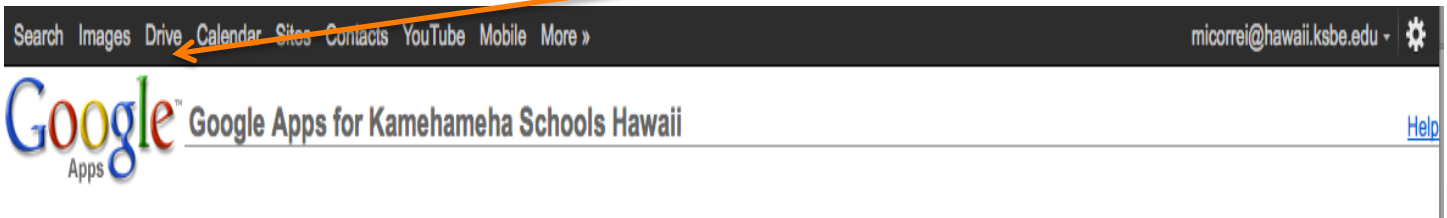
The right tools can make projects faster and easier. Whether you're working with colleagues, doing a school project, or coordinating with your group, Google Apps saves you time and trouble.

- Collaborate more effectively with shared calendar and documents
- Access your data from anywhere, even from mobile devices
- No software or hardware to install and maintain

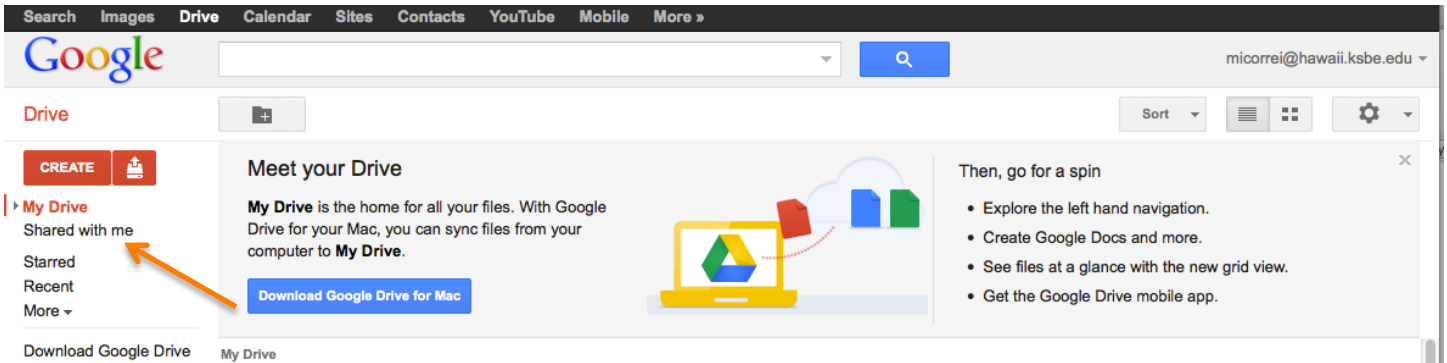
If you are a **Google Apps administrator**, sign in here for the control panel

New! One-stop information sharing with [Google Sites](#)
Building a site is as simple as editing a document, and you don't need anyone's help to get started.
Check out these example sites: [Company intranet](#), [Team project](#), [Employee profile](#), [Classroom](#)

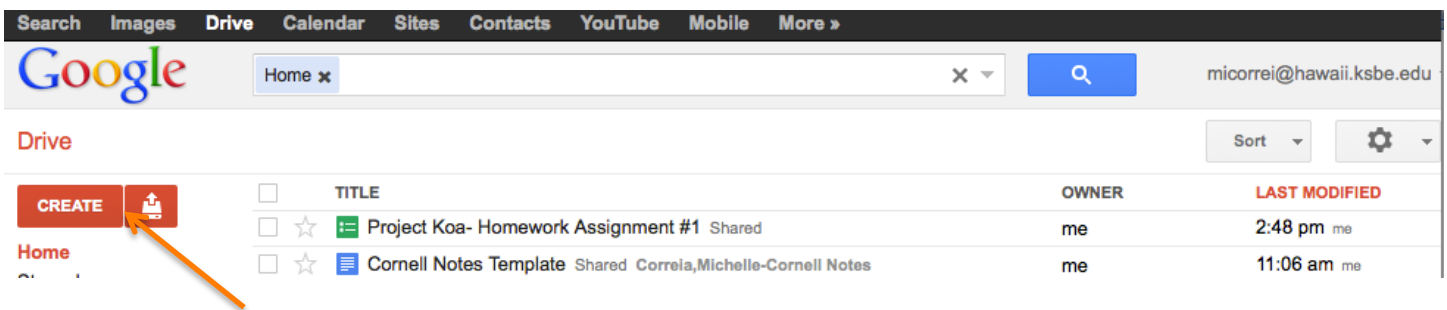
Step # 3 Sign In- Your **username is h15******* . Your password is whatever you created it to be. If you are having trouble with your sign in email Kumu Kealii at adakina@ksbe.edu or Ms. Martinez at krmartin@ksbe.edu to reset your password.



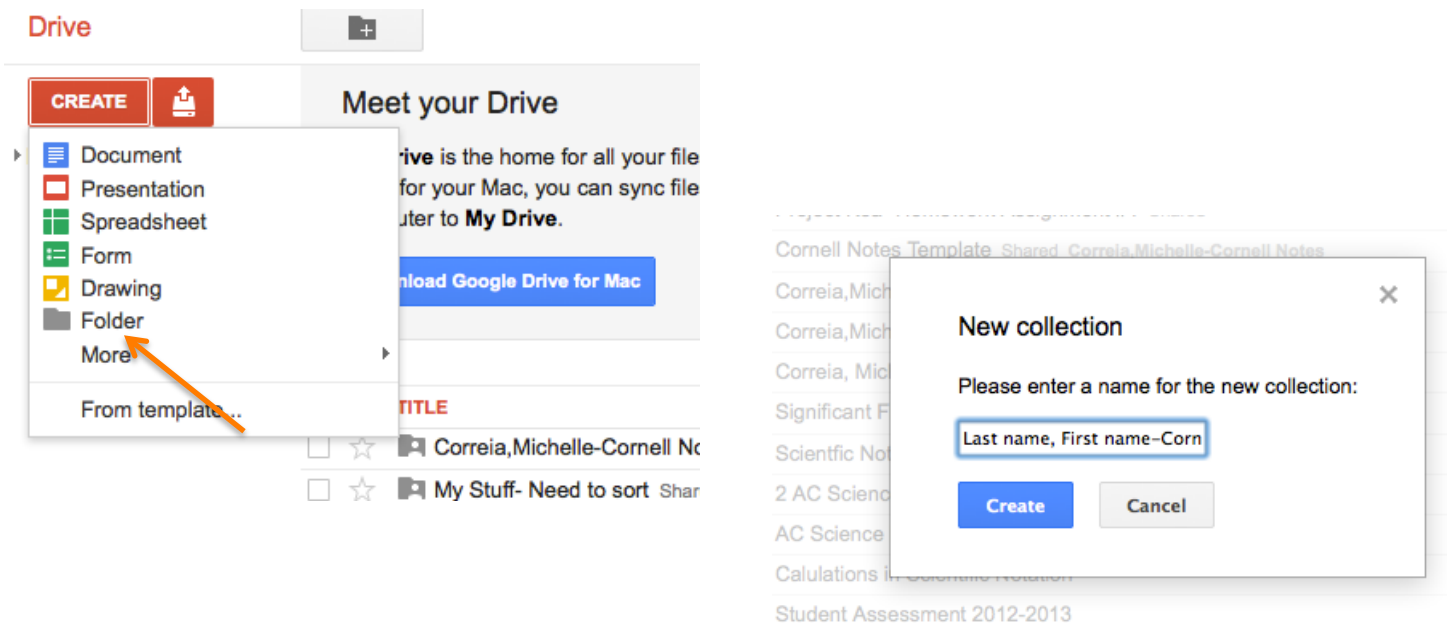
Step #5- Click on documents or drive (my account says drive)



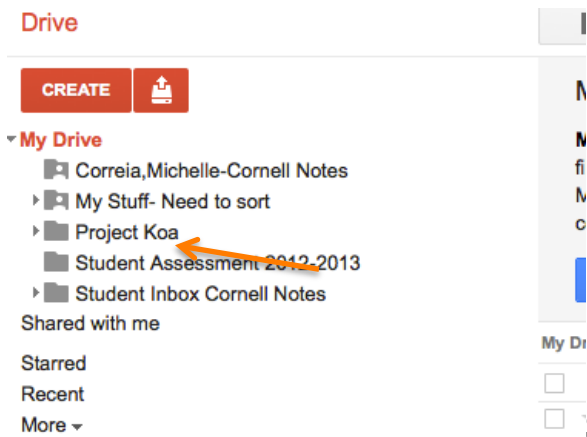
Step #6- You will see all of your forms that I (or others) have shared with you, as well as the forms you created. To see just the documents shared with you, click on SHARED WITH ME.



Step #7- Before you start, I want you to click on this create button. You are going to create a folder just for your Koa project. Click on **COLLECTION** or **FOLDER**. Name your folder Last Name, First Name-Project Koa. Then click on blue CREATE button.

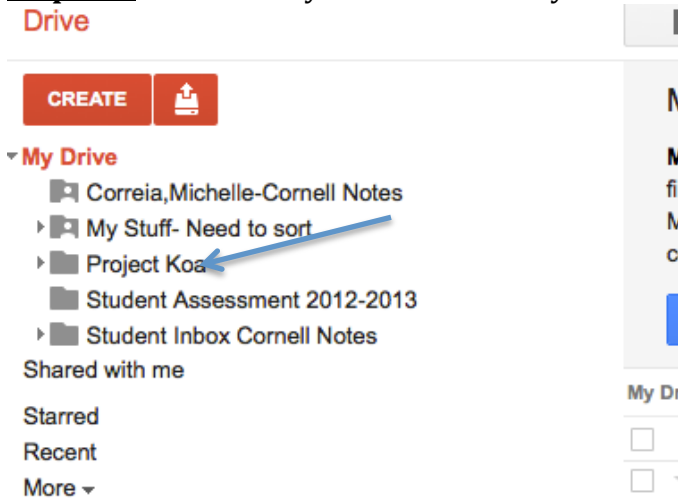


You should see your folder on the left hand side under collections.



Step #9- You will click and drop all of your Koa project assignments in this folder. Find the Koa project Assignment #2 document that I shared with you and drop it into this folder. To do this put your cursor on the file, click and hold down your touch pad, drag file to folder, and release.

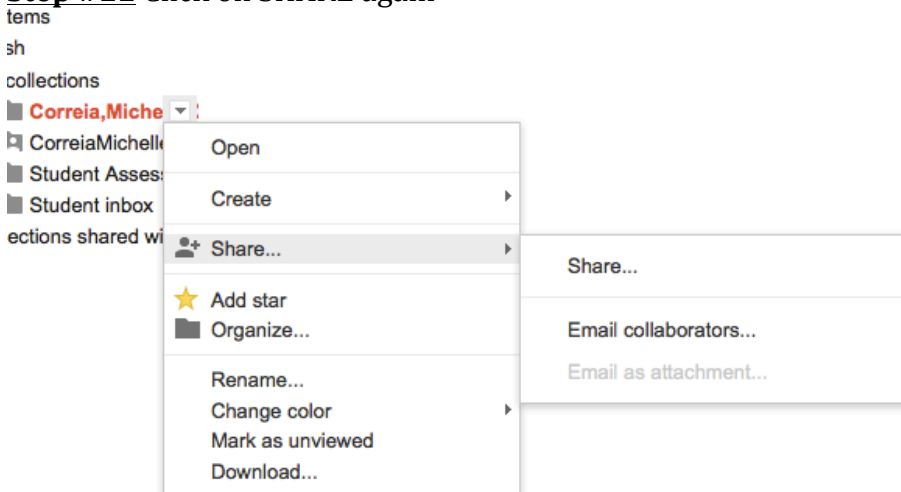
Step #10: Now share your folder. Place your cursor on your Project Koa Folder.



Step #9- A drop down arrow appear- click on it

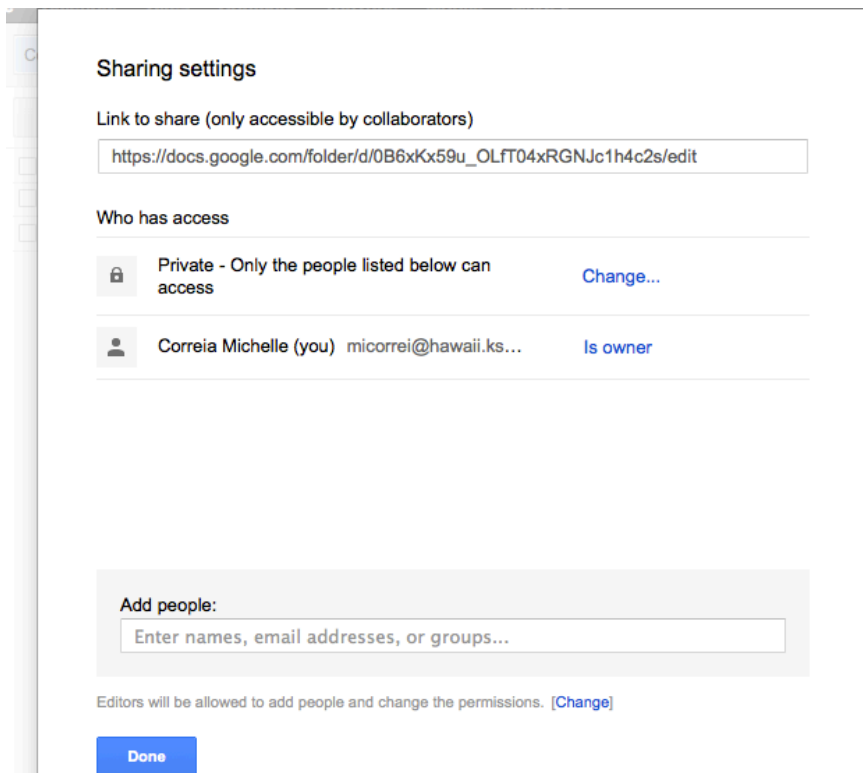
Step #10- From the drop down menu click on SHARE

Step #11 Click on SHARE again



Step #12- Where it says ADD PEOPLE, type in **micorrei@hawaii.ksbe.edu**

Step #13 -Click the blue DONE button



The screenshot shows the 'Sharing settings' dialog box in Google Docs. At the top, it says 'Sharing settings'. Below that, there is a section for 'Link to share (only accessible by collaborators)' with a text box containing the URL: 'https://docs.google.com/folder/d/0B6xKx59u_OLFT04xRGNJc1h4c2s/edit'. The next section is 'Who has access', which shows a lock icon and the text 'Private - Only the people listed below can access' with a 'Change...' link. Below this, there is a list of users: 'Correia Michelle (you) micorrei@hawaii.ks...' with the role 'Is owner'. At the bottom, there is an 'Add people:' section with a text box that says 'Enter names, email addresses, or groups...'. Below the text box, it says 'Editors will be allowed to add people and change the permissions. [Change]'. At the very bottom, there is a blue 'Done' button.

Now all you do is access your Project Koa Assignment #2 document and add to it. Your information will automatically be sent to me.