Create a Google account

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GOOGLE ACCOUNT

The google account will give you access to google communities, the possibility to connect synchronously with the help of google hangouts (a skype-like feature) and to access Google drive where you have a cloud-based office-like package where you can create, collaborate and share documents, spread sheets and presentations.

Start – creating the google account

• Go to www.google.com via your browser. You or someone else might already have an account, if it is yours – log in.

• If you want to create a new account, click on the link Create an account below the sign in form.

• Fill in the form that appears with your user data. Make sure you make the choice you want between using an existing mail address (for instance your Lund University address) or if you want a new one. Choose between:
  o I would like a new Gmail address and
  o I prefer to use my current email address
When your account has been created you will see your logged in address in the upper right corner.

Creating a google + identity

You use your Google (plus) identity to for instance access google communities and to join google hangouts. Your google plus features will not be activated before you join google plus, this is how you do it:

Click on the arrow to the right of your email address to get a join google plus:

Or, click on the square grid to the left of your email address to access the different apps, including google plus. Click on the icon for google plus in the drop down area
Before you upgrade you can add a photo of yourself or of a symbol you like. Click on the blue button Upgrade in the lower right corner. The system will ask you to add people, this is not necessary at this point, just click on the blue button continue. Keep on clicking on continue until you are finished.

You will have a quick orientation round of google +. Click on the button Learn more if you are new, if not just click on the cross in the upper right corner to quit. You will in the orientation learn how to

- Customize your profile
- Find people and add them to circles
- See photos
- Join a community
- Explore how you share a post with text, images, links or videos

**Communities**

Communities within google + are interest groups where you in your group can interact and share ideas and resources, they can be public, public where you have to ask to join and private. If you want to create a community of your own you will need to decide the privacy level when creating it.

You will find your communities in the drop down list when you click on the house (home button) in the upper left corner of google plus.

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1 Circles is your way of organizing people you know, it is a system just visible to you. A person can be in two circles for instance both friend and colleague.
You can

• Join a public community
• Search for a community and ask to join or
• Be invited to a community

The ONL Community where all the open learners and groups will share group presentations and individual reflections will be an ask to join community. To get access you can, when the course is open, search for Open Networked Learning in the search field of the communities and click on the blue button Ask to join.

The PBL groups will have the same privacy level but you will, to make it easy, be invited. The invitation will appear on your notification within google plus or within the email address you supplied when creating your google account.

Click on the notification and the blue button View community and then the red button Accept invitation.