Online Course Delivery Assistance
Setting Up Desktop Shortcut of @lab Google Account and Sharing Media or Other Files via Google Apps

Illinois Central College

ALWAYS use the Google Chrome browser for any Google app (including Google Meet, YouTube, Google Drive, Docs/Sheets/Slides, etc.). Don't have Chrome installed? Download for free at google.com/chrome/

@lab Google Account Guide for both STUDENTS and EMPLOYEES

Account Login Information

Username – Your full username to use when signing in to any of the Google Apps (Drive, YouTube, Meet, Docs, etc.) is **username@lab.icc.edu**.

Password – Use the default password (ICC*****, with * being the last five digits of your SSN) the first time you log in to your @lab Google account. You should be prompted to change this password upon initial login, but it never expires. You will also have the option to enter a phone number and alternate email, in case you forget your password (you may skip these steps, if you wish).

Multiple Google Accounts

If you have a personal Google (Gmail) account, you will need to completely sign out of that account (or create another instance of the Chrome browser) to ensure you are signed into the browser (and not just an app) using your @lab account.

You will see two profile photos / initial icons in the upper right corner of your browser window. Both of them should display the photo or initial associated with your @lab account (be sure to use different photos for a personal Gmail account versus your @lab account). If the images are not the same (as shown to the right), you need to create a separate browser instance for your @lab account.
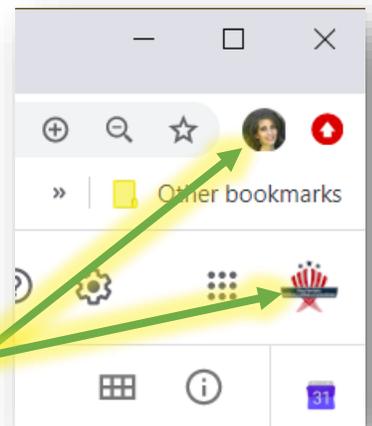
Creating a Desktop Shortcut

By creating a desktop shortcut for your @lab Google account, you can always double-click that icon from the desktop to go directly to any of the apps within the @lab account.

1. Click on the uppermost profile button/initial (see image above)
2. Select the menu item for "Manage People" (might display as gear icon)
3. When the popup window opens, select "Add User" (lower-right)
4. Type in an account name, and select an image (the image will change later)
5. Ensure "Create a desktop shortcut for this user" (lower left) is selected
6. Click the "Add" button (lower right)
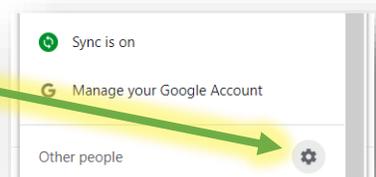
Signing in to New Browser Instance

Now that a new browser instance has opened, you can sign in using your @lab account credentials. Syncing the account will bring in all of your settings and saved items from within the @lab apps (this includes saved passwords and browsing history). When you close the browser instance (without logging out or removing yourself as a user), you will still have a desktop shortcut item. Double-clicking it will always bring you back to your @lab account.

1. Click the Sign in option in the center of the page
2. Enter your @lab username and password
3. Use the app switcher ("waffle") icon to choose which Google app to use – OR – visit any Google app by typing its name in front of google.com (drive.google.com, docs.google.com, etc.)
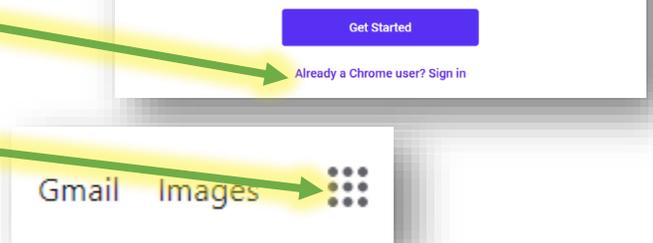
Sharing Files from Google Drive / Apps

When sharing files (Google Docs/Sheets/Slides) or even folders from Google Drive or any of its apps, the default shared settings within the @lab accounts is "Anyone at ICC Student Email with the link can view," meaning that, if students are trying to share files with an instructor, they will not have access to view the file.

Follow the steps below (DO NOT copy the link from the address bar) to share a file:

1. To share a file or folder from Google Drive, right click on the file/folder name (or, when a file is open, click the "Share" button in the upper-right corner)
2. Click "More" at the bottom of the list
3. Select the second option ("On – Anyone with the link")
4. If you want to give another individual editing access or the ability to comment, change the access option near the bottom
5. Click the "Save" button (lower left)
6. Copy the link; Click the "Done" button (lower left)
7. Add the link as a web link within Blackboard (or send it via email)
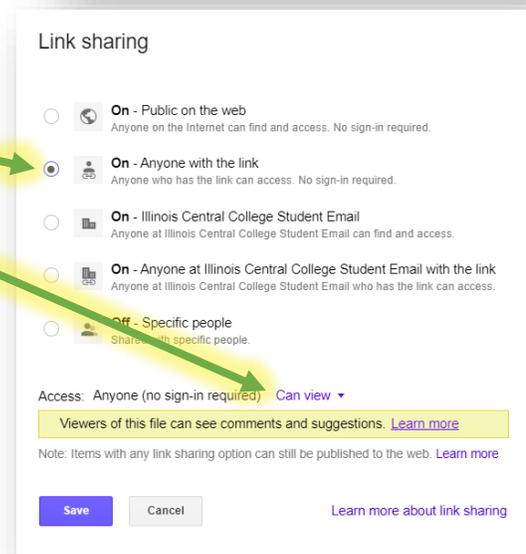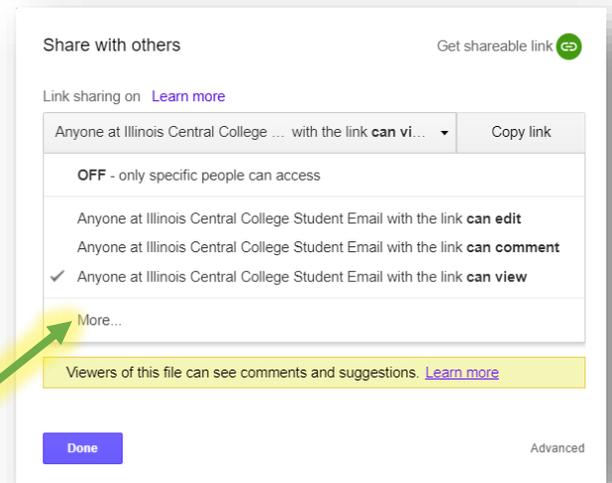
Media Files – For students to share media files/images with an instructor, save them to a Google Drive folder, and follow the steps above to share the folder.

Videos – DO NOT upload video files to Blackboard; instead, sign in to your @lab YouTube account to upload the MP4 (or other video) file. Visit studio.youtube.com to locate your uploaded video files; copy the link and post it within Blackboard.