Google Drive and All That Jive!

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Outcomes:

By the end of the session, participants will have:

- Created a Google document in Drive and shared it and/or moved it to a shared folder
- Created a folder in Drive and shared it with others
- Practiced applying the appropriate share rights to Google folders and files
“Cloud” is a buzzword that vaguely suggests the promise and convenience of being able to access files from anywhere. But the reality is that the cloud is hardly floating like mist above our heads — it's a physical infrastructure, its [sic] many computers housed in massive warehouses all over the world.

From http://gizmodo.com/what-is-the-cloud-and-where-is-it-1682276210, accessed 06/01/2015
Logging in using a device other than a Chromebook? **ALWAYS** choose *Link data*!

- Connects all previously installed apps and extensions
- Syncs bookmarks, passwords, browsing history
- Important for home computers and instructional computers in schools
Session Support: Google Classroom

● Open Chrome and login to Google Apps.
● Go to http://classroom.google.com
● Top right, click the plus sign by your name
● Click “Join class.”
● Enter class code: t76dix
Google Drive and Sharing: Classroom Code

t76dix
Drive: Accessing Files and Folders

Drive storage: Unlimited
Drive access: Anywhere you have Internet access
Drive capability: Share with collaborators
My Drive: Private storage area for folders and documents
Shared with Me: Storage area for folders and files shared with you by other people
Google Documents

Similar to MS Word
Users can collaborate in real time
Documents can be shared to allow editing, commenting, or just viewing
Chat is only available to staff members
Word documents and PDFs can easily be converted to a Google Document
Google Presentation/Slides

Similar to MS PowerPoint
Can be used as a presentation tool and/or a document design tool
Can insert video, images, animations
Others can collaborate on projects
PowerPoints can easily be converted to Google Presentations
Google Sheets

Similar to MS Excel
Can be used as a data analysis tool and/or a document design tool
Can insert charts, images, links, forms
Others can collaborate on projects
Excel spreadsheets can easily be converted to Google Sheets
Google Forms

Can be used to create surveys or assessments (similar to Survey Monkey)
Can customize the type of feedback received from students or staff
Can collaborate with other creators
Results can be instantly viewed in the form of a Google Spreadsheet
Using the **Share** feature in *Google Drive Folders, Docs, Sheets, and Slides*, you can control how visible and accessible your files and folders are to people with whom you want to collaborate.

<table>
<thead>
<tr>
<th>Click Share to invite people to collaborate</th>
<th>Invited people can VIEW</th>
<th>Invited people can MAKE A COPY</th>
<th>Invited people can CHAT <em>(staff only)</em></th>
<th>Invited people can ADD COMMENTS</th>
<th>Invited people can MAKE SUGGESTIONS</th>
<th>Invited people can EDIT AND DELETE</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

*Not available for Folders in Drive*

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*Created for Montgomery County Public Schools, Rockville, MD*

*Adapted from “Google Doc Sharing Permissions” sketchnote by Sylvia Duckworth @sylviaduckworth*
Uploading Microsoft Documents to Drive

1. Open Drive; click the Settings icon on the top right.
2. Choose “Settings”.
3. Check “Convert uploaded files...”.
Right-click on the file to convert. Select “Open With.”
Select the correct app (Docs, Slides, Sheets). Your converted document will appear.
Your original document is preserved.
Set Settings to Automatically Convert

1. In Drive, press the **gear icon** in the upper right-hand corner.
2. Choose **Settings**.
3. Check to **Convert uploaded files to Google Docs editor format**.
4. Click **Done**.
Creating a Folder in Drive

1. Open Google Drive and select My Drive.

2. Click the **New** button and then **Folder**.

3. Name the folder and click **Create**.
Sharing a Folder

1. Open Drive and click to select the desired folder.
2. Click the Share icon that appears at the top right.
3. Type in names: first.m.last; set rights; then click Send.
Google Collaboration Features

Useful skills to build:
Using the commenting feature

Using the chat feature

Collaborating/
Suggesting
Create! Collaborate! Communicate! Using Your Google Apps!