GOOGLE DRIVE BASICS

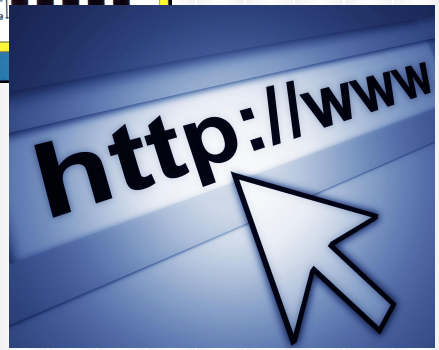
MASBO Workshop
November 6, 2018

Have you Felt Like . . . .

Brief Tech History

1980's - One person, one computer, one task and one file at a time

1990's - Windows, one person, one computer, multitasking



2000's - Internet, slow, mainly look up information, store files on your own computer or network

Nowadays

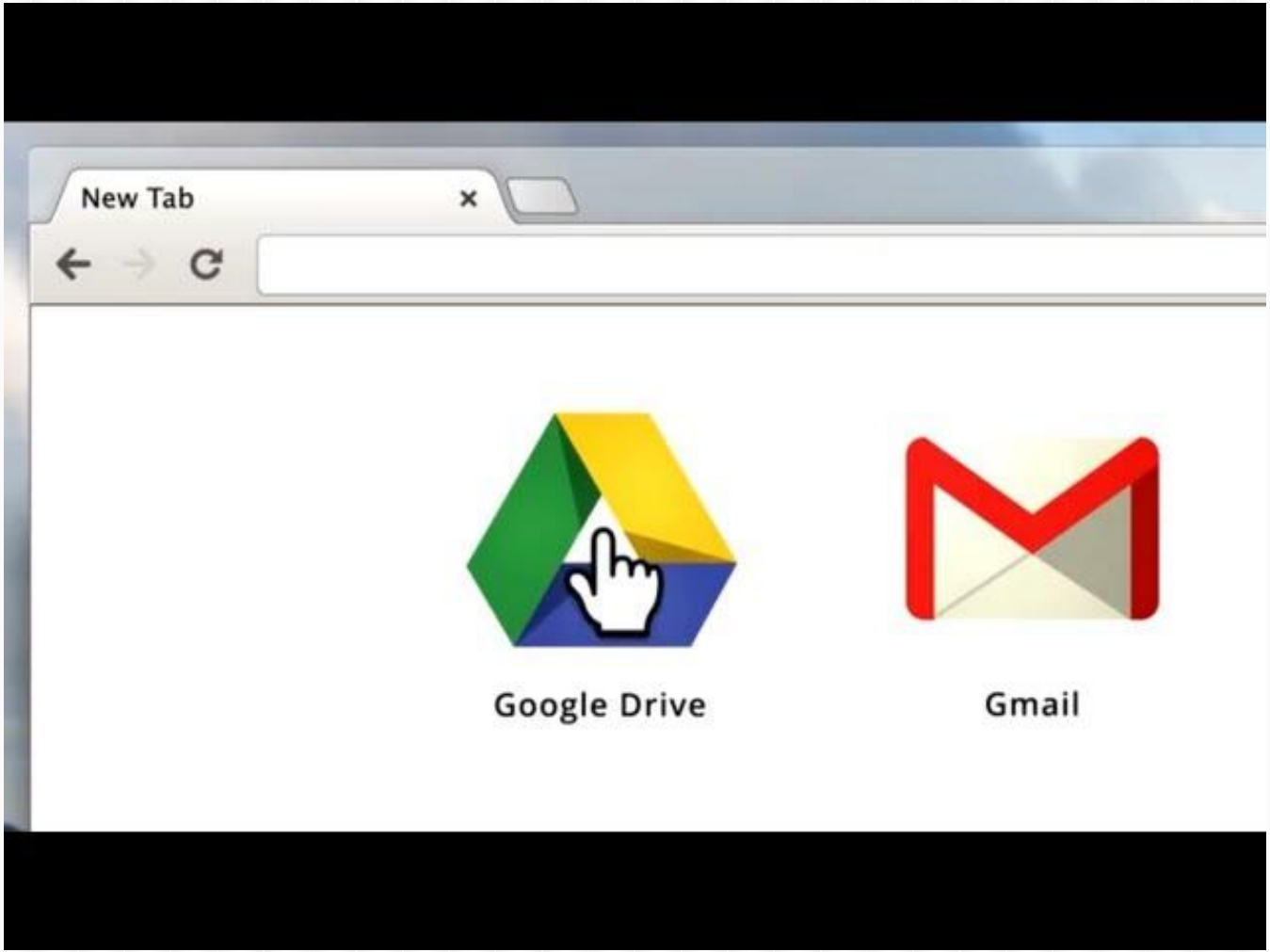
Internet connections are very fast

People have multiple devices

People want to access files anywhere/anytime

We are more connected and share more

Internet is more interactive


New Tab
Google Drive
Gmail

Why Google Drive?

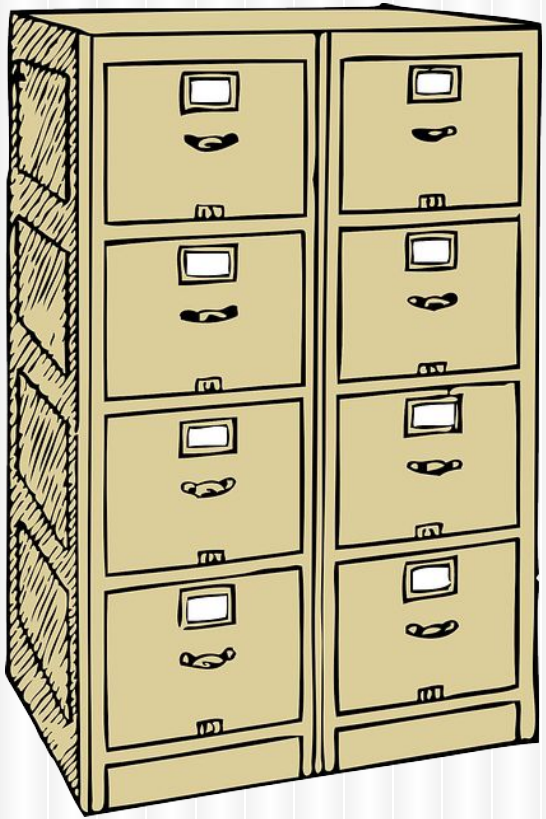
- Anytime/anywhere access
- Sharing and collaboration
- Compatibility
- Autosave - Never hit "Save" again
- Unlimited cloud-based storage (for education accounts)
- Google Apps for Education is free
- Can store most all files

Anytime/Anywhere Access

- Can access on any device that has Internet access
  - iPhone or Android phone
  - iPads and other tablets
- Some apps save directly to Google Drive
- Can install a Google Drive app
- Separate Google Docs, Sheets and Slides apps

What is Google Drive?

Storage Center



What items can be stored?

Anything can be STORED in Google Drive!

PDF Files

MICROSOFT OFFICE FILES

Google allows you to store these files, but is limited in what it can do with them.

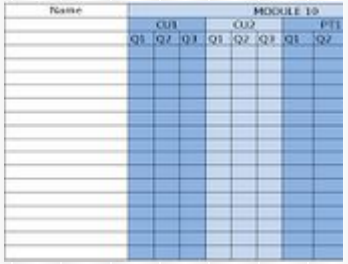
Pictures

Videos

SMART Notebook Files

What is Google Drive?

Creation Center



What can you create?

Google Docs
(word processing)

Google Sheets
(spreadsheets)

Google Drawing

Google Forms

Google Slides (presentations)

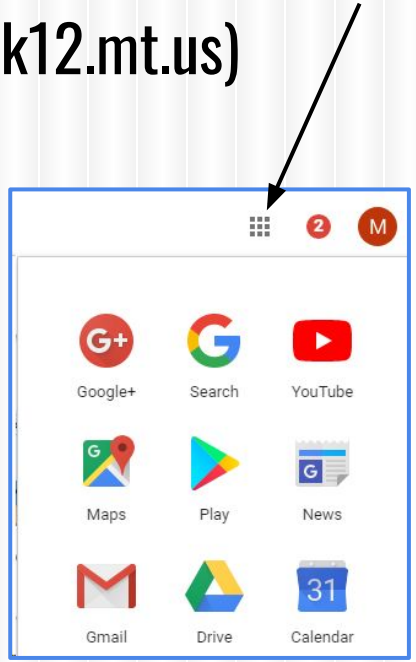
How do you get to Drive?

From Google Home screen:

- Sign in to your Google account (teacher@school.k12.mt.us)

From Gmail:

- Click on the 3x3 grid in the upper right corner



Direct link:

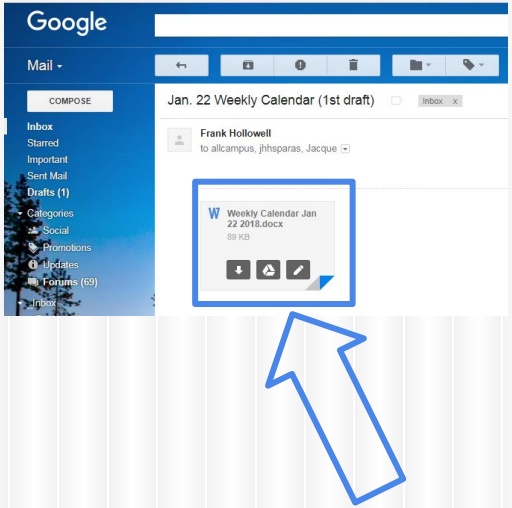
- http://drive.google.com

Apps Shortcut:

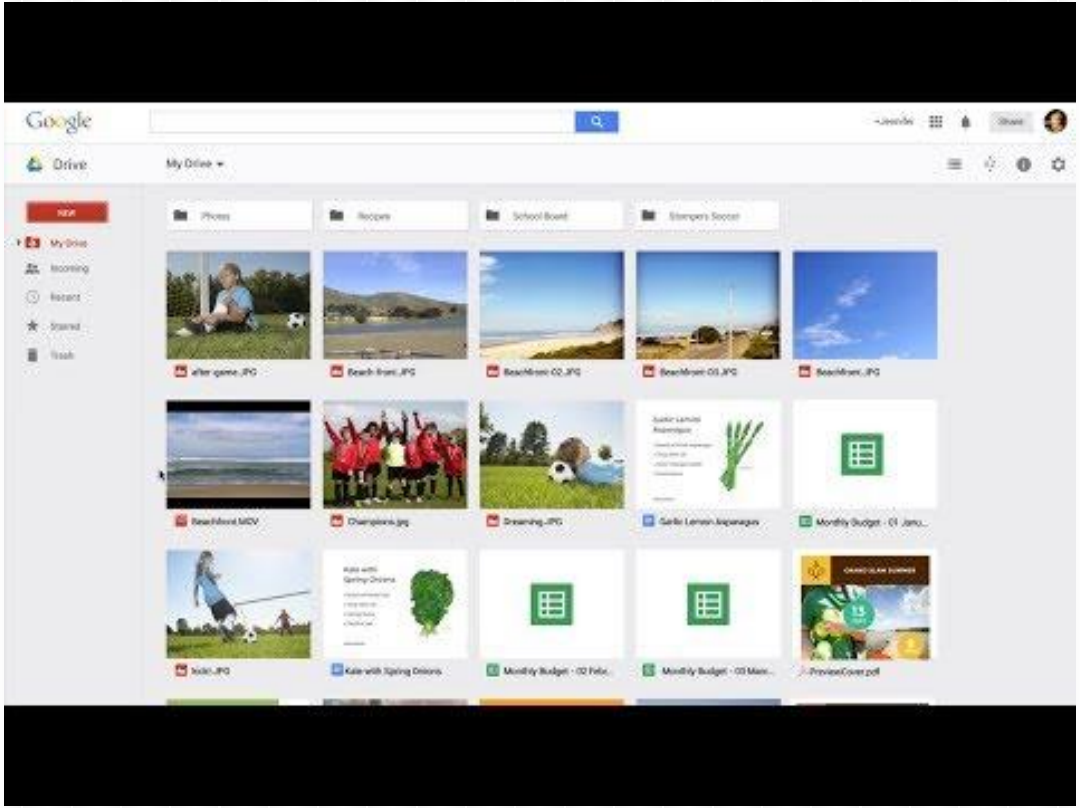
- If installed

How do items get into Drive?

1. **Someone shares a file with you:**
   - Happens automatically - you receive email notification
2. **From Gmail:**
   - You can save attachments directly to Google Drive
3. **Upload files and/or folders:**
   - You can upload Microsoft Office and other files
4. **You create documents in Google Drive:**
   - You use Google Docs, Sheets, Forms or Slides to create new files

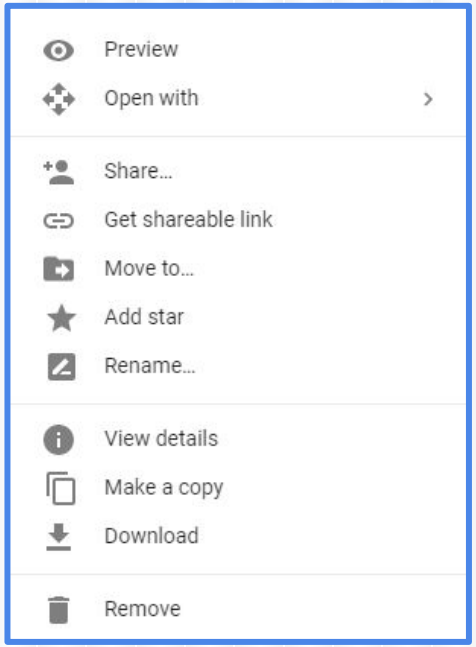


Google Drive

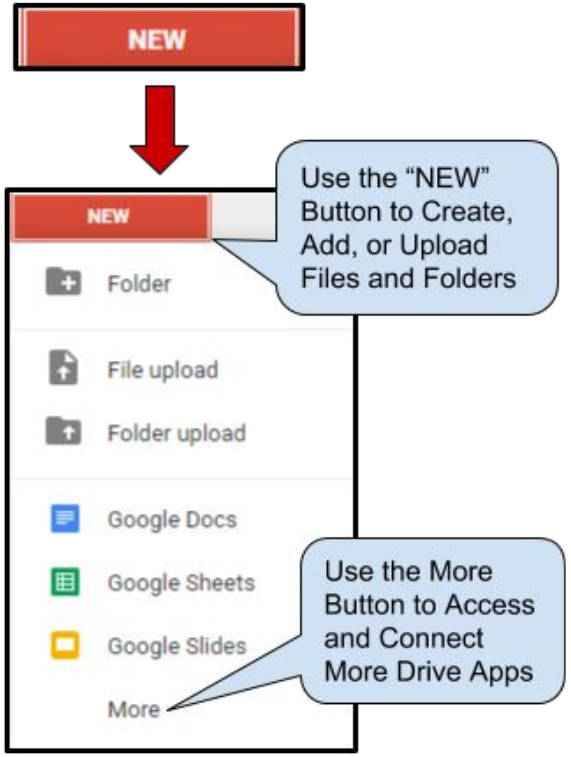


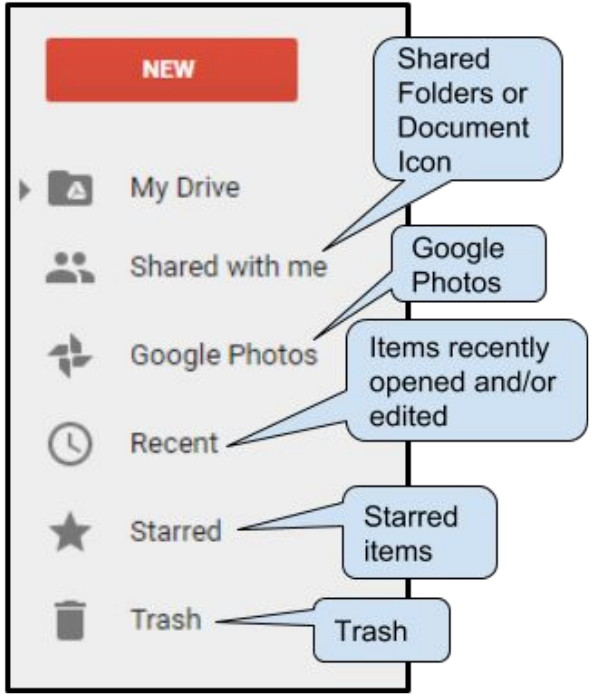
Google Drive

- Double-click to open a file or folder
- Right-click on file to see other actions
- Star files
- Able to edit Microsoft Office documents
  - No shared editing

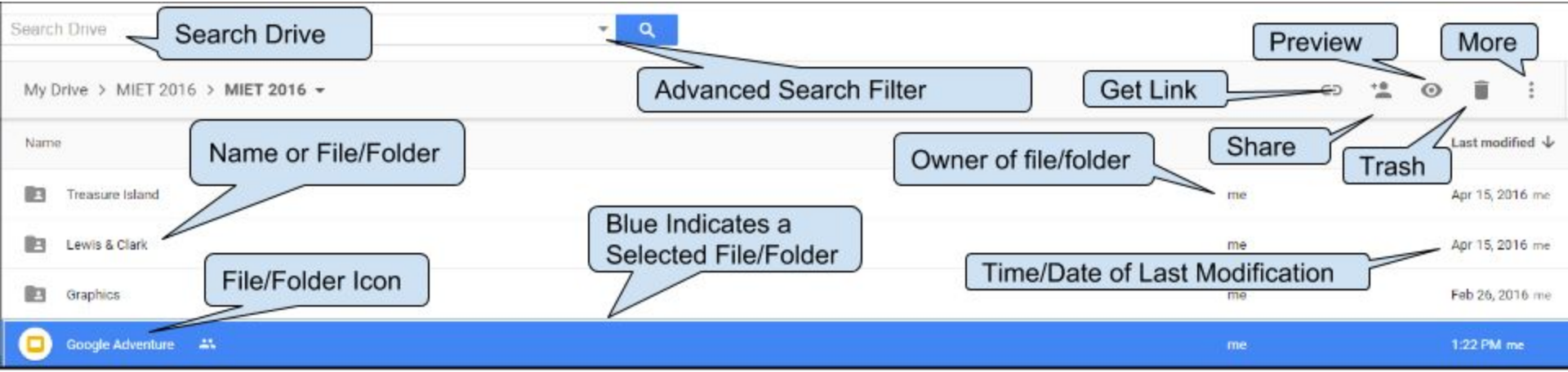


Exploring Your Google Drive (Left side)

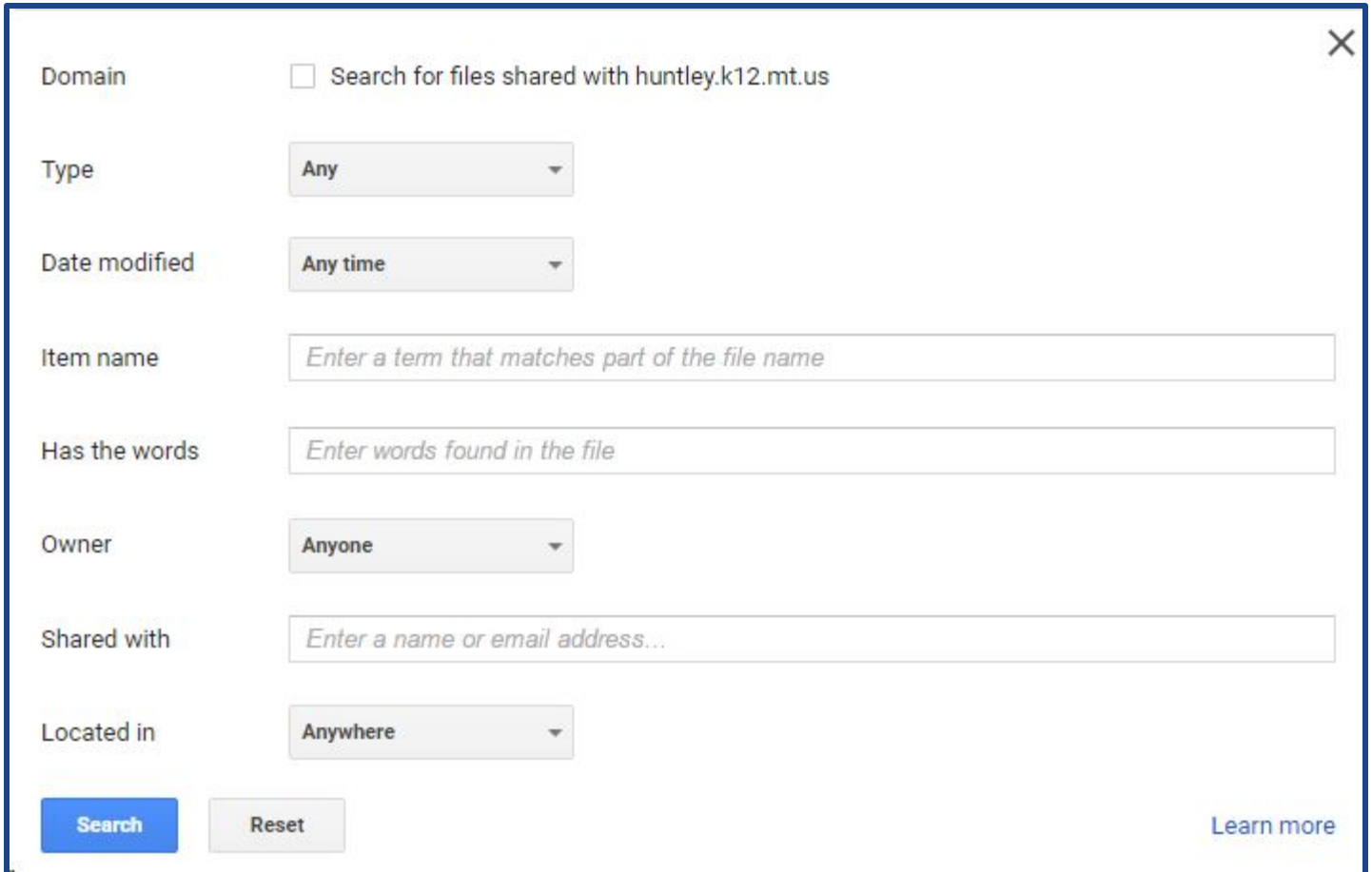




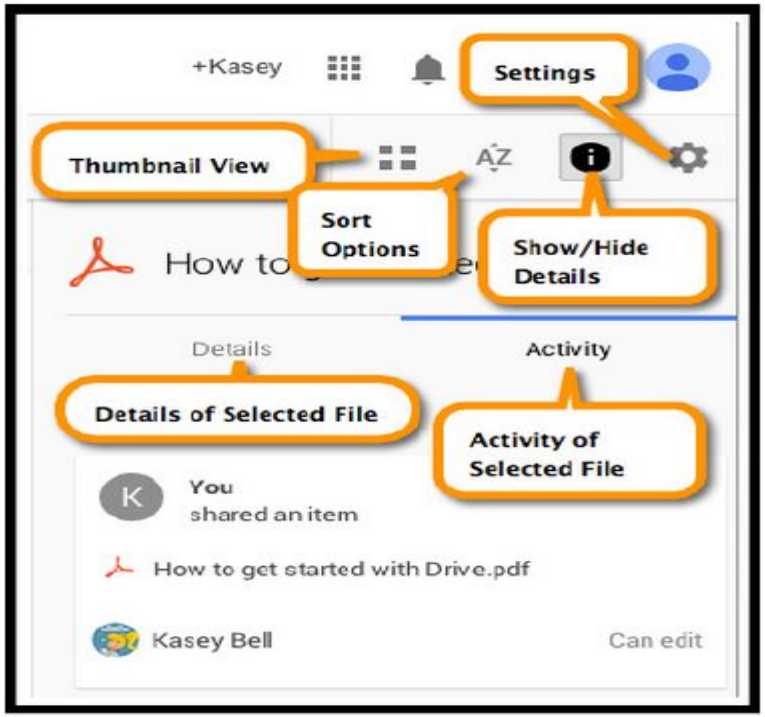
Exploring Your Google Drive (Middle)

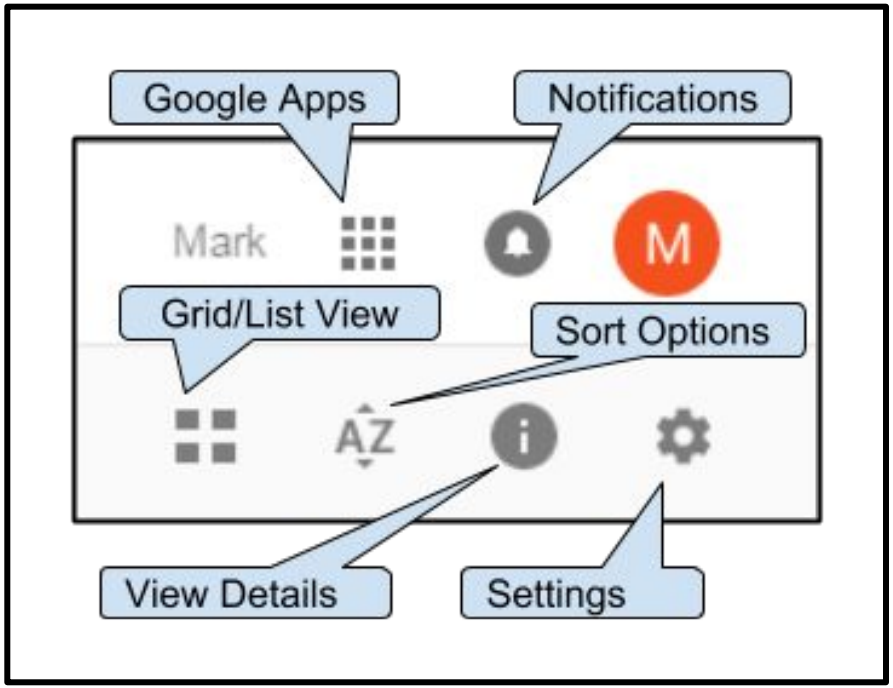


Advanced Search Filter



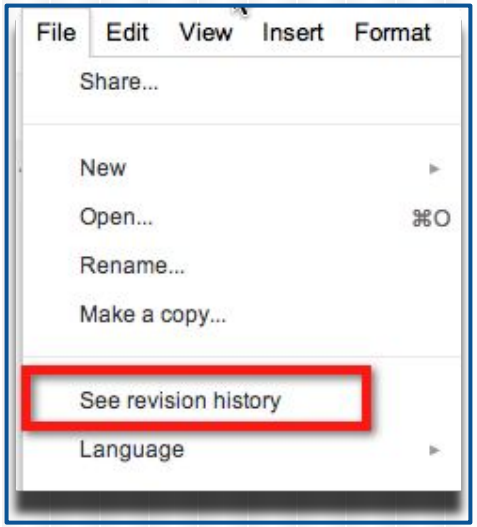
Exploring Your Google Drive (Right side)



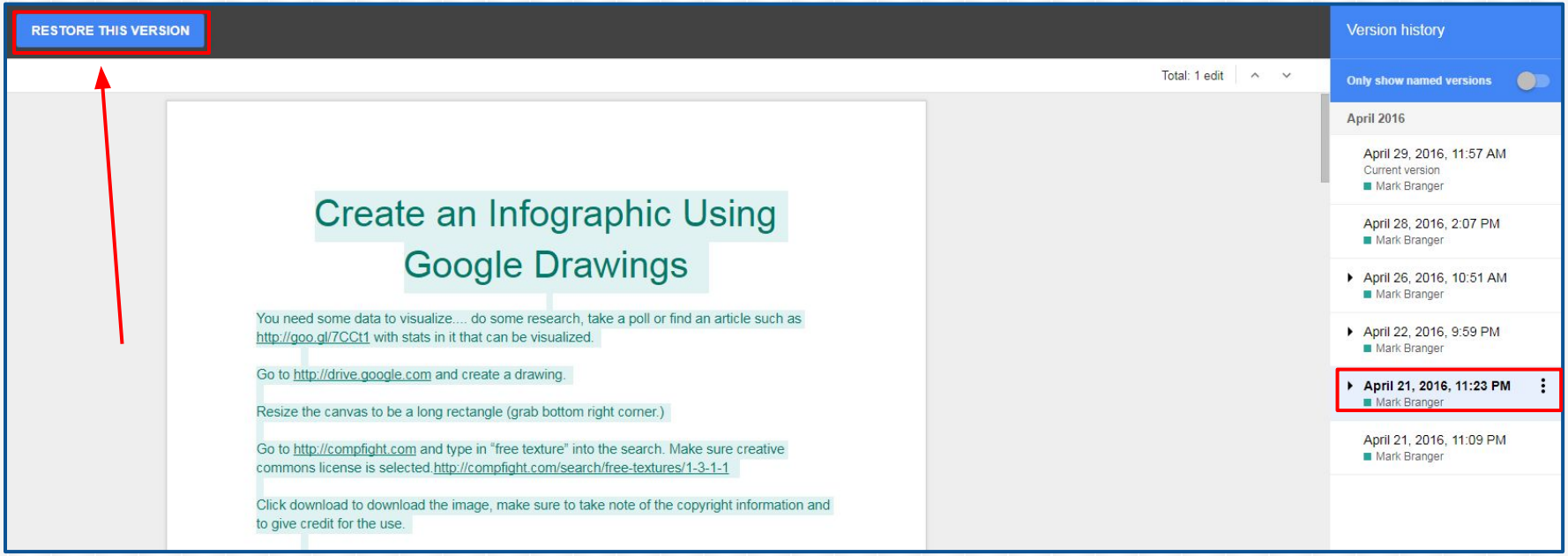


Revision History

- Under File
- Can trace revisions and who made them
- Can go back to a previous version
- Can choose level of detail



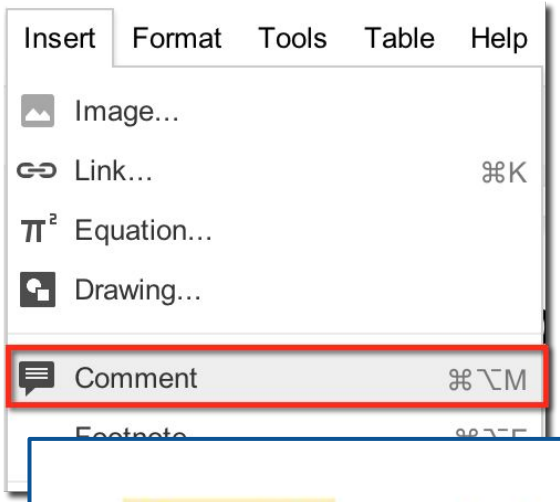
Revision History

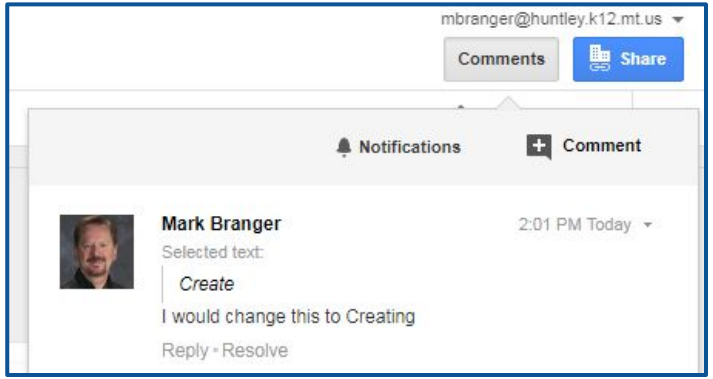


Insert Comments

- Highlight text and insert comment
- Text will be highlighted to indicate comment
- When click on text, comment highlights
- Can reply to comments
- Can delete individual comments
- Can resolve comment thread

Comments


Insert
Format
Tools
Table
Help
Image...
Link...
⌘K
Equation...
Drawing...
Comment
⌘⌥M

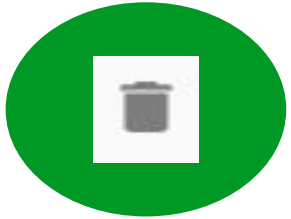

mbranger@huntley.k12.mt.us
Comments
Share
Notifications
Comment
Mark Branger
2:01 PM Today
Selected text:
Create
I would change this to Creating
Reply · Resolve

Create an Infographic Using Google Drawings
1. You need some data to visualize.... do some research, take a poll or find an article such as http://goo.gl/7CCt1 with stats in it that can be visualized.
Mark Branger
2:01 PM Today
Resolve
I would change this to Creating

Drive

Trash

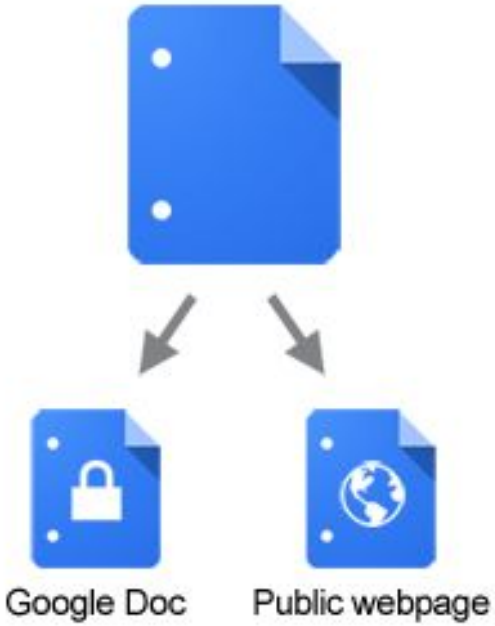
Remove unwanted files or folders

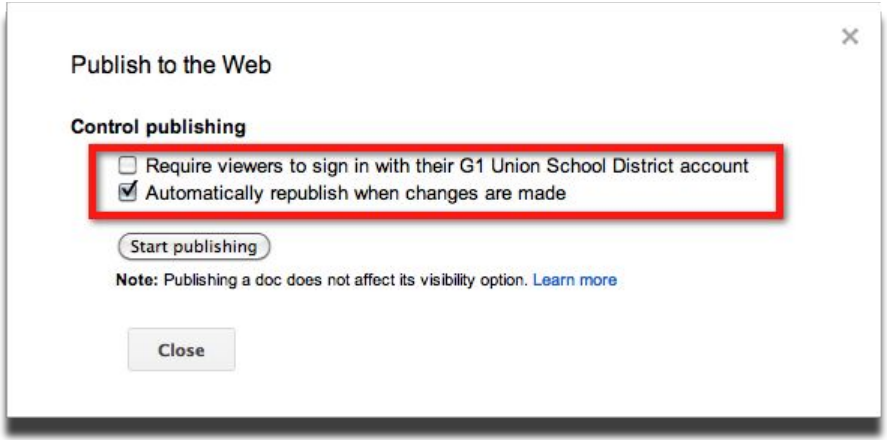


Can Empty

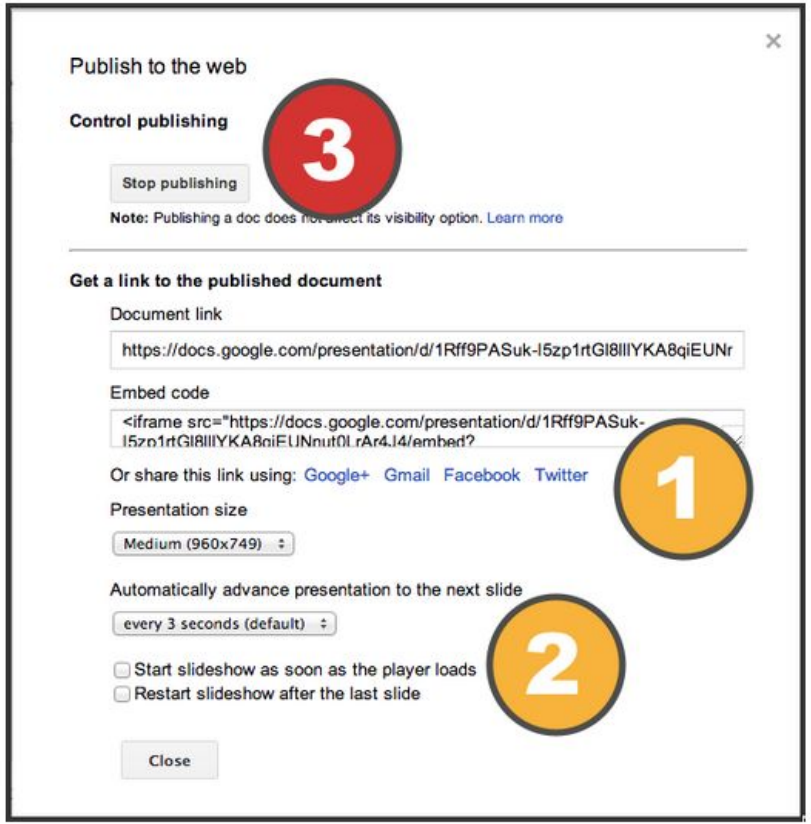
Can Recover

Publish to the Web





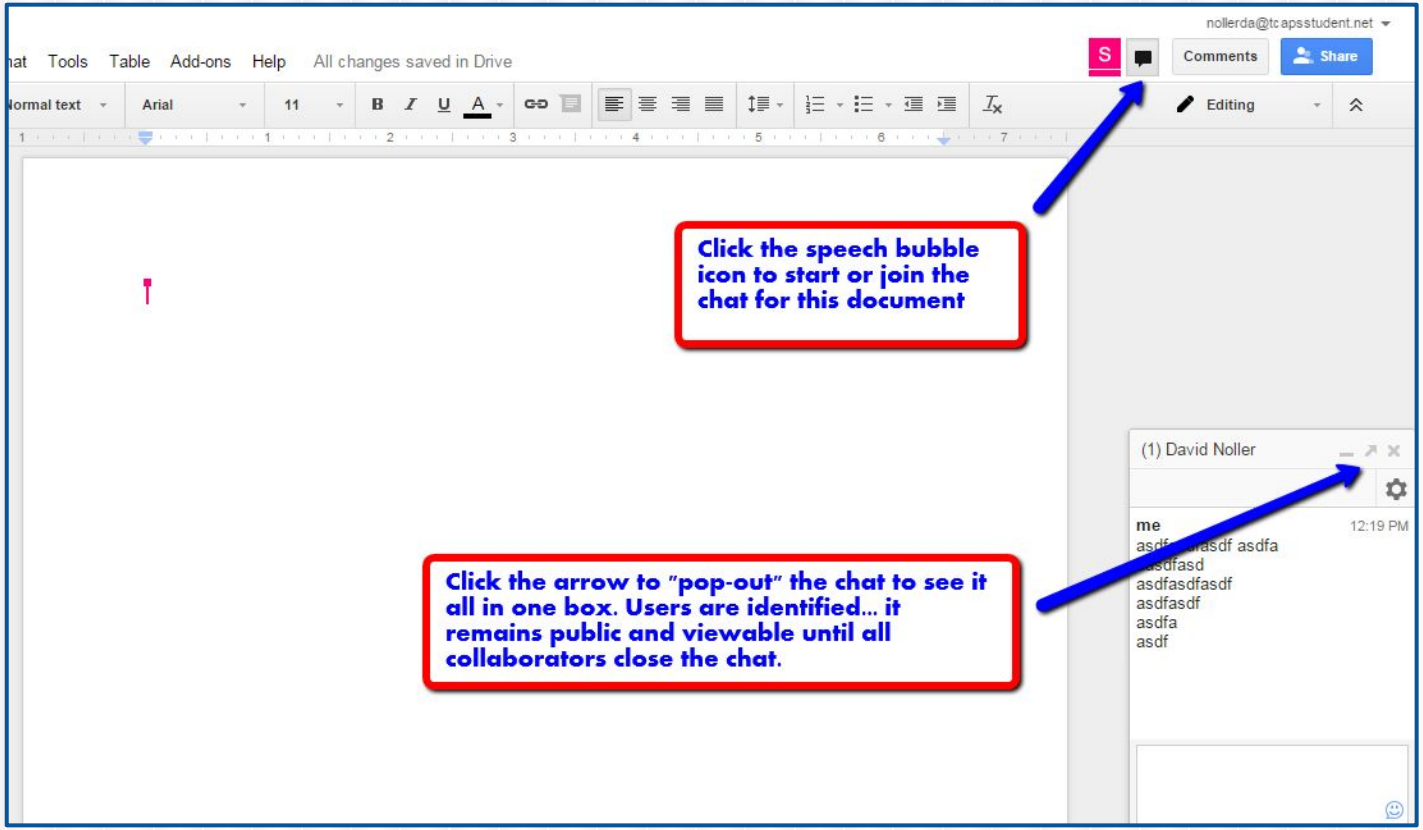
Publish to Web (Advanced)



How do you collaborate?

- Share files
- Multiple people can edit at the same time
- Ability to comment and provide feedback
- Send responses via forms
- Chat while editing files

Chat While Editing Files



Google Drive

- Owner decides access to the file
  - View only
  - Comments
  - Edit (Google files only)

- Only the owner can delete the file
  - Will disappear from your Drive

- Listed in order by date (newest to oldest)

Sharing Levels

Less powerful

More powerful

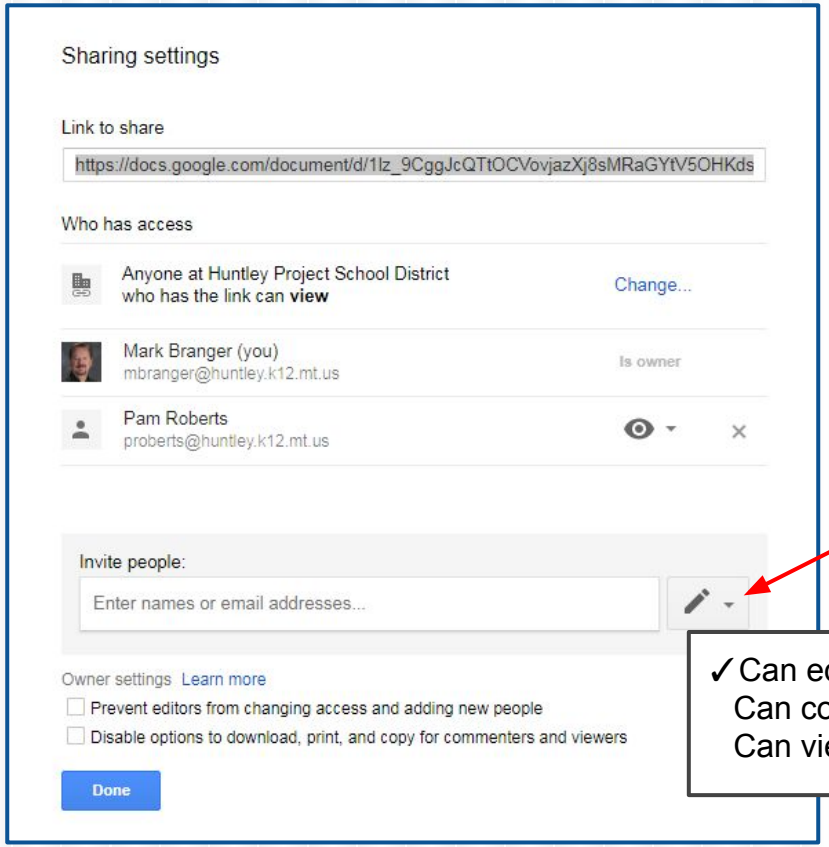
View - Look but don't touch

Comments - Can't change file but can make comments and suggestions

Edit - Can make changes, rename file, share with others

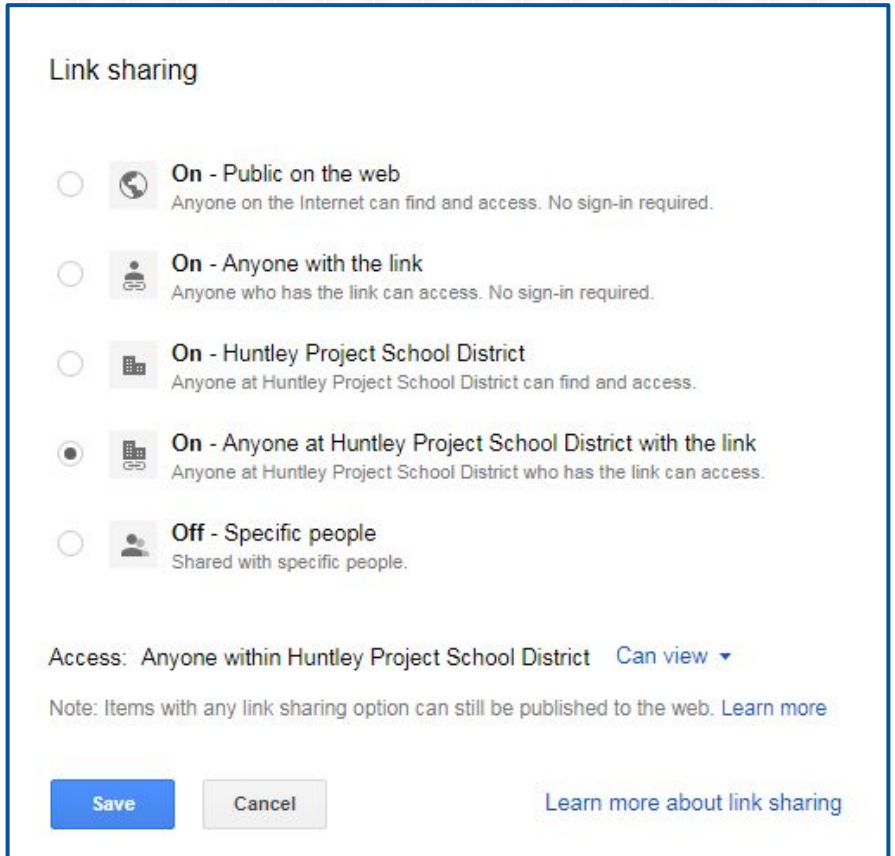
Owner - Can do all functions of editors, only one who can delete

Sharing Settings



✓Can edit
Can comment
Can view

Link Sharing



Activity: File Sharing Scenarios

Scenario 1:
Principal creates Morning Memo.
He/She should give you _____ rights. What should you do with it?

WHAT RIGHTS SHOULD YOU BE GIVEN?

Edit

Comment

View

WHAT SHOULD YOU DO?

Make a copy

Move to drive

Nothing

Activity: File Sharing Scenarios

Scenario 2:
Your teammate starts an agenda for the late start that everyone should add items to.
He/She should give you _____ rights. What should you do?

WHAT RIGHTS SHOULD YOU BE GIVEN?

Edit

Comment

View

WHAT SHOULD YOU DO?

Make a copy

Move to drive

Nothing

Activity: File Sharing Scenarios

Scenario 3:
I share a file with you of a grant proposal I'm working on and I would like your feedback.
I should give you _____ rights. What should you do?

WHAT RIGHTS SHOULD YOU BE GIVEN?

Edit

Comment

View

WHAT SHOULD YOU DO?

Make a copy

Move to drive

Nothing

Activity: File Sharing Scenarios

Scenario 4:
A teammate shares a lesson plan for a science activity. You like it but want to change it.
He/She should give you _____ rights. What should you do?

WHAT RIGHTS SHOULD YOU BE GIVEN?

Edit

Comment

View

WHAT SHOULD YOU DO?

Make a copy

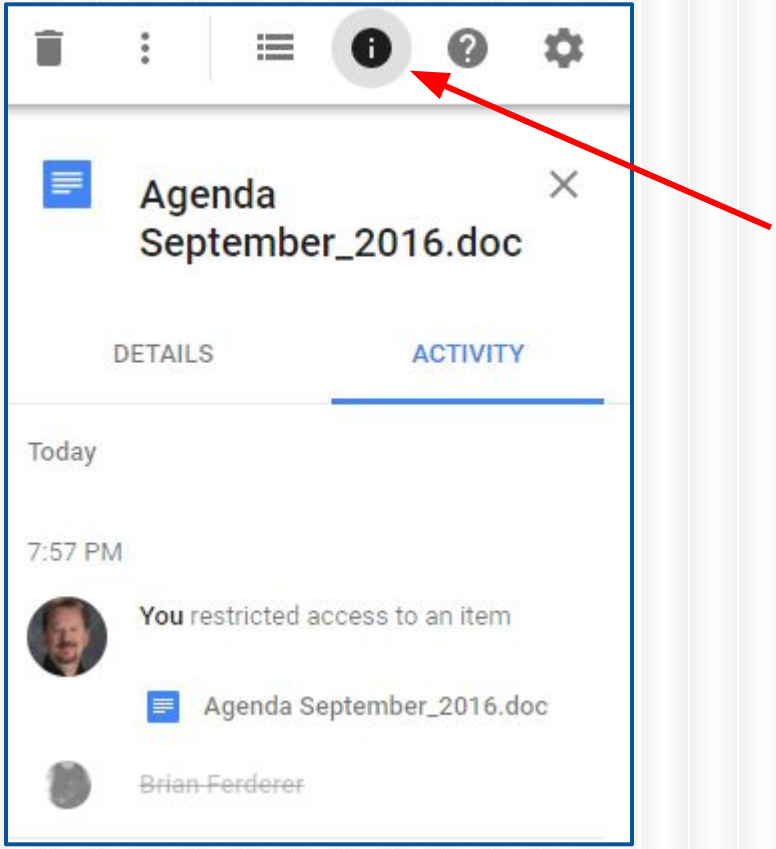
Move to drive

Nothing

My Drive

- Made up of files and folders
- Can view in grid or list view
- Different sort options (last edited/ modified/ opened or Name)
- Details/activity panel can be turned on/off

Details/Activity Panel



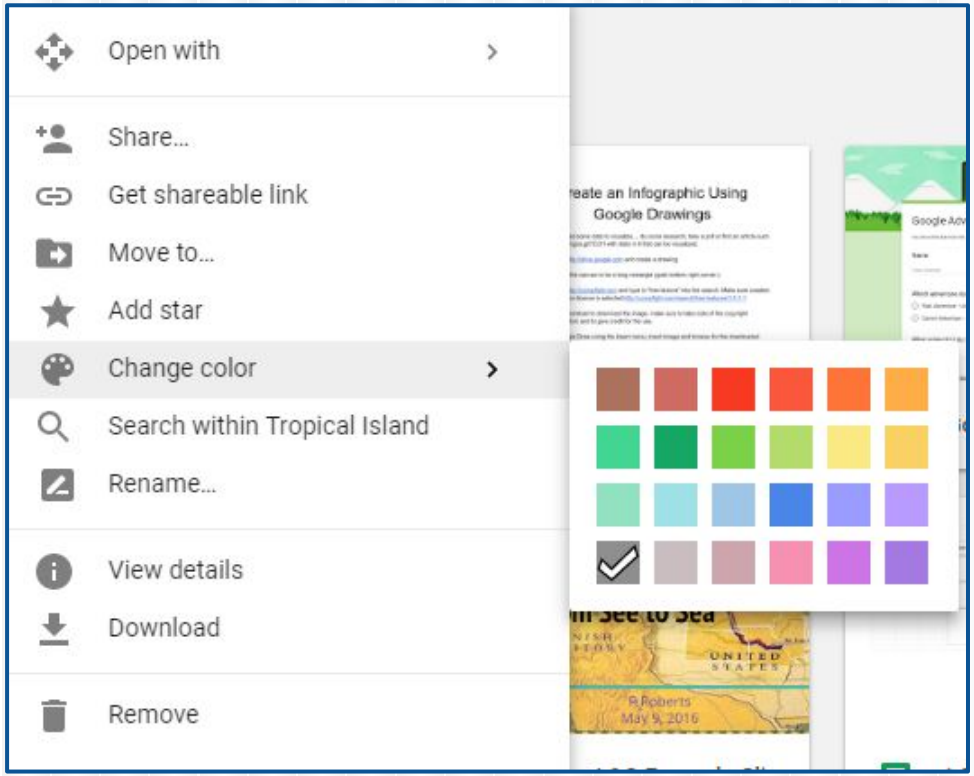
Organizing with Folders

- Create folders in My Drive
- Can drag items from My Drive into folders
- Can put items from Incoming in folders
  - Remains in Incoming

Google Drive Folders

- If folder is open, new doc goes in that folder
- Can have folders within folders
- Can star or color code
- New docs take on sharing privileges of folder
- Can put file in multiple folders
  - Choose file, press shift-Z and add to another folder

Change Folder Color



Moving files in Google Drive

Multiple ways to move files:

- Drag over folder in list on left
- Drag up to folders listed on top
- Right-click and choose Move to...

Select multiple files/folders at once:

- Ctrl-click to choose multiple individual files
- Shift-click to select a range of consecutive files/folders

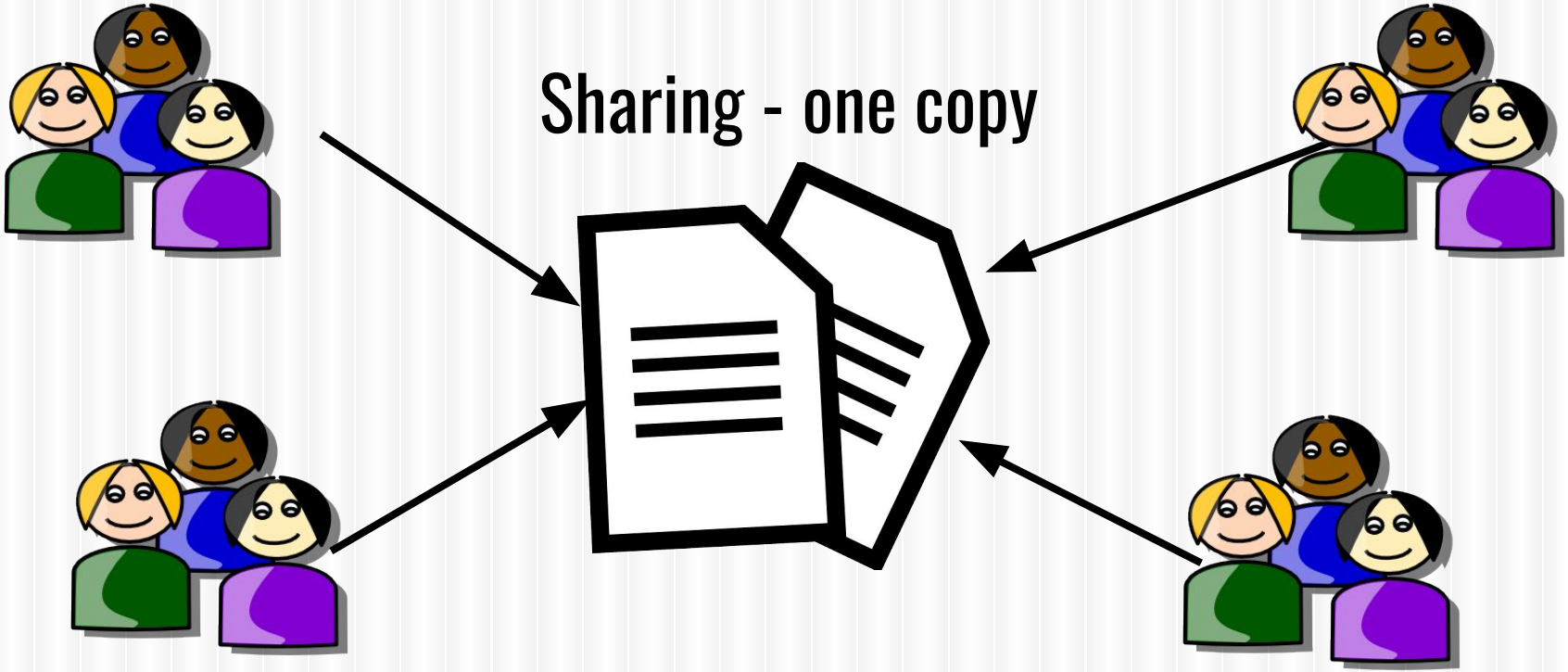
Email Attachments

- Can be downloaded or saved to Google Drive
- Recipient must take action
- Not shared
  - Each recipient will have their own copy

Google Drive Viewer

- Can view non-Google files or attachments
  - Formatting might look different in Viewer
- Open button - opens in a new tab
- File - Open with... - converts to Google format
  - Creates new file, original still there
  - Formatting may be different

Sharing vs. Attaching



Sharing vs. Attaching

Discussion

When/why do you think it is better to share a file vs. sending an email attachment?

Uploading items to Google Drive

- Can upload individual files or folders
- If there are folders within folders, Google will keep same folder structure
- Can set to convert automatically to Google format or keep in original format
- Can take a long time if uploading large amounts of data at one time

What should I move to Drive?

Anything/everything can be moved to Google Drive

- Microsoft Office files
- Pictures or videos
- PDF files
- Old files that you can't bear to part with but probably won't use again

Google Drive cannot process all types of files, but they can be stored in Google Drive

Folder Uploads

- Fastest way to migrate to Google Drive
- All folders and files within will be uploaded
- Everything in folder will be moved

WARNING: Pay attention to which folder in Google Drive is open when you start upload - uploaded items will go into that folder.

Microsoft & Google

- Can upload Microsoft files
- Can share Microsoft files
  - Others can view, but not edit
- Can edit Microsoft Office files in One Drive*
- Good for transporting files
- Can convert Microsoft files to Google format
  - Formatting may change
  - Able to share and edit

*editing is limited mainly to text

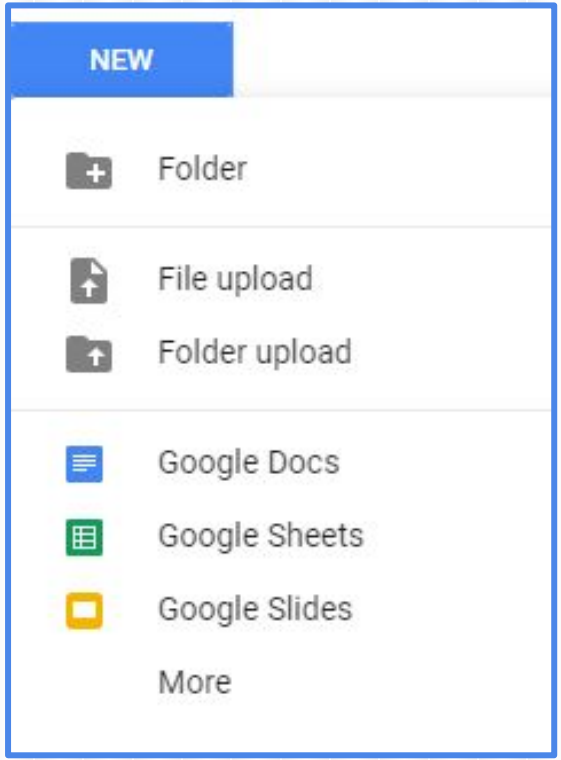
Converting Microsoft Files

Microsoft Word → Google Doc

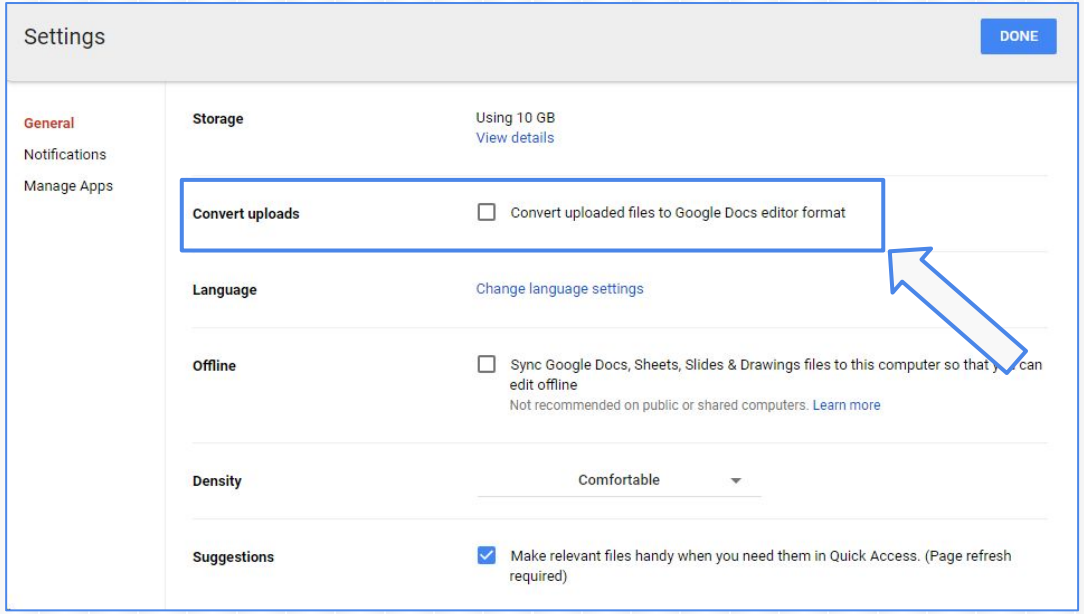
Microsoft Excel → Google Sheets

Microsoft Powerpoint → Google Slides

How to Upload



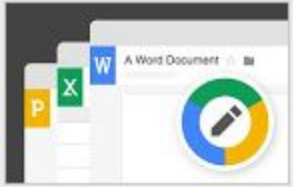
Can convert automatically:
Click on Gear>Choose Settings



Problems editing Office docs?

May need to install a Chrome extension

- Go to 3 dots in upper right corner when in Chrome
- Click on More Tools
- Click on Extensions
- Scroll down, click on Get more extensions
- Click Extensions in left column
- Search on Office Editing
- Click on ADD TO CHROME and it will install the extension



Office Editing for Docs, Sheets & Slides

offered by google.com

View and edit Microsoft Word, Excel, and PowerPoint files with Google Docs, Sheets, and Slides

+ ADD TO CHROME

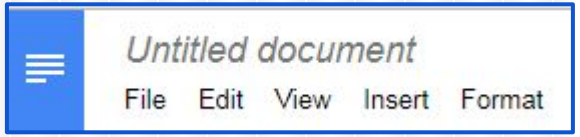
Productivity

★★★★☆ (4766)

Creating a Google Doc

- New button

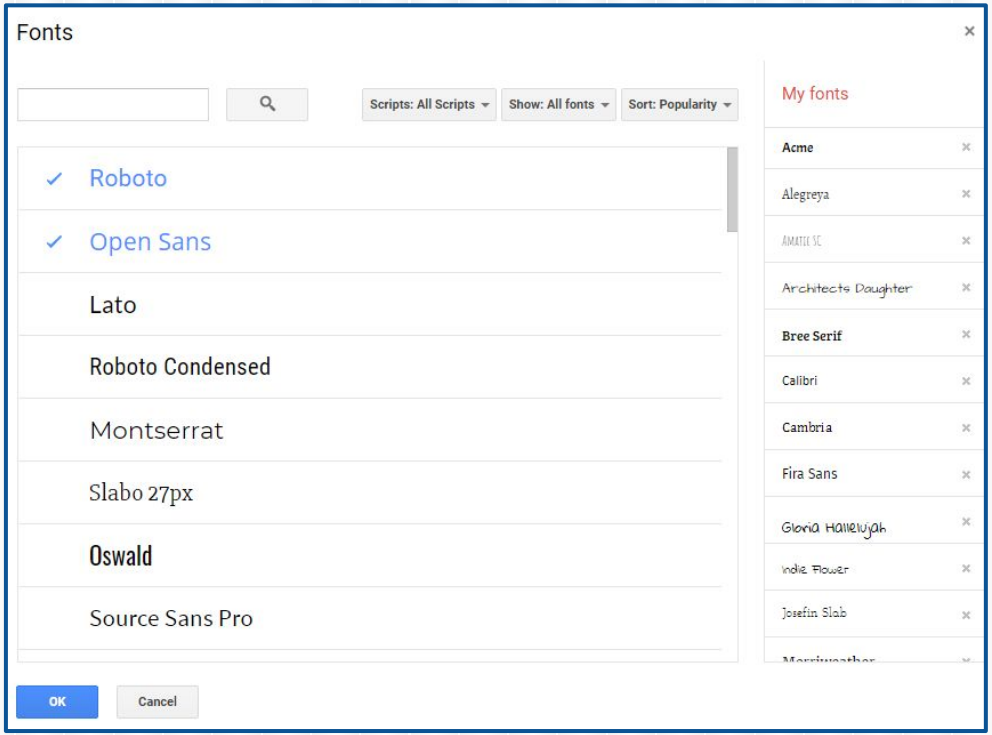
- Click on Untitled Document to name



- Formatting options similar to Word, but a bit more limited
- Saves automatically

Google Doc Fonts

- Fonts
  - Click on More Fonts... to customize list
    - Select fonts to include
    - Delete ones you no longer want



Insert an Image

Options:

- Upload from computer
- Take a snapshot
- Enter URL of image on web
- From Google Drive
- From Albums (if have Google+ account)

Can choose in-line, wrap text or break text

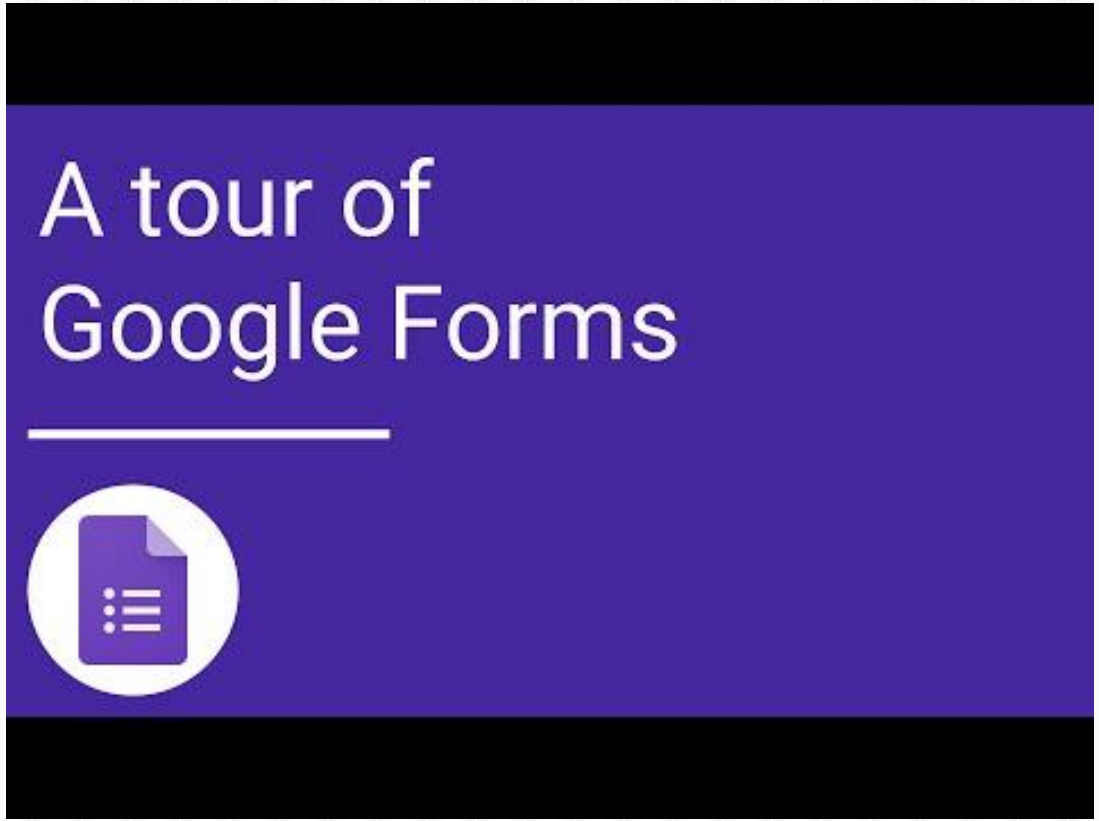
Google Spreadsheets

- Similar to Excel
- Can upload an Excel file
- Can convert Excel file to Google Spreadsheet when upload or convert after uploaded

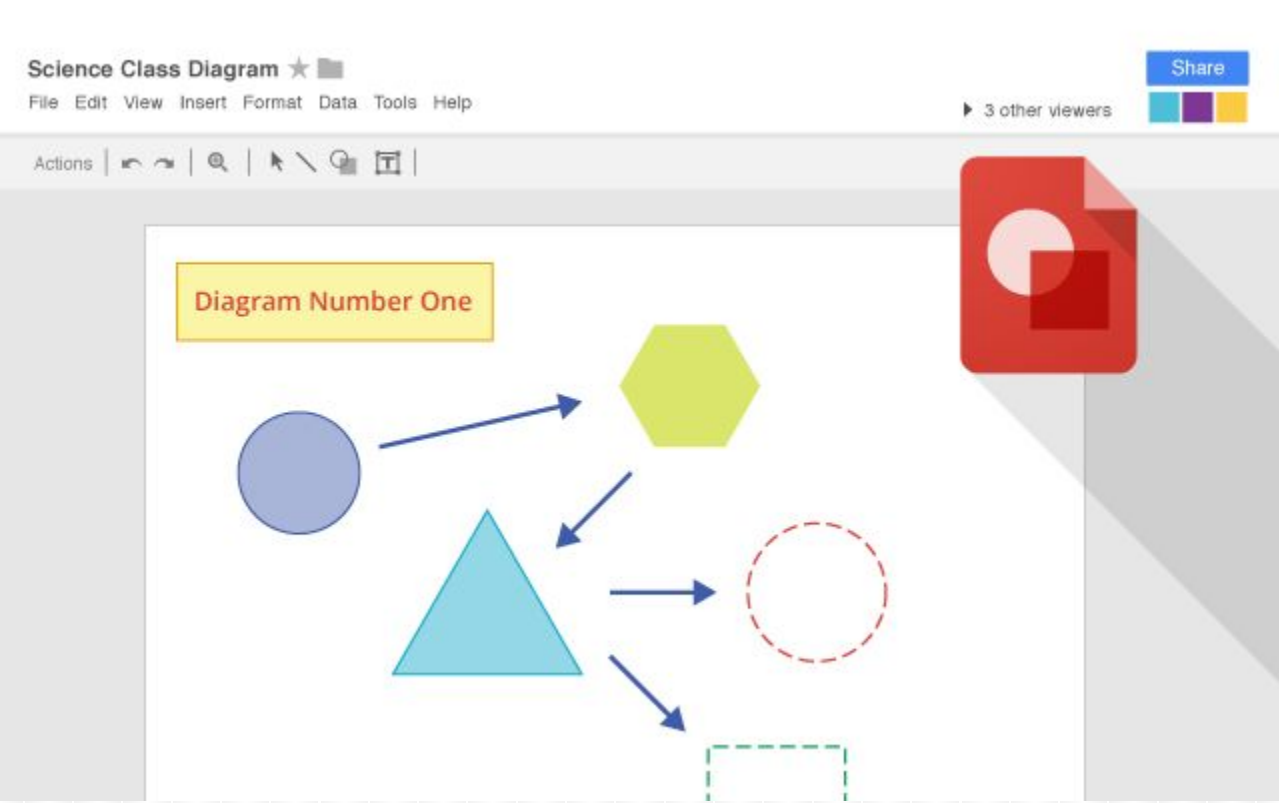
Google Presentations

- Similar to Powerpoint
- Insert images, links, videos, shapes, etc.
- Can edit Slide Master (Slide - Edit Master)
- Can add animations and transitions
- Multiple print options
- If you want to loop continuously, must put in Google Site

Google Forms



Google Drawings



Thank You!

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Huntley Project Schools

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mark.branger@gmail.com

thank you!

How to Remove Saved Passwords from a Web Browser

1. Open the Tools menu.
2. Select Internet Options.
3. Click Content.
4. Under AutoComplete, click Settings.
5. Click on Manage **Passwords**.
6. Click on the Web Credentials Manager.
7. Click on the drop down arrow by the web site you want to **remove** the **password**.
8. Click on **Remove**.