

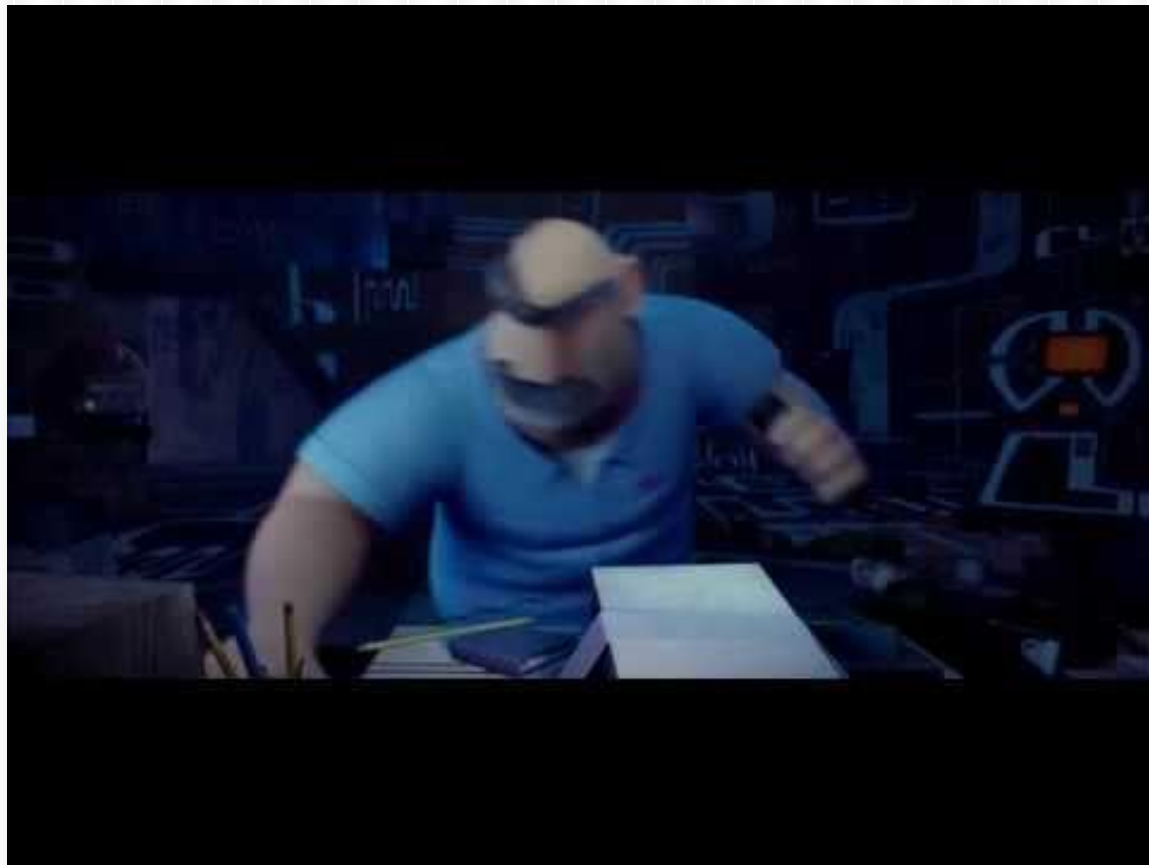
GOOGLE DRIVE BASICS



MASBO Workshop
November 6, 2018

Have you Felt Like

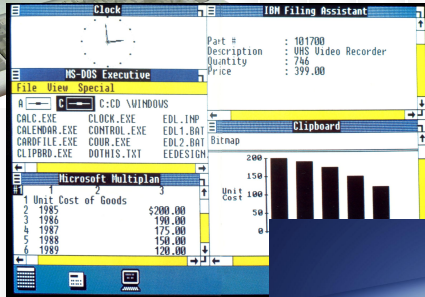
.....



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

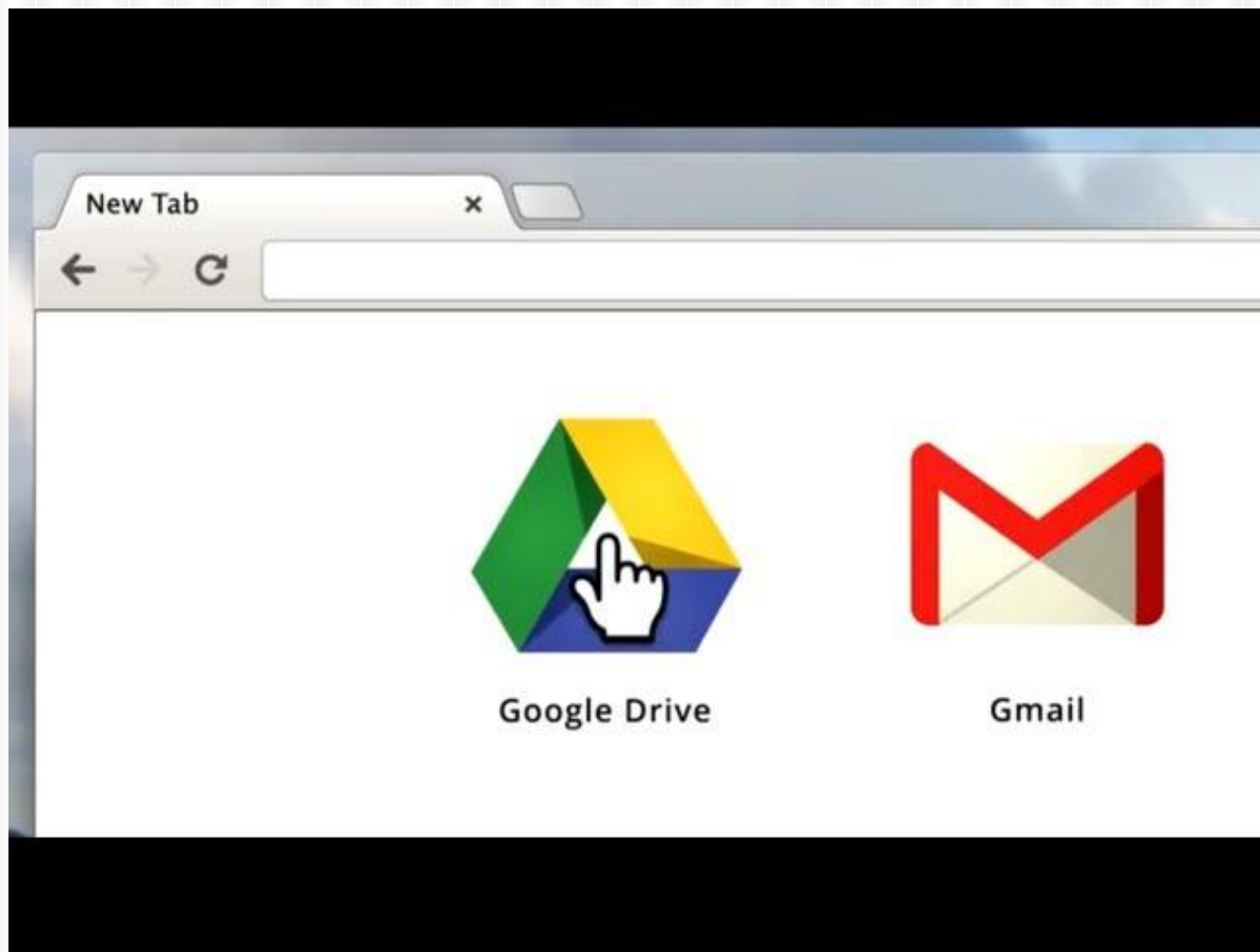
Internet is more interactive



Instagram



Google



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



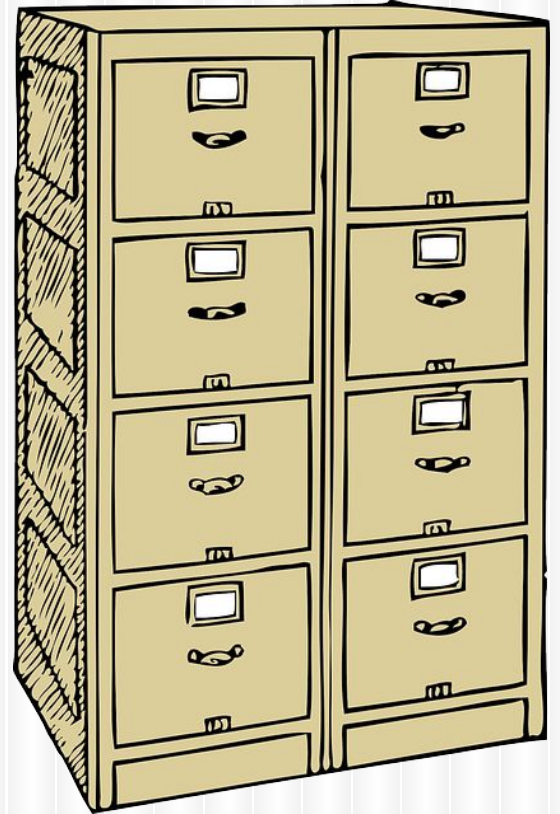
Anytime/Anywhere Access

- 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

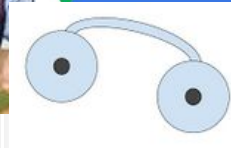
Google allows you to store these files, but is limited in what it can do with them.

Pictures

Videos

SMART Notebook Files

Creation Center



Your username is **username@domain.com** and the associated email address is **username@domain.com**.

Importance of the content -

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:

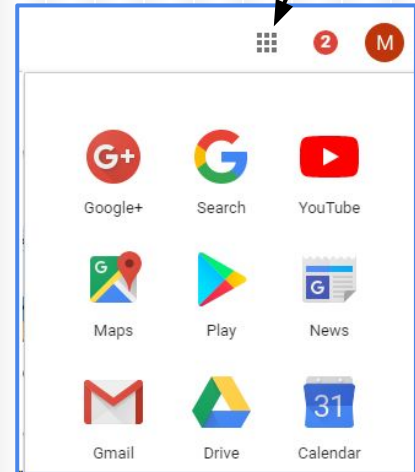
- Click on the 3x3 grid in the upper right corner

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:

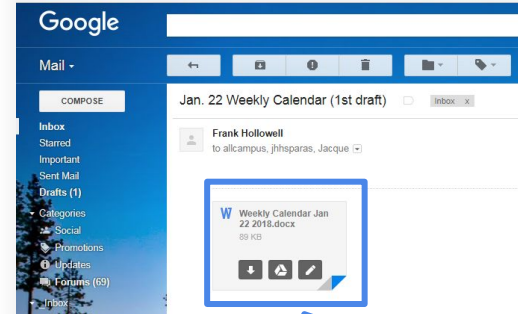
- You can save attachments directly to Google Drive

3. Upload files and/or folders:

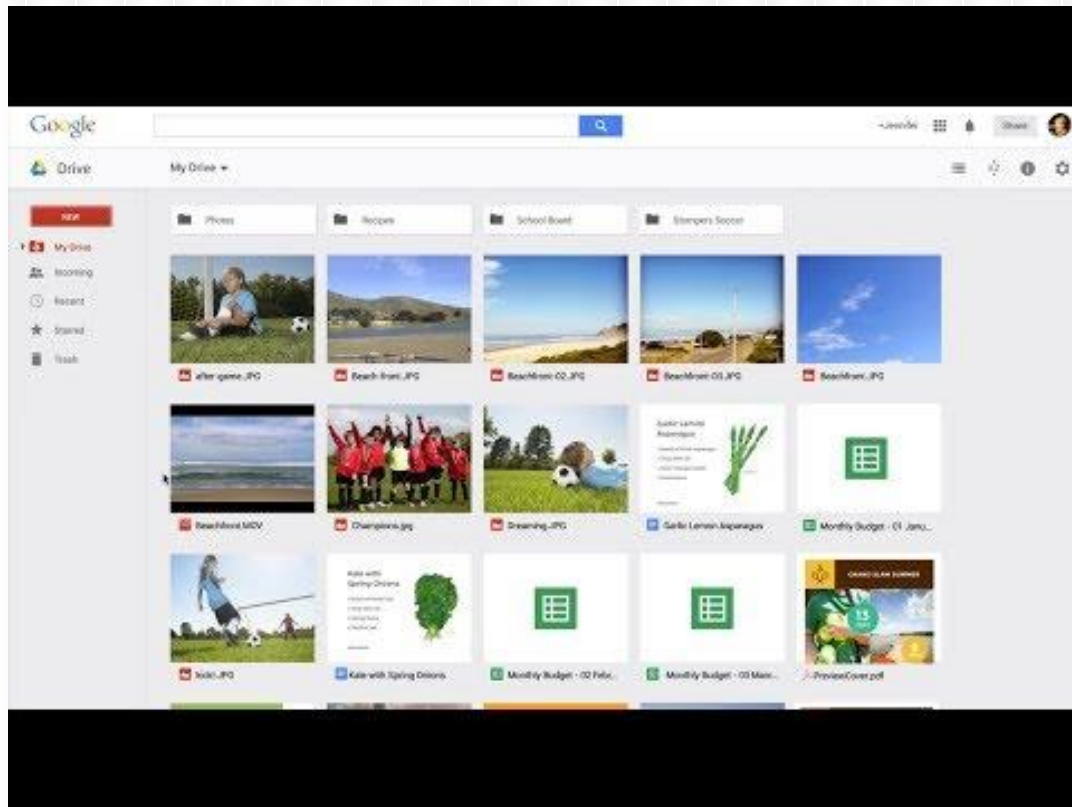
- You can upload Microsoft Office and other files

4. You create documents in Google Drive:

- You use Google Docs, Sheets, Forms or Slides to create new files

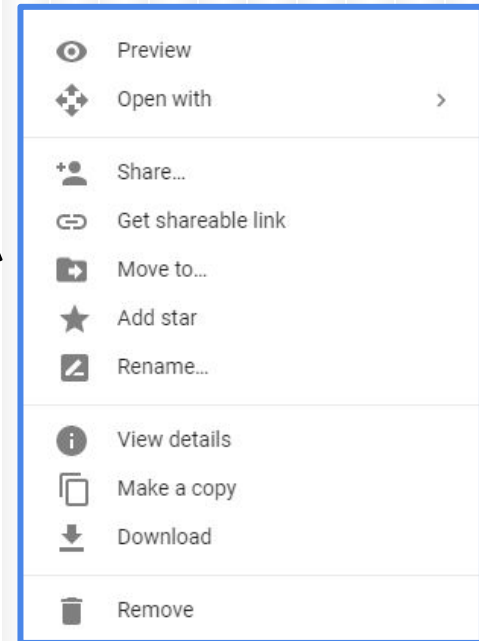


Google Drive

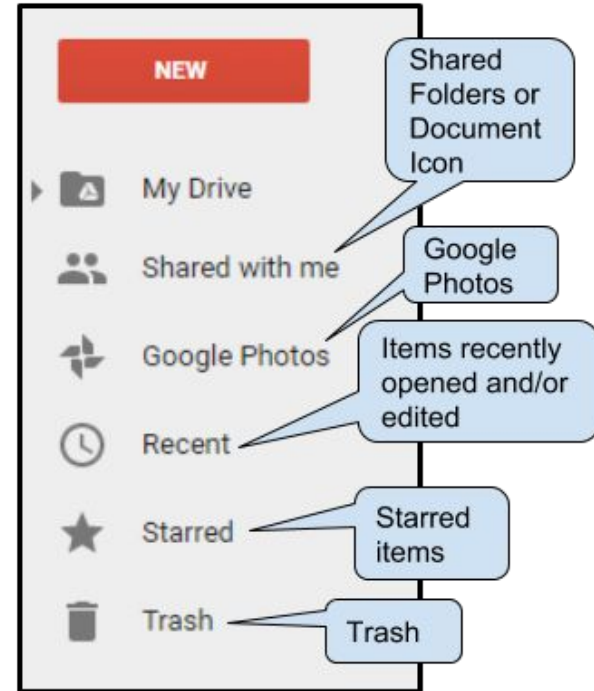
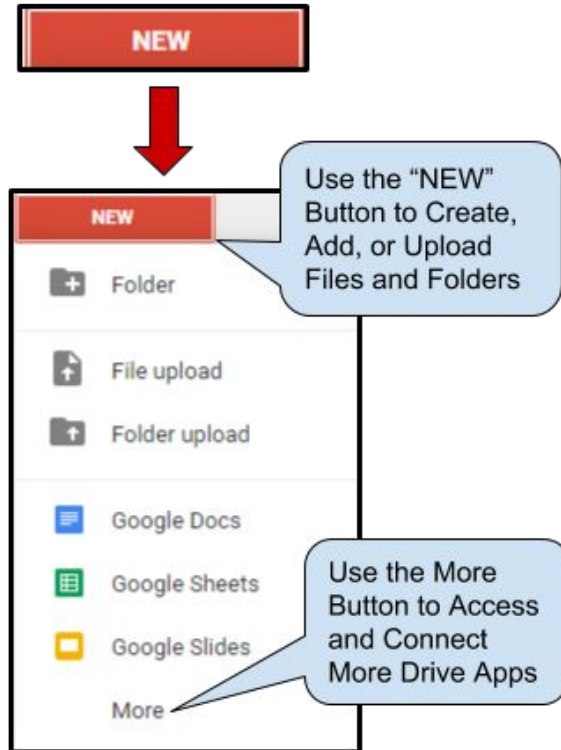


Google Drive

- 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)

This image shows a screenshot of the Google Drive web interface with several callouts explaining key features:

- Search Drive:** Points to the search bar at the top left.
- Advanced Search Filter:** Points to the search filter icon (magnifying glass) in the search bar.
- Name or File/Folder:** Points to the file/folder names in the list.
- File/Folder Icon:** Points to the folder icon next to the file/folder name.
- Blue Indicates a Selected File/Folder:** Points to the blue highlight on the 'Treasure Island' folder.
- Owner of file/folder:** Points to the 'me' label under the file/folder name.
- Time/Date of Last Modification:** Points to the 'Apr 15, 2016' date under the file/folder name.
- Get Link:** Points to the 'Get Link' button in the top right.
- Share:** Points to the 'Share' button in the top right.
- Trash:** Points to the 'Trash' button in the top right.
- Preview:** Points to the 'Preview' button in the top right.
- More:** Points to the 'More' button in the top right.

The interface shows a list of files and folders under the heading 'My Drive > MIET 2016 > MIET 2016'. The list includes 'Treasure Island', 'Lewis & Clark', and 'Graphics'. The bottom of the screen shows a blue bar with the Google logo, 'Google Adventure', and a user profile icon.

Advanced Search Filter

×

Domain

☐ Search for files shared with huntley.k12.mt.us

Type

Any ▼

Date modified

Any time ▼

Item name

Has the words

Owner

Anyone ▼

Shared with

Located in

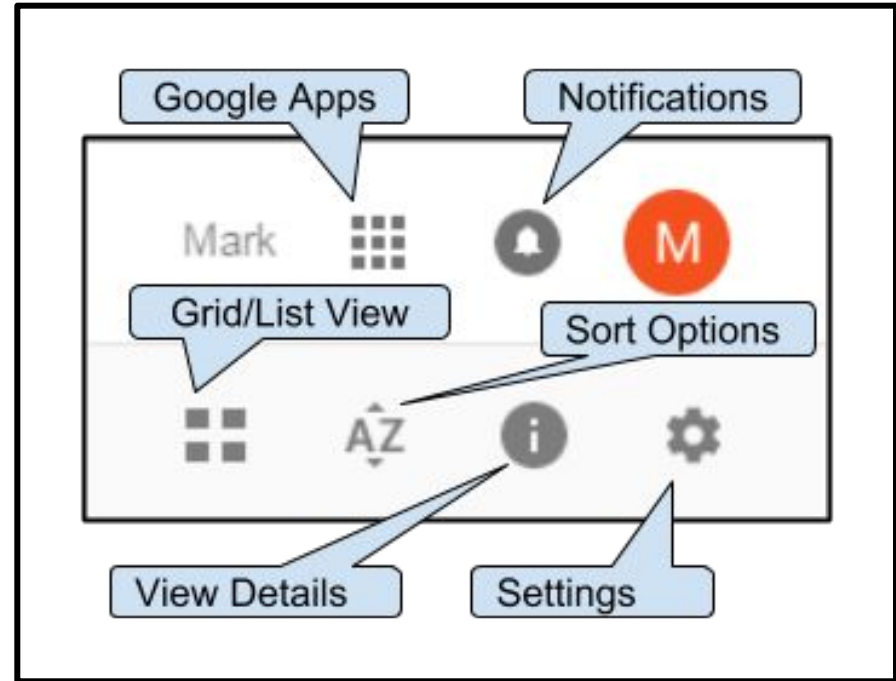
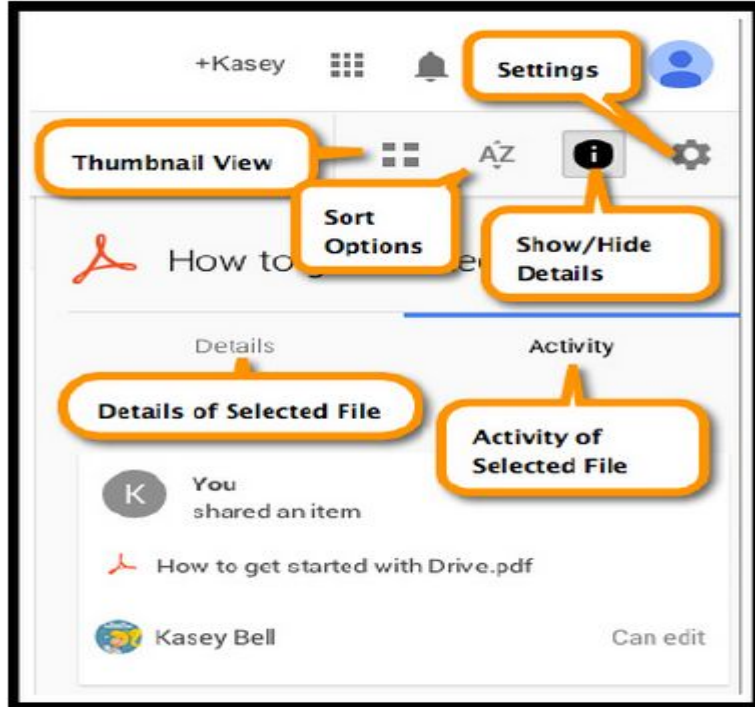
Anywhere ▼

Search

Reset

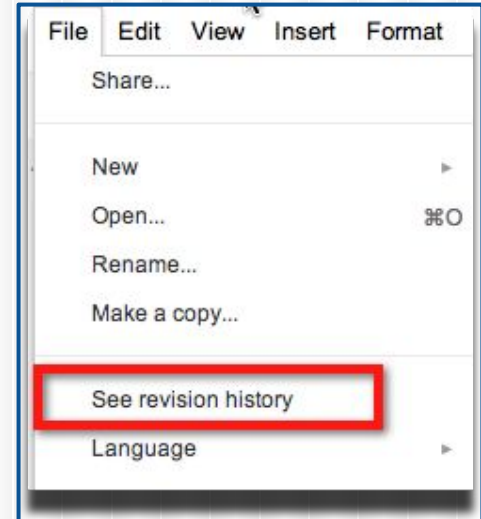
[Learn more](#)

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

The screenshot displays the Google Docs interface with a document titled "Create an Infographic Using Google Drawings". The document content includes instructions on how to create an infographic using Google Drawings, such as researching data, creating a drawing, and downloading images. A red arrow points to the "RESTORE THIS VERSION" button in the top left corner of the document area.

Version history

Only show named versions ☐

April 2016

- April 29, 2016, 11:57 AM
Current version
■ Mark Branger
- April 28, 2016, 2:07 PM
■ Mark Branger
- ▶ April 26, 2016, 10:51 AM
■ Mark Branger
- ▶ April 22, 2016, 9:59 PM
■ Mark Branger
- ▶ April 21, 2016, 11:23 PM
■ Mark Branger
- April 21, 2016, 11:09 PM
■ Mark Branger

RESTORE THIS VERSION

Total: 1 edit

Create an Infographic Using Google Drawings

You need some data to visualize.... do some research, take a poll or find an article such as <http://goo.gl/ZCCt1> with stats in it that can be visualized.

Go to <http://drive.google.com> and create a drawing.

Resize the canvas to be a long rectangle (grab bottom right corner.)

Go to <http://compfight.com> and type in "free texture" into the search. Make sure creative commons license is selected <http://compfight.com/search/free-textures/1-3-1-1>

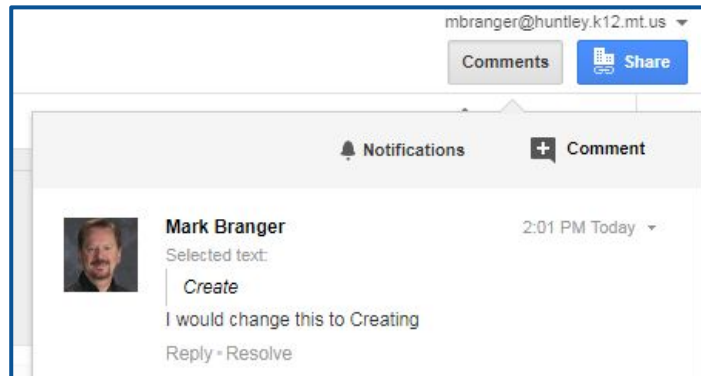
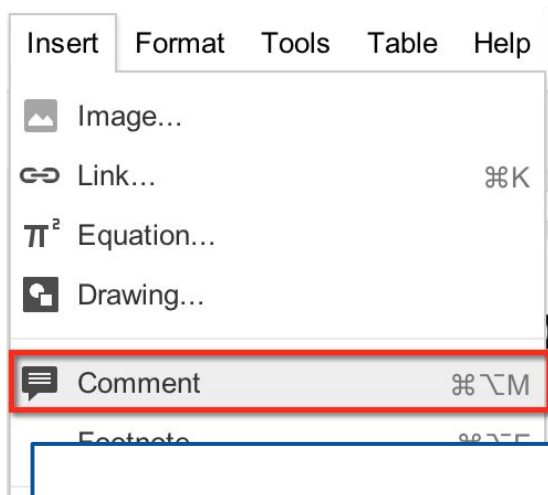
Click download to download the image, make sure to take note of the copyright information and to give credit for the use.

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

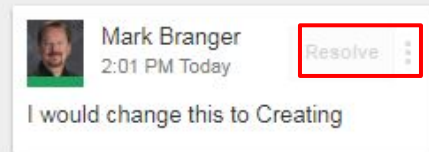


COMMENTS



Create an Infographic Using Google Drawings

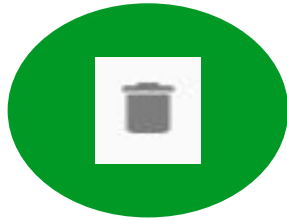
1. You need some data to visualize.... do some research, take a poll or find an article such as <http://goo.gl/7CCt1> with stats in it that can be visualized.



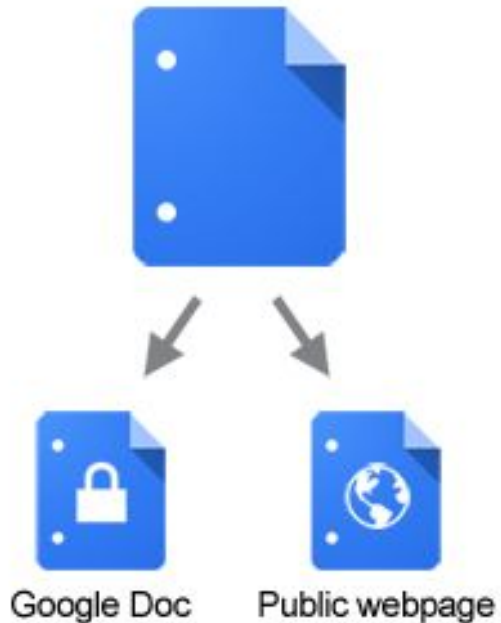


Trash

Remove unwanted files or folders



Publish to the Web



Publish to the Web ×

Control publishing

- ☐ Require viewers to sign in with their G1 Union School District account
- ☒ Automatically republish when changes are made

[Start publishing](#)

Note: Publishing a doc does not affect its visibility option. [Learn more](#)

[Close](#)

Publish to Web (Advanced)

×

Publish to the web

Control publishing

3

Stop publishing

Note: Publishing a doc does not affect its visibility option. [Learn more](#)

Get a link to the published document

Document link

https://docs.google.com/presentation/d/1Rff9PASuk-I5zp1rtGI8IIYKA8qiEUNr

Embed code

<iframe src="https://docs.google.com/presentation/d/1Rff9PASuk-I5zp1rtGI8IIYKA8qiEUNr/14/embed?"

Or share this link using: [Google+](#) [Gmail](#) [Facebook](#) [Twitter](#)

Presentation size

Medium (960x749) ▾

Automatically advance presentation to the next slide

every 3 seconds (default) ▾

☐ Start slideshow as soon as the player loads

☐ Restart slideshow after the last slide

Close

1

2

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

The screenshot displays the Google Docs interface. At the top right, there is a pink square icon with a white 'S' and a speech bubble icon. A blue arrow points from a red-bordered text box to the speech bubble icon. Below the main document area, a chat window is visible on the right side. It has a title bar with '(1) David Noller', a close button, and a settings gear icon. A blue arrow points from another red-bordered text box to the settings gear icon. The chat window shows a list of messages, each starting with 'me' followed by placeholder text 'asdfsdf'. The time '12:19 PM' is displayed at the bottom right of the chat window.

Click the speech bubble icon to start or join the chat for this document

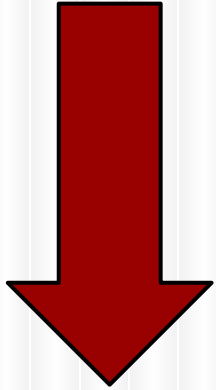
Click the arrow to "pop-out" the chat to see it all in one box. Users are identified... it remains public and viewable until all collaborators close the chat.

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

Sharing settings

Link to share

https://docs.google.com/document/d/1lz_9CggJcQTtOCVovjazXj8sMRaGYtV5OHKds

Who has access

	Anyone at Huntley Project School District who has the link can view	Change...
	Mark Branger (you) mbranger@huntley.k12.mt.us	Is owner
	Pam Roberts proberts@huntley.k12.mt.us	 

Invite people:

Enter names or email addresses...

Owner settings [Learn more](#)






- ☐ Prevent editors from changing access and adding new people
- ☐ Disable options to download, print, and copy for commenters and viewers

Done

✓ Can edit
Can comment
Can view

Link Sharing

Link sharing

- ☐  **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
- ☐  **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
- ☐  **On - Huntley Project School District**
Anyone at Huntley Project School District can find and access.
- ☒  **On - Anyone at Huntley Project School District with the link**
Anyone at Huntley Project School District who has the link can access.
- ☐  **Off - Specific people**
Shared with specific people.

Access: Anyone within Huntley Project School District [Can view ▾](#)

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

Save

Cancel

[Learn more about 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

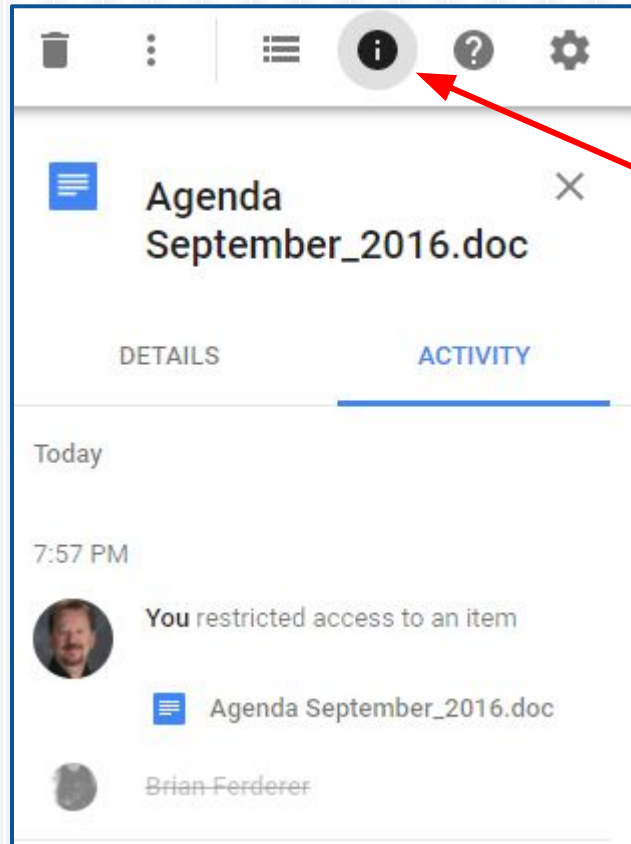
Nothing

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



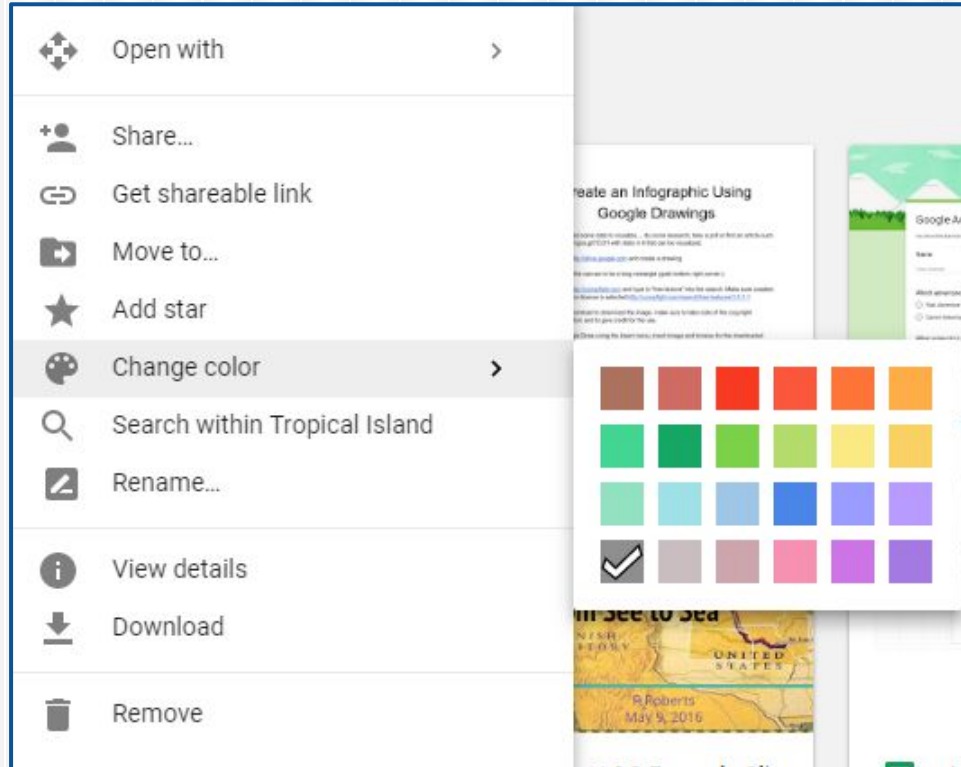
Organizing with Folders

- 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:

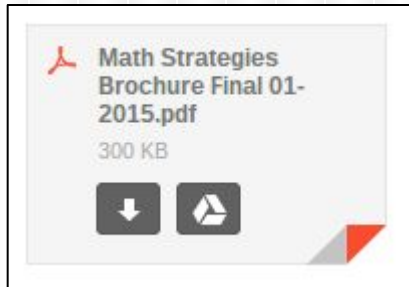
- Drag over folder in list on left
- Drag up to folders listed on top
- Right-click and choose **Move to...**

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

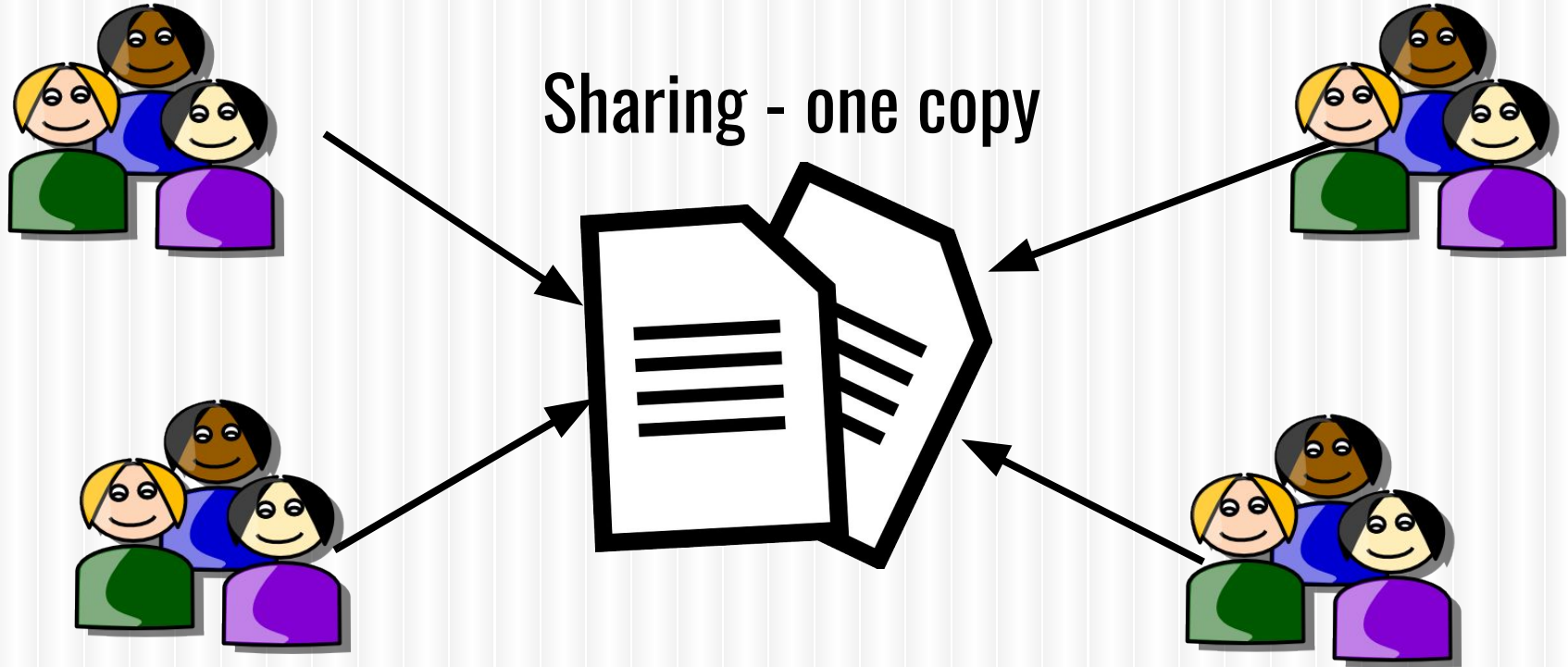
- Can be downloaded or saved to Google Drive
- Recipient must take action
- Not shared
 - Each recipient will have their own copy



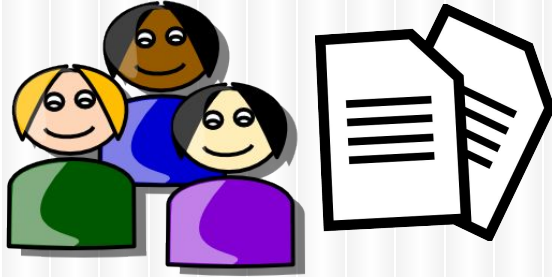
Google Drive Viewer

- 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

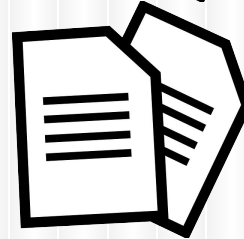
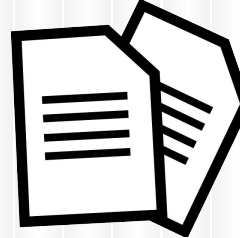
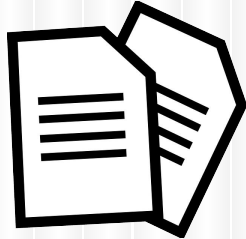
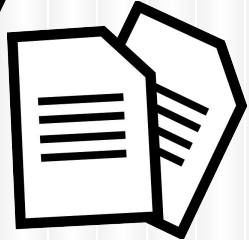
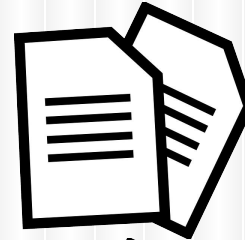
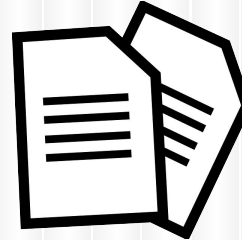
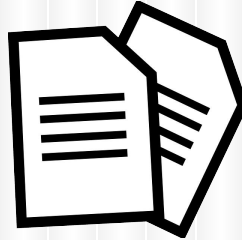
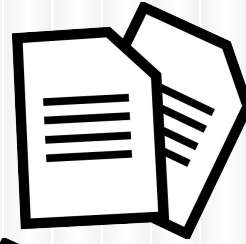
Sharing vs. Attaching



Sharing vs. Attaching



Attaching -
multiple copies



Discussion

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



Think



Pair



Share

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

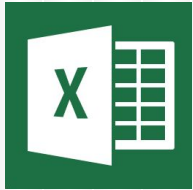


ComputerHope.com

Microsoft Word



Google Doc



Microsoft Excel



Google Sheets



Microsoft Powerpoint

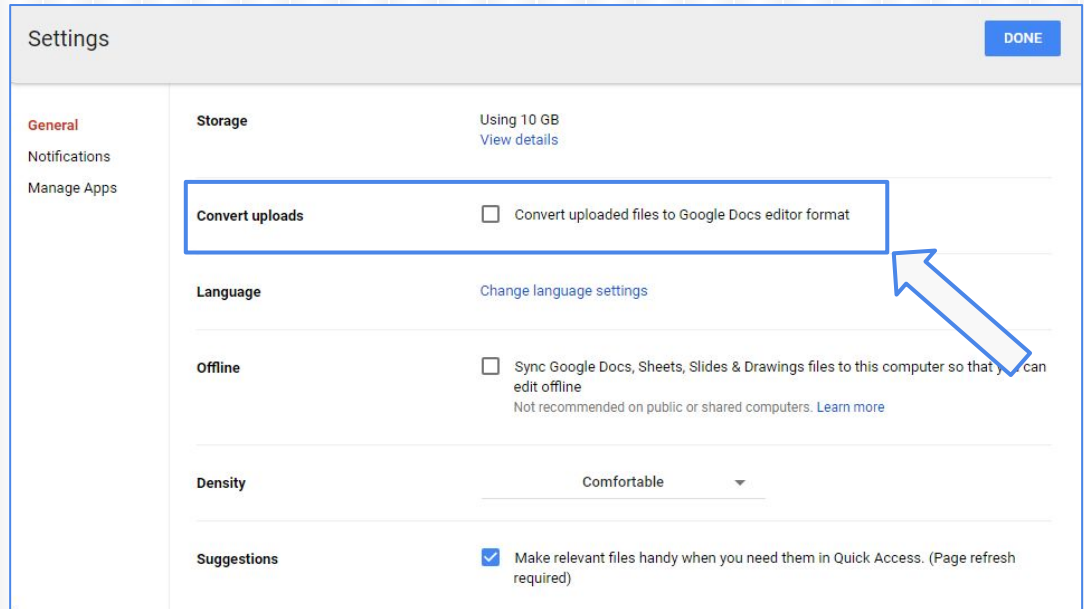
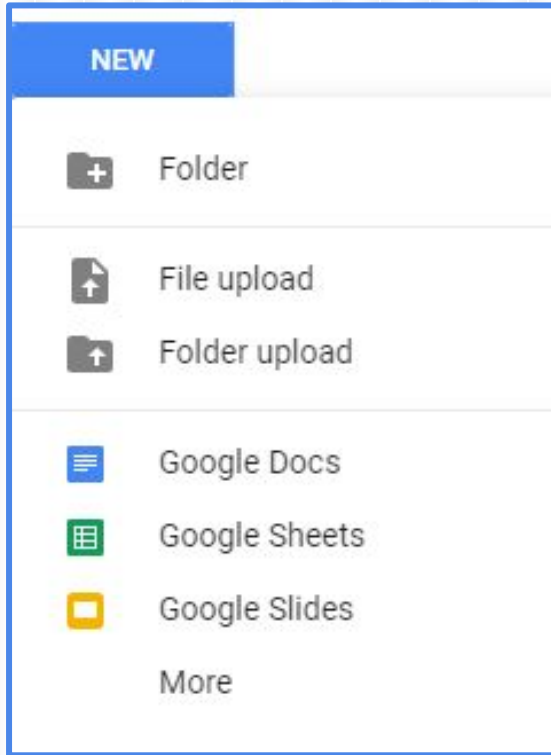


Google Slides



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)

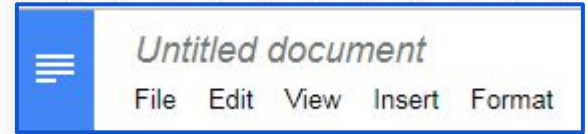


Creating a Google Doc

- New button



- Click on Untitled Document to name

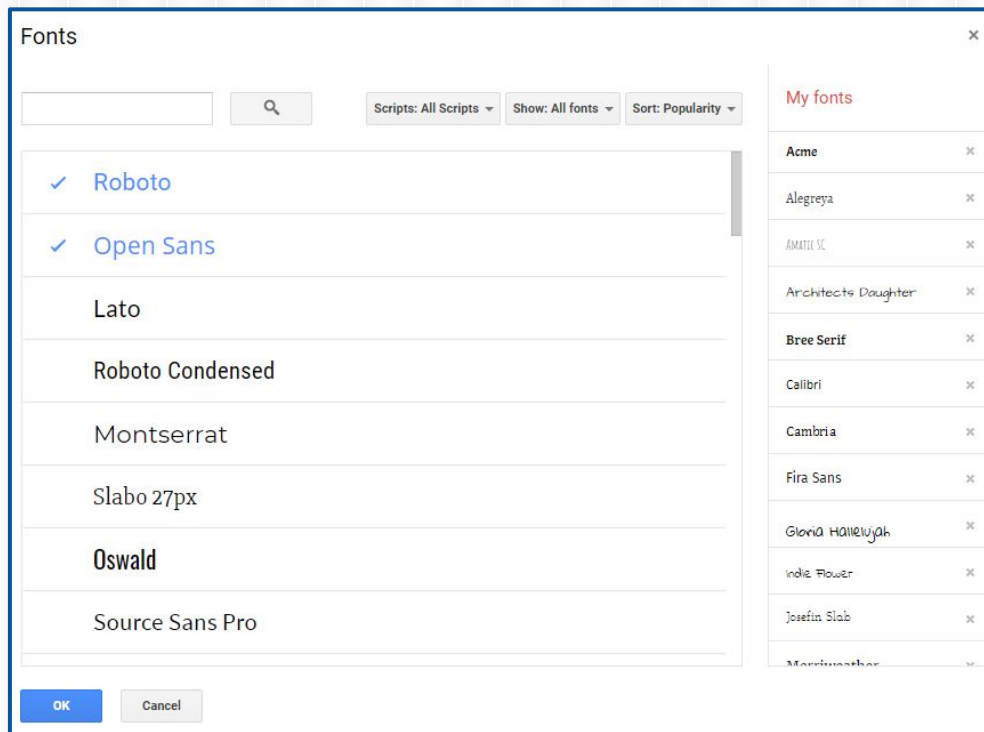


- Formatting options similar to Word, but a bit more limited
- Saves automatically



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



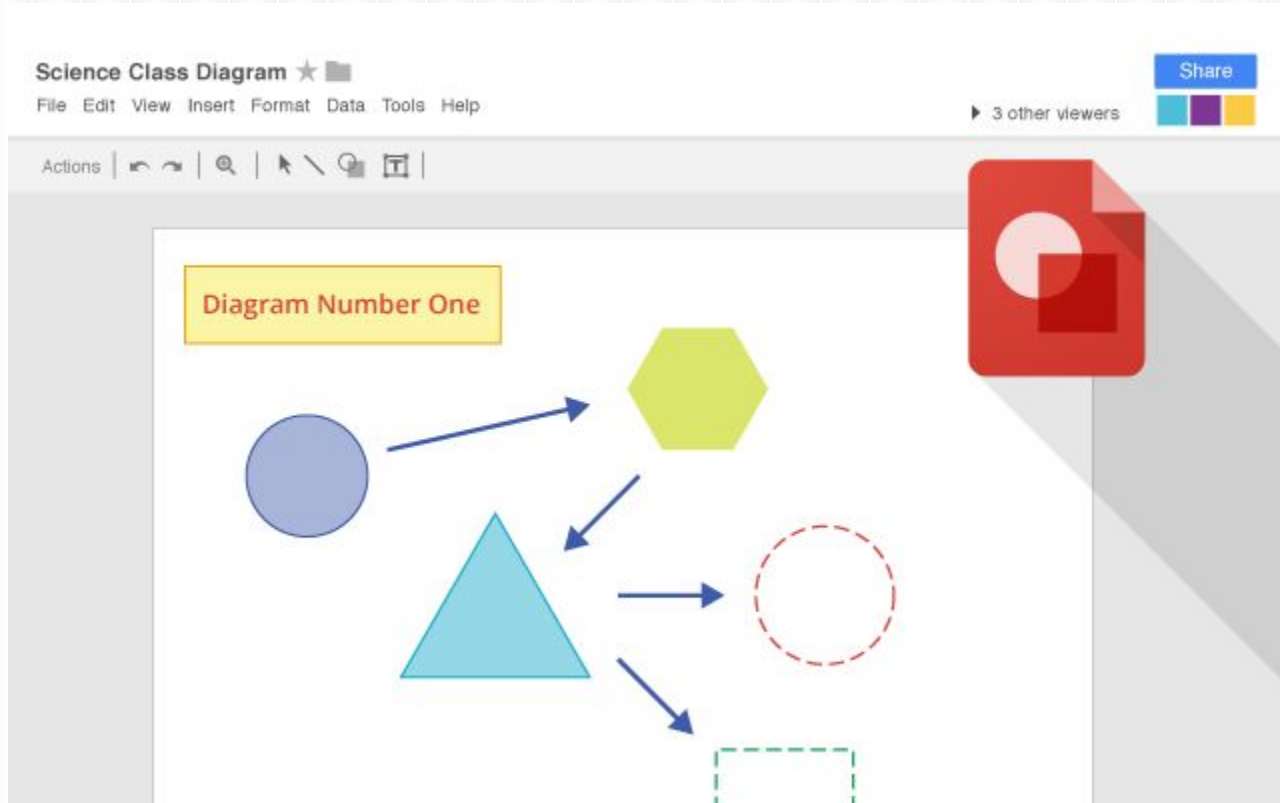
Google Forms

.....

A tour of Google Forms



Google Drawings



Thank You!

.....

Mark Branger, Technology Director

Huntley Project Schools

967-2540 x360

855-5776

mbranger@huntley.k12.mt.us

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**.