GOOGLE Drive

What you can do with it.
A guide by Jordan Ewert
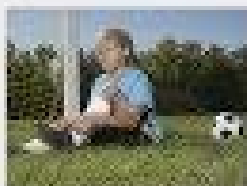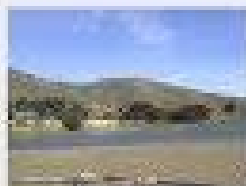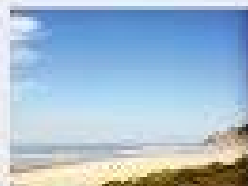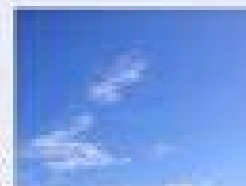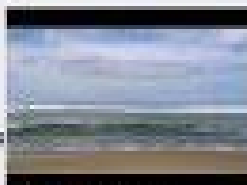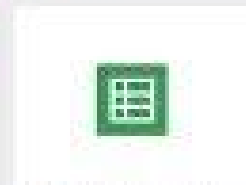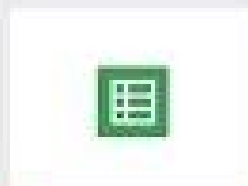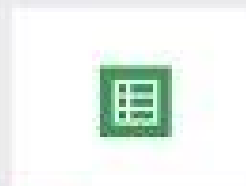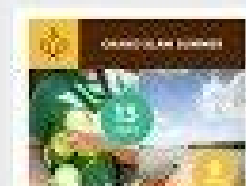
Ideas on how to use Google Drive in the Classroom

- Collaborate and share lesson/curriculum plans

- Provide instant feedback to students

- Access documents in class or at home

- Keep a continuous, running log for assignments such as journal entries or writing samples

- See exactly what others are working on with colourful presence markers

- Edit a presentation with other people simultaneously

- Create a seating chart

- Record grades with an organized grade book

- Track attendance, missing assignments, and behaviour reports

A Quick Overview

Store any file

Drive starts you with 15 GB of free Google online storage, so you can keep photos, stories, designs, drawings, recordings, videos – anything.

See your stuff anywhere

Your files in Drive can be reached from any smartphone, tablet, or computer. So wherever you go, your files follow.

Share files and folders

You can quickly invite others to view, download, and collaborate on all the files you want–no email attachment needed.

Two in One

Google Drive is actually two products in one. The first is like having your own hard drive (with 15GB of free cloud storage) accessible to you wherever you have internet access, with any web browser on any device. The second is their "Google Docs" that function similarly to Microsoft's Office Suite.

Everyone at Wwcsd.net can use unlimited storage!

Signing in

ewertj@wwcsd.net ▾

Follow along with me here...

You'll know you are signed in by looking on the top-right of the page.

You can sign into Google by visiting http://google.com/ or ANY of their other websites, such as YouTube or https://www.google.com/drive/

Clicking on the small triangle (or your picture thumbnail) allows you to sign into another user or sign out completely.

The Interface

- Change settings

- Access other Google Apps

- Further options per file (move, share, add star, etc)

- Change view and sort filter

- Show activity of all edits

- See your storage limits

- Create new Google Files

- See what's shared with me

- See recent files

- View files in your trash

File Types

- Google doc files extensions can only be seen from Desktop version of Drive. All other files show (i.e. Word, Excel, PowerPoint) show their original extension (.doc(x), .xlsx, .ppt) and are stored in their original format.

- Any file that shows an extension from Microsoft Office can either be previewed in Drive (your browser) or converted to a Google Doc.
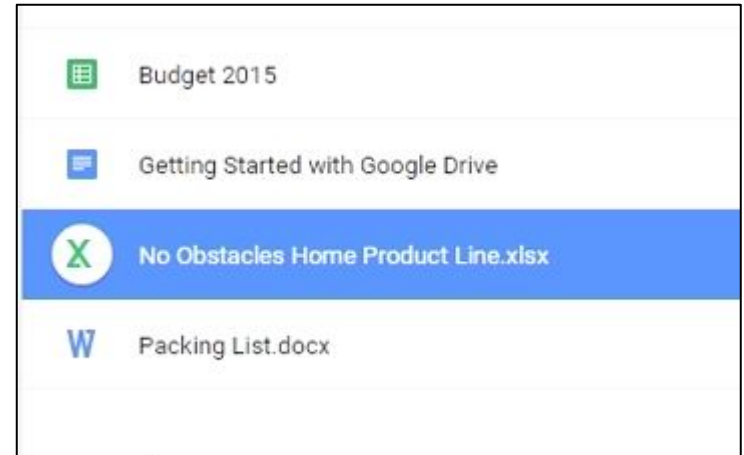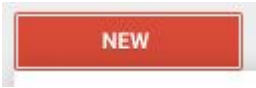
A Microsoft Word Example
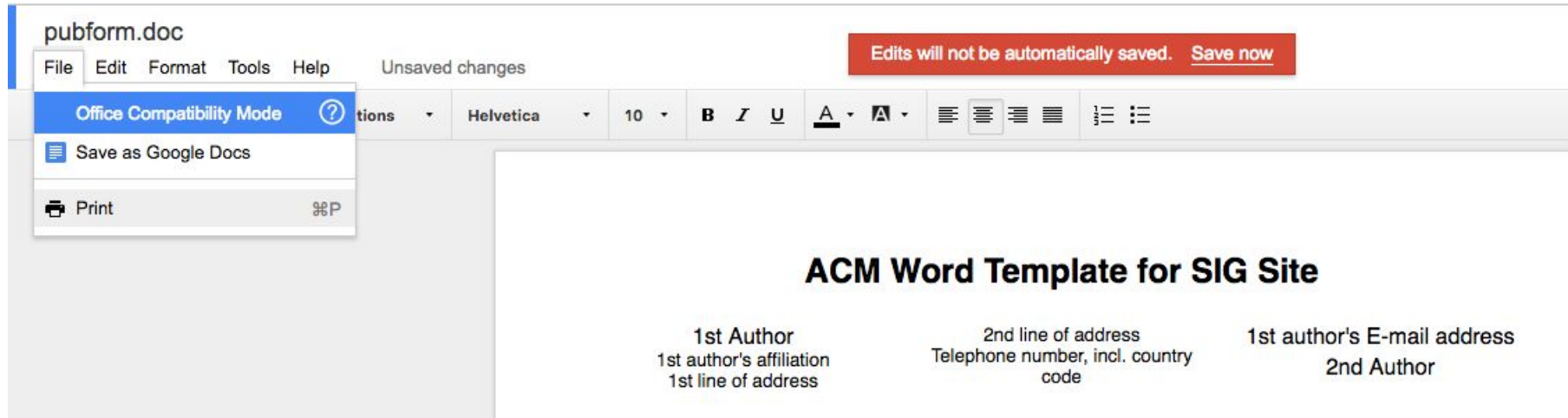
This is an example of running a microsoft Word doc in Google. Notice the compatibility mode and the manual save to Google Docs, which then converts it.

Uploading Files from the Web

- Uploading is EASY.
  ...Drag and drop OR click the [NEW] icon
  And then "File Upload"

- You can upload multiple files by holding down the ⌘ (mac) or CTRL (pc) and selecting multiple files.

- As you may have noticed, Google will even let you upload entire folders.
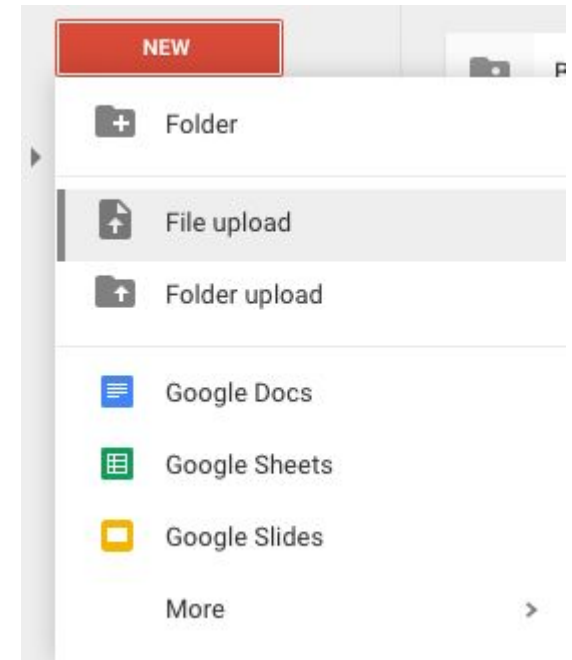
Working with Folders

- Click the

- This creates a folder, just as it does if you're creating a new folder in the Drive application on your computer.

- You can move files in bulk as shown on the right.
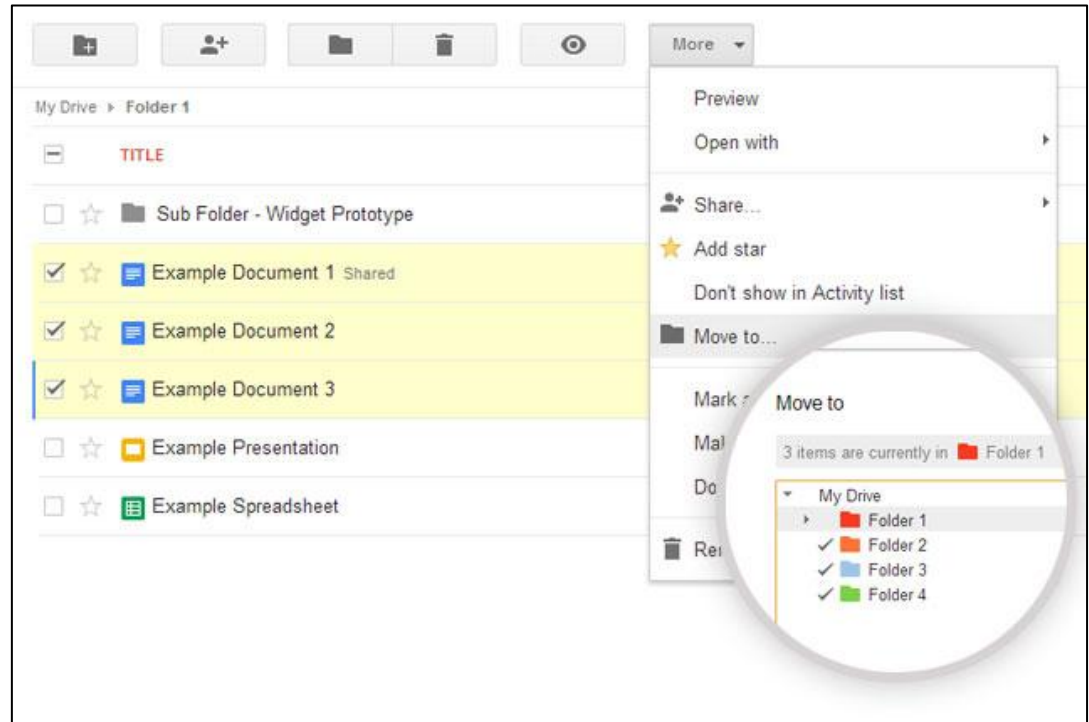
Downloading and ~~Printing~~ Files

- If you're using the desktop version of Drive this already happens with the syncing capabilities.
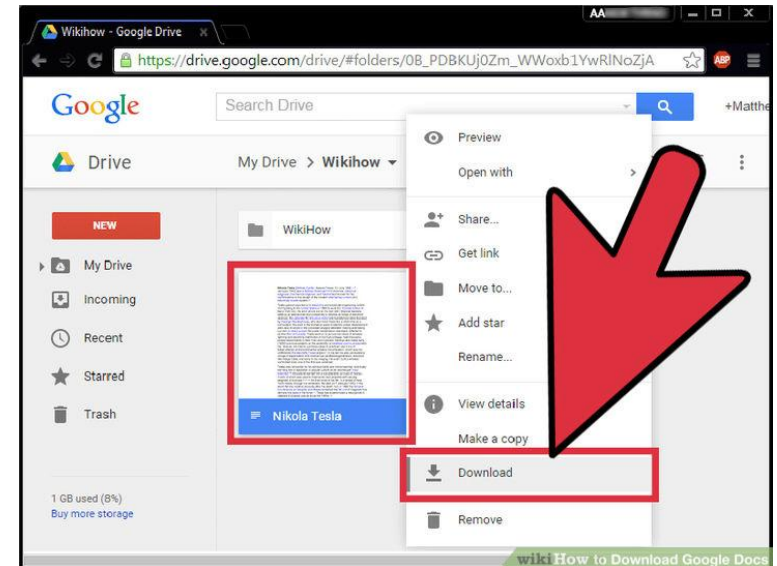
- If you're using another computer, or your own without the Drive installed on your computer, you can right-click and select "download" which will then save that file (in whatever format) to your computer.

- This works with any browser or device.

Uploading files from the Desktop App

- This is a method that's even simpler to use than the web app… because it allows you to transfer / organize files just as you would on your computer.
  …and your files will sync in the background.

- If you've ever used Dropbox or Microsoft Box this is the same idea. Your files will sync to the cloud. If you add files from another device, they will be added to your computer via the desktop app.

Converting files to a Google Doc format

- To convert a file, right-click and select "open with" and then select "Google Docs." If you don't see this option that file will not be able to be converted.

- Common files that cannot be converted to a Google Doc are PDF's, Open Office files, or Pages files. In your settings you can change whether or not you want to automatically convert these common file types to Google's format.

- It's up to you whether or not you want to keep the Microsoft Word file or just remove it and keep the converted format.

☑ Convert uploaded files to Google Docs editor format

Deleting Files

- To delete a file all you have to do is right-click and select "delete"

- If you're using the desktop app you would just delete the file as you normally would.

- The files are kept in your trash for 30 days (in the cloud) and can be restored or permanently deleted. Optionally, you can empty your entire trash, which will permanently delete everything you have in there instantly.

- Be careful of the warnings that may display and READ them! Deleting a shared file or moving it from a shared location may remove access to others.

Change the View

- By default, everything is sorted by name. You could also have it sorted by last opened or modified.

- You can view things in a list or in a grid.

- With the   view icon, **Details** can viewed like the location, owner, creation, and the modified date.

- Finally, you can view the **Activity** section, which shows revision history.
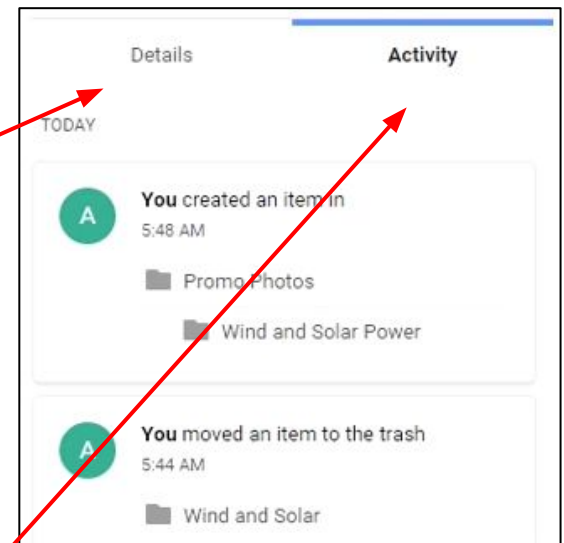
Using Color coding and Stars to Group Files

- In addition to color coding folders you can also star folders and files. ...The thing about star files is that it "favorites" all of them into a **Starred** category, making them only one click away from access.

- To color a folder, just right-click and change the color.
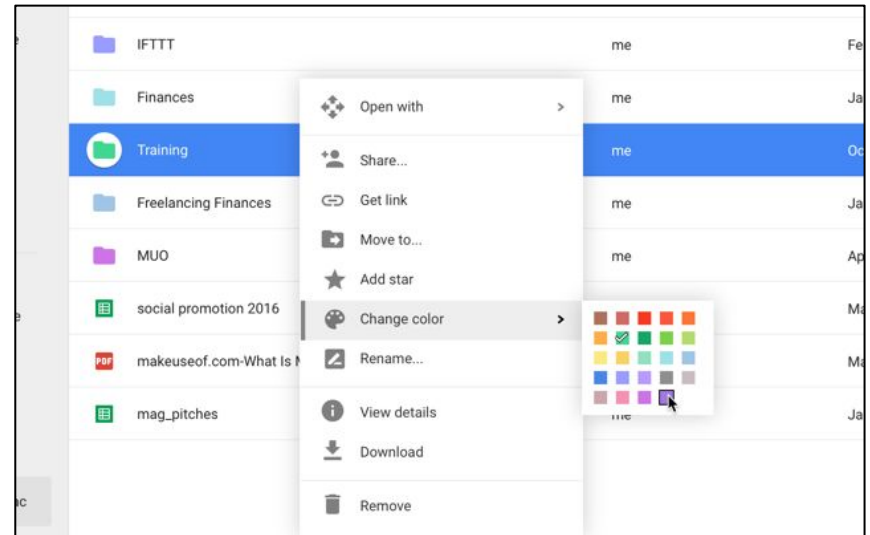
Searching your Files and Folders

- Searching is pretty self-explanatory, but did you know you can do an advanced search that filters files by type, modification date, owner, or location?

- If you need to find a file that was edited recently, use the ⏱ Recent icon from the very left menu.

Using the Preview Lightbox to view files

- For files that aren't Google (like a PDF) you can click the file and watch it preview the document for you. You can use the arrow keys to scroll through your files this way, even staring them or viewing details as you see fit.

- Photos are probably the best reason to use this view. Just click the picture and watch it appear in your preview method.
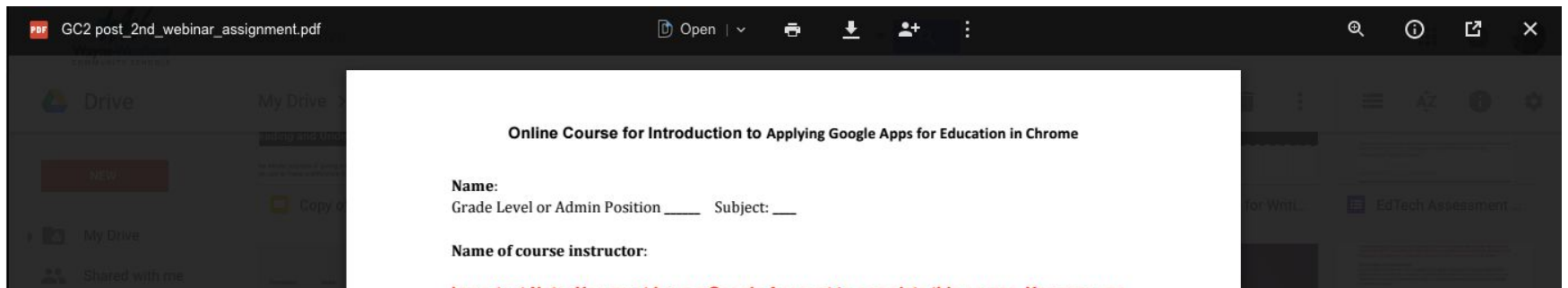
BREAK!

Using Google Docs

1. Create a new Google Doc in the folder you now have on your Drive Called "Google 101-edit rights"

2. Tell us something interesting about yourself and how you could use Drive in your classroom this year.

3. Play around with line spacing, add bullets, change text format, color, and play around with headings. I'll cover this in more detail later.
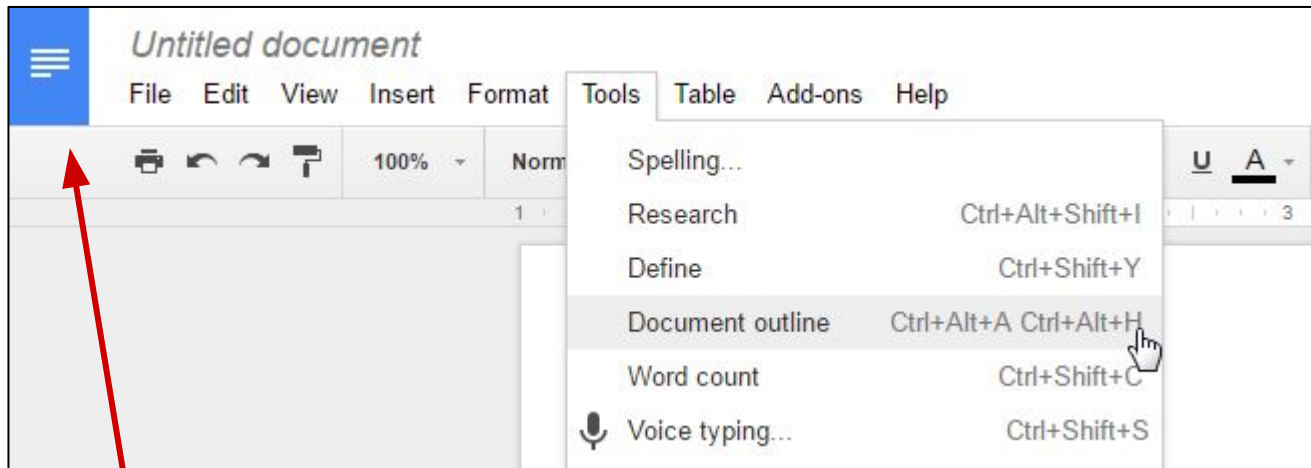
Inserting Pictures into your Google Doc

- If you want to insert an image, you can do so by the **Insert** menu.

- For the image option, you can upload from your computer, your drive, or a URL from another website.

- From there you can scale the image and control the image wrap easily.
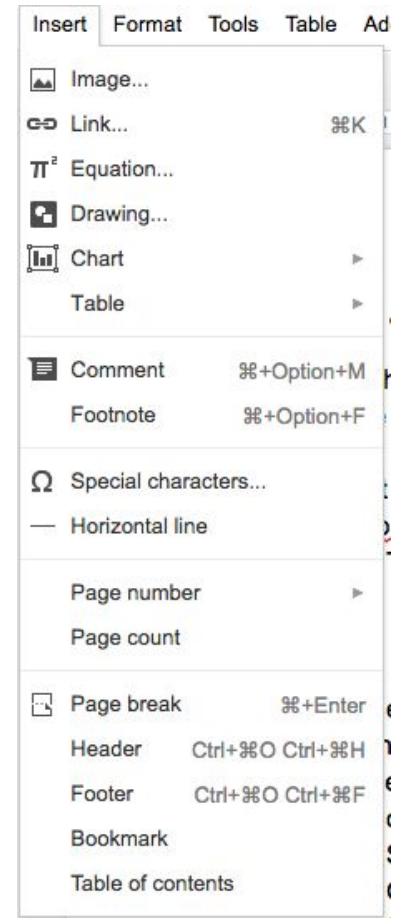
Docs: Navigation

- Here is Google Drive's newest feature, the **Document Outline**.

- Clicking this icon will get you back to the Google Docs home screen, showing only files of that type.

Overview of Google Slides

- Laurie will be covering Google slides in more detail...

- Edit a presentation with friends or coworkers, and share it with others effortlessly.

- Import .pptx and .pps files and convert them to Google presentations

- Download your presentations as a .pdf, .ppt, .svg, .jpg, or .txt file

- Insert images and videos into your presentation

Overview of Google Sheets

- Import and convert Excel, .csv, .txt and .ods formatted data.

- Export Excel, .csv, .txt and .ods formatted data, as well as PDF.

- Use formula editing to perform calculations on your data.

- Chat in real time with others who are editing your spreadsheet.

- Create charts with your data. Embed a spreadsheet — or individual sheets of your spreadsheet — on your blog or website
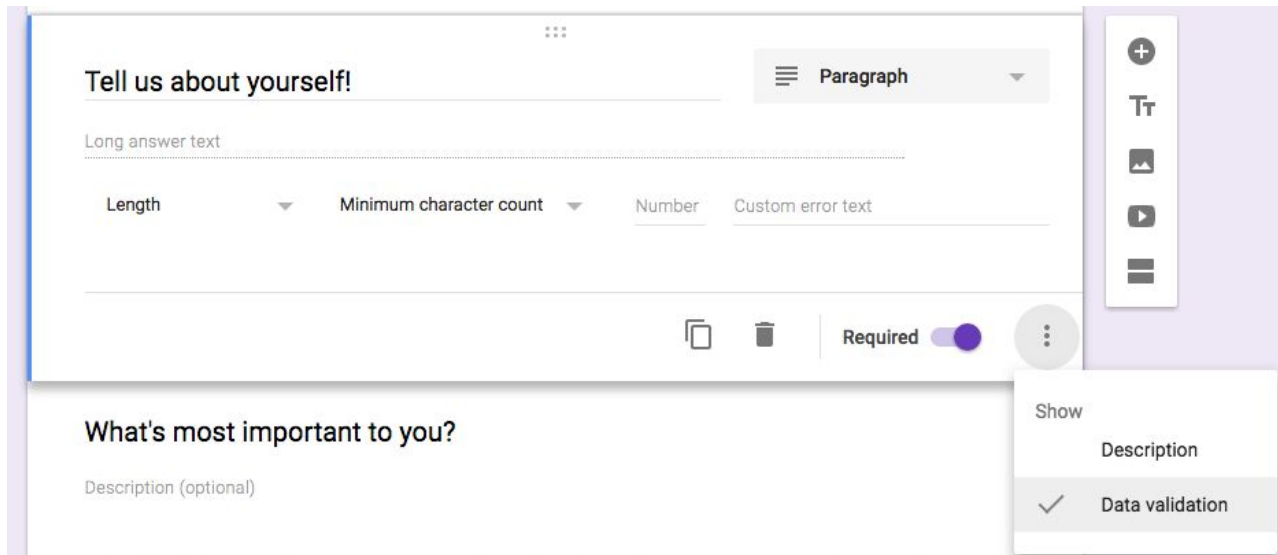
Creating a Form

Look for the NEW button as shown and click **more** which opens up some extra Google file types to choose from.

Alternatively, you could create on if you're in a sheet already by clicking **Tools** > **Create a Form.**
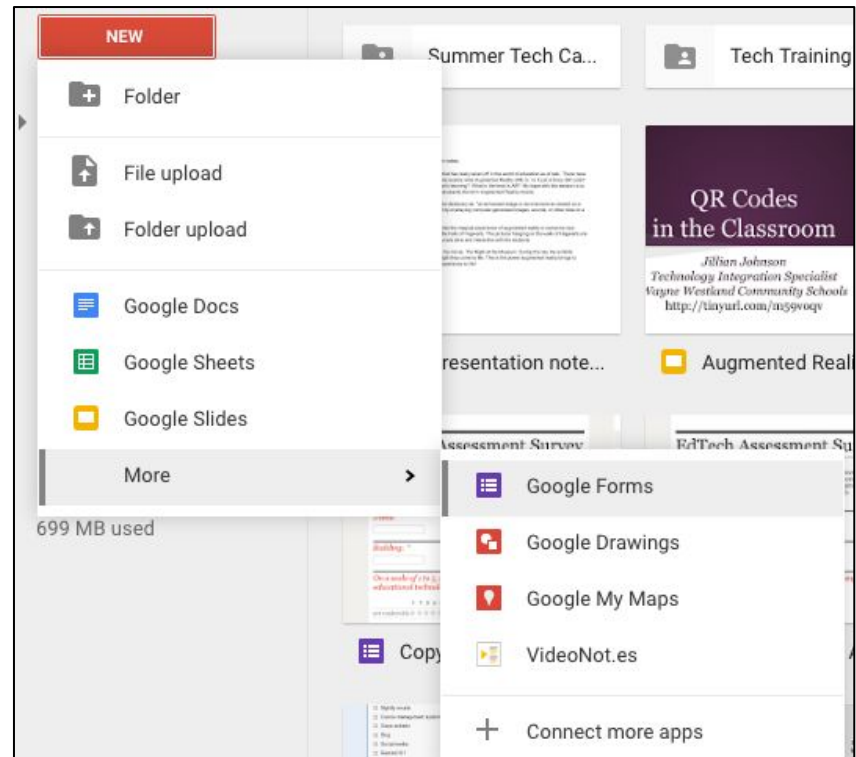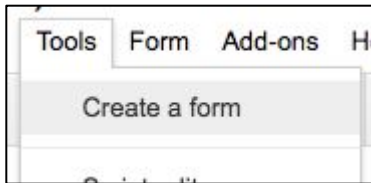
Let's create a Form

Using the data you signed in with. I'm going to display that information and then I'll have you create a form you may want your students to use.
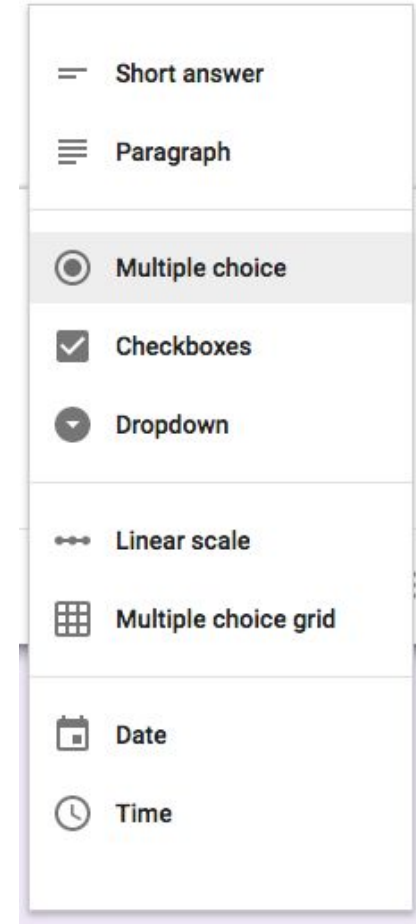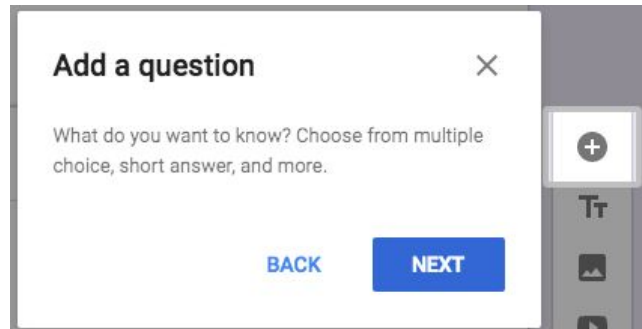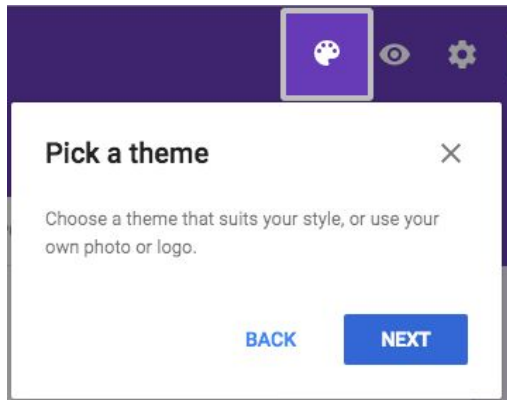

The advanced options are now housed in a **data validation** option.

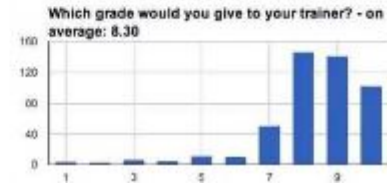Options like minimum characters, etc.

Adding Questions

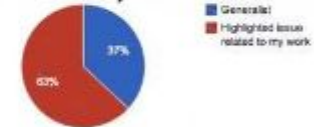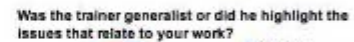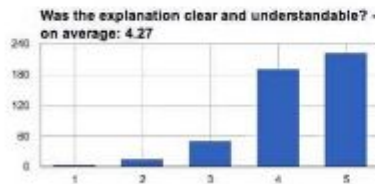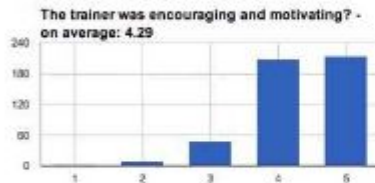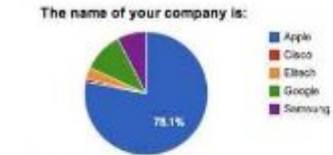One of the most useful features of Google Drive is the ability to create forms.

- When you create a new form you're presented with **Form Settings** ⚙

Form Response Examples

Sharing Forms

Send via ✉ 🔗 ‹ › G+ f 🐦

Link

http://goo.gl/forms/e7bYc0bLlpqbioV82

☑ Shorten URL

Press ⌘+C to copy

CANCEL   **COPY**

Send via ✉ 🔗 ‹ ›

Email

To

"Jordan Ewert" <ewertj@wwcsd.net>,

Subject

Google Apps Form

Message

Use this for summer tech camp

☑ Include form in email

Send via ✉ 🔗 ‹ › G+ f 🐦

Embed HTML

<iframe src="https://docs.google.com/a/wwcsd.net/forms/d/e/1FAIpQLSeB

Width   760 px   Height   500 px

CANCEL   **COPY**

Creating and Editing a Drawing

Let's collaborate and have fun!

Your instruction: To PLAY
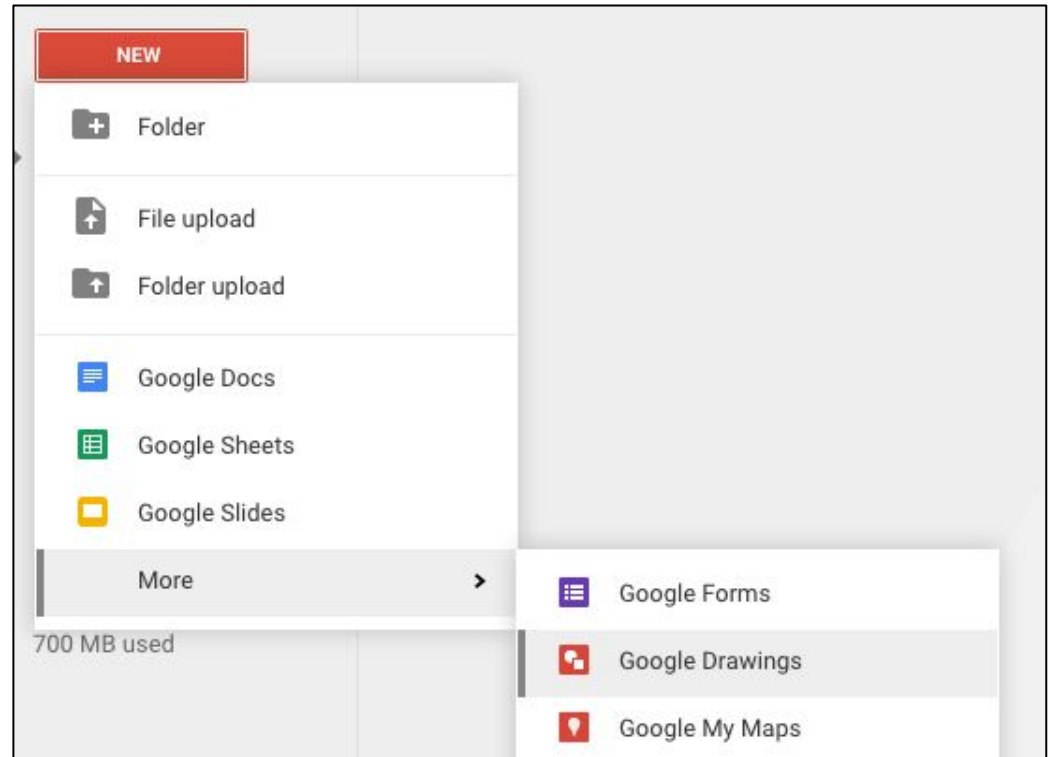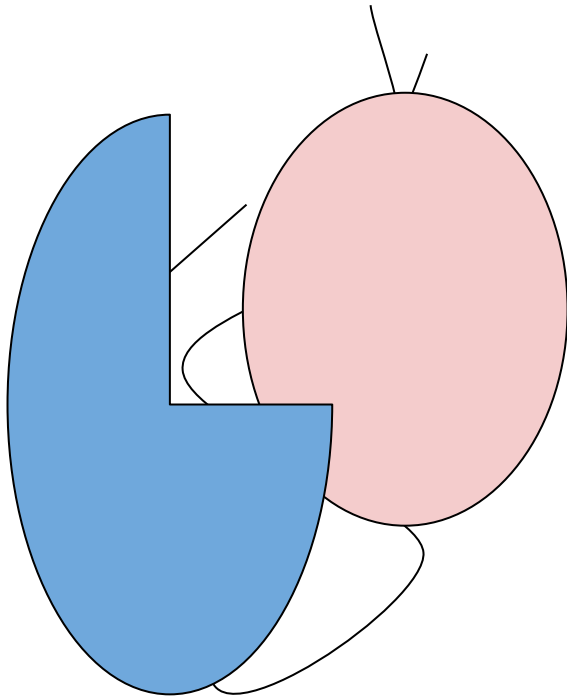
Insert a Drawing

In Google Docs, Sheets, and Slides you can immediately create and edit a Google Drawing. This is extremely useful for marking things up or adding a sticky note to the work.

In Google Docs
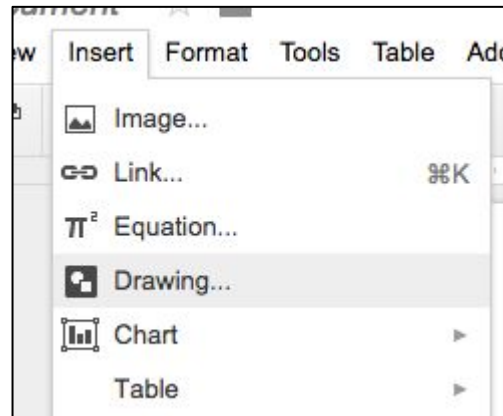
In Google Sheets
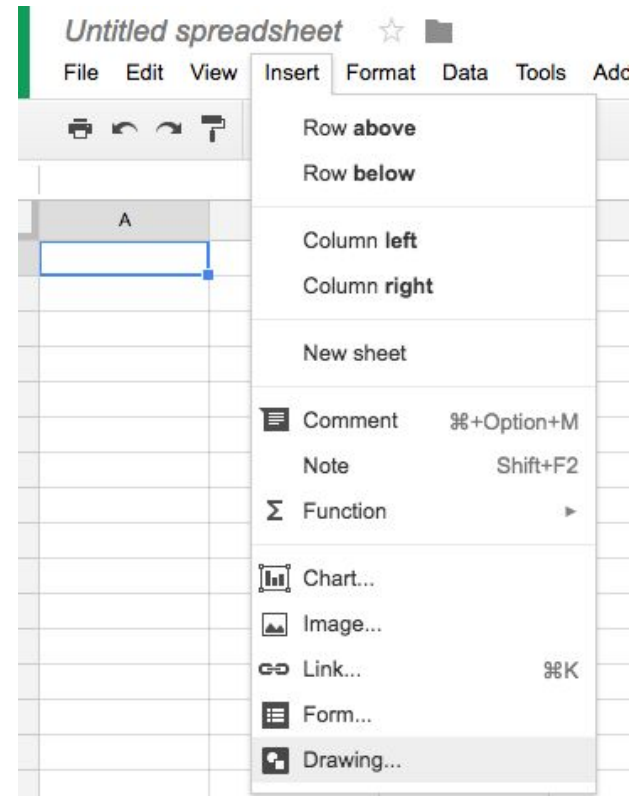
As you may have noticed, you can insert a Google Drawing, Chart, Equation, Image, etc into nearly every Google Application.

Pasting a Drawing

As you know, any Google Application can be emailed, exported, or shared. There is one more feature I want to mention... Copy and Paste from web clipboard.

This way you don't even have to save the file, in this case a drawing, at all!
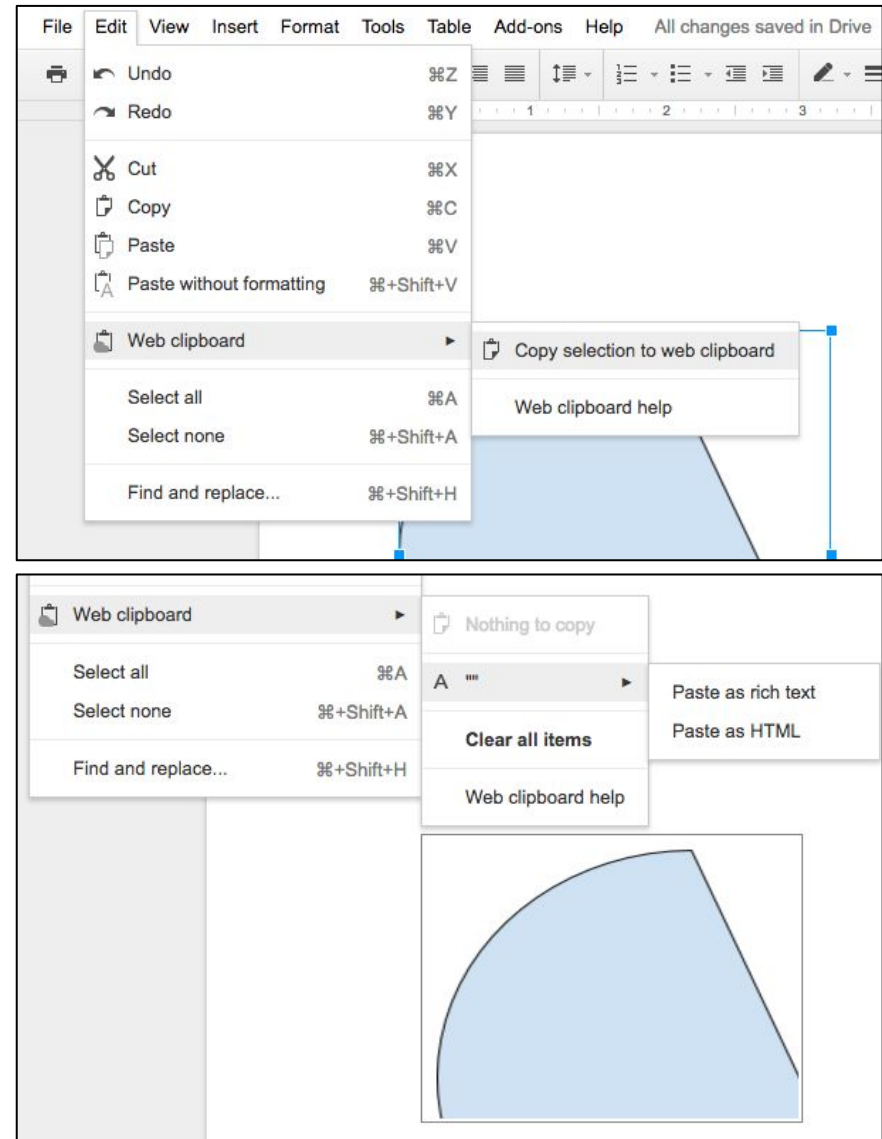
BREAK!

Questions?

We will conclude today with sharing features of Google Drive

Email Attachments

In Google Drive Apps all changes are saved in real-time. However, you can "**Download As**" your file in a PDF, .ppt, or JPEG (slides), a .Doc file, .ods, text file, or PDF (docs), or .xlsx, .ods, or PDF (sheets) among others.
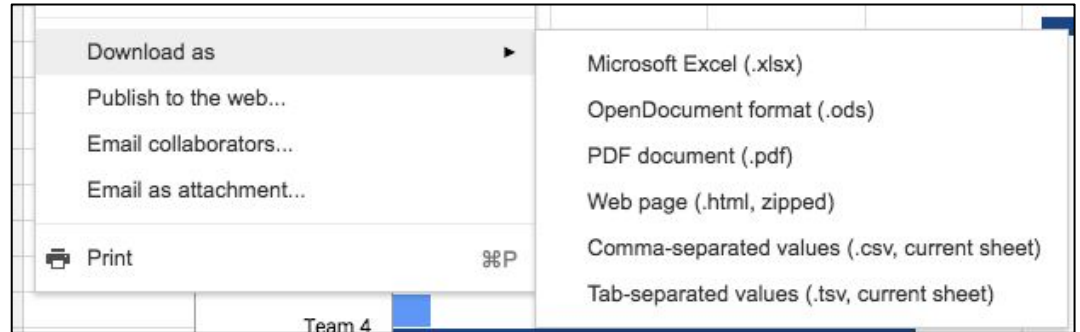
This is an example from sheets

In Google Drive Apps all changes are saved in real-time. However, you can "**Download As**" your file in a PDF, .ppt, or JPEG (slides), a .Doc file, .ods, text file, or PDF (docs), or .xlsx, .ods, or PDF (sheets) among others.

Collaboration with Google Drive

Comments

Reply to the comment

Comments can then be resolved

Revision history is also available. You can use this to see who wrote what, based on the color.

This is a great way to see WHEN and how OFTEN each student is contributing to the doc.

File   Edit   View   Insert   Slide   Format   Arra

Share...

New   ▶

Open...   ⌘O

Rename...

Make a copy...

Organize...

Move to trash

Import slides...

See revision history   ⌘+Option+Shift+H

Language   ▶
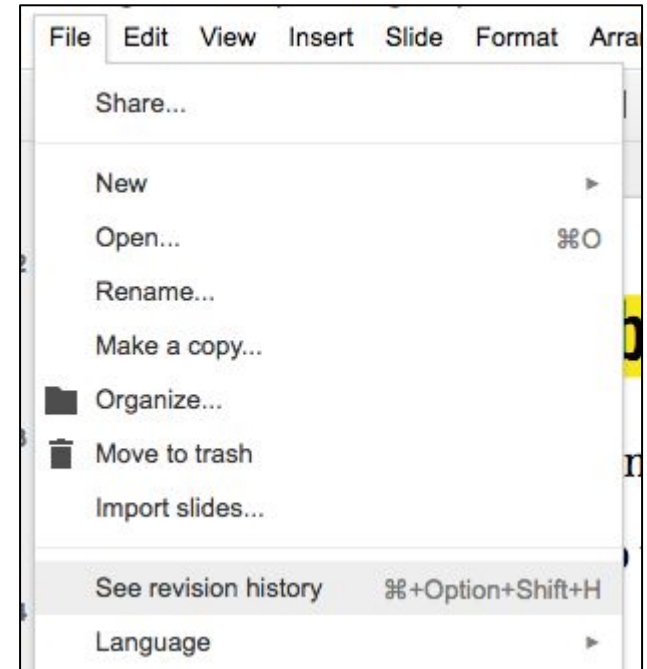
Sharing your Doc… or anything else in Drive

- Instead of attaching files to emails, share them! Google will send the recipient an email to let them know they have a new file shared with them.

Sharing your Files

Right–Click on a file and click either **Share** or **Get shareable link**. *Clicking the latter automatically turns on link sharing for this file. *Clicking "sharing settings" from this menu takes you to the same spot as the **Share** did (with link sharing still turned on).

Share allows you to control exactly who can view, edit with these options.
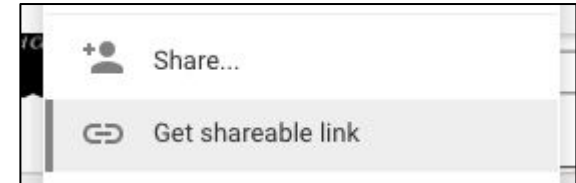
Link sharing

◯ 🌐 **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** - Wayne Westland Community Schools
Anyone at Wayne Westland Community Schools can find and access.

◉ 🏢 **On** - Anyone at Wayne Westland Community Schools with the link
Anyone at Wayne Westland Community Schools who has the link can access.

◯ 👥 **Off** - Specific people
Shared with specific people.

Distribution Protocol

Ideas for giving files/folders to students:

- Write the URL on the board (students can "Move to folder" if you want them to keep it handy)

- Share it with their emails and have students find it in their "shared with me" drive

- Share a folder once and everything you put in it later with automatically be in that folder on their drive

  …With folders you only have to type in the students' email addresses one time (at the beginning of the year) and everything since you put in there at a later date will be shared with them.)

Copying to your Drive

Here is how you add a file to your drive when it's directly linked to a file, such as a Google Doc.
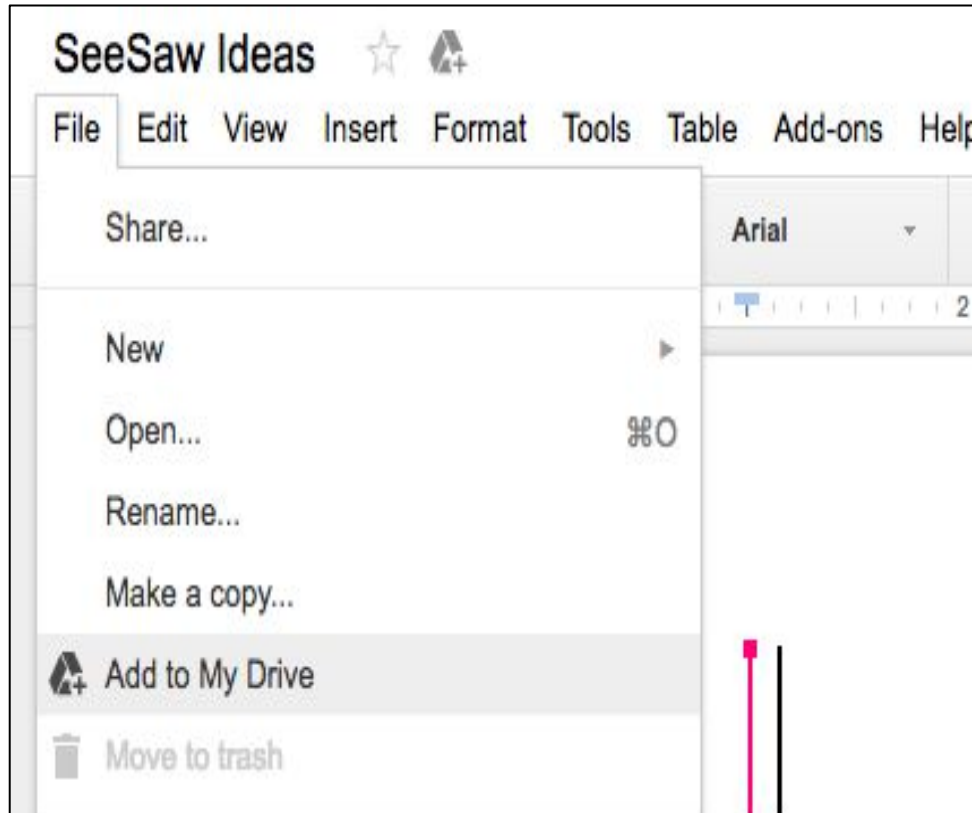
Files Shared with You

When a file is shared with you, you have to either make a copy of that file or save it to your drive to make it sync to YOUR drive. Otherwise, it's just a link inside your **Shared with me** section and can be removed anytime without you being aware of it.

If you make changes without making a copy first, all your edits will be seen as well!
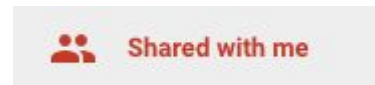
Web URL's explained

edit = editable file

preview = view only

copy = prompt to make a copy

Force a file to be Copied

a Copy ☆ 📁

t View Insert Format Tools Table Add-ons Help   Last edit was yesterday at 6:28 PM

↷ 🖌 100% ▾ Normal text ▾ Arial ▾ 11 ▾ **B** *I* U A ▾ co 目 ≡ ≡ ≡ ≡ ↕≡ ▾ ⅓≡ ▾ ≔ ▾ ⟜ ⟞ 𝑇ₓ

It's so easy to prompt users to make a copy of a doc, sheet or slide! Just change the word edit to "copy."

Remember, your sharing settings will still apply. So users need to have viewing rights in order to make a copy.
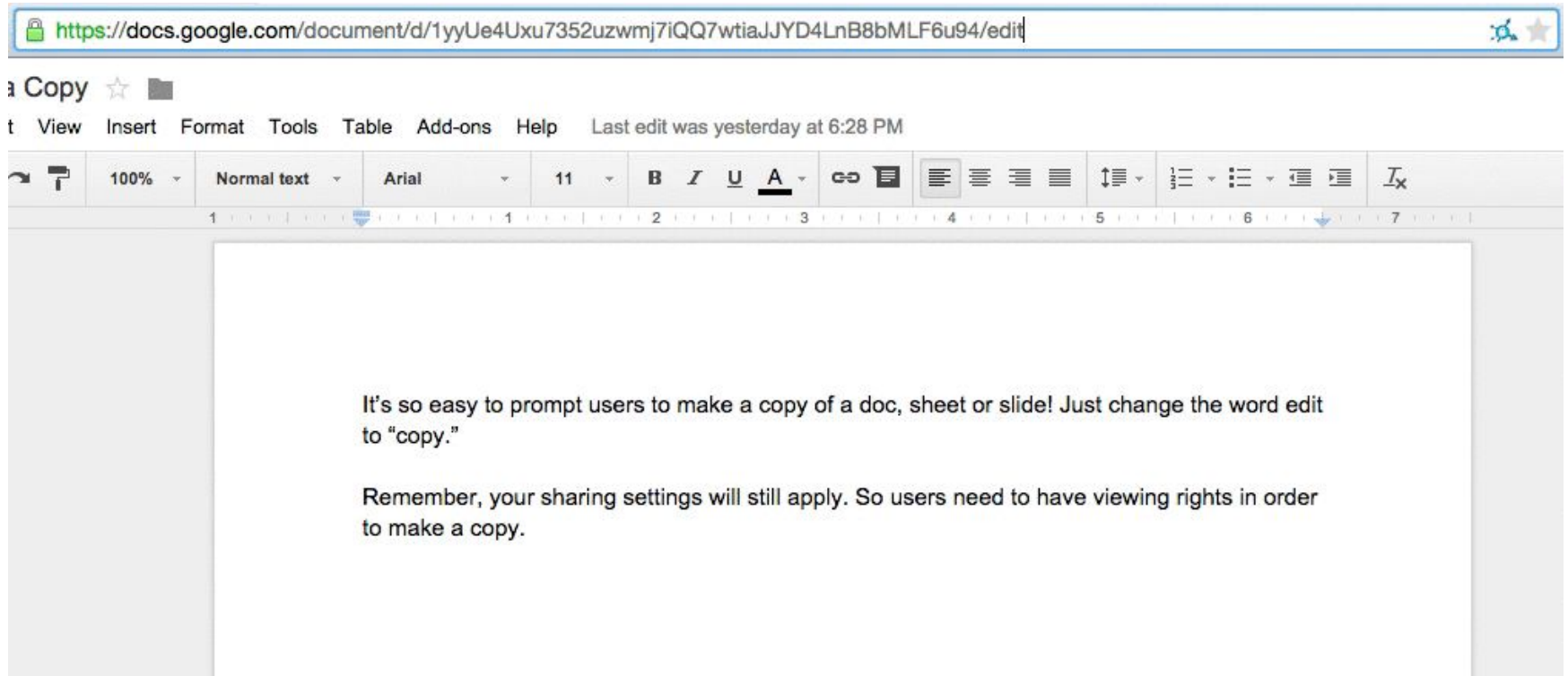
Force a Preview view display

https://docs.google.com/document/d/1SxyS9d61fDped4Y6Vq9JH62m6N4Vp7u_Re2_Ht-Pxe8/edit

Easy Way to Preview Google Docs, Sheets and Slides ☆ 📁

File   Edit   View   Insert   Format   Tools   Table   Add-ons   Help   Last edit was 22 minutes ago   Draftback (393 revs)   Co

This little secret was revealed in an Apps Show episode last week. There is an even easier way to allow others to preview a Google Doc, Sheet or Slide presentation. Instead of going through the sharing settings, or grabbing the shareable link, simply change the word, "edit," in the url to "preview." No matter if there are characters after the word edit or not, this should work.

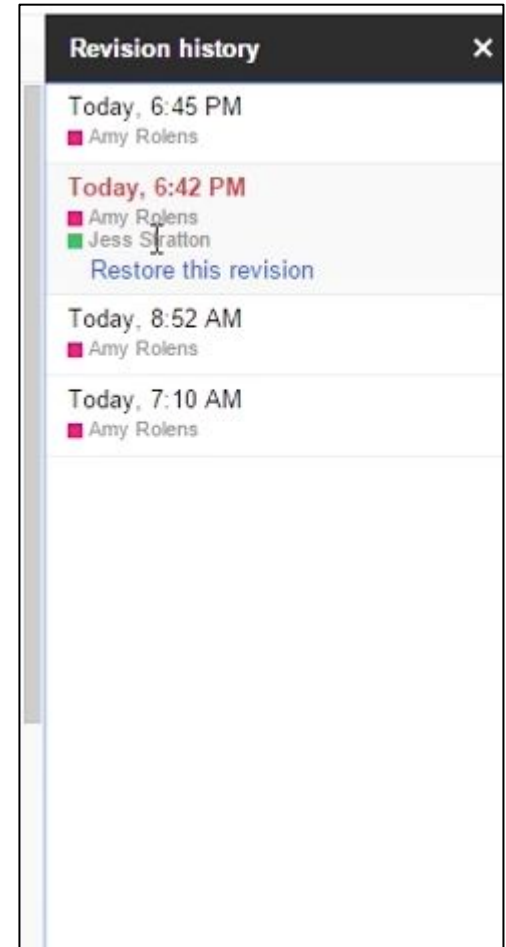# Working with Revisions

Google Docs has change tracking built in, no need to turn them on.

Previous edits can be viewed by clicking on the **"last edit was made…"** and seen on the revision history section. It's here you can restore versions.

If you want to restore an old version and keep the current, just make a copy first.
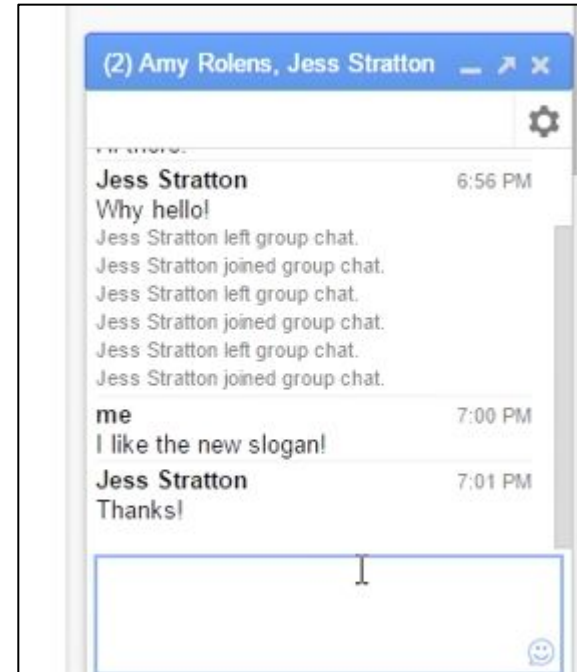
Editing Simultaneously

Clicking the chat icon 💬 will let you initiate a chat when other collaborators are viewing the document with you.

Let's try this now with our Spreadsheet.

Ask any other questions in the chat box now.

Edits will be displayed in a different color for each user with their name above the cursor.
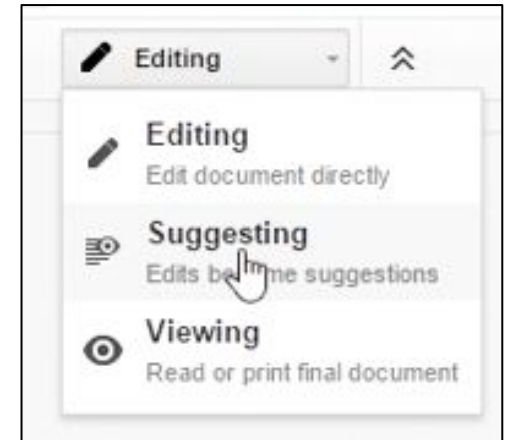
Suggested Edits

If you don't want your document to be edited, but rather *suggested*, you can do this by switching from Editing to the Suggesting mode.

Once you're in this mode, any changes you make will turn into **future suggestions** that can either be accepted or rejected.

Suggested edits work very similarly to Microsoft Word's "track changes" feature.

Addons

Addons add on. You'll need to experiment with add on's yourself... because there are so many of them and many are designed for one specific Google App file.

I know... it's a lot.

- Form Ranger
- Form Limiter
- AutoCrat
- Doctopus
- Chrome Speak
- Licid Chart
- Lucid Press
- Piktochart
- Awesome Screenshot
- Webpage screenshot
- Easy Bib
- Google Translate
- Thesaurus

First, some resources you can check out...

Check out the latest on Google Drive, such as new features and interfaces that roll out at https://drive.googleblog.com/
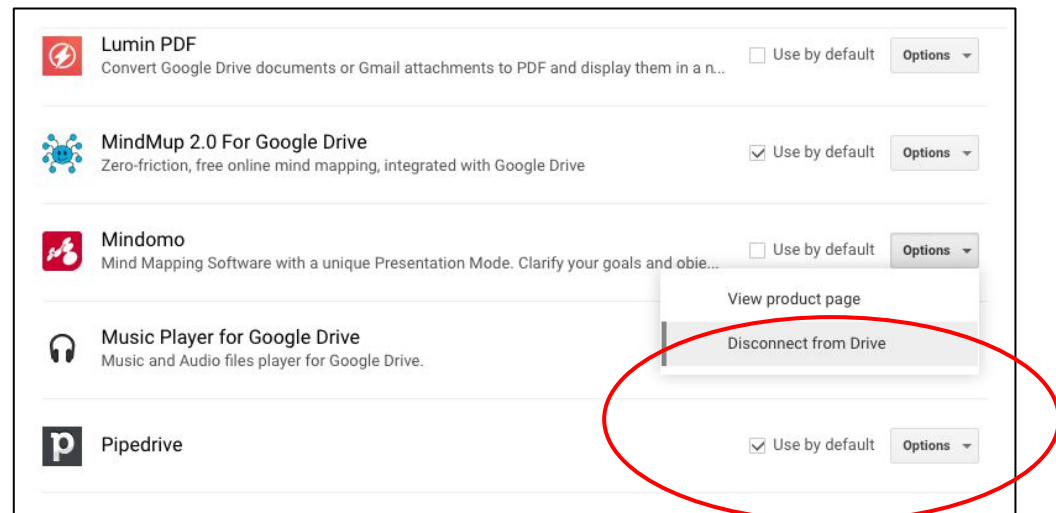 Or https://connect.googleforwork.com/community/customers/apps/launch-announcements

Install Google Drive on your computer for even easier access to your favorite files. Choose what files to sync to your computer and what to keep on the cloud.
https://www.google.com/drive/download/

Managing Extensions (Apps)
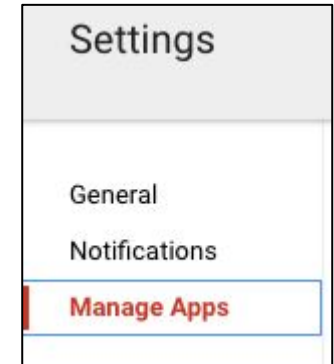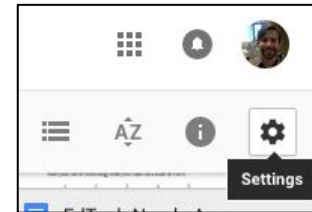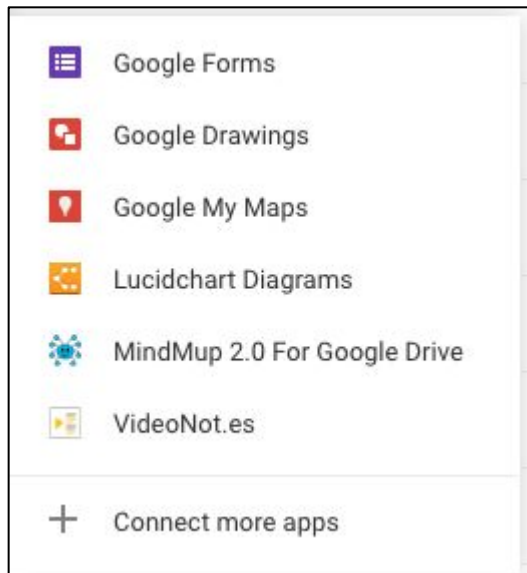
Eventually... You may need to
manage them and disconnect a few

You can always
connect more apps

Addons

[FormRanger](#) (form)

- Auto-populate drop-down lists in Forms from spreadsheets
- Ensures consistency needed for further automation
- Uses: Students, staff, activity lists

[Form Limiter](#) (form)

- Sets a closing date for responses instead of manually changing value later
- Sets maximum # of responses

[AutoCrat](#) (sheets & docs)

- Mail-merge personalize docs from spreadsheet data
- Pull form data into templated Google Doc & distribute via email automatically (great for progress reports)