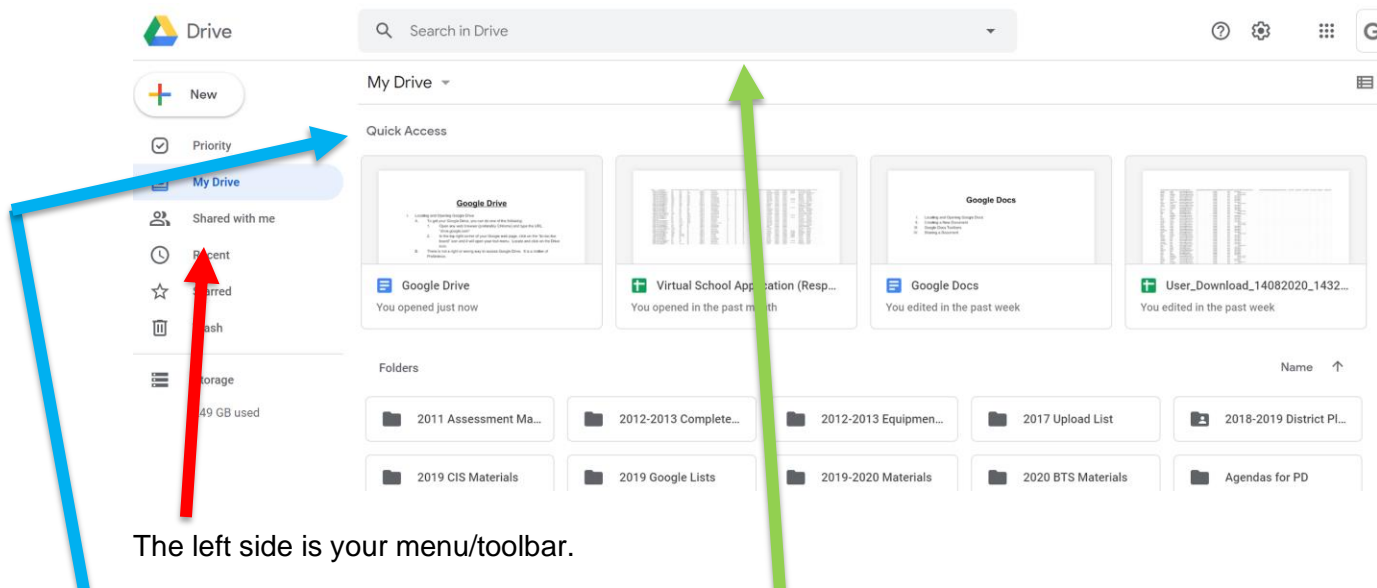


Google Drive

I. Locating and Opening Google Drive

- A. To get your Google Drive, you can do one of the following:
 1. Open any web browser (preferably Chrome) and type the URL “drive.google.com”
 2. In the top right corner of your Google web page, click on the “tic-tac-toe board” icon and it will open your tool menu. Locate and click on the Drive icon.
- B. There is not a right or wrong way to access Google Drive. It is a matter of Preference.

II. The Google Drive Dashboard



The left side is your menu/toolbar.

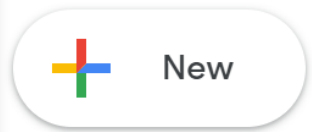
Across the top, is a search bar where you can search for a file in your Google Drive without having to scroll through the files.

There is a “Quick Access” section located near the top. Think of this as your “recently used” files.

Below this area, there will be your folders first then your individual files.

III. Creating Folders in Google Drive

- A. Your Google drive operates as a giant USB in the sky/cloud. It does not have to be a Google product in order to put something in your Google Drive.
- B. Your Google Drive can be organized with folders and subfolders, just like your desktop, a USB, etc.

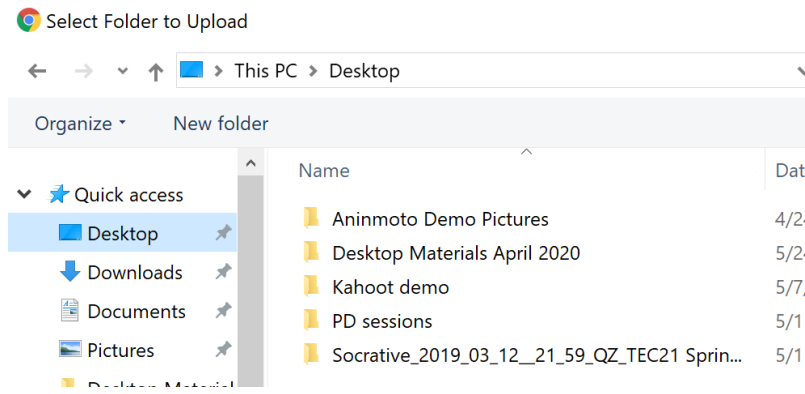


- C. To create a folder, click on the “New” icon.
- D. Click on the first option “Folder”. The screen below will appear. Name your folder and click the “Create” button. _



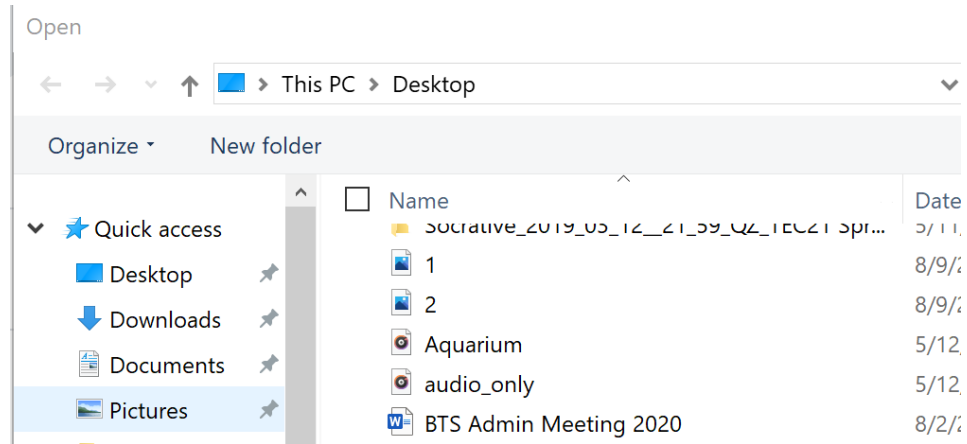
- E. If you have a folder on your desktop that you want to upload to your Google drive, all you have to do is click the “New” icon and select “Folder Upload”. It will open a dialog box asking you to select your folder to upload. Click on the folder you need and follow the prompts to accept it and begin the upload. Any files or subfolders in the folder you choose will be uploaded as is. **PLEASE NOTE: This action does not remove the folder from your desktop. It makes a new copy in your Google Drive.**

The example below shows how to select a folder from your desktop.



IV. Uploading Files to Google Drive

- A. There are going to be times when you want to save a file, image, spreadsheet, Etc., to your Google Drive.
- B. You can put any type of file in your Google Drive.
- C. If you simply need to upload a file, and not a folder, click on the “New” icon.
- D. Select the second option from the menu which says “File Upload”.
- E. The same type of dialog box opens as does for “Folder Upload”, but this time it is a list of files as seen in the example below.



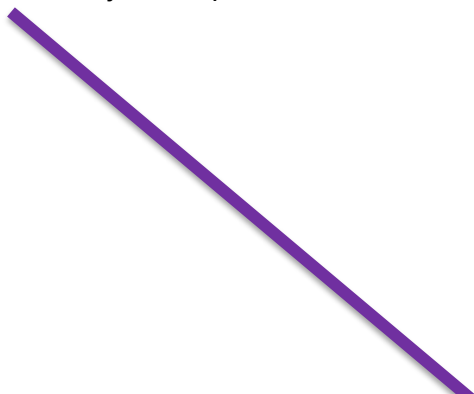
- F. Select the file(s) you wish to upload to your Google Drive and follow the prompts to continue.
- G. A progress circle will appear in the bottom right corner showing you the progress of all of the files to be uploaded.

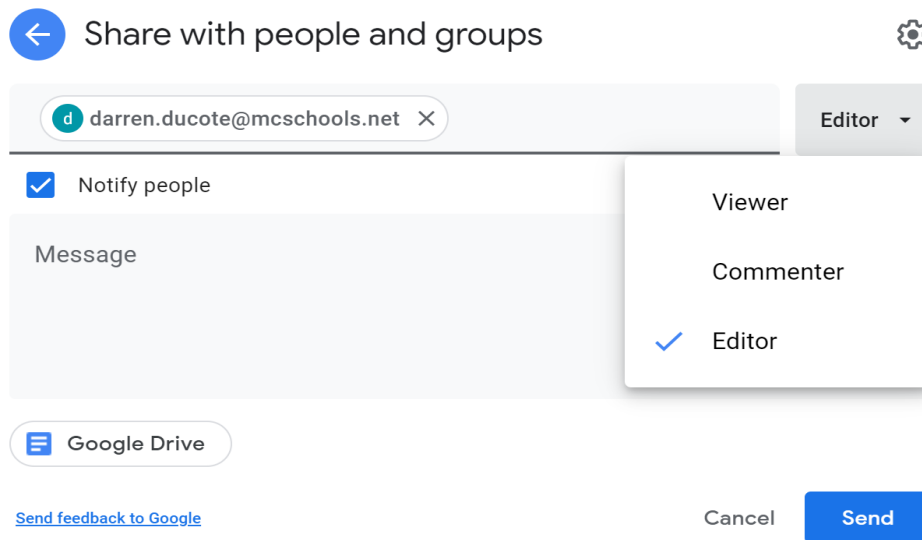
V. Finding Shared Files in Google Drive

- A. There will be times when people throughout the Monroe City School district will share important files or information with you through Google Drive.
- B. These will be located in the “Shared with Me” section of the Google Drive menu.
- C. Remember, you MUST be logged in to your official MCS Google account to access files shared with you by another MCS employee.
- D. Click on the “Shared with Me” menu icon, and you will see all of the files shared with you.
- E. If a person shared numerous files with you, then you may see the files divided by the person’s name.
- F. You can download a copy to your drive, but you cannot change the original document unless the owner/sharer allows you those privileges.

VI. Sharing a File with Others

- A. You can share any file or folder in Google Drive. If you are in the file itself, you can right click on the file and select “Share” from the drop-down menu.
- B. You can also click on the first icon on the menu bar (located at the top right of the Google Drive screen) to get a shareable link. See Menu section below for more information.
- C. When you share a file, you will see the box below. It is important to click the “Gear” to adjust the permissions.





When you add a person's email (Google Name) to the Share box, if they have a legitimate MCS account their name/email address will fill in as Darren's has in this example. Once you have added someone, the Editor button will appear and become active. Click the down arrow to select the role(s) you want the receivers to have for this document/folder. Editor is default. You can add a message in the space provided. Make sure the box next to "Notify People" is checked so the people will be notified that you have shared a file with them. The click "Send".

The gear will adjust permissions. When you share with other people (and you CAN share with someone outside the MCS system), you need to decide what you want them to be able to do with the file.

1. Editors can change the file in any way.
2. Commenter can make suggestions (more about that in Google DOCS) and comments, but it does not change the original text.
3. Viewers can see the document, but not change or comment.








← Share with people settings

- Editors can change permissions and share
- Viewers and commenters can see the option to download, print, and copy

With the "Gear", you can allow editors to change permissions and share with others without your knowledge. That is the default choice. Make sure you uncheck that box if you don't want them to have those permissions.

VII. The Menu Bar – Located in the top right portion of the Google Drive dashboard.




- A. You can share a file with others by sending them a link to a file/folder. To do this, click on the first icon  above. It will give you a link to copy and paste into an email.
- B. The second icon  will allow you to share directly from Drive without having to open the file or folder.
- C. The third icon  only appears on certain files and it will allow you to preview the file.
- D. The fourth icon  allows you to easily delete a file or folder. Be careful... once it is deleted, it is deleted for good.
- E. The fifth icon  allows you add something direct to Drive if you are previewing a file/folder.
- F. The three dots will open the same file as when you right click on a file or folder.
- G. The next icon  allows you to toggle the view of your Google Drive between a list view and a grid view. It is a matter of personal preference as to which view you choose.
- H. The last icon  is the “Information” button. With this tool, you can actually pull up all of the activity/edits/etc., that have taken place on a file or folder.

[Details](#)
[Activity](#)


Earlier this month

Last year

Dec 18, 2019




You edited an item




2018 BTS New Teachers




Dec 10, 2019



Serena White changed permissions on an item



2018 BTS New Teachers

	Amber Estep	Can view
	Deann Taylor	Can view
	Alicia Rollins	Can view

[Show all](#)

“Details” simply tells you the basics about the file. When it was created, who owns the file, etc.

You will get more information from the “Activity” option. Simply select that option by clicking on it.

This is an example screen from a file I have created. I can see that I edited the file on December 18, 2019.

I can also see that on December 10, Serena White changed permission on the file for three people.

If you give students a group activity and share a document with them to complete, I can see when each student accessed and worked on the document. That eliminates some students hiding behind the work of other students.

This can be used to see when teachers edited a document/file as part of group work, as well.

VIII. Extra Cool Tools in Google Drive

- A. If you want quick access to a file (whether shared with you or your own file), you can “star” the file and it will be an easy-to-locate file in the “Starred” menu items. This is kind of like your “Favorites” folder.
- B. If you need to create a document, spreadsheet, etc., you can click on the “+ New” icon and you will have option to create a file using one of the Google Tools, or one that you have added to your Google Gsuite account.