Google Drive Curriculum

# Introduction

## Google Drive is a free service from Google that allows you to store files from your computer online and access them anywhere using the cloud. Google Drive also gives you access to one of Google's most popular services, Google Docs.

## Google Docs is a free, web-based application for creating documents, spreadsheets, and more. In this lesson, you'll learn more about Google Drive and Google Docs and how the cloud can help you in your everyday life.

# Getting Started

## Create a Google Account:

### Go to [www.google.com](http://www.google.com)

### Click Sign-In button, create an account

#### Create username, password, etc.

#### Go through how to create a secure password

## Google Drive found in top black bar

### Installing Google Drive on your computer (step students through this but don’t download the actual Google Drive onto the TTL computer desktops)

#### Click on Install Google Drive for PC

#### Review Terms of Service and click Accept and Install

#### Follow step-by-step instructions for installation

#### Sign in to Google Drive with email and password

#### Follow the Getting Started window instructions

#### After finishing the Google Drive installation, the Drive will automatically add a shortcut to your desktop

# Accessing Google Drive

## Go to [www.google.com](http://www.google.com), sign in to Google Account and click on Drive from the black menu bar at the top of the page

## If you have downloaded the Google Drive icon to your own personal computer, you can also access it by clicking on the Google Drive icon in the startup menu and selecting Open Google Drive folder from the drop-down menu.

## Click on the following link and use the interactive for the students to step them through the Google Drive interface: <http://www.gcflearnfree.org/googledriveanddocs/2.5>

# Creating Google Docs in Google Drive

## Six types of documents you can create: documents, spreadsheets, presentations, forms, drawings, and tables

## To create a new Doc:

### Navigate to Google Drive

### Click on Create button and select type of document you want to create

#### The new document will open in a new tab in the browser

### Rename document by selecting “Untitled Document”

#### Explain to students that Google Drive automatically saves the document as you work on it, so you don’t have to save manually

### Have students create a bulleted list in the document, show them how to change font, size, color, and other formatting tools in the menu bar

# Uploading Files to Google Drive

## Google Drive gives you five gigabytes (5 GB) of free storage space to upload files from your computer and storethem in the cloud. There are two main types of files you can store on your Google Drive:

### Files you can edit, like Microsoft Office files, PDFs, and other text-based files.

### Files you cannot edit, like music, videos, compressed archives (.zip files), and most other files.

### Once you upload a file, no matter what type of file it is, you'll be able to manage, organize, share, and access it from anywhere. And because the files on Google Drive are synced across your devices, you'll always see the most recent version of a file.

### You can also preview many different file types, even if you don't have the software required for that file on your computer. For example, you can use Google Drive to preview a Photoshop file, even if Photoshop is not installed on your current computer.

### Conversion isn’t always perfect depending on the level of formatting used in the original

## Uploading files on Web

### Select upload button

### Select files from menu bar

### Locate the file in the computer and click open

### Check upload settings

#### Check the first box if you wish to convert some types of files into Google Docs format. After the files are converted, you will be able to edit them. Remember, some of the formatting from your original file may be left out of the converted version

#### Check the second box if you want PDF and image files to be converted into text documents. Again, note that the converted docs may contain errors.

#### Check the third box if you would like to review these settings each time you upload a new file. We recommend that you do check this box, so that you can always choose the best settings for the file you're uploading.

### Once the file has been uploaded, it will appear in your Google Drive

### Have students upload picture on computer to Google Drive

# Sharing and Collaborating with Google Docs

### Google Docs can be shared to allow multiple people to edit the same file, allowing for real time collaboration

### Example: Let's look at the example of Olenna, an art teacher who uses her Google Drive to organize letters, lesson plans, and more. Olenna's files include:

#### Files she keeps private, like her spreadsheet with classroom expenses

#### Files she lets others edit, like the lesson planning documents she creates with her co-teacher

#### Files she shares publicly and doesn't let others edit, like the newsletters and announcements she shares with her students and their parents

#### Files that others share with her, including ones she can edit, like her co-teacher's supply inventory, and ones she can't, like a schedule sent to her by the principal

##### As you can tell, no single sharing setting would be right for all of Olenna's files. The settings you choose for each of your shared files will probably depend on why you're sharing it in the first place.

### Choosing Sharing Settings for a File

#### You can choose to either share your file with a limited group of people or a large one. When you share a file with alimited group of people, your collaborators must sign in to a Google Account to view or edit the file. However, when you share with a larger group, or make the file public, your collaborators will not need a Google Account to access the file.

#### To Share a File with a Limited Group of People:

##### Locate and select the file you wish to share.

##### The file action buttons will appear at the top of the page. Click the Share button.

#### Sharing a file from your Google Drive

##### The Sharing settings dialog box will open. In the Add people: box, type the email addresses of the people you'd like to share the file with.

##### Click the drop-down arrow next to each person's name to decide whether they can edit, comment on, or justview the file. Remember, only files in Google Docs format can be edited online by different people.

#### Adding people to share the file with

##### If you'd like, you can add a message that will be emailed to the people you share the file with. You might use this message to explain the file, or let them know why you're sharing it with them.

#### Adding a message about the shared file

##### Google Drive calls the people you share files with editors. By default, editors are allowed to invite new people to access the file. If you want, you can prevent this by clicking [Change]. A second Sharing settings dialog box will appear.

##### Select Only the owner can change the permissions. Then, click Save to return to the first dialog box.

#### Changing the sharing settings to prevent other editors from re-sharing the file

##### Click Share & save. Your file will be shared.

##### Clicking Share & save

#### Whenever you share a file, that file will be marked as Shared on your Google Drive.

### Have Students share their Google Doc with [ttechlab@gmail.com](mailto:ttechlab@gmail.com)

### Review the following interactive with the students about collaboration in Google Drive: <http://www.gcflearnfree.org/googledriveanddocs/6.4>

# Printing Google Docs

## Three ways to print a Doc:

### Clicking the Print button .

### Using the keyboard shortcut Ctrl+P (Windows users) or Command+P (Mac Users).

### Clicking the File drop-down menu and selecting Print.

## Printing a Doc:

### Locate and select the Google Document that you want to print.

### Opening a Google document

#### The Google Document will open in a new tab in your browser.

### Click the Print button. Google Drive will automatically download a PDF file of the document to your computer.

### Clicking the Print button

### When the download is complete, the Downloads dialog box will appear.

### Double-click to open the PDF file.

### Opening the PDF file

### Navigate to the File drop-down menu and select Print to open the Print dialog box.

### Selecting Print from the PDF File drop-down menu

### In the Print dialog box, set your print options for number of copies, page size, orientation, and more.

### Click Print to send the PDF file to the printer.

### Selecting printer options

### If you use Google Chrome as your internet browser, the process will be slightly different. Clicking Print will make a Print dialog box appear rather than a PDF file to download.

### Have students print out their Google Doc

# Questions???