

Island Trees MMS Staff Development - Wednesday, April 9, 2014

Google Drive - How To for Educators

Follow these prompts in order. More detailed instructions are in the pages listed.

Beginner - Tools & Tricks - Collaborating to Edit a Google Document File

- ❖ Open *Google Chrome*
- ❖ Sign in using your @islandtrees.net account (p. 2)
- ❖ Locate & open your *G-mail* account (p. 2)
- ❖ Open the e-mail from lcain@islandtrees.net
- ❖ Answer the survey - make sure you submit your responses (you will be sent to a new page)
- ❖ Locate & open your *Google Drive* (p. 2)

- ❖ Upload a Microsoft Word document (p. 2)
- ❖ Locate and switch between “tabs” (p. 4)
- ❖ Open the document in *Google Docs* (p. 3 - Edit Uploaded Files)
- ❖ Re-name the file (p. 4)
- ❖ Make some changes to it
- ❖ Download the file onto your computer again (p. 4)
- ❖ Go back into your *Google Drive*
- ❖ Share your file with a partner - select *can edit* it before you share it (p. 5-7)
- ❖ Open up a shared file that you’ve received (p. 8)
- ❖ Make some changes to it
- ❖ Other cool tricks to explore: (p.5-7)
 - Open a shared file at the same time with your partner to see collaboration in “real time”
 - Make a comment on a shared file
 - Respond to a comment made on a shared file
 - Resolve the comment to make it disappear
 - Track the changes made in your revision history by clicking “All changes saved in Drive”
 - Create Documents, Presentations, Spreadsheets, and Forms (p. 9-12)

- ❖ Before leaving, check your G-mail again, open the new e-mail from Lindsay Cain (p. 2)
- ❖ Answer the survey - make sure you submit your responses
- ❖ Have a good night!

Intermediate - Tools & Tricks - Creating a Form and Spreadsheet for Assessment & Data Collection

- ❖ Open *Google Chrome*
- ❖ Sign in using your @islandtrees.net account (p. 2)
- ❖ Locate & open your *G-mail* account (p. 2)
- ❖ Open the e-mail from lcain@islandtrees.net
- ❖ Answer the survey - make sure you submit your responses (you will be sent to a new page)
- ❖ Locate & open your *Google Drive* (p. 2)
- ❖ Create a *Form* using the step-by-step instructions (p. 9-12)
- ❖ When you are finished, ***make sure you can do everything listed above*** in the *Beginner* section
- ❖ Before leaving, check your G-mail again, open the new e-mail from Lindsay Cain (p. 2)
- ❖ Answer the survey - make sure you submit your responses
- ❖ Have a good night!

Getting Started

Sign In

- Open up the *Google Chrome* (recommended) web browser
- Visit drive.google.com
- Enter your log-in information *Confused? Search your staff e-mail - this was given to you in September 2013. Still confused? Contact John Rezek*

Locate Google Apps: Drive, Mail, Groups, etc.

- Click on the logo with 9 squares next to your login in name. Find this in the upper right hand corner.
- These are all of your Apps: *Drive, Mail, Calendar, Groups, etc.* The “hub” of Google.
- To get to your *Drive* Select *Drive* - this is will be the “*My Drive*” where you will access your files.



For iPad users:

- Download the **free Google Drive** app (not *Google Chrome*)
- Access your files on your smartphone or tablet
- However, *Google Drive* is most effective when used on a computer in *Google Chrome*

Student Sign In

- Username:** first initial + last name + @islandtrees.net (no spaces)
- Password:** FIRST NAME (all caps) + student number (no spaces)
- Students have the same access that you do
- They can create & share files with you, join discussion groups, and much more

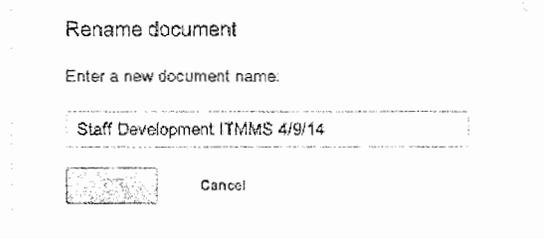
Using Tabs in an Internet Browser

- When you are using *Google Drive* in Google Chrome, Internet Explorer, and Safari, you will need to know that your files will open in new “tabs”
- You may click between the tabs to go back and forth between what you are working on
- This allows you to *easily* view different windows without moving things around
- See the **top** of the image below for reference:



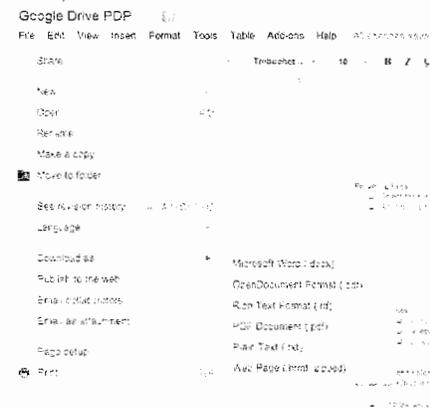
Renaming Files

- Select the file name at the top right corner (see image above: Google Drive PDP)
- Rename the file (see below)



Download Files

- To download your file back onto your computer:
- Select “File” and “Download as”
- Choose the format you would like to download it as (below)



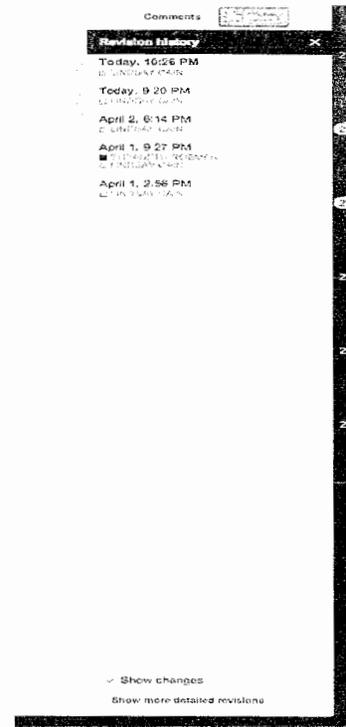
Can Edit

- Send files that your colleagues are able to edit (great for lessons, midterms, etc.)
- Check the revision history by clicking “All Changes Saved in Drives” (see below)

Add-ons Help All changes saved in Drives
Every change you make is automatically saved in Drive.
Last edit was seconds ago

Why should
Google Drive
the go. Here

- An activity log will show up in the lower right-hand corner of the screen (below)
- Here you will find the history of revisions that your colleagues have made (below)



- Changes made are time-stamped (above)
- Revisions made are shown in a different-colored font (below)

More Education-Friendly Resources:

Google Groups

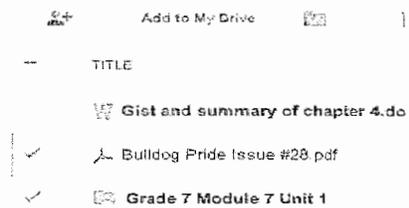
- └ Create a discussion board
- └ Invite your students and/or colleagues to join your group
- └ Create and respond to classroom discussions
- └ Students can work from home
- └ No “anonymous” posters
- └ Much like Edmodo - but students already have accounts
- └ Great for sharing educational content or having a “classroom” where students can ask questions, etc.
- └ See image below to find Groups

Receiving and Opening Up Shared Files

- From the Drive page, locate the “Shared with Me” option on the left (below)



- These files will not show up in your Drive unless you add them
- Select the files and add them to your Drive (below)



Collaborating on Shared Files

- Collaborating is so easy, effective, and fun with Google Drive.
- Below is an image of my cousin and I editing her 12th grade research paper about the negative impacts of reality television. *We were able to work on the same document at the same time!*

(Head 3). For example, MTV's Jersey Shore, took the reality TV genre by storm. The cast members were the most outrageous characters and society was immediately into their drama.

From the fighting to the crazy drinking, the cast was literally getting paid to party. But before the binge drinking and “smooching” made cast member, DJ Pauly D, a star he was just getting paid a few hundred dollars DJ-ing gig (Head 3).

The example these people are setting for the youth especially is atrocious. Young people believe this is how drinking should be. “Engels, Hermans, Van Baaren, Hollenstien and Bot (2009) found that watching different forms of media, including a movie clip with characters engaged in consuming alcoholic beverages, influenced students to drink more”



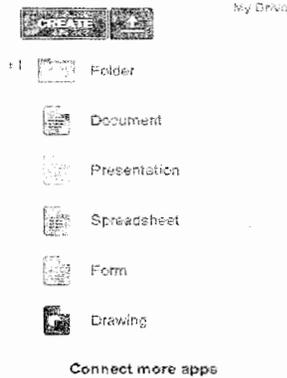
(Paredes, Cantu, Graf 26). Any kind of negative exposure to young people influences them

Create Drawings

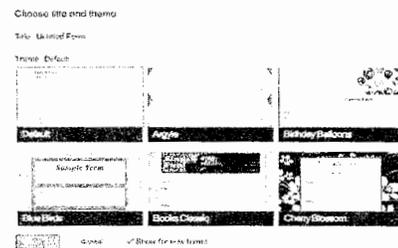
- Functions like *Microsoft Paint* or *Notability*
- Great for art education or technology education

Create Forms - Step by Step

- Select "Create" and "Form"



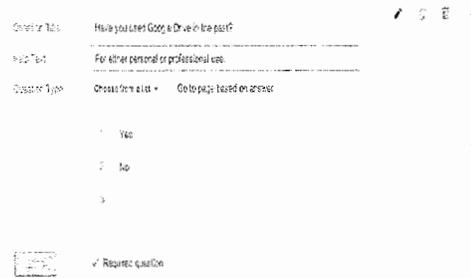
- Choose a title and theme for your form



- Choose Question Type:
 - Text (small text box)
 - Paragraph text (large text box)
 - Multiple choice (choose one)
 - Checkboxes (choose multiple)
 - Choose from a list (drop down menu - choose one)
 - Scale (on a scale from 1-5...)
 - Grid (create a grid of options)
 - Date/Time (drop down menus for entering dates/times e.g. Birthdate)



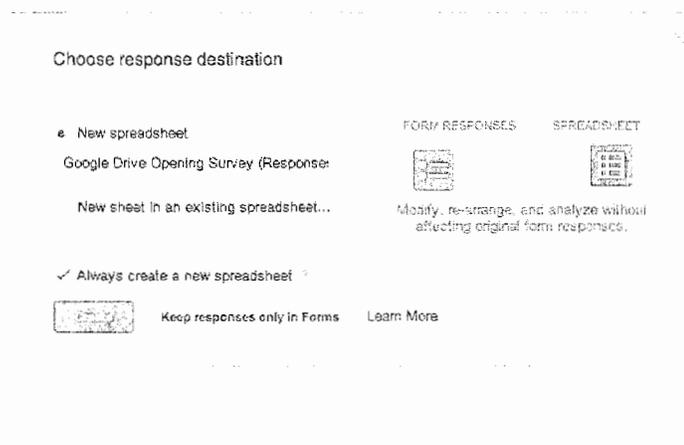
- Start asking questions/providing prompts



- Choose your response destination, accept/not accept response, view your live Form (below)



- Choose your response destination - answers will go in a new spreadsheet for data collection



- Send the form via Gmail or link to your students/staff
(Suggestions: link to your homework online page for at-home quizzes, getting-to-know-you, surveys, etc.)



Create within Google Drive

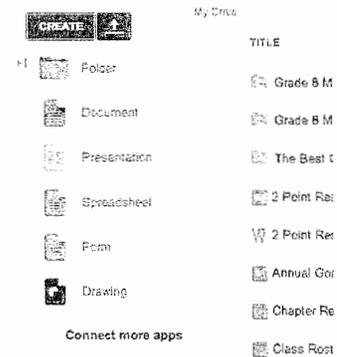
All changes are saved automatically and constantly!

Project ideas: Students have the same Drive access. They can share files with you.

- Google Drive files have their own icons. They look like this:



- To create files, click on “create” and choose the file you’d like to create (see below)



Create Documents

- Functions like *Microsoft Word*
- Also known as *Google Docs*
- This file was created with *Google Docs!*

Create Presentations

- Functions like *Microsoft PowerPoint*
- Also known as *Google Slides*
- Use your USB wireless presenter (remote) with *Slides*

Create Spreadsheets

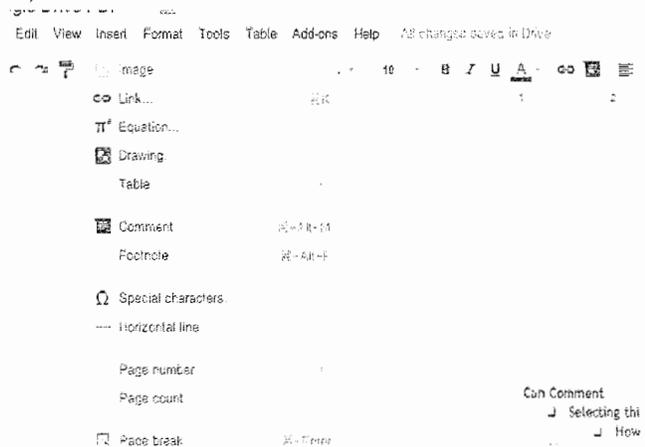
- Functions like *Microsoft Excel*
- Also known as *Google Sheets*
- Eliminates much of unnecessary the paper we use
- Runs hand-in-hand with *Google Forms*

Create Forms

- A must-have for teachers and administrators
- Students learning to survey and research can benefit from this option
- Create assessments, first day student info sheets, surveys, and much more
- Avoid* having to make photocopies and manually enter data
- Have hardcopies available for students with no internet or computer access
- Link your created *Forms* to your homework online page for student access

Can Comment

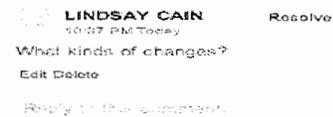
- Selecting this option allows colleagues or students to comment on a file
- How to comment:
 - Select a piece of text (highlight it with your cursor)
 - Select “insert”
 - Select “comment” (see below)



- Enter your comment(s) (see below)



- Colleagues can reply to these comments
- Anyone can “resolve” these comments & make them disappear



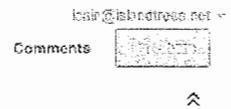
Can View

- This option allows people to to *view* the document only
- Great for teacher to students; administrators to teachers; etc.

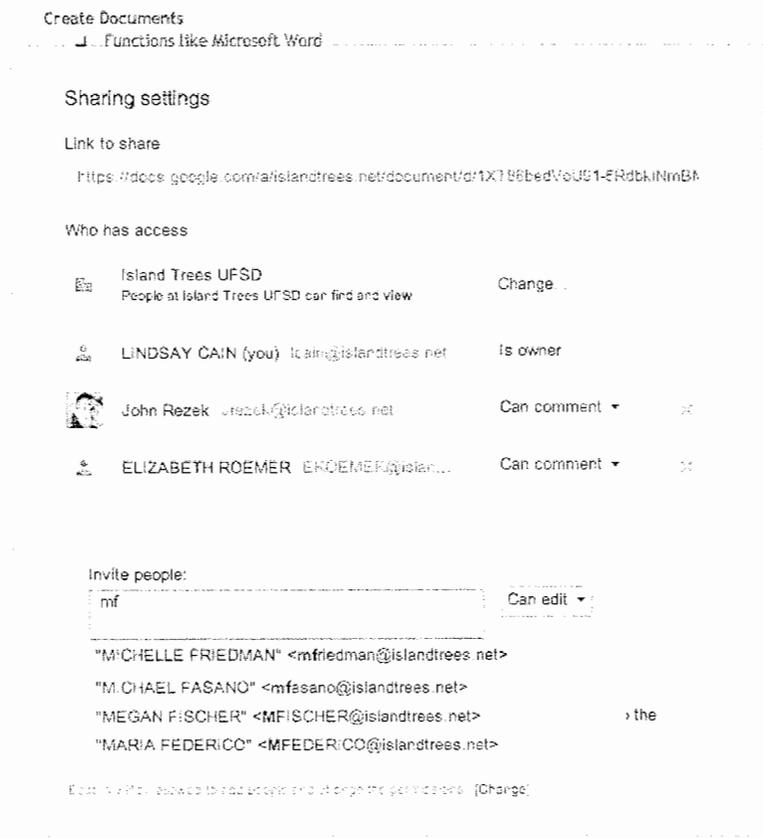
Share Files and Folders

Collaborate effectively on your own time! Avoid e-mailing several attachments to one another.

- ❑ Find the share button (see below)



- ❑ Add the names of those you'd like to share your file(s) with (see below)



- ❑ Allow your collaborators to **edit**, **comment**, or simply **view** your files by selecting the item from the drop down menu (see picture above)
- ❑ Read about the differences between your options and the importance of making the choice (you will be sent to a new page **BEFORE** sharing your file (below))

Transition from hard drive to *Google Drive*

Relax! It's designed to be intuitive and much easier than you think.

Upload Files and/or Folders



- Click the “upload” icon (see picture above)
- Select the files or folders you want to upload
- A window at the bottom right should show you the progress of your uploading files. See below:

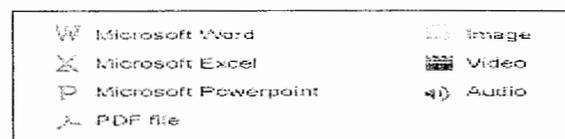


- The files and folders should then appear in your *Drive*
- Good news! Your years of created files can be uploaded! Microsoft Office: Word, PowerPoint, Excel, and more!
- Most Microsoft Office (Word, Excel, PowerPoint, etc.) are supported to *edit*.
- Generally, *most files* are supported to *view/listen*. *Music, too!*
- Folders** will take longer to upload.

Edit Uploaded Files

- Go to your *My Drive* (homepage)
- Select the file you want to edit (by checking the box next to it)
- Drop down the “More” menu in the upper center of the *My Drive* page
- Hover your mouse over “Open With”
- Select *Google Docs/Google Slides/Google Sheets* (depending on the uploaded file)
- Now you have a *separate* file that you can *edit*
- Some formatting might be a little different because the files are being converted, but no worries, it’s usually a quick fix

Uploaded files have their own icons. They look like this:



- What features does Google offer that can enhance instruction and student work?
- How can Google foster collaboration, drafting, reliable research, and efficiency?
- How easy are these features to use?

Google Drive lets you store and access your files anywhere -- on the web, on your hard drive, or on the go. Here's how it works:

1. Go to *Google Drive* on the web at drive.google.com
2. Sign in using your @islandtrees.net username and password
3. Throw your files in *Google Drive*.

Now your files go everywhere you do. Change a file on the web, on your computer, or on your mobile device and it updates on every device where you've installed *Google Drive*. Share, collaborate, or work alone: *your files, your choice.*

Access everything in your *Google Drive* from all your devices.

Your files are always waiting for you at drive.google.com, but you can also get them straight from your computer, smartphone, and tablet. Install *Google Drive* on multiple devices and *Google Drive* makes sure they're all the same. You can even get to your files after you go offline.

Keep files synced. Just connect to the web - it's pretty much automatic.

Any time your device has Internet access, it checks in with *Google Drive*. That ensures your files and folders are always up to date. *Change something on one device and it changes everywhere.*

Stop emailing attachments. Start sharing.

Google Drive lets you choose exactly who - friends, family, colleagues - gets your files. You don't need email attachments anymore. *Just share your file, folder, or Google Doc from any device.*

Keep collaborating!

Do you collaborate with others in *Google Docs*, *Sheets*, and *Slides*? *Google Drive* lets you continue to create, access, and collaborate in a version-free world.