

Google Basics

Drive

Agenda

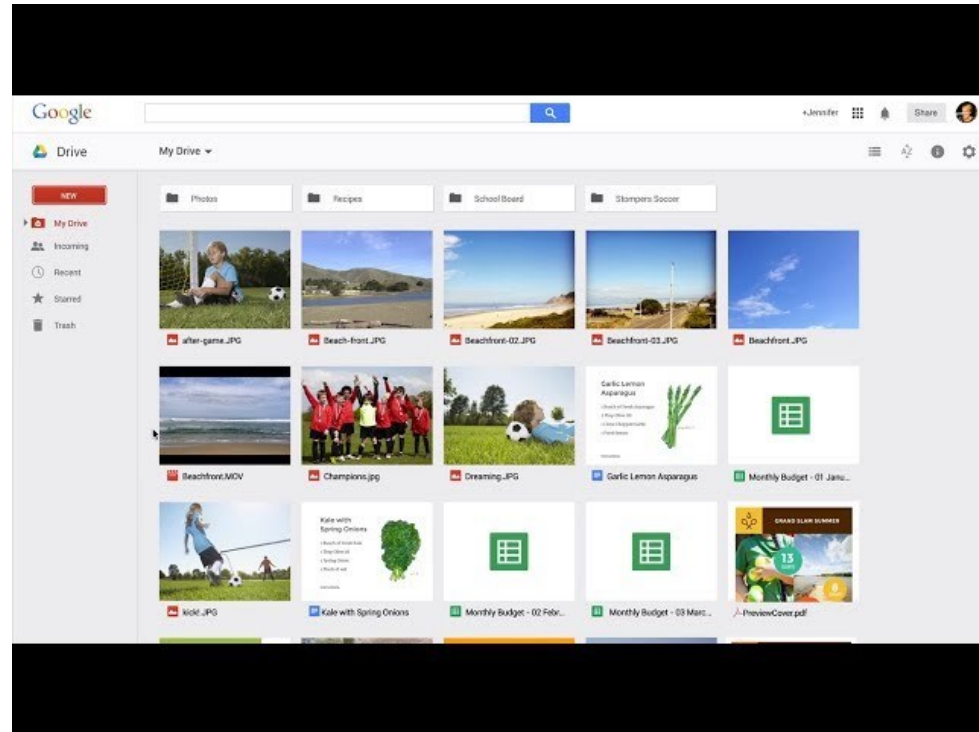
- A Walkthrough of Google Drive

Proficiency Checklists

Drive Proficiency Checklist

The New Google Drive

- Drive can be used on any tablet or computer
- Store and view all types of files
- Share all types of files and folder (view, comment, edit)
- Unlimited Storage for GAFE*
- Search files, folders and images based on keyword
- Offline access with online sync



Using Google Drive To Store Files



Google Drive



Google Docs



Google Sheets



Google Forms



Google Slides



Google Drawings

Google Drive is an integral part of your Chromebook. This is where you store all of your files, and where you can access files that have been shared with you, and share your files with students, teachers, and your greater school community.

Accessing Google Drive

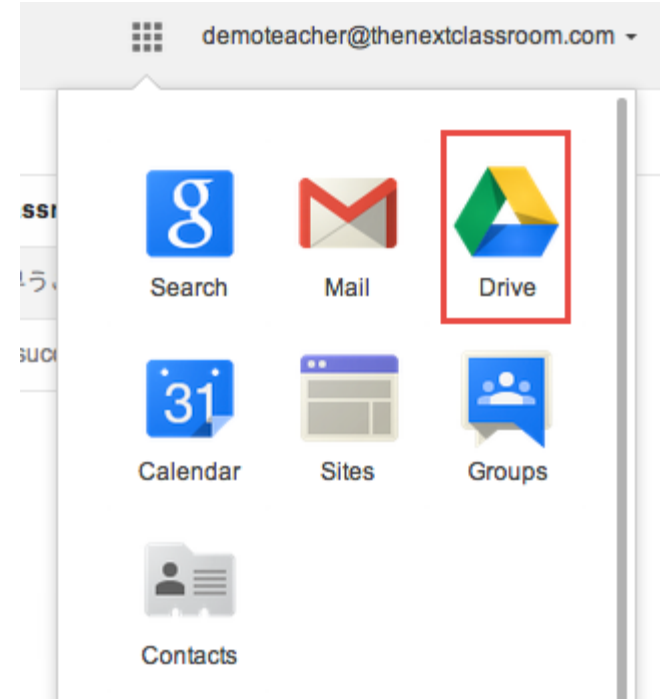
2 ways to get to Google Drive:

Navigate to:

drive.google.com

or

Use the “Apps Launcher”
and select the Drive icon.



Store Any File Type

Any type of file can be uploaded to Drive and stored for later use, and some files can even be edited directly, without having to convert them to a Google Docs format.



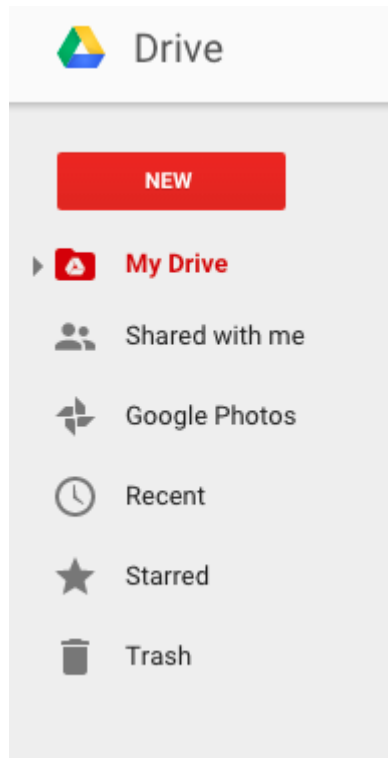
Store any file

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

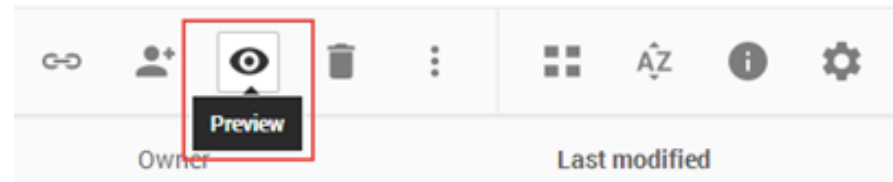
To learn about Drive and Office compatibility, check out this [video](#)

Navigating and Previewing Drive

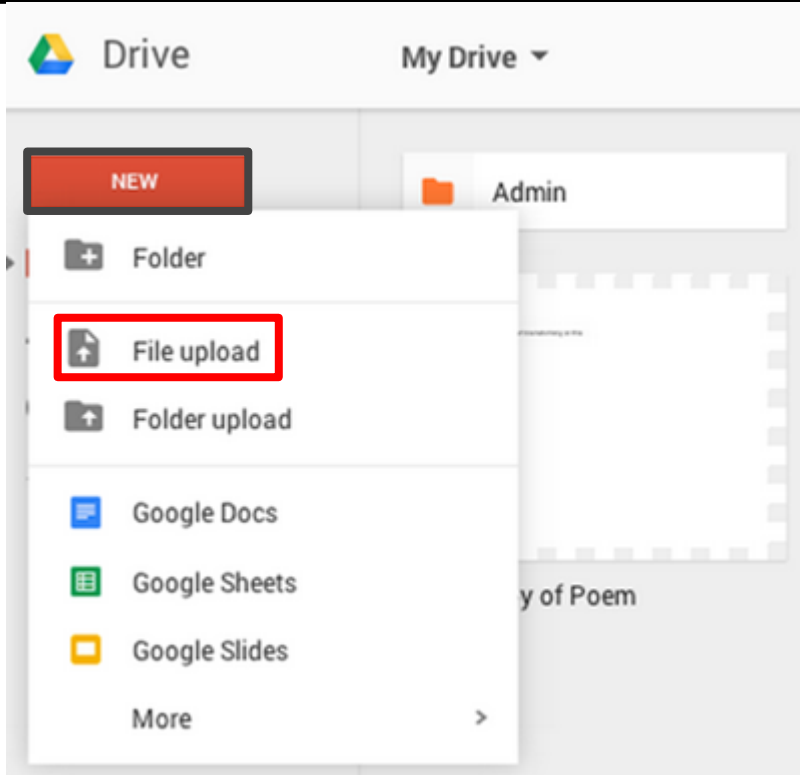
- My Drive
- Shared with me
- Recent
- Starred
- Trash



When you select a file, you have a small toolbar that opens up at the top of the Documents List. One option is the Preview icon. This Preview option allows you to view a document before opening. It will also play your movie files in the browser window.



Uploading Files and Folders to Drive



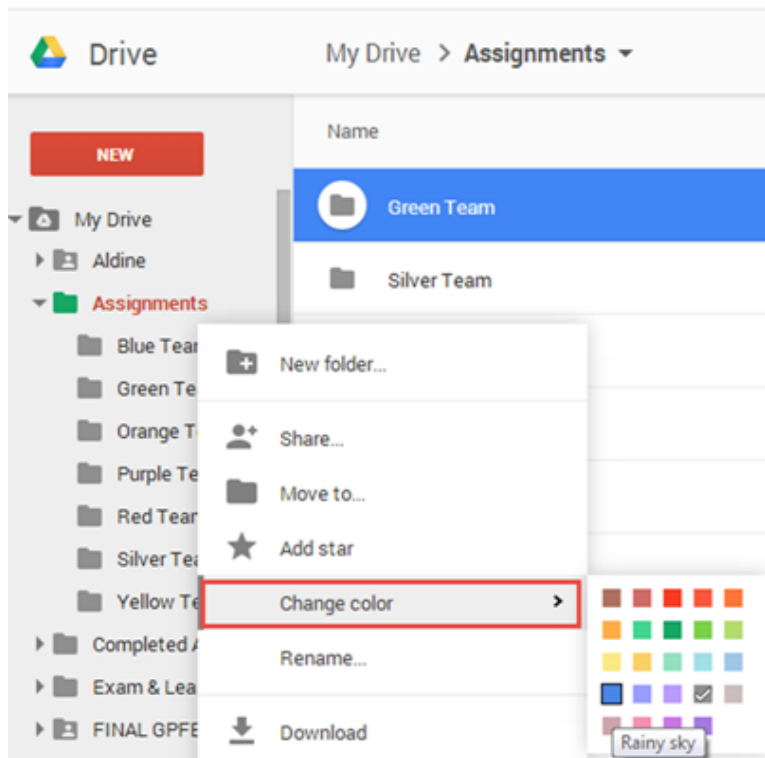
To upload files to Google Drive:

1. In the left-hand navigation menu, click the **New** button.
2. Click **File upload** to open Explorer on Windows or Finder on Mac and browse and select the items to upload.

The same can be done with folders.

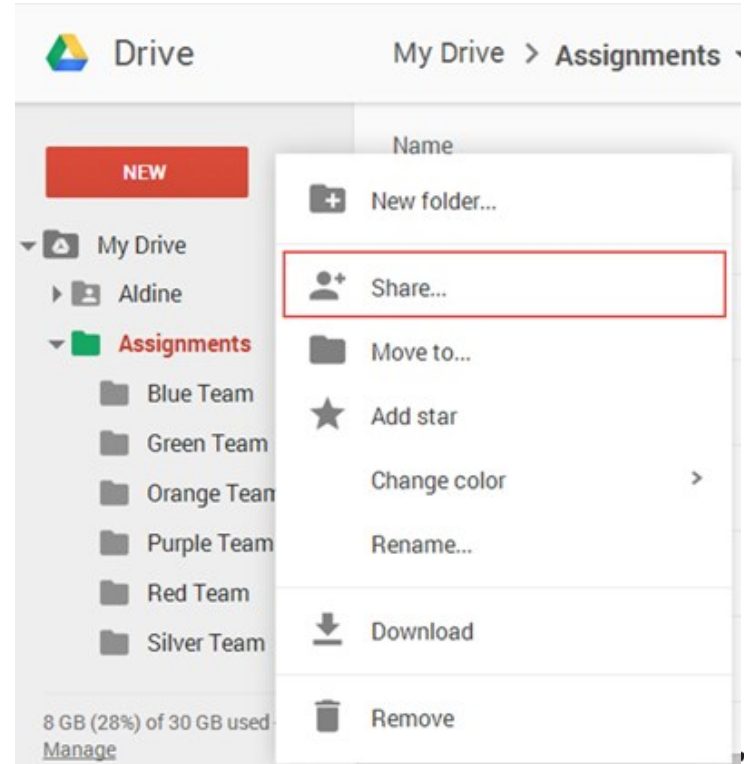
Creating and Customizing Files and Folders in Drive

- Create a folder
- Move a folder
- Add files to a folder
- Customizing folders



Managing Files and Folders

- Sharing Folders
- Moving Folders and files
- Deleting and removing folders
- Recovering folders
- Deleting trash



A Few Tips...

- Shared Folders
 - Shared Folders need to be dragged to "**My Drive**" if you want easy access
 - "**Shared with me**" filter doesn't include files set to "Anyone with a link" or "Public" unless it was shared directly to your email address
- Organizing a Doc in multiple folders
 - Hold Ctrl key (Win) or Cmd key (Mac) and select each
- Google Drive apps for iOS and Android