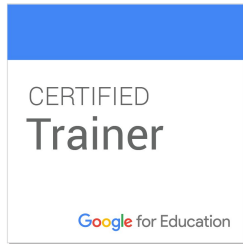


Google Drive



Ben Sondgeroth
Sondgerothben@gmail.com



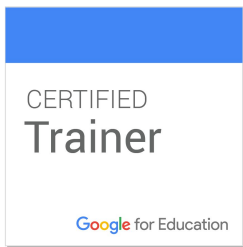
Google for Education
Certified Trainer





Google for Education
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Google for Education
Certified Trainer



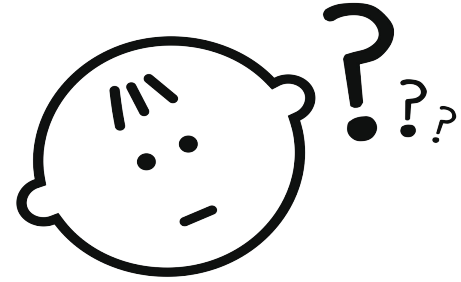
Google Drive



Demonstration and sharing of information
Question & Answer as needed

Google Drive: Organization with Folders

The WHAT & the WHY of Google Drive



WHAT?

Google Drive is:

- Cloud storage
- Private
- Shareable
- Connection between devices
- Organizational opportunities

WHY?

Google Drive is:

- Embedded Skills
 - Download/Upload
 - CREATE new documents/files
- Organizational Skills
 - File management
 - Folder management
- Collaboration
 - Sharing

Google Drive

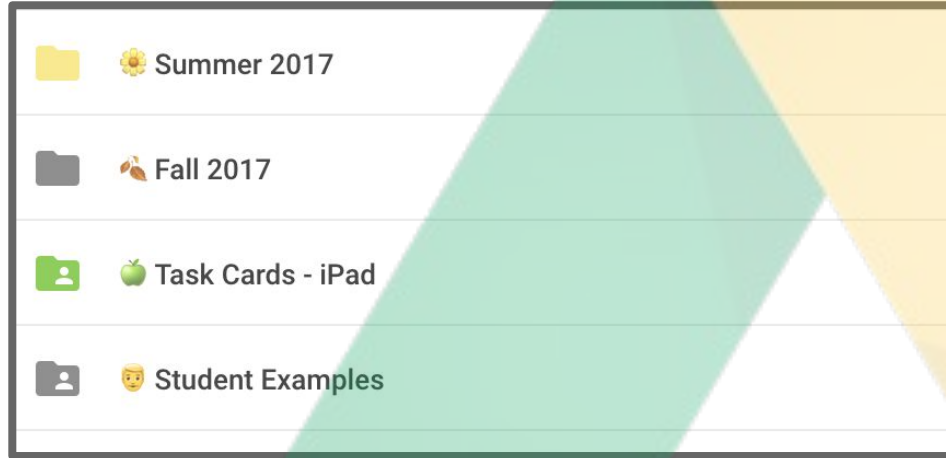


Creating folders & files

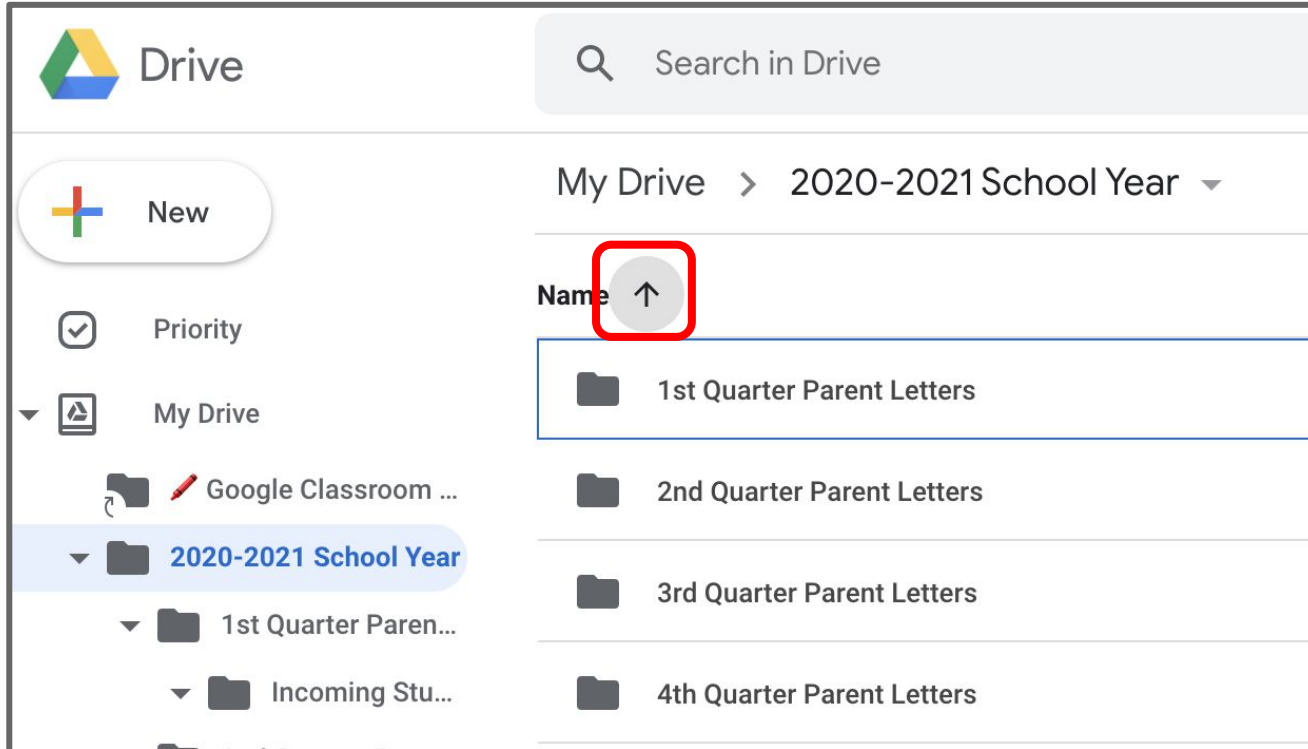
- Consider your file name
- Select a Location
- COLOR the folder
- Consider punctuation in file names

SEARCH of Google Drive

Colored and “Emoji’d” Folders



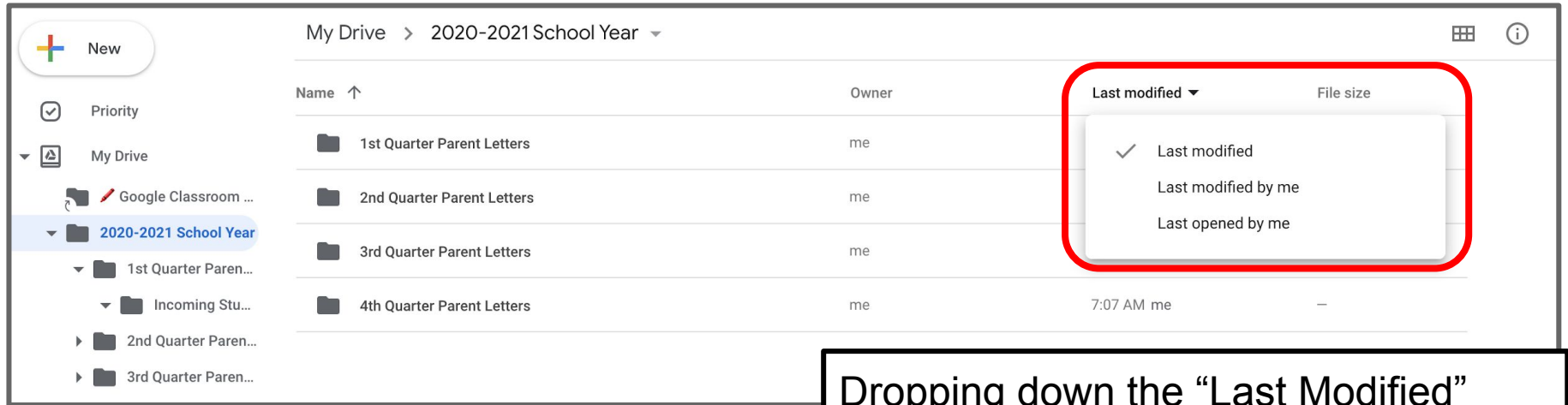
Sort Order



The arrow next to the word Name denotes which order (alphabetical or reverse alphabetical) folders or files are sorted in.

Users can click on it to reverse the order.

Last Modified



The screenshot shows the Google Drive interface for the '2020-2021 School Year' folder. The 'Last modified' dropdown menu is open, showing options: 'Last modified' (selected), 'Last modified by me', and 'Last opened by me'. The table below shows folders for each quarter, all owned by 'me', with the last modified time for the 1st quarter folder listed as '7:07 AM me'.

Name	Owner	Last modified	File size
1st Quarter Parent Letters	me		
2nd Quarter Parent Letters	me		
3rd Quarter Parent Letters	me		
4th Quarter Parent Letters	me	7:07 AM me	–

Dropping down the “Last Modified” menu allows you to sort by who last modified or opened a document or folder.

Google Drive - Breadcrumbs

The screenshot shows the Google Drive interface. At the top, there is a search bar and navigation icons. Below the search bar, a breadcrumb trail is highlighted with a red box: "My Drive > 2020-2021 School Year > 1st Quarter Parent Letters > Incoming Students". Below the breadcrumb trail, there is a table with columns: Name, Owner, Last modified, and File size. The table contains one row: "Parent Letter - incoming students 2020-2021" with owner "me" and last modified "7:00 AM me".

Name ↓	Owner	Last modified	File size
Parent Letter - incoming students 2020-2021	me	7:00 AM me	—

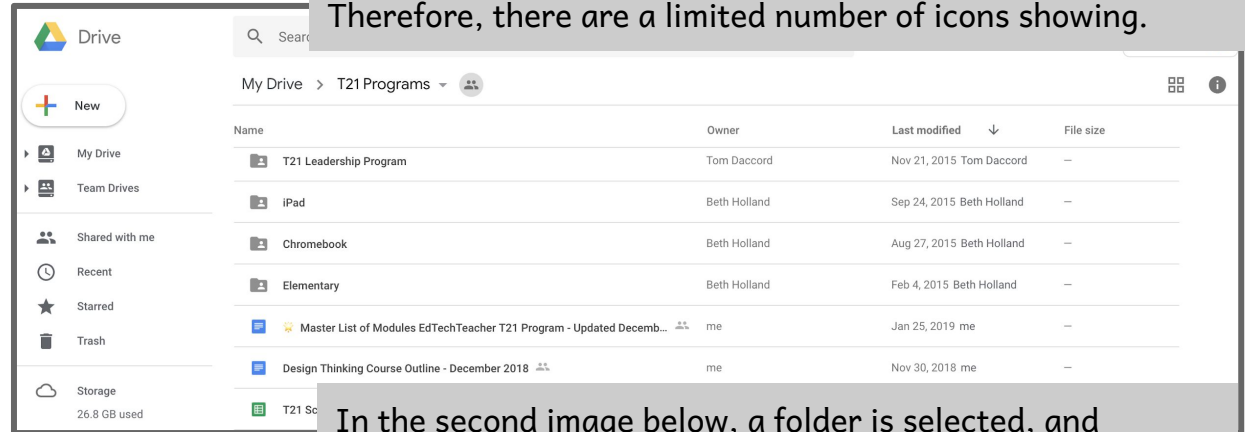
The sets of words across the top with arrows in between them show you where you are in terms of folders in Google Drive.

In the example above, the Parent letter file is stored in a folder called “Incoming Students,” which is stored in a folder called “1st Quarter Parent Letters,” which is stored in a folder called 2020-2021 School Year.

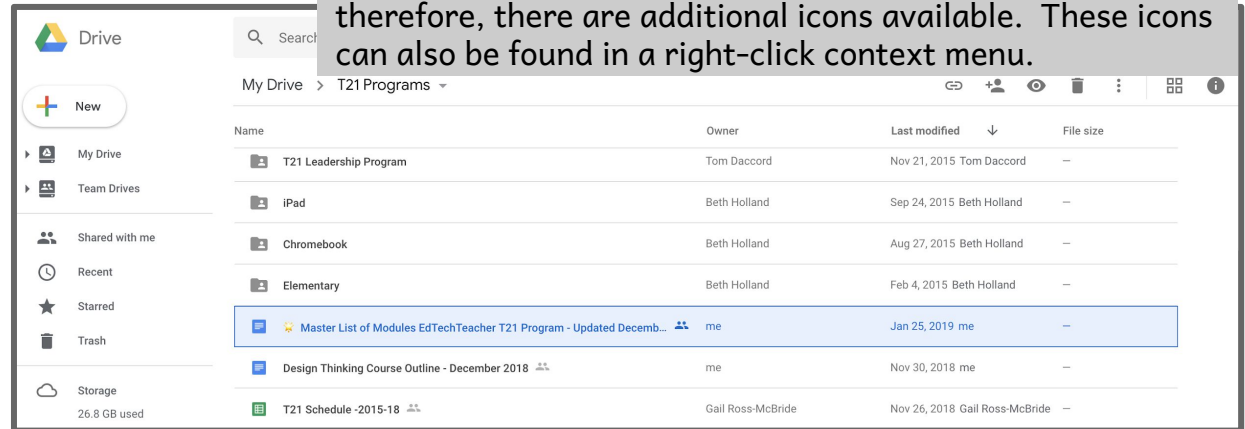
Google Drive Navigation

Google Drive offers several ways to filter and manage your files and folders. One thing to note about Google Drive's interface on a computer is that, in an effort to streamline the interface, the icons at the top change depending on what is selected. This can be confusing for new users.

In the image below, no files or folders are selected. Therefore, there are a limited number of icons showing.



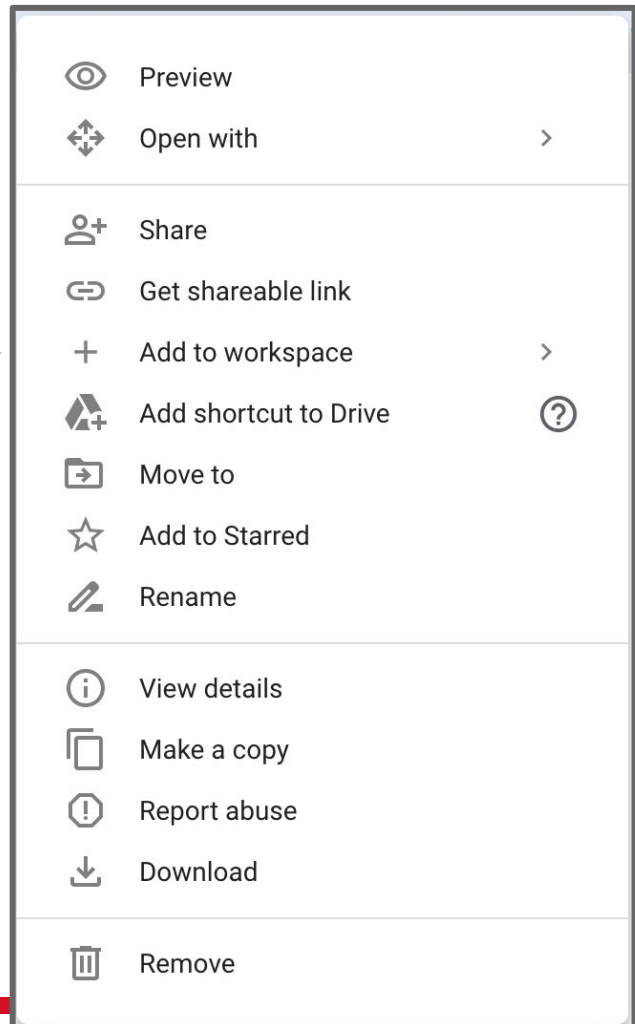
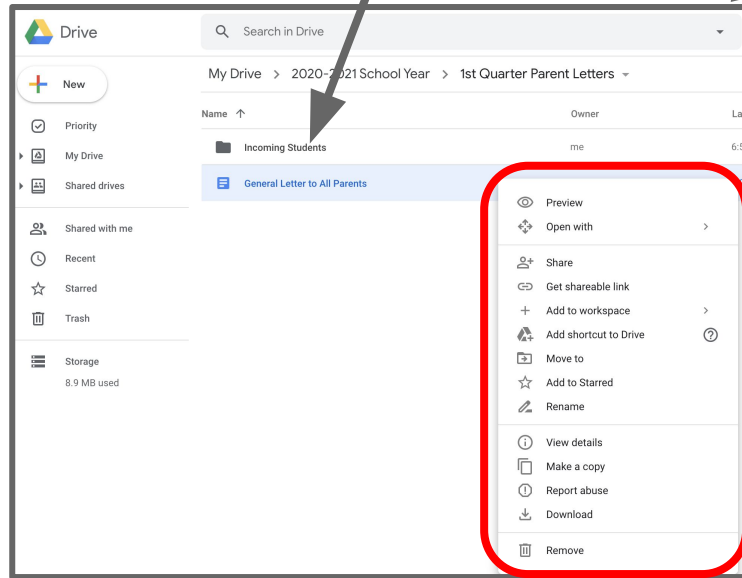
In the second image below, a folder is selected, and therefore, there are additional icons available. These icons can also be found in a right-click context menu.



Right-Click Context Menu

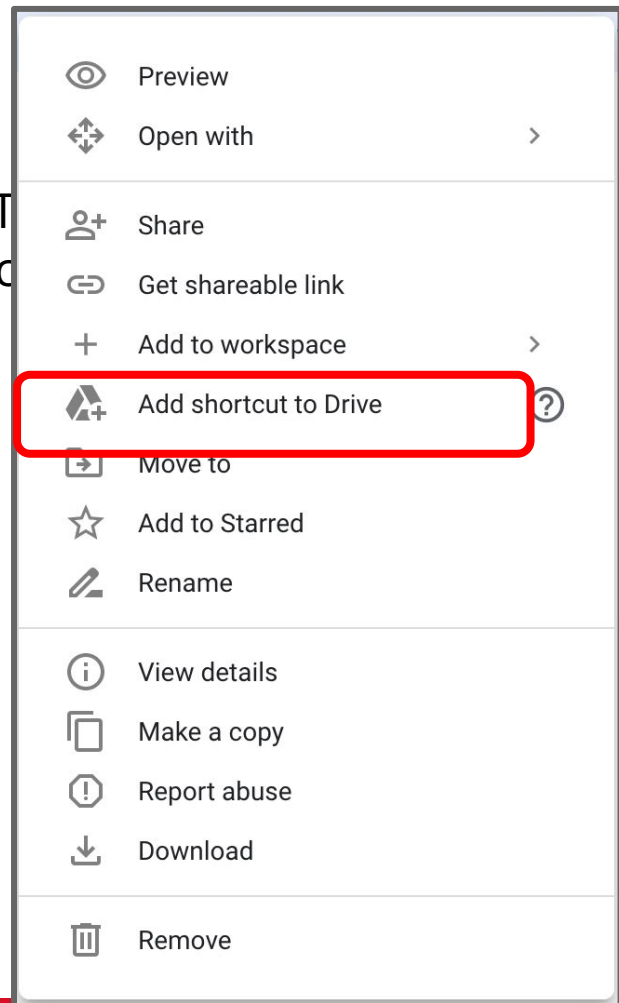
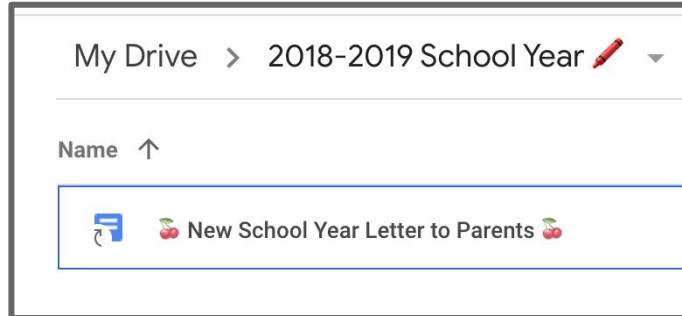
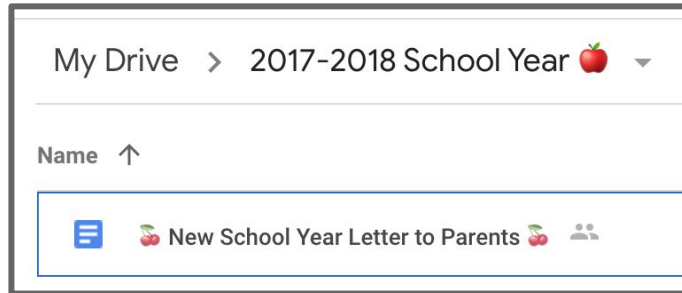
The right-click is a powerful tool. On a Chromebook, it is a 2-finger tap. It creates what is called a “context menu” which means it provides options in the context of what you are clicking on.

In other words - what are all of the things we can do with **this particular file**?

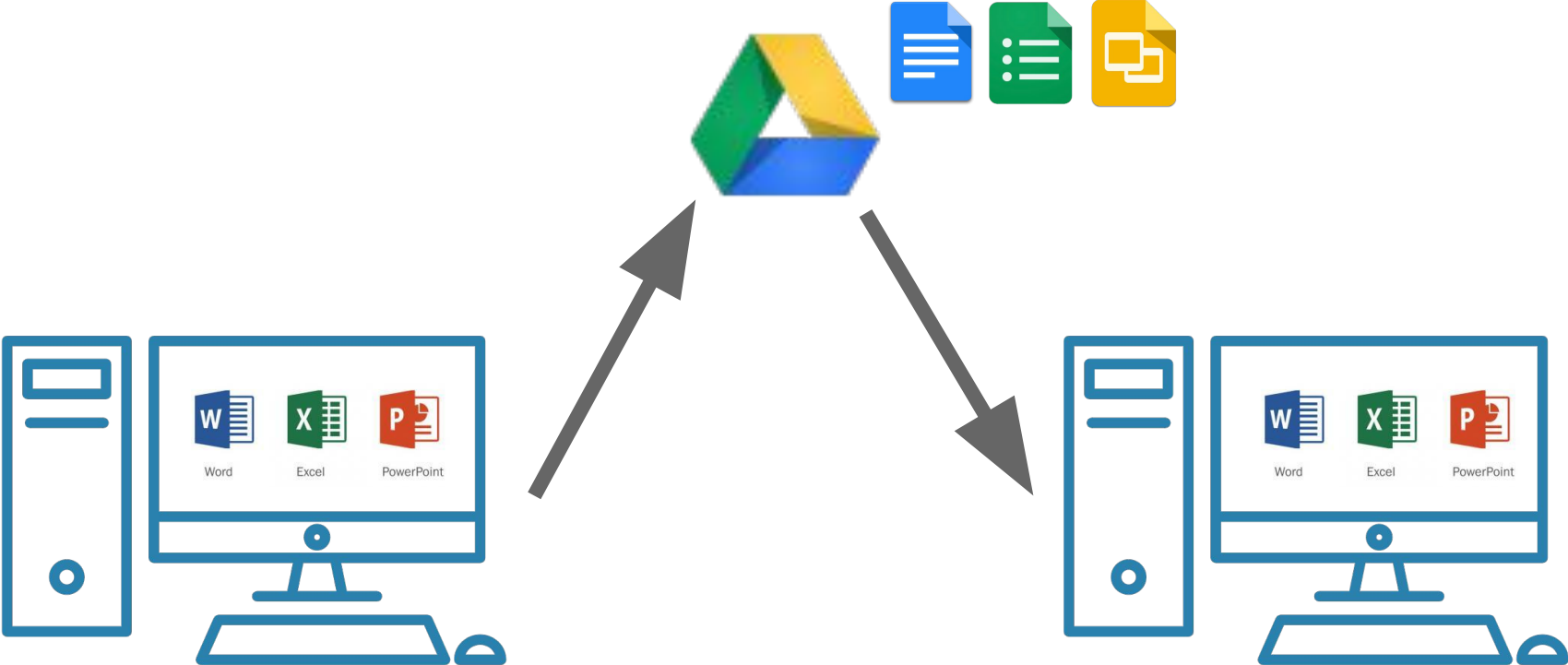


Add Shortcut to Drive

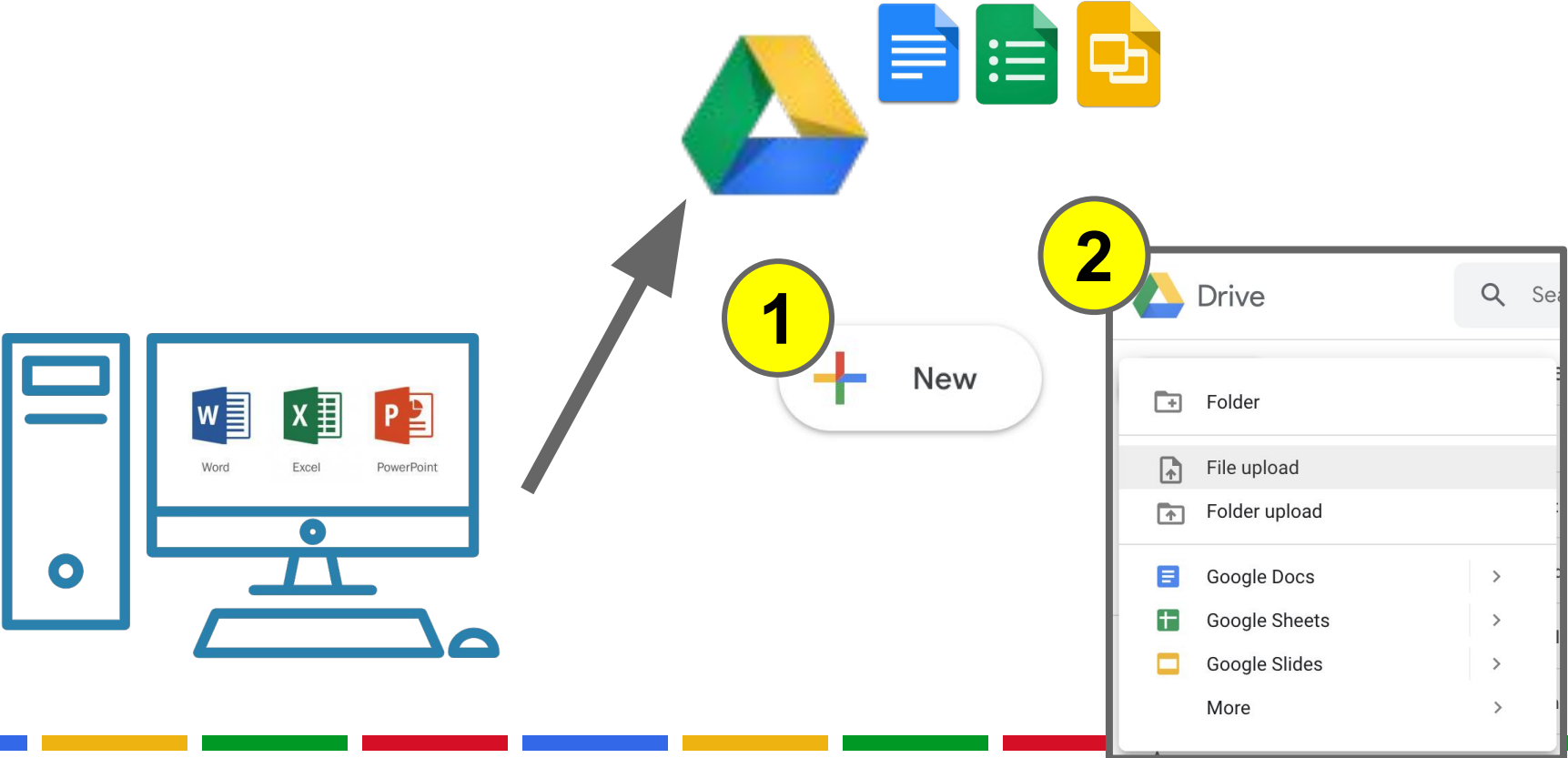
Google Drive has an option to add “shortcuts” of files. If a file is actually stored in one folder location, it can be accessed from another location.



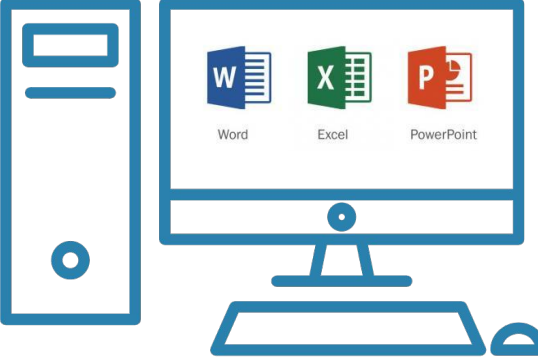
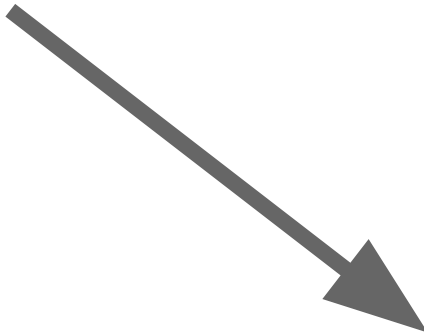
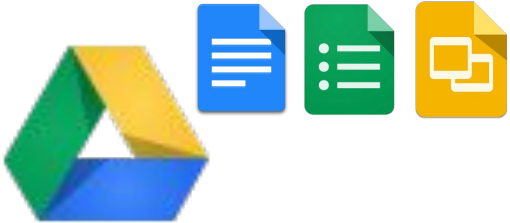
Uploading & Downloading to & from Drive



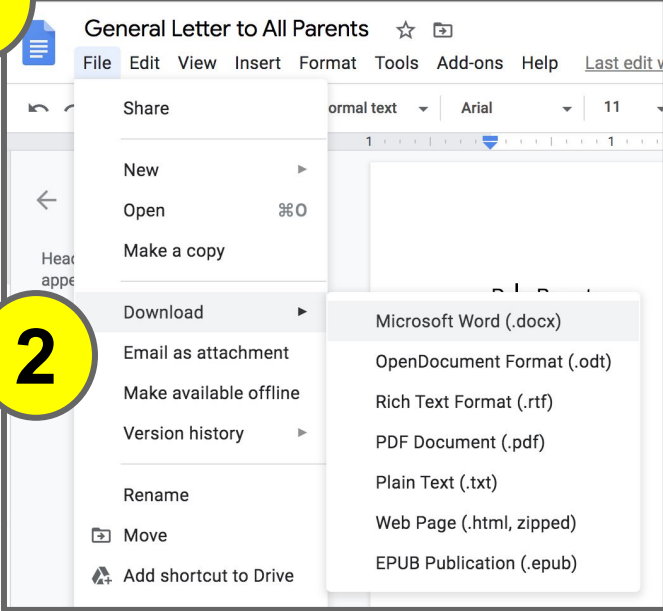
Uploading to Drive



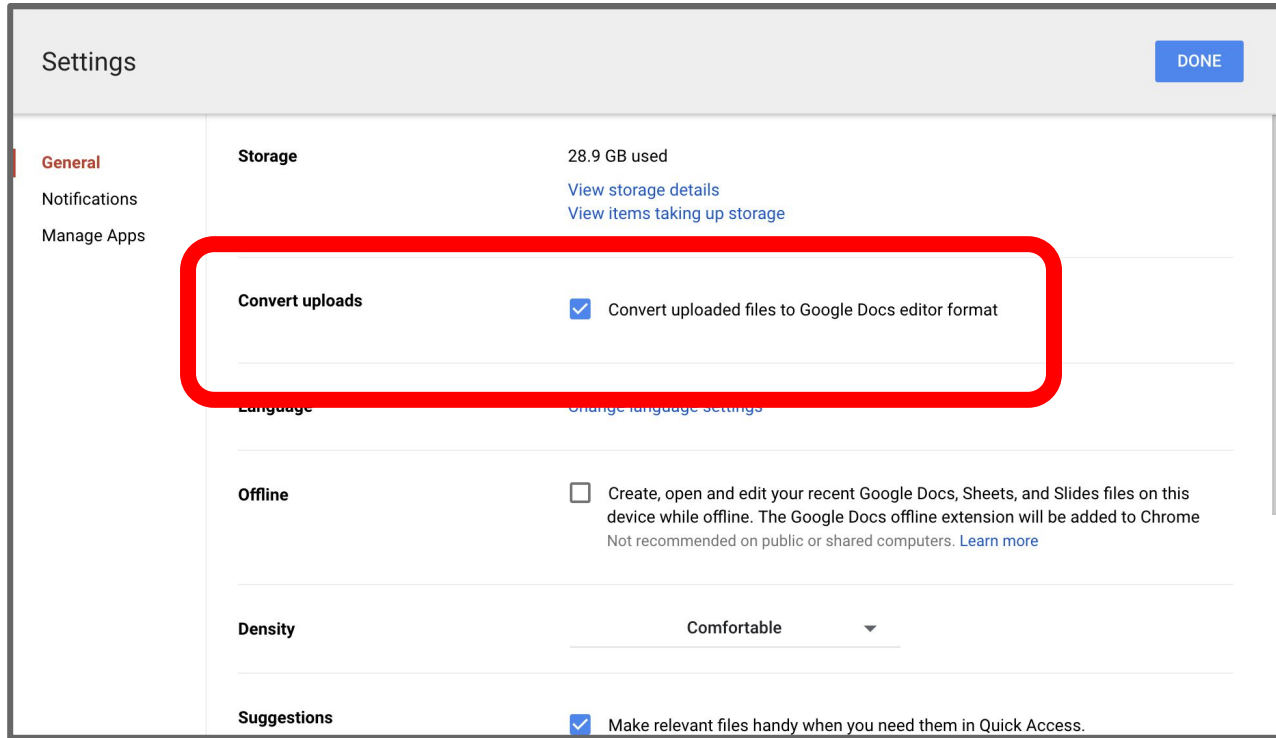
Downloading from Drive



File > Download > Microsoft Word



Google Drive Automatic File Conversion



One option in Google Drive is to automatically **CONVERT** all files to the Google Docs editor format as they are uploaded.

For example, a Microsoft Word document would become a Google Doc. A Powerpoint file would become a Google Slideshow.

Manual File Conversion



The screenshot shows the Google Drive interface with a file named "Adobe Spark PD - Slides.pptx" selected. A context menu is open over the file, and the "Open with" option is highlighted. The "Google Slides" option is also highlighted. The "Open with" option is also highlighted.

If the auto conversion box is NOT checked, any files uploaded will remain in their original format.

They can be opened with Google programs by **RIGHT-CLICKING** on them & selecting **OPEN WITH**.

File Types in Google Drive



General Letter to All Parents



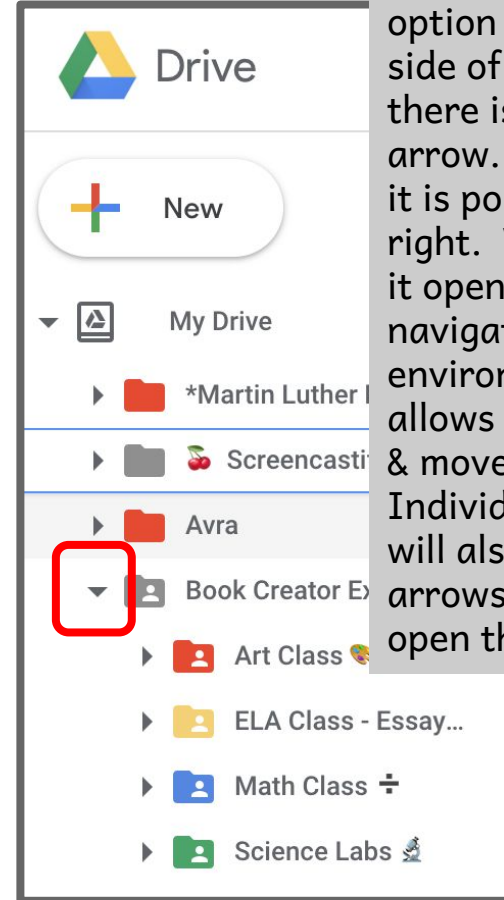
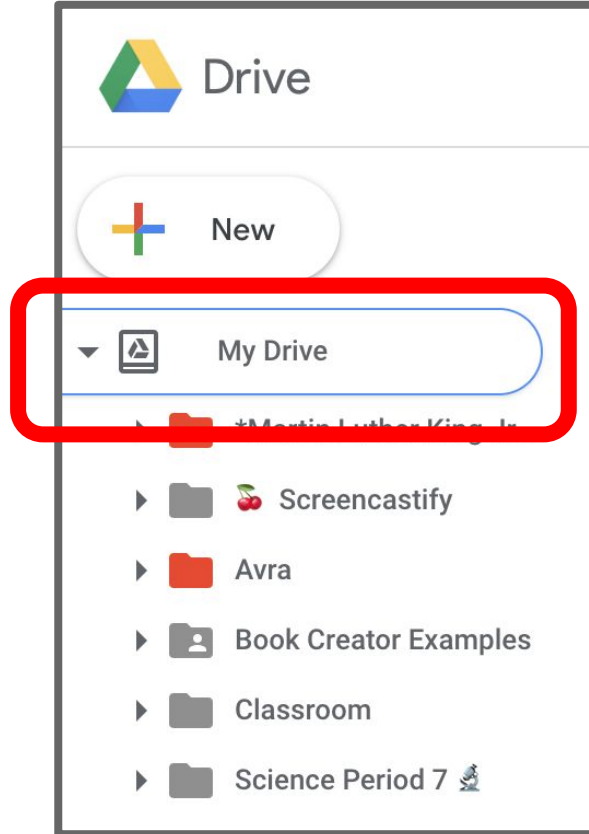
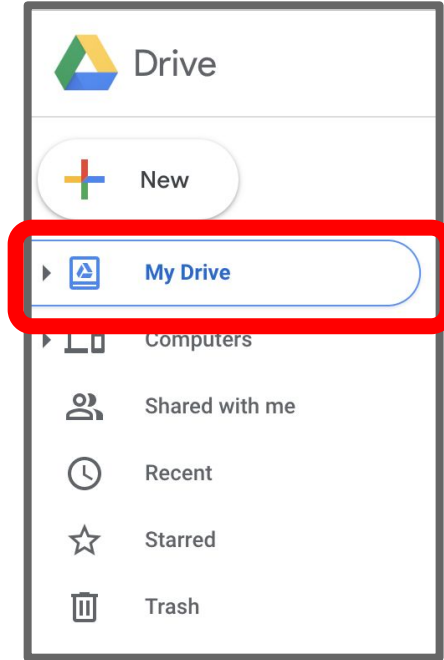
General Letter to All Parents.docx

Files in Google Drive have different icons denoting the type of file that they are.



Google Drive Navigation

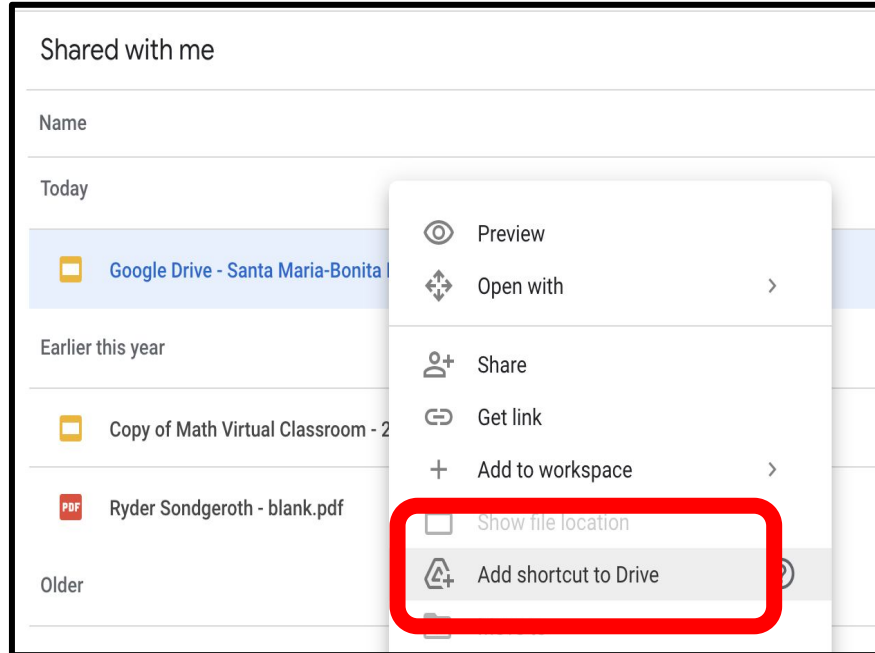
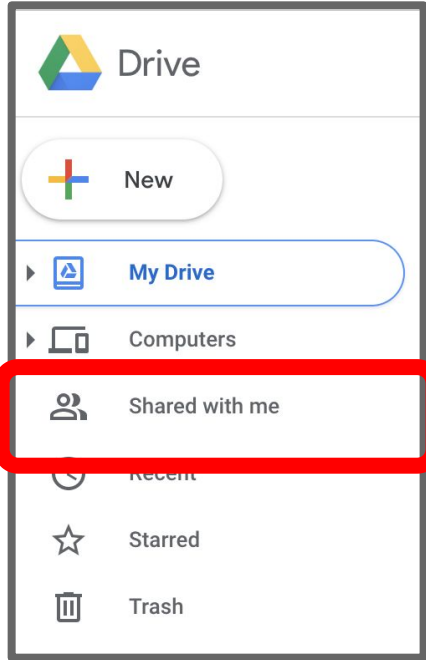
To the left of the Google Drive menu option on the left side of the page, there is a tiny arrow. By default, it is pointing to the right. When clicked, it opens a navigational environment that allows users to view & move files. Individual folders will also have arrows that will open them.





Managing Shared With Me

Best practice is to remove items from your “shared with me” area and add a shortcut to that file in your Drive. You will have a lot of files in your “shared with me” area so bringing out the ones you most frequently use will be very helpful!





Information Button

Drive

Search in Drive

Shared with me > Google Classroom Activities

Name	Owner	Last modified	File size
Study Guide - Google Slides	Avra Robinson	Jan 19, 2020 Avra Robir	—
Setting Up Google Classroom - for a work...	Avra Robinson	May 5, 2020 Avra Robin	—
Setting Up Google Classroom - for a work...	Avra Robinson	Jan 19, 2020 Avra Robir	—
Push & Pull Sorting - Drag & Drop Activity	Avra Robinson	Jan 19, 2020 Avra Robir	—
Nouns vs. Verbs - Classification Activity	Avra Robinson	Apr 3, 2020 Avra Robins	—
Math Beginner Fractions Interactive	Avra Robinson	May 21, 2020 me	—
Martin Luther King Jr - Highlight Key Det...	Avra Robinson	Mar 29, 2020 Avra Vand	—
Field Trip Permission Slip	Avra Vandre	Jan 21, 2020 Avra Vand	—
Copy of Pattern Blocks - Make a Picture -...	Avra Robinson	Apr 3, 2020 Avra Robins	—
Copy of Fiction or Nonfiction Text Explor...	Avra Robinson	Apr 9, 2020 Avra Robins	—
Cloze the Gap Activity - in Slides	Avra Robinson	Apr 2, 2020 Avra Robins	—

Study Guide - Google Slides

Details Activity

Google Slides for Parent Communication Video

Study Guide

Type: Google Slides
Size: —
Storage used: 0 bytes Google Slides files are free
Location: Google Classroom Activ



Information Button - Details & Activity

Study Guide - Google Slides

Details Activity

Avra Robinson, Avra Robinson, A, E, L, +5, Share

Type: Google Slides
Size: —
Storage used: 0 bytes Google Slides files are free
Location: Google Classroom Activities
Owner: Avra Robinson
Modified: Jan 19, 2020 by Avra Robinson
Created: Jan 19, 2020 with Google Slides

Add a description

Viewers can download

Study Guide - Google Slides

Details **Activity**

Last week

Earlier this year

Mar 30

Avra Robinson Vandre added an item to

Google Classroom Activities

Study Guide - Google Slid...

Mar 29

Avra Robinson shared an item

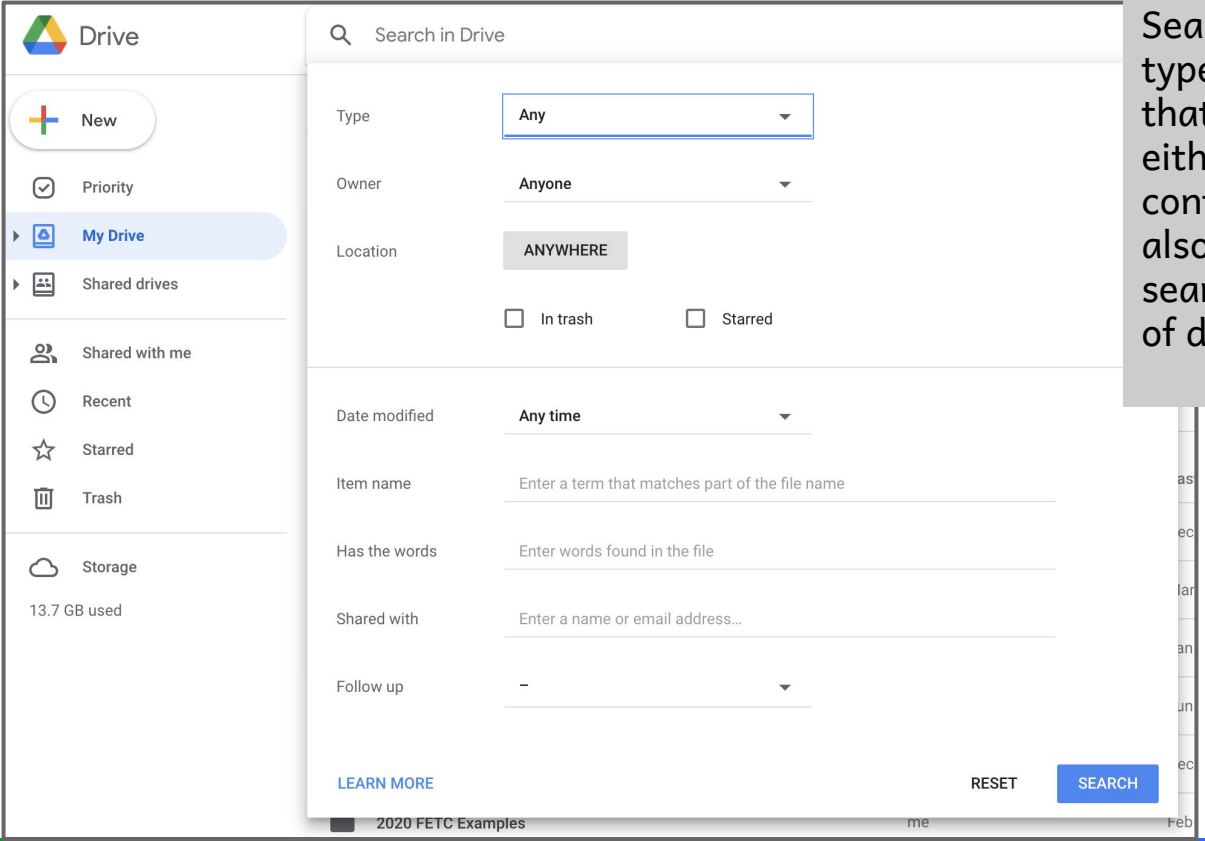
Study Guide - Google Slides

Melissa Ost Can edit

List View vs. Grid View

The image illustrates the difference between List View and Grid View in Google Drive. On the left, the List View interface is shown, featuring a sidebar with navigation options and a main pane displaying folders in a list format. On the right, the Grid View interface is shown, displaying the same folders as large, square tiles. Two icons at the top center represent the list and grid views, with arrows pointing to the respective views. The List View interface includes a search bar, a 'New' button, and a sidebar with options like 'Priority', 'My Drive', 'Shared drives', 'Shared with me', 'Recent', 'Starred', and 'Storage' (8.9 MB used). The main pane shows a list of folders: 'Google Classroom Activities', '2020-2021 School Year', 'Classroom', 'Classroom Templates', and 'Field Trip Images'. The Grid View interface includes a search bar, a 'New' button, and a sidebar with options like 'Priority', 'My Drive', 'Shared drives', 'Shared with me', 'Recent', 'Starred', 'Trash', and 'Storage' (8.9 MB used). The main pane shows a grid of folders: 'Google Classroom Activities', '2020-2021 School Year', 'Classroom', and 'Classroom Templates'. Below the folders, there are two image thumbnails: '20170721_135018 (1).jpg' and '20200525_140611.jpg', and two empty slots for 'Group Project - WEBINAR G...'.

Use the Search in Drive



Search allows you to type in keywords that a file might either be title or contain and then also refine that search by a number of different filters!

Priority & Workspaces

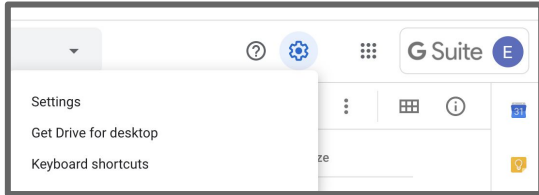
What?

- Space that allows you to group like files in one location.
- Organize and quickly access files without searching the entire Drive.
- Priority suggests files that you have been working on most often.

Why?

- Organize and quickly access files in one place.
- Decreasing searching for files within Drive.
- Group files at the top level of your Drive in a Workspace.
- Less visual scanning.

Settings



Settings

[DONE](#)

- General**
- Notifications
- Manage Apps

Convert uploads Convert uploaded files to Google Docs editor format

Language [Change language settings](#)

Offline Create, open and edit your recent Google Docs, Sheets, and Slides files on this device while offline
Not recommended on public or shared computers. [Learn more](#)

Density Comfortable

Suggestions

- Make relevant files handy when you need them in Quick Access.
- Surface important people and files in Shared With Me. (Page refresh required)
- Make Priority my default home page