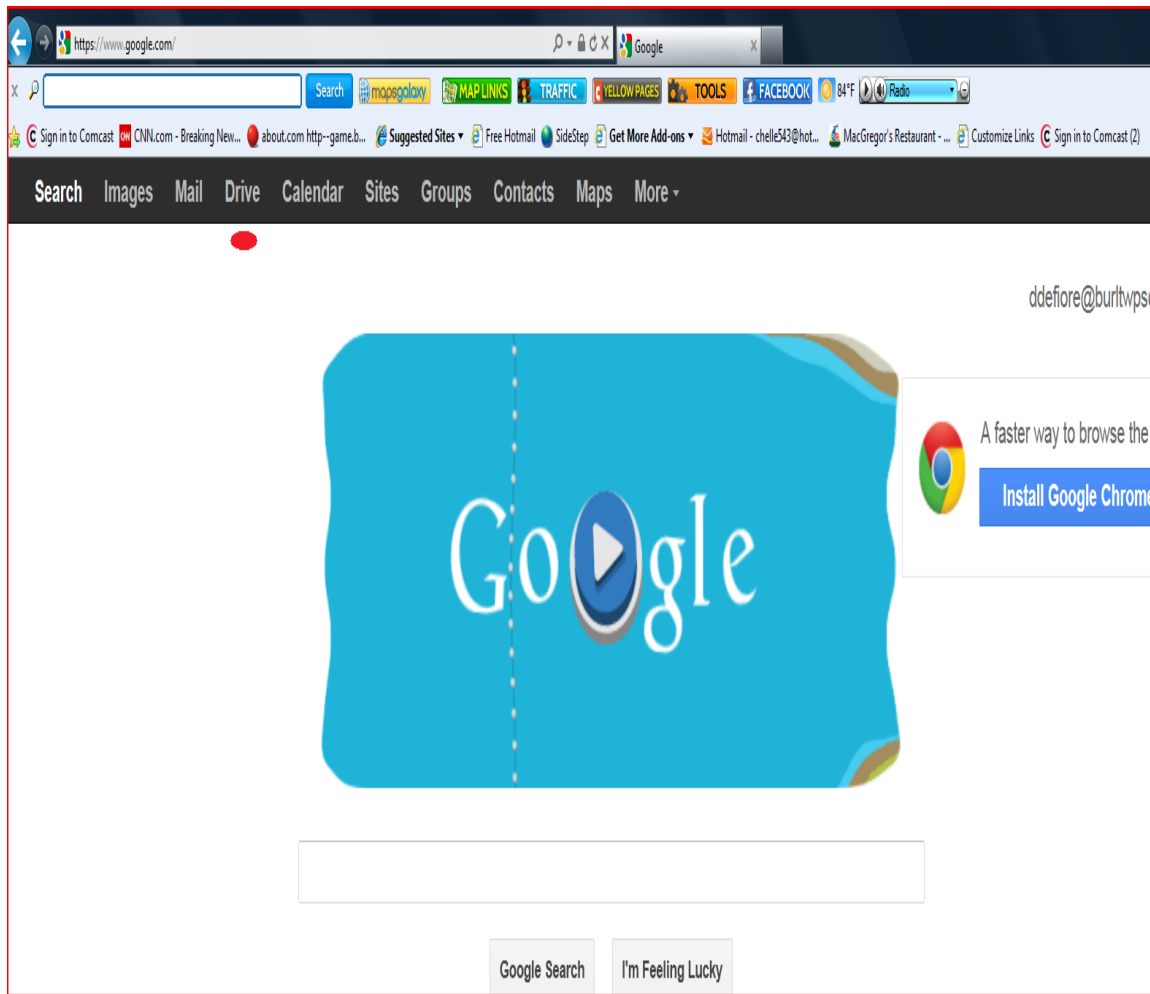## Google Drive is:

A personal cloud storage service from Google that helps users store, synchronize, and share content (powerpoints, docs, presentations, surveys, spreadsheets, etc.) across computers, laptops and mobile devices. It is like "My Documents" except that it is completely on the Web.
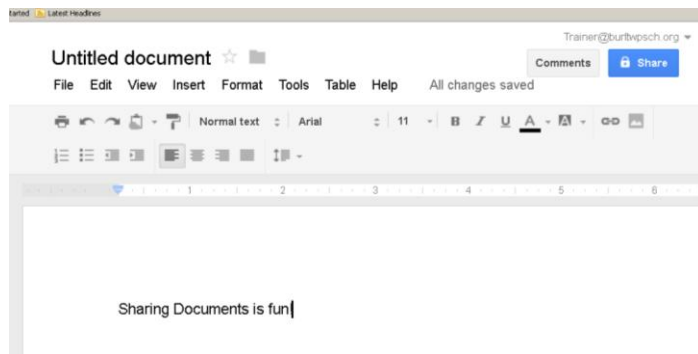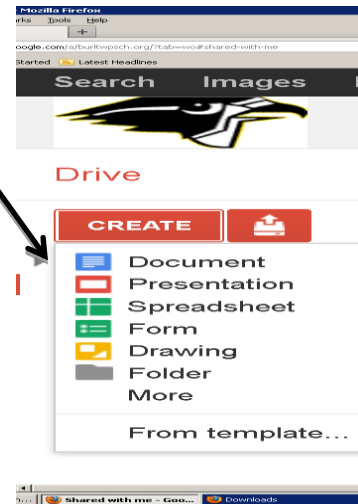
Accessing Google Drive:

After you login in to your Burlington Township Google Apps account, please click the "Drive" icon on your homepage.
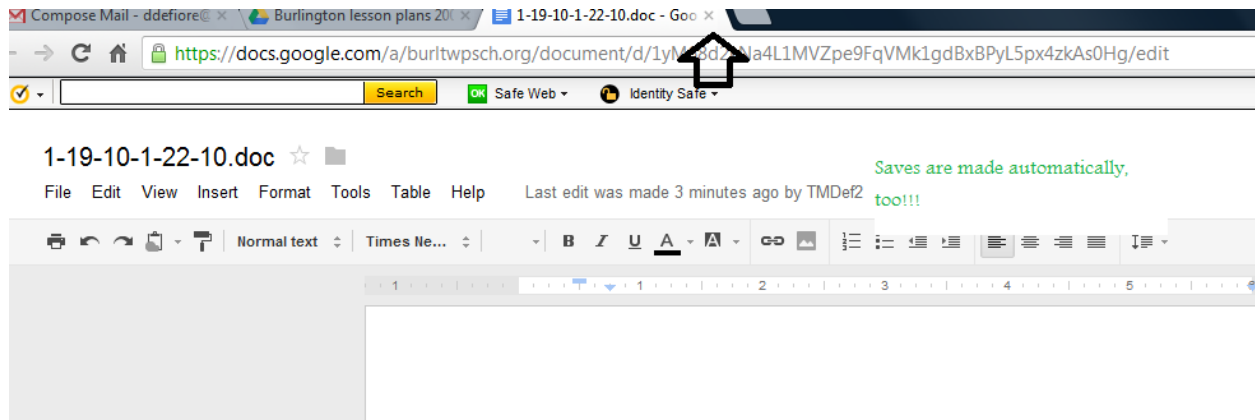
Familiarizing Yourself with Google Drive

Creating Word Processing Documents in Google Drive

1. On your Drive home screen, Click "**create**", then click "**document**".
2. The first thing you should do is click on "**untitled document**" in the top left hand corner, and create a name for your new document. Drive will automatically save your changes as you make them, so you will never have to worry about saving the files you create.
3. Now you may create your document as you would in Microsoft Word.
4. It is very important to familiarize yourself with Drive's shortcuts, which can be found by clicking on "**help**" and selecting "**keyboard shortcuts**". One thing that may take some getting used to is highlighting text in your document, because as you highlight, it will not be visible to the user like it is in Microsoft Word. This may happen, depending on the web browser you are using.
5. If you wish to share your document, you can click the "**share**" button in the top right-hand corner of the screen.
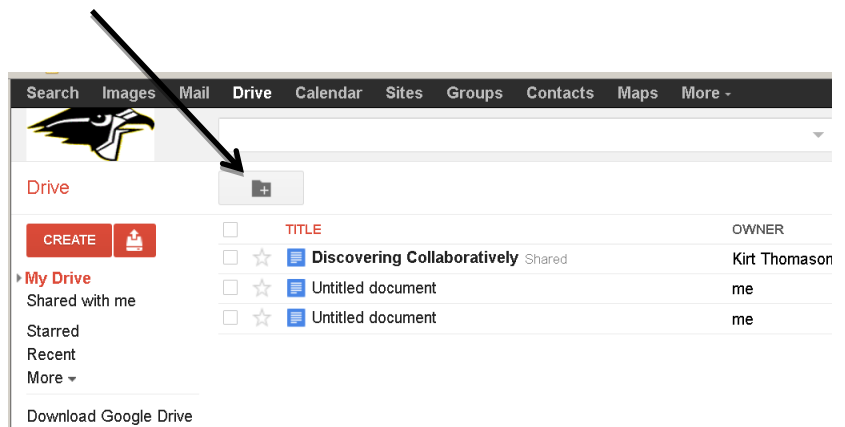
6. Add the names of the people you wish to share this document with. On the right-hand side, you can change the permission level of these people. You can give them the choice to edit, comment, or view your document. **Edit** will allow users to make changes to your documents. **Comment** will allow users to add comments along the side of your document. **View** will allow users only to view your document and will not allow them to make any changes.
7. When you have completed this, click on the "**save and share**" button to share the document.

8. To leave your document, just click the "**x**" on the current tab (please see below), and you will return to your Google Drive home screen, where your new document will be listed!
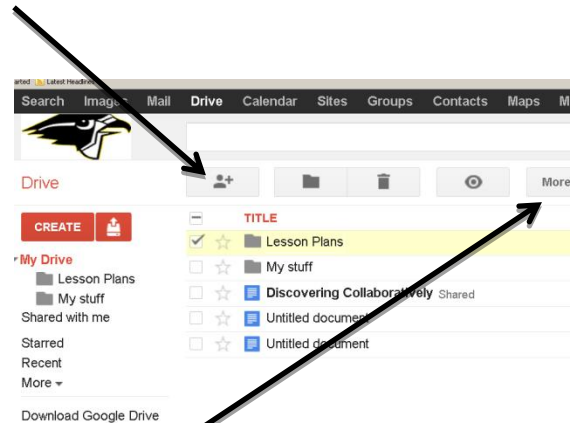

Creating Folders in Google Drive

1. From the home screen of Google Drive, click on the small folder icon in the top left-hand corner to create a new folder for your documents. Another way to create a folder is to click "create" then "folder" from the drop down menu.
2. Type the name you wish to use for your folder, and click "**create**".
3. Your new folder now appears in the sidebar on the left of your screen. Moving files from one folder to another is as simple as clicking on the file's name, and dragging it to the new folder.
4. When creating folders, you can place them all under "Drive", or you can nest them under other existing folders. "Nesting" is the same thing as folders inside other folders.
5. If you are creating a new document, spreadsheet, presentation, form, etc., it will automatically save it under the folder you are currently in.

Example ideas of folders you can create: PIP, Budget, Midterms/Finals, Powerschool instructions, Google App instructions, etc.
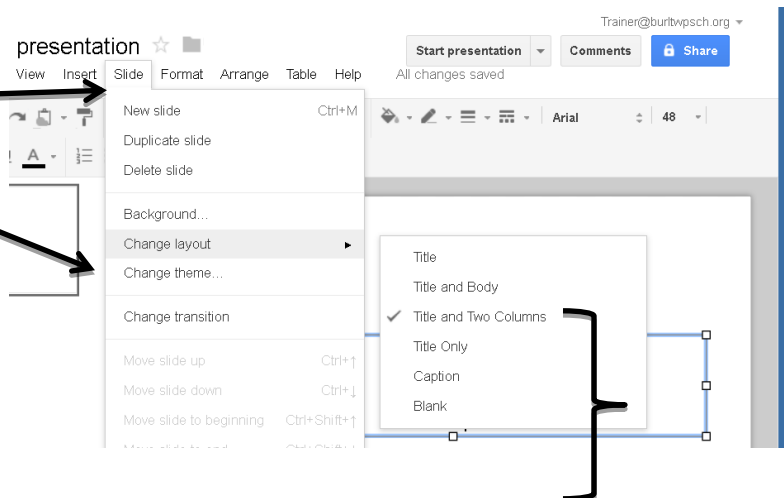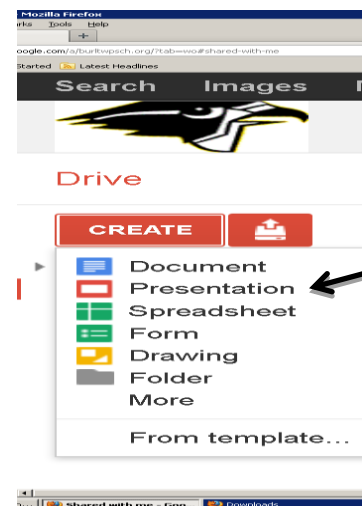
Sharing Folders in Google Drive

1. It's possible to share entire folders with other users, just as you would share a single document. Once you are on your "My Drive" page, click on the folder you wish to share.
2. Click on the blank box next to the folder you wish to share, and click the "**person +**" icon in the top left-hand corner.
3. Enter the email addresses of those you wish to share with, and adjust the permission levels you are granting them, just as you did for sharing documents.
4. You can also share files and folders by clicking on the blank box next to the folder, and clicking on the "more" button in the top left-hand corner. You also have many other options here for what you wish to do with the selected file or folder.
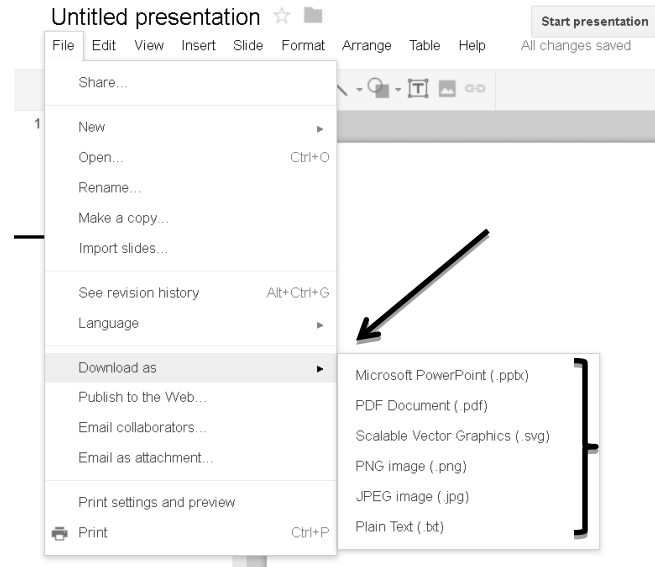
Creating Presentations in Google Drive

1. Google Drive offers users a program that is very similar to Microsoft PowerPoint, which can be used for slideshow presentations. If you have a basic understanding of PowerPoint, you will quickly adapt to the presentation software in Google Drive. To begin, click on "**create**" and select "**presentation**".
2. Choose the theme of your choice, and click "**ok**".
3. Similar to creating a new document, the first thing you should do is give you presentation a title, which is in the top left-hand corner.
4. From this point on, it is very similar to other slideshow software. Click "**slide**" to insert a new slide.
5. If you wish to create a slide with a different layout, you will click on "**slide**", select "**change layout**", and then choose the type of slide you would like to insert.

6. To view your slideshow, you click "**view**".
7. When you are finished working with your slideshow, you can close the window as your normally would. Don't worry, it has already been auto saved! You can also share the presentation with others, following the same procedures as before.
8. You also have the choice of saving your Google Presentations directly to your machine in your "My Documents". When you choose to do this, you can save the file as different type of file, like a PDF, PPT, etc. Click "**file**", select "**download as**", and select the format you wish to use. Next, you will choose to open or save the presentation.
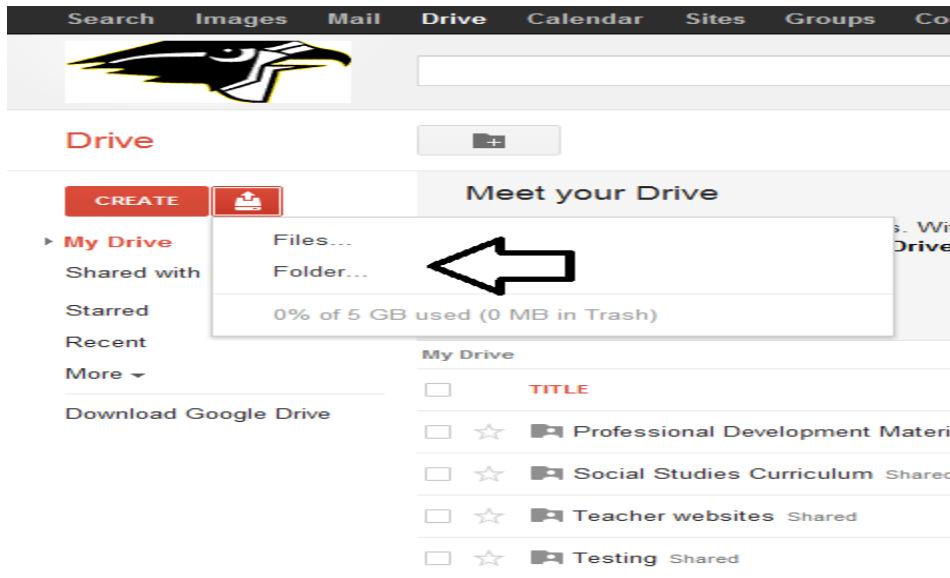
Uploading Files in Google Drive

1. To open the Google Drive App, click on the "**Drive"** button at the top of your screen.
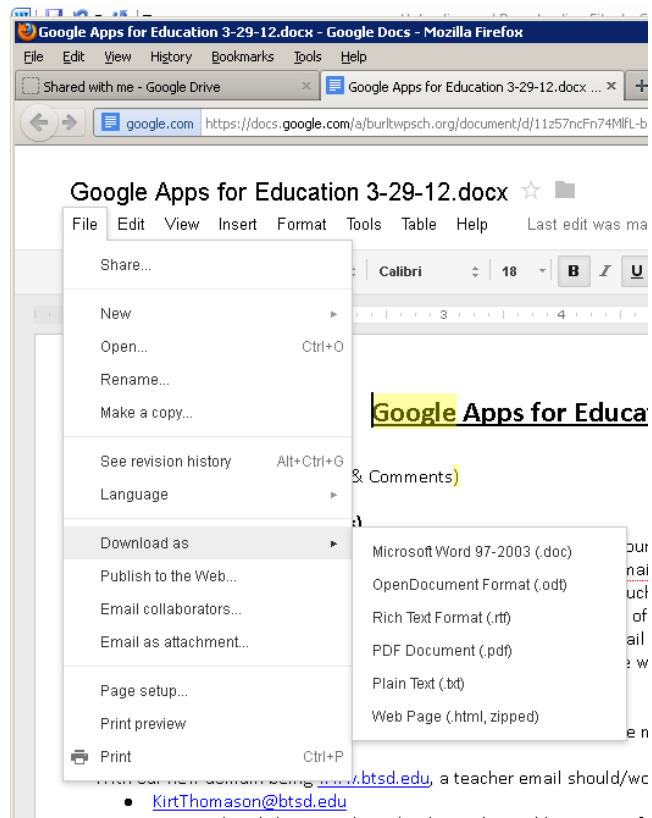2. Click on the red button next to Create.

3. Click on Files or folders.
4. Choose a file or folder to upload. Open it and you will notice that it begins to upload to your Google Drive account.
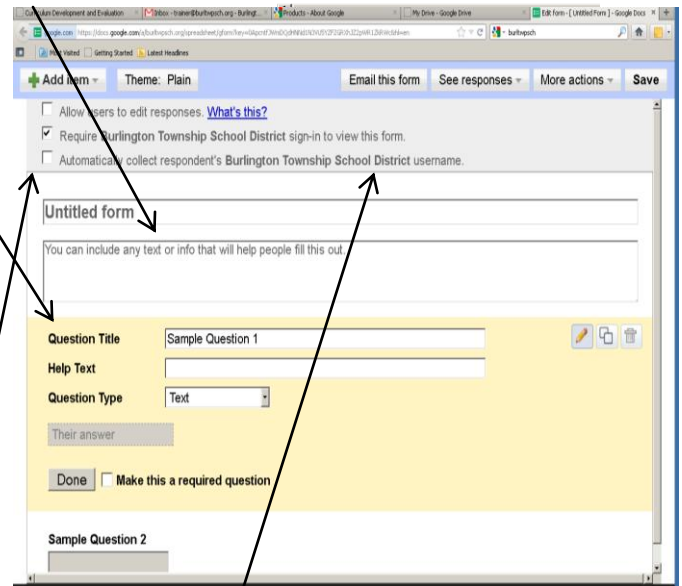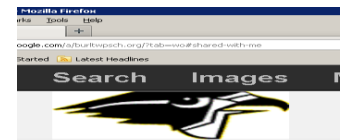5. Please use Google Chrome to upload files or folders.

Downloading Files in Google Drive

1. Open a file.
2. Go to File | Download as
3. Choose the type of file you'd like to download your file as.
4. This is an extremely important feature of Google Drive. I would recommend downloading all important work to Microsoft Office 2010. This way you can have your work stored in two locations, your Google Drive application and "My Documents" located on your desktop.

Creating Forms in Google Drive

1. Google Forms is a program that allows you to create surveys. There are innumerable possibilities for using this program in and out of the classroom. With a basic understanding of this program, you can easily create questionnaires and assessments. To begin, please click the "**create**" button in your sidebar, and select "**form**".
2. The first thing you should do is give your form a title.
3. Below this, you can add an explanation or description of your survey.
4. Type your first question in the "**Question Title**" text box.
5. Below this, you can add an explanation of your question if necessary.
6. Under "**Question Type**" you can choose the type of response you wish to receive for the question. You may choose **text**, **paragraph text**, **multiple choice**, **check boxes**, **choose from a list**, **scale**, or **grid**. You also have the choice of making a question mandatory.
7. When you have completed the necessary steps of creating your question, you can create additional questions by clicking "**add item**".
8. When you are satisfied with your form, you can click "**email this form**" and add the recipients' email addresses.
9. Under "**see responses**", you can view the responses to your survey. It can be viewed as a spreadsheet or as a graph.
10. Under "**more actions**" you can choose to embed a link to this survey to a website. This would be a perfect way to put a link to your Google Forms assessment on your staff webpage.
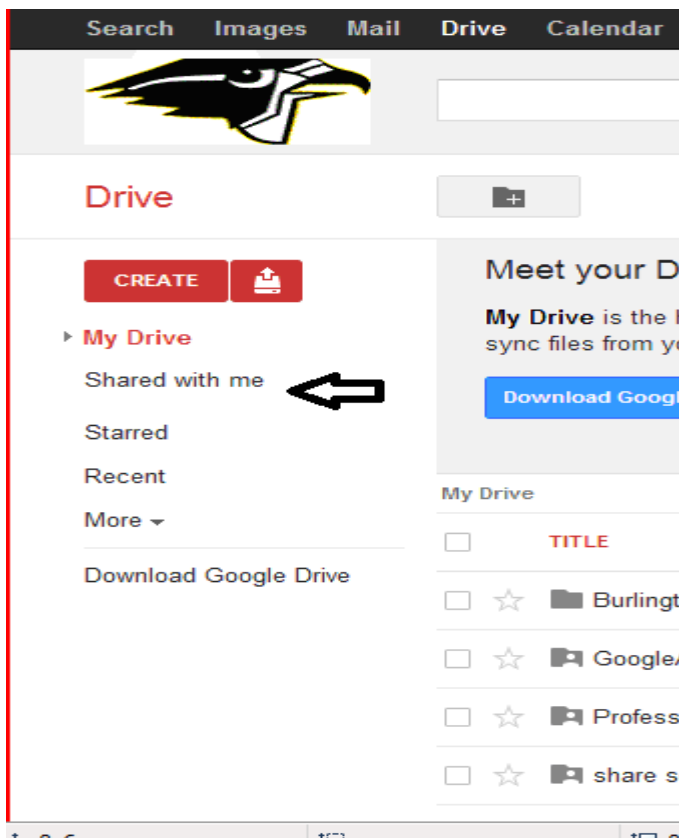
<u>Getting Organized</u>

<u>Moving "Shared with Me" files or folders to your "Drive" account.</u>

>   *It is extremely important to move a file or folder that was shared with you to your "Drive" account.
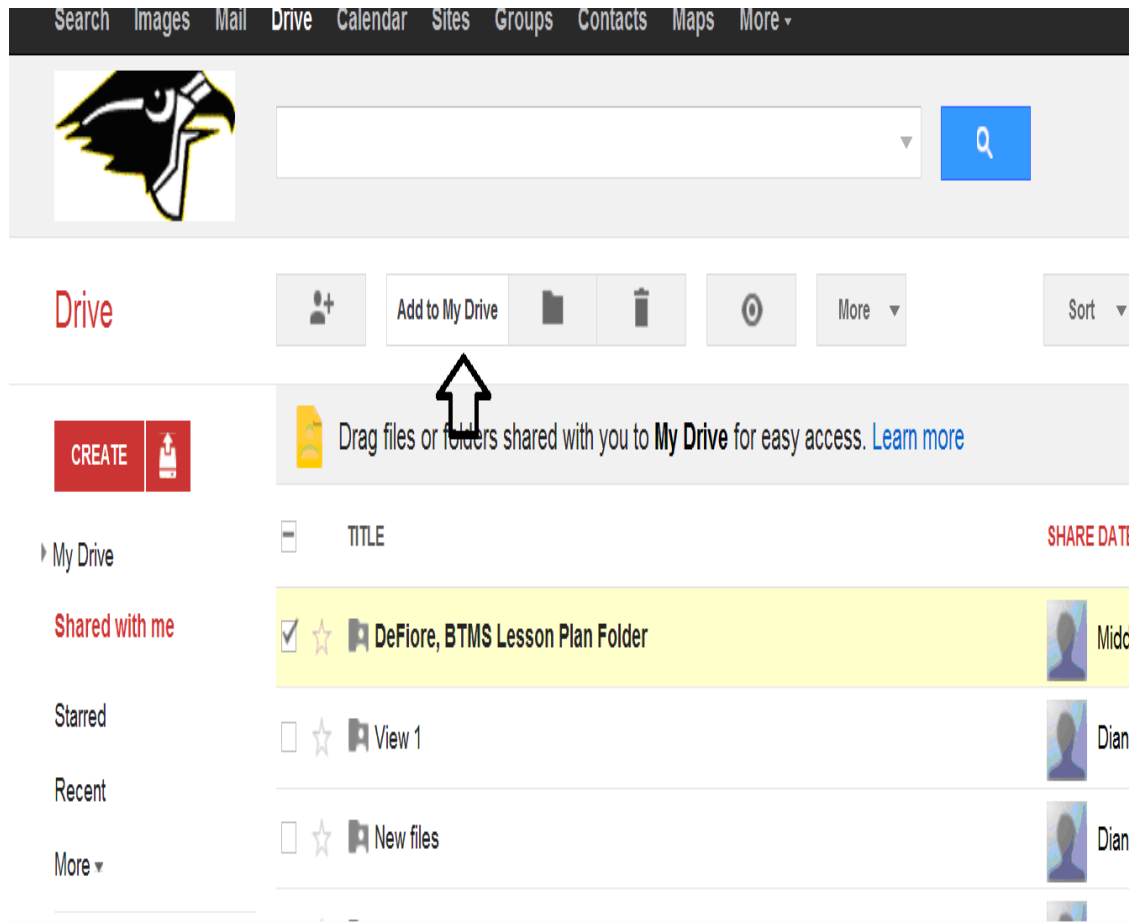>   * To do this:

Step 1: "Shared With Me"

Please click on the "Shared with Me" tab.
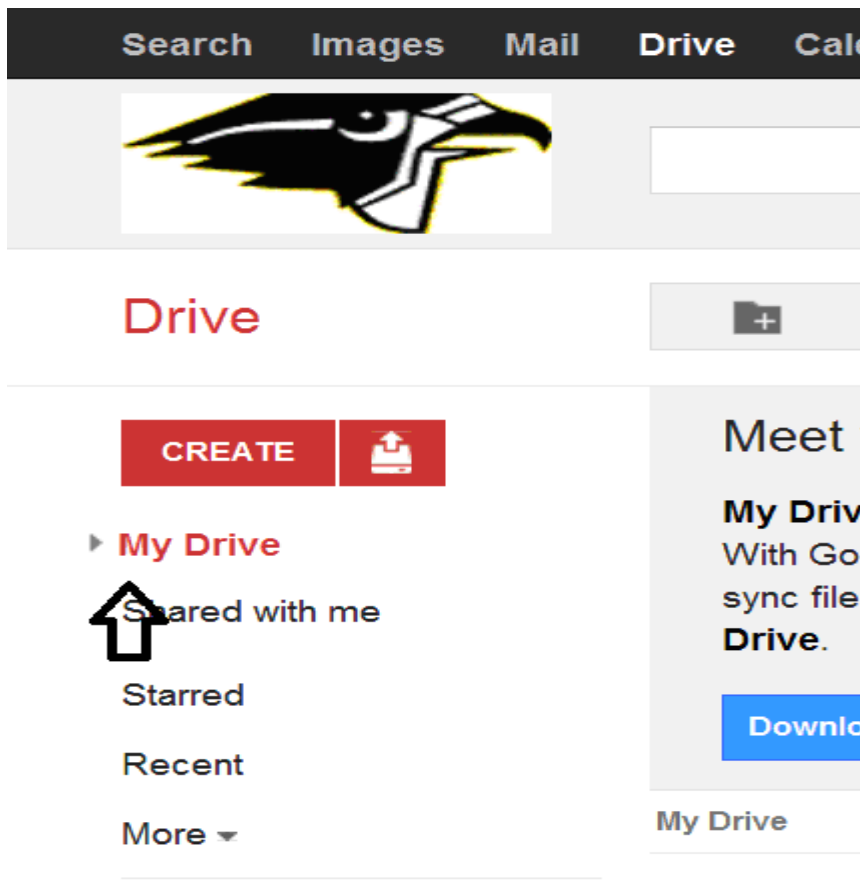
Step 3: Moving a "Shared With Me" File to "My Drive"

After you click on the "Shared With Me" tab, it will take you to all of the documents or folders that have been shared with you.

Please check the box next to the file or folder that you would like to move to your Drive.

After you check the box next to your folder or file, you will notice that new tabs appear on the top of your screen.

Please click on "Add To My Drive."

Step 4: Clicking on my "Drive"

Please check to make sure that the folder or file has been moved to your "Drive." To do that, please click on the arrow next to "My Drive" to open up your "Drive" folders.

Step 5: New View from "My Drive"

If you have successfully moved a folder to your "Drive," you will notice that it now appears underneath the "My Drive" section.

If you are moving a "Shared with me" document to your Drive account, the document will appear below the folders on the right-hand side.

You will only be able to view folders under the red "My Drive" document.