

Freshman 1:1 Orientation



Google Drive and Docs

GOALS

1. Understand what Google Drive is
2. Access Google Drive
3. Organize Google Drive
4. Create a Google Document
5. Move a Google Document into the appropriate Drive folder
6. Share a Google Document
7. Comment on a Google Document
8. Understand how to create other types of Drive files

GOAL 1: Understand what Google Drive is

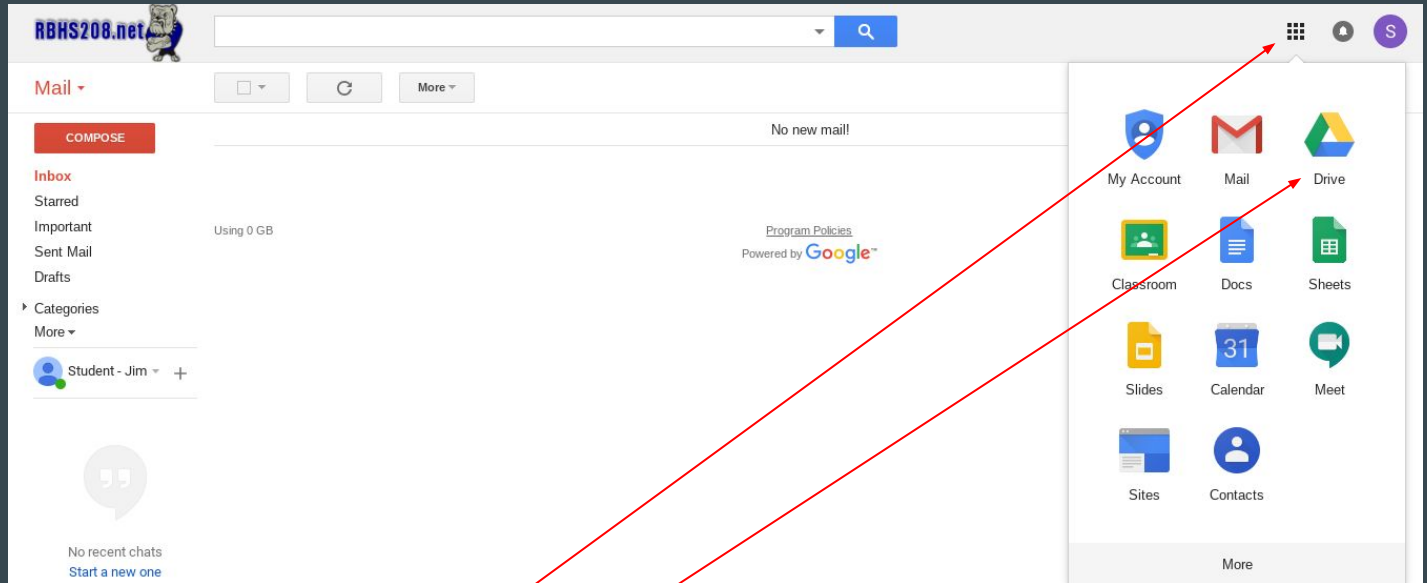
Google Drive is an online space to

- Create files
- Store files
- Access files
- Share files

As long as you have an internet connection, you can access Google Drive.

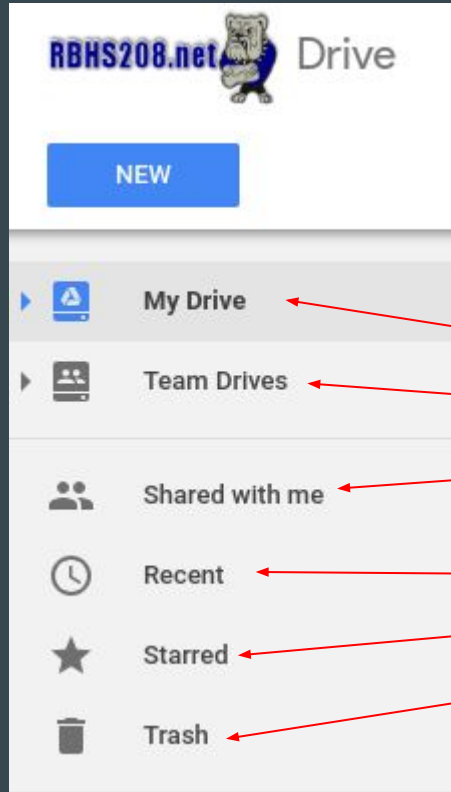
GOAL 2: Access Google Drive

To access Google Drive, you must be on a device with internet access.



- Log in to your school email account
- Click on the apps menu.
- Click on Drive.

GOAL 3: Organize Google Drive, Part I

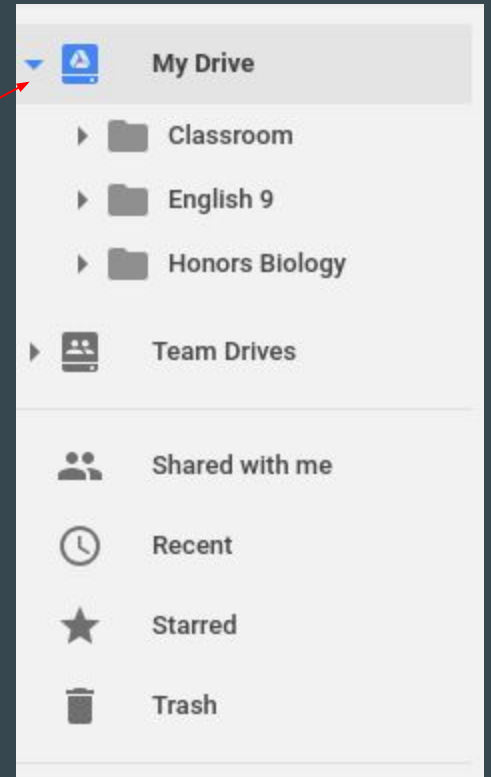


The left menu lists the different aspects of your Drive space.

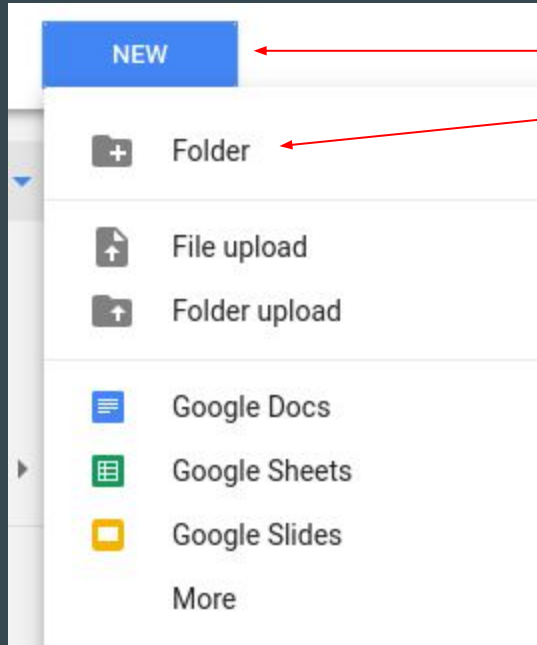
- My Drive: All of your personal files
- Team Drives: All of your team files
- Shared with me: Files others have created and given you access to edit or view
- Recent: Files you have worked on most recently
- Starred: Files you have flagged as important
- Trash: Files you have deleted

GOAL 3: Organize Google Drive, Part II

- Because you probably will have many Google Drive files from many different courses, you should organize your Drive into folders. To see all of your Google Drive folders, click on the arrow next to My Drive.
- The folders should be the names of your classes.
- Anytime you create a file in Google Drive, you should move it to the appropriate folder.

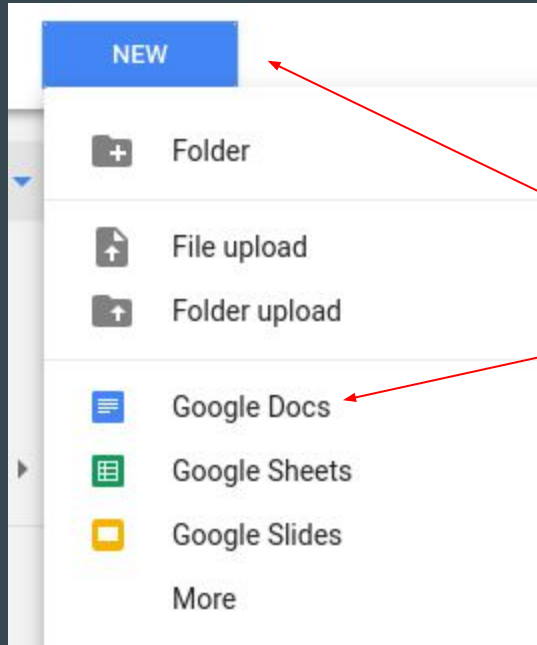


GOAL 3: Organize Google Drive, Part III



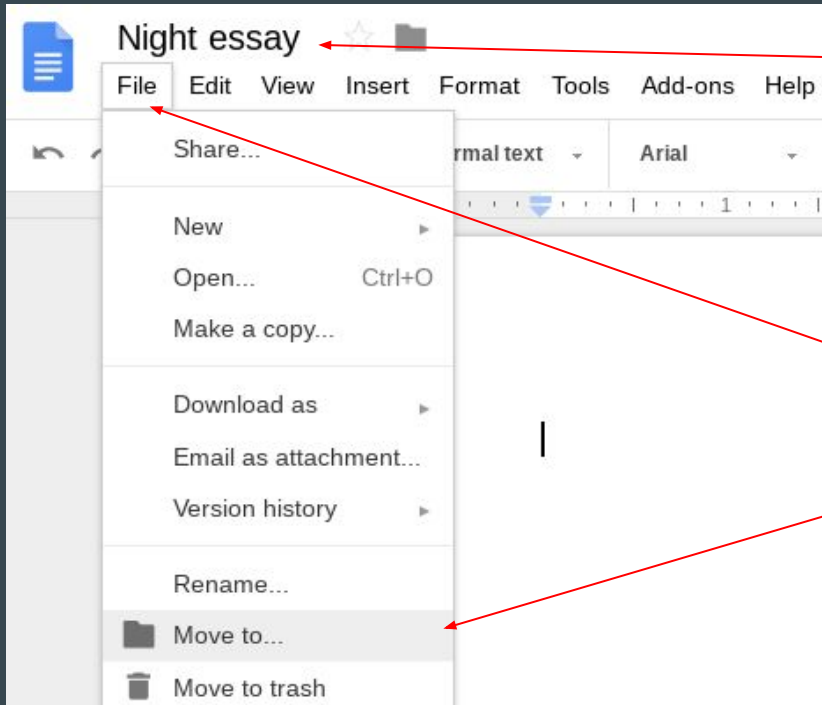
- To create a new folder, click on New.
- Click Folder.
- Type the name of your folder, which should be the name of one of your classes.
- Click Create.
- To change the color of each folder
 - Right click on the folder
 - Click Change Color
 - Select the desired color

GOAL 4: Create a Google Document



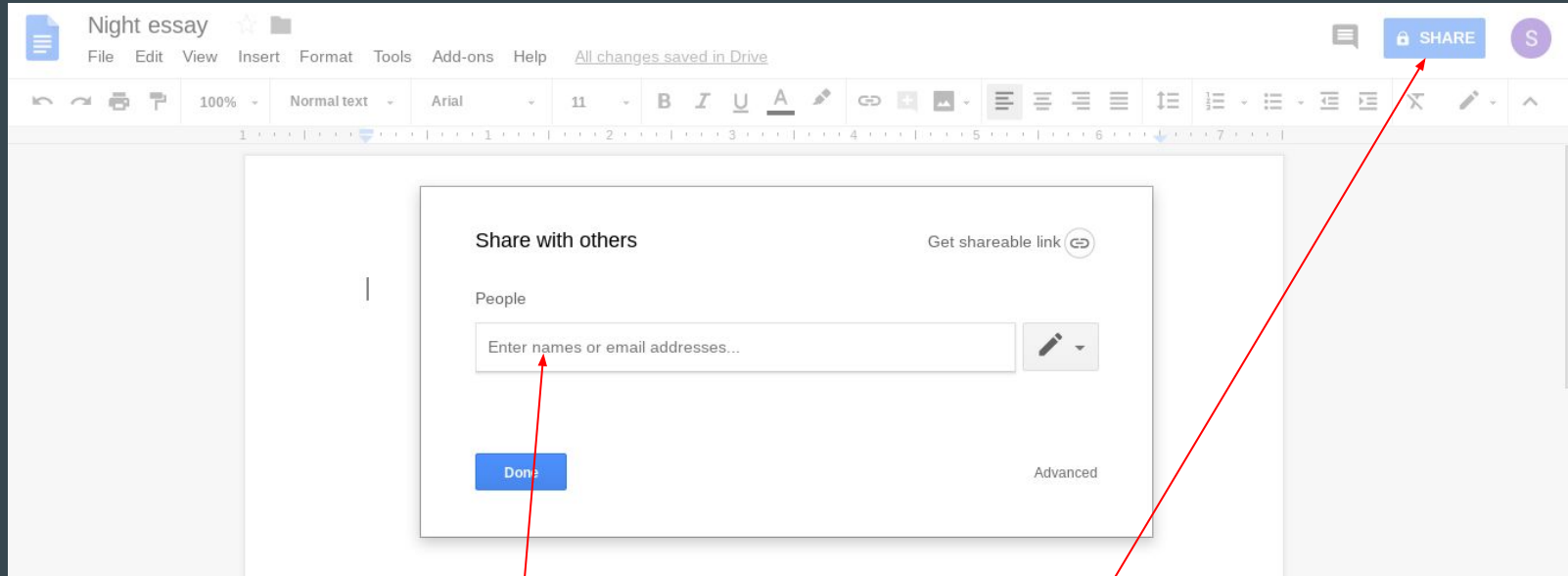
- To create a Google Doc in Drive, click on New.
- Then click on Google Docs.

GOAL 5: Move a Google Document into Drive folder



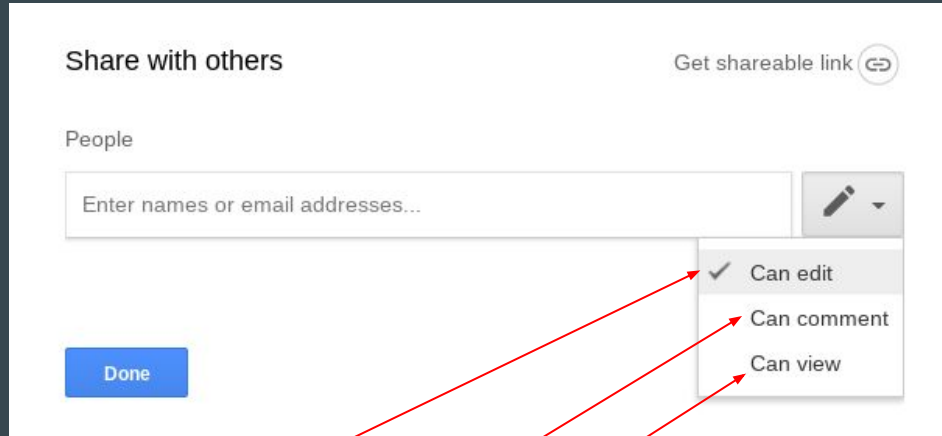
- Once you've created a Google doc, click on the document's name to rename it.
- Before you type in the document, you should move it to the appropriate class folder.
 - Click on File.
 - Click Move to.
 - Choose the appropriate folder.
 - Once the document is in the appropriate location, click Move.

GOAL 6: Share a Google Document, Part I



- To share your document with others, click on Share.
- Type the email address of the person with whom you would like to share the file.

GOAL 6: Share a Google Document, Part II

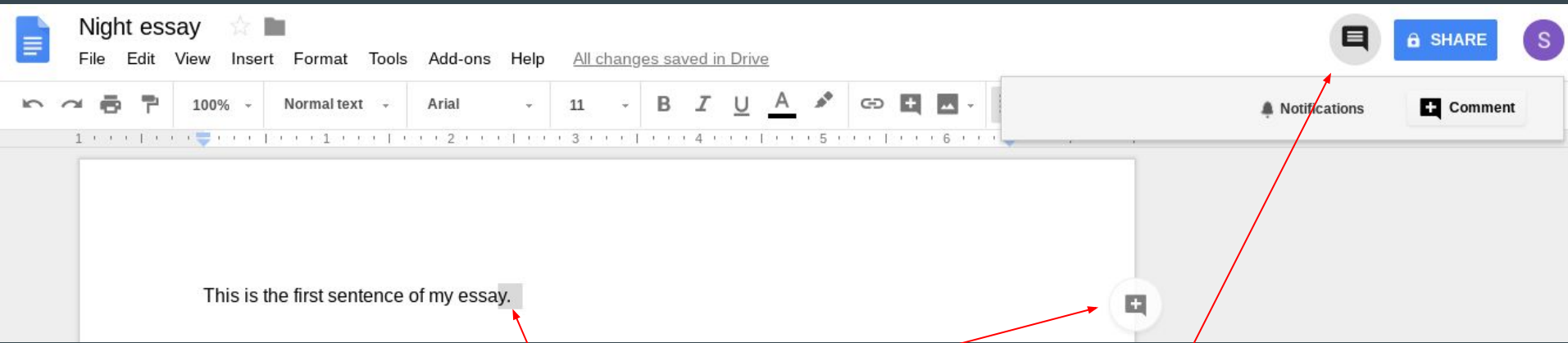


Before you send your document to someone else, check the permissions you have given them.

- Can edit: They can change anything in your document
- Can comment: They can comment in the margin of the document but can't change what you have written
- Can view: They can only read your document

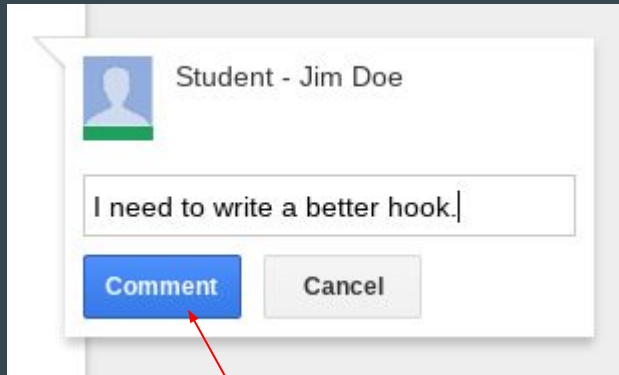
Once you've chosen the appropriate editing permission, click Done.

GOAL 7: Comment on a Google Document, Part I

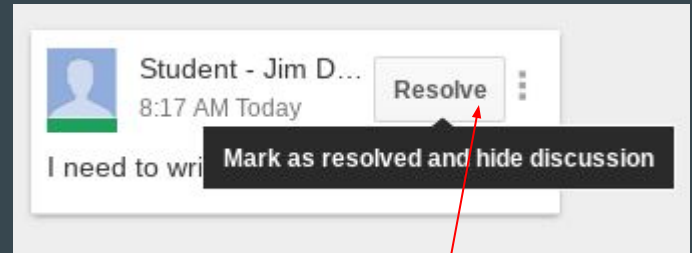


- To add a comment, highlight the text you want to comment on.
- Click the Comment Icon.
- You also can click the Comment Icon at the top of the page to get the option to leave a comment.

GOAL 7: Comment on a Google Document, Part II



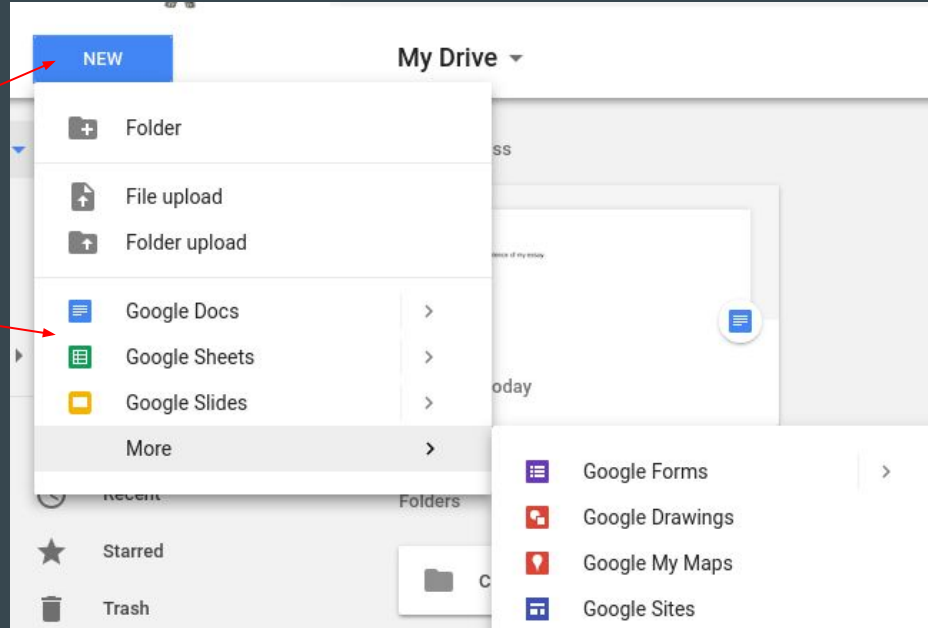
- Type the comment.
- Click the Comment button to save it.
- The comment will appear in the right margin of your document.



- When you no longer need the comment, click Resolve.

GOAL 8: Understand how to create other types of Drive files

- In Drive, you can create many types of files.
- In your Drive, click NEW.
- Select the type of file you would like to create. You can create documents, sheets, slides, forms, and drawings.
- Once you create a new file, remember to name it and move it to the appropriate class folder.



Students, did you meet the goals?

<http://goo.gl/forms/tIGdao1Dsn>