

# Using Google Drive



## What is Google Drive?

Google Drive is an online (cloud-based) file storage from anywhere and from any device that is connected share with others in the District. Great tool for etc... With district accounts you have unlimited storage. Saves automatically



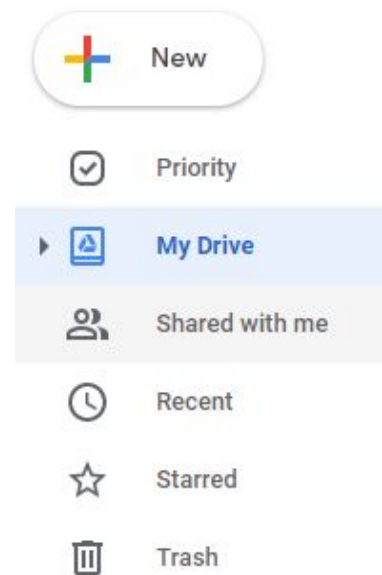
system. You have instant access to your files to the Internet. Create files and folders to collaborating on assignments, curriculum,

## Logging in:

- Go to Levittown Schools home page
- Under Staff / Student click on the Google Classroom link
- The username is your district email account: [username@levittownschoools.com](mailto:username@levittownschoools.com)
- Click the App Launcher (or Waffle) in the upper right corner 
- Select the Google Drive icon 

## Main Menu Options:

- + New: Create new documents, folders, etc...
- Priority: Stores files in workspaces for quick access
- My Drive: Stores all files/folder owned by you
- Shared with me: See what files/folders have been shared to you by others
- Recent: Shows the most recently opened files (listed in chronological order)
- Starred: Files you starred are important
- Trash: Access to items that have been deleted



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## Menu Top Right Corner:

- Question Mark: Google Support icon, Help, training, updates & feedback
- Gear: Settings access
- Waffle: allows access to Google Apps (Gmail, Classroom, Calendar, etc...)
- Toggle View: changes the view of Google Drive to either list or grid view
- I: view details and activity highlighted file or folder



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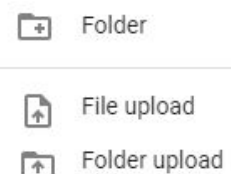
## Organizing your Google Drive:

You can create new folders or copy folders from your H:\ drive, a flash drive or your OneDrive account to put into your Google Drive account. Folders can be shared with others and color coded for organizational purposes.

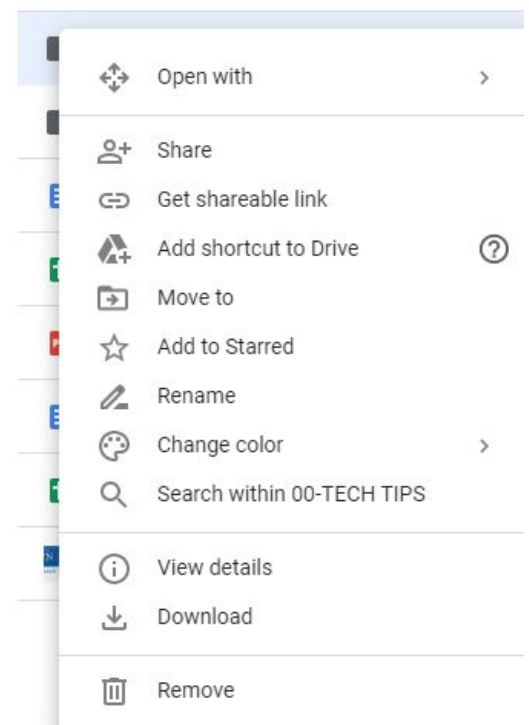
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## To Create a NEW Folder or UPLOAD a folder:

- Click the New button



- The following drop down menu will appear:
  - Here you can create a New Folder
  - Upload a File from your H:\ drive, flash drive
  - Upload a Folder from your H:\ drive, flash drive
- To Create a **New Folder** click Folder, name the folder and click the Create button
- To **Upload a Folder** click Folder upload, locate the folder in your H:\ drive, click the Upload button. When the message comes up, you are uploading # of files, do you trust the site, click the Upload button again. The folder will appear in your Drive.
- If you right-click on the folder, a drop down list of options:
  - Open with
  - Share – share the folder with students or co-workers
  - Get shareable link – link to the folder to share with students or co-workers
  - Move to: move the folder to another location in your Drive
  - Add to Starred – Star the folder into your favorites
  - Rename – rename the folder
  - Change color – change the color of the folder for easier organization
  - Search within ? (recent folder)
  - View details – get details of the folder: Type of folder, location, owner, date create, date modified, date opened
  - Download –
  - Remove – Delete or trash the folder
    - *(items removed can be retrieved)*



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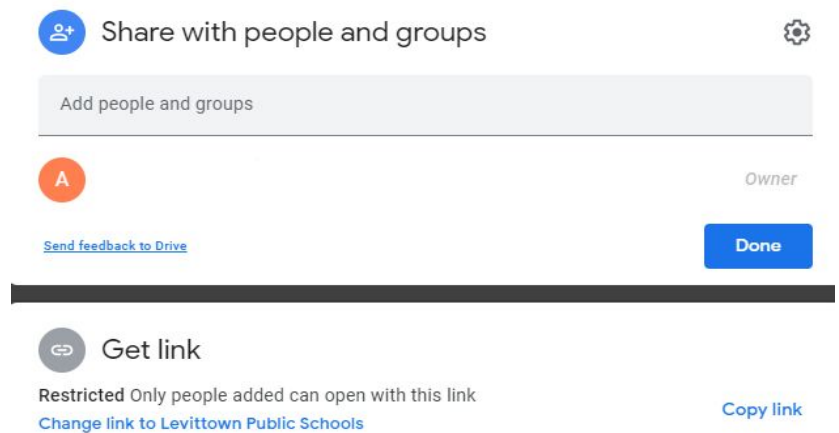
### To Change the Color of a Folder:

- Right-click the folder, Go down to Change color
- Select Color

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### Share a File/Document or Folder to others:

- Right-click on the file or folder and select share



- Option 1: enter the email address of the person or people you want to share with and select whether you want to give them editing or only viewing access
- Option 2: Click get shareable link, then paste it into an email to the recipients
- Click Done
- When someone shares a file/document or folder with you, it appears in the “Shared with me” section of Google Drive
  - Shared with me is only a temporary holding place
  - If you need to access shared files or folders frequently on an ongoing basis, then add it to your drive
  - Three ways to add a file or folder from shared with me to your drive
    - Drag and drop to My Drive
    - Right-click and select Add to My Drive
    - Open up document and click drive icon

NOTE: when you move a shared file to My drive, it only moves the file in your view, not in anyone else’s

NOTE: Make a copy of the document if you want to be sole owner of it and to be able to edit the file as you wish

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### IMPORTANT TIPS:

Google drive looks different on different devices (iPad, Phones), works best if you use a laptop or desktop computer

Make sure CONVERT UPLOADS is checked in your settings – this will automatically convert any uploaded files to Google Docs, Sheets or Slides