

## Technology in the Classroom – Google Drive

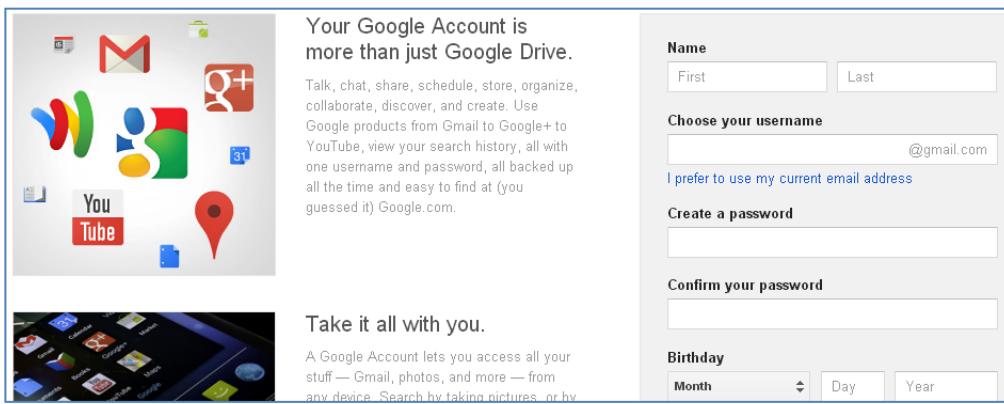
[drive.google.com](http://drive.google.com)

Google Drive that gives users the freedom to create, share and collaborate with documents over the web. Store and access files from anywhere! Instead of sending bulky attachments to family, friends and coworkers, just share your documents on Google Drive.

### Log on to Your Account

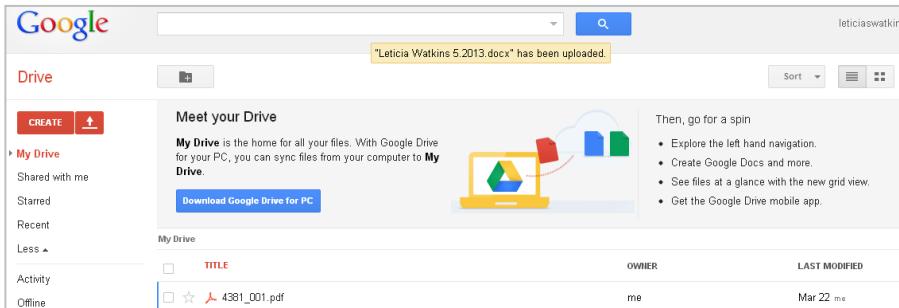
Go to [drive.google.com](http://drive.google.com) and sign in with your Gmail account username and password. If you have never used Gmail, click on the red “Sign Up” button. Creating Google account not only gives you access to Google Docs, but your login information will also work for Gmail, Youtube, Google+ and many other Google applications.

If you already have an email address with another provider, like Yahoo, you DO NOT have to setup up a new Gmail account. You can use your current email address to create a Google account, which will still give you access to Google Drive. Simply click on, **I prefer to use my current email address**. Enter the information in each field. Google asks for your birthday to verify that you are over the age of 13. Your mobile number is for security purposes only, but is not required. Type the verification code to prove that you are not a robot. Check the box to **agree to the Google Terms of Service**.



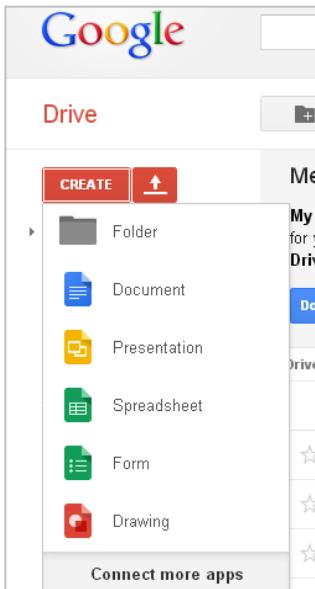
### Google Drive Homepage

Once your Google account is set up, you can begin creating documents that are accessible from any computer! Additionally, Google Drive will auto-save as you work. When you finish creating or editing a file, just close it and it will appear on your Google Drive homepage. To create a new document, click the red **Create** button. To upload an existing document from your computer or flash drive, click the up arrow next to the **Create** button (see page 5 for more details).

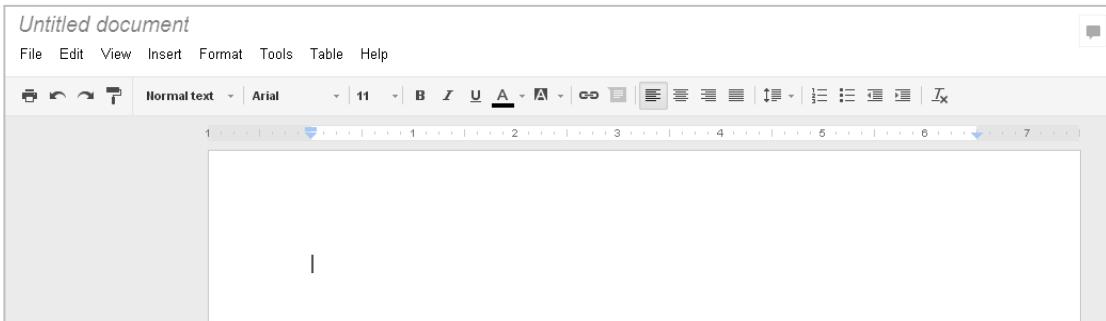


## Create a new file

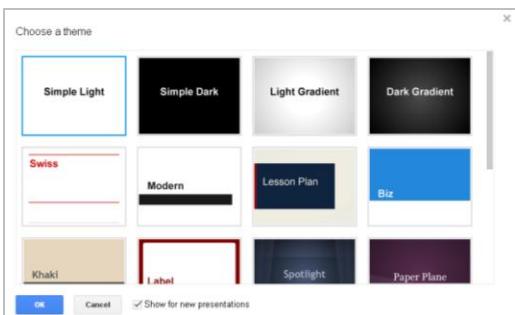
You can create a variety of files using Google Drive: documents, presentation, spreadsheets, forms, and drawings. You can even create folders to categorize your files. Creating folders and drawings are not discussed in this guide.



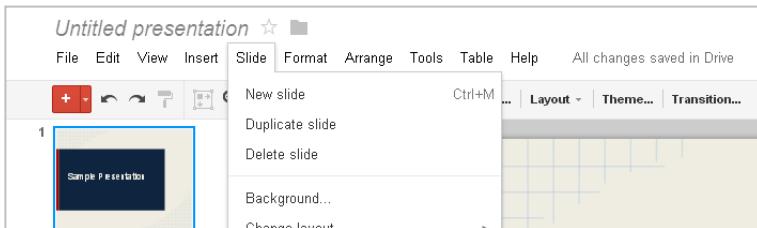
1. **Document** – similar to Microsoft Word. Click on **Untitled document** at the top to give the document a name.



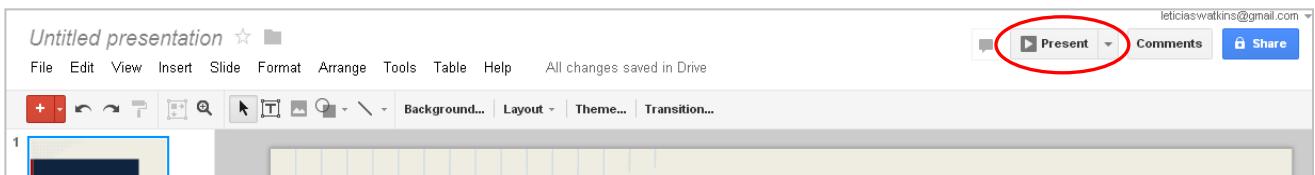
2. **Presentation** – similar to Microsoft PowerPoint. Choose a theme and begin creating your presentation. Click on **Untitled presentation** to give the file a name.



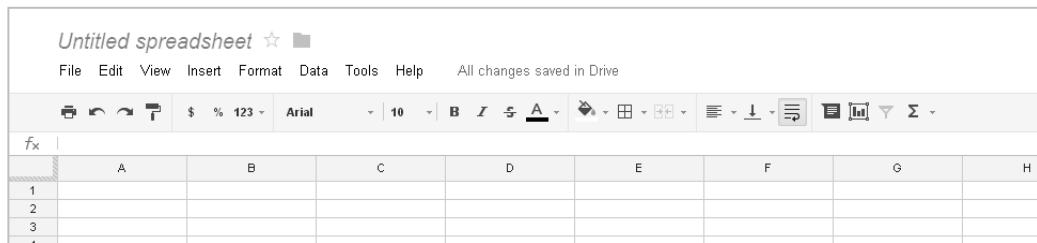
- Click **Slide** → **New slide** to insert additional slides.



- Click the **Present** button in the top right to view your presentation in full screen/presentation mode.

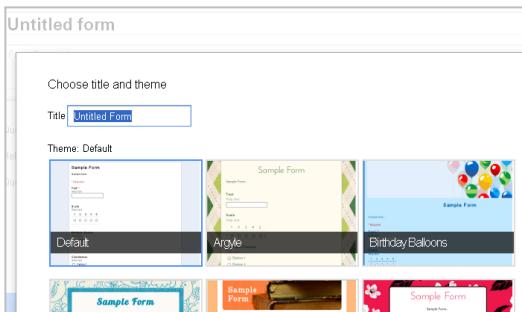


### 3. Spreadsheet – similar to Microsoft Excel. Click on **Untitled spreadsheet** to give the file a name.



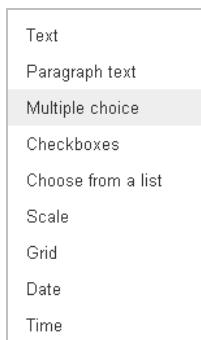
### 4. Form – A Google Form is a great way to give students a quiz, send a survey, or plan an event.

- Choose a title and theme for your form.



- Add a description of your form if desired. Type the question in the **Question Title** field. You can also add a description in the **Help Text** section.

- Select the question type and provide options, if necessary. Text and paragraph text questions are for students to respond with a short answer or essay format, respectively.



**Sample Quiz**

Complete the following short quiz on synonyms and antonyms.

Question Title: Synonyms are...

Help Text: (empty)

Question Type: **Multiple choice**  Go to page based on answer

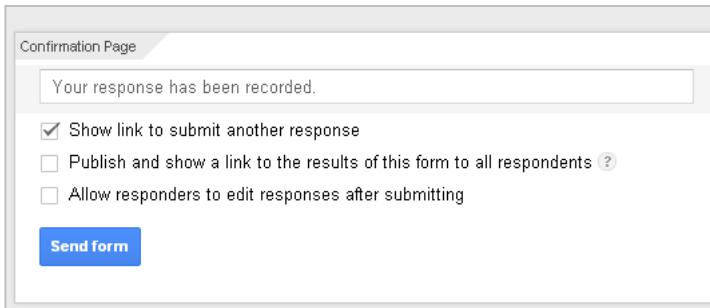
words that sound the same but have different meaning   
 words that have opposite meaning   
 words that have similar meaning   
 words that sound differently

- If the students must provide an answer to the question in order to complete the form, check the **Required question** box. Click **Done** or **Add item**, if you want to add more questions.

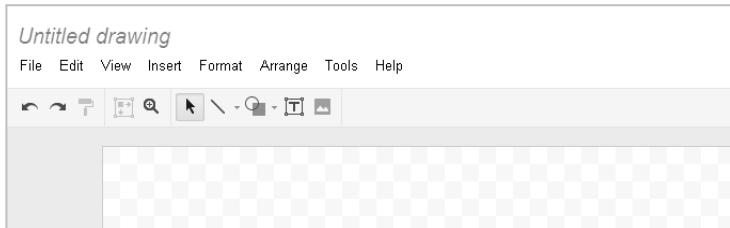
**Done**  Required question

**Add item**

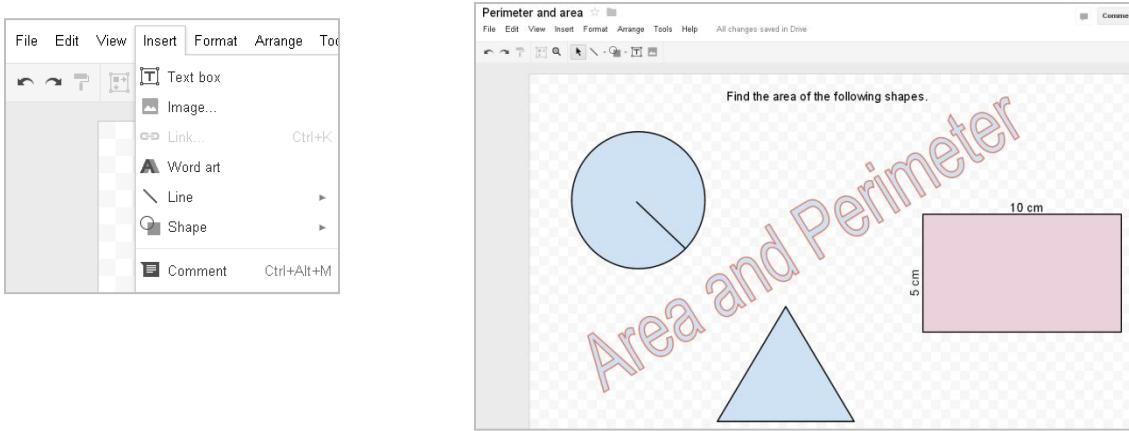
- In the **Confirmation Page** box near the bottom of the page, you can edit the message your students see when they complete the form by clicking on the text, “Your response has been recorded” and adding a new message. To share your form with your students, click on the blue button, **Send form**, near the bottom of the page. You can share the link to your form or send your form through email.



## 5. Drawing – create flow charts, diagrams and other drawings.

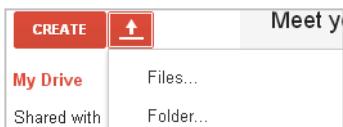


- Click **Insert** to add text, images, word art, lines and shapes.

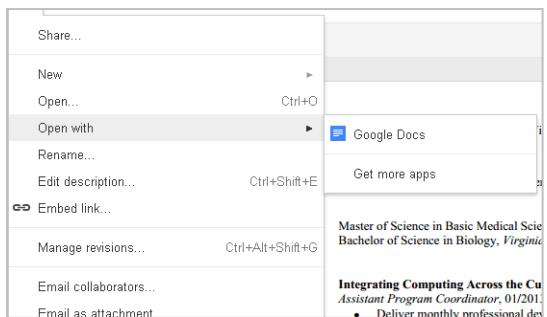


**Upload a file** – Existing files are uploaded in their original format (e.g., as a Microsoft Word document). View these files in their original formats or as Google docs, which can be edited.

- From the Google Drive homepage, click up arrow next to the **Create** button, and select **Files**. Select a file from your computer and click **Open**. The document will upload and appear on your Drive homepage.

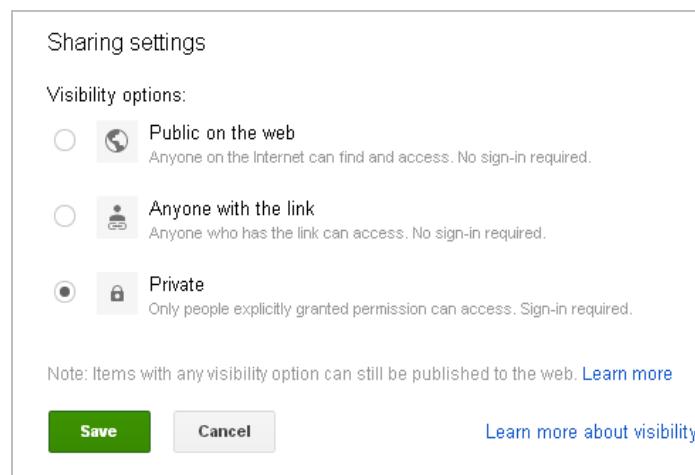
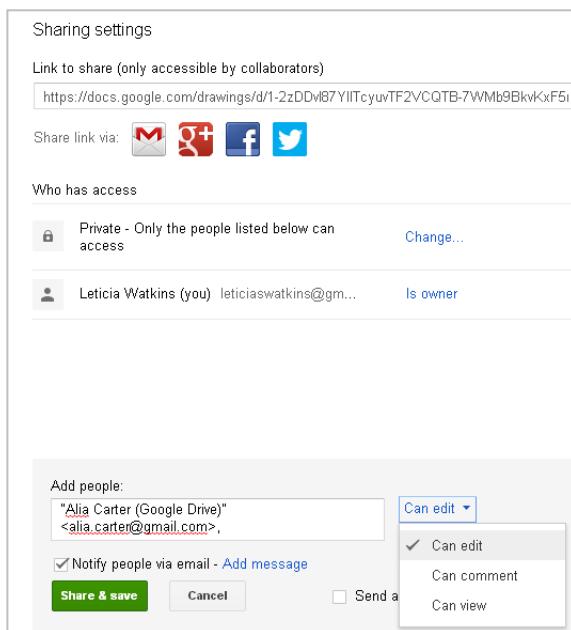


- To make changes to the document, right click on the file in the Google Drive homepage and click **Open with**, and select the Google product.



## Sharing a File

After editing a document, click blue **Share** button to send it to someone. With the access still set to private, you can grant others permission to **view only**, **edit** or **comment** on the document. Enter an email address under **Add people**. You can also change the privacy settings, so that anyone with the link can access the file.



- From the Google Drive homepage, select the document you want to share by checking the box to the left of the file and then click share button at the box.

