# **Google Drive**

# **Objectives**

* Access Google Drive
* Create documents and folders
* Learn about sharing settings
* Manage your documents in Drive

**Prep** ~ Teacher to do ahead of time = none

**Chromebook Rollout Lesson Plan:**

Google Drive

## What is Google Drive? (5-10 Min)

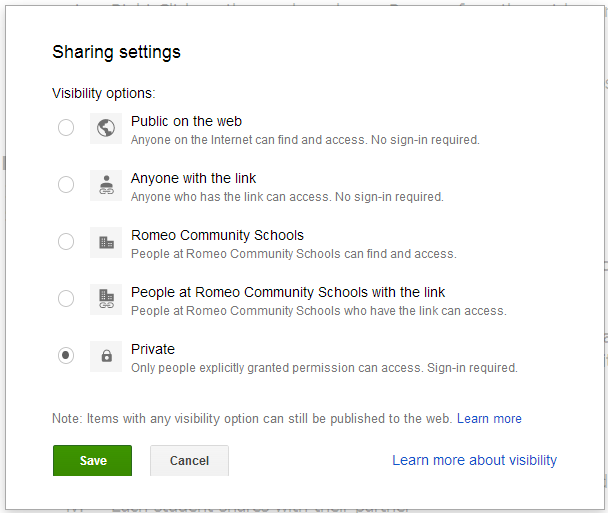
* 1. Introduction - [What is Google Drive? video](http://www.youtube.com/watch?v=1WTE6pa-EY4)
  2. [30 Rock Example](https://drive.google.com/a/romeo.k12.mi.us/file/d/0B-v6gDJS9tpbSVNPalItUmkza1E/edit?usp=sharing)

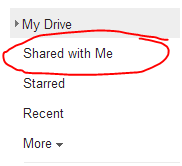
## Creating Docs & Folders (10 min)

1. Introduction - [How do I create in Drive? video](http://youtu.be/WYqPI2I_auI) (approx. 2 min.)
2. Show students the icon for google drive in the “Launcher “ (taskbar at bottom)
3. Creating a document
   1. Click the red CREATE button 
   2. Students can practice creating a doc, spreadsheets or slides if they want to
   3. If you are familiar with docs, consider showing them some of your favorite features
4. ***Activity -*** Make a folder for each class
   1. Click the red CREATE button 
   2. Choose FOLDER
   3. Name the folder: 1 + Course Name (ex: 1 Geometry)
   4. Create a folder for each hour: 2, 3, 4, 5, etc
   5. If you need to rename the folders:
      1. Right Click on the number, choose Rename from the quick-menu that appears  
         OR
      2. Place a check mark next to the folder, click the More tab, choose Rename

## Sharing (10 min)

1. Introduction - [How do I share in Google Drive? video](http://youtu.be/Dsoa9skxVuk) (approx. 4 min)
2. Sharing docs
   1. Talk about the differences in sharing options (Share ---> Change)
      1. **Public on the Web** = **Never, ever use;** opens your docs up to hackers
      2. **Anyone with the Link** = ???
      3. **Romeo Community Schools** = Any at RCS can try to locate your docs
      4. **Anyone at Romeo Community Schools with link** = you can copy and paste this link to anywhere without having to “Share” it with them
      5. **Private** = the default setting for docs



* 1. Some sharing basics
     1. Click the blue share button 
     2. Enter your partner(s) gmail address in the bottom of share window
     3. **Uncheck Notify by email** **if they are sitting right next to you**
     4. Go back to your Drive
     5. Locate your “Shared with Me” section...That is where you can find it.  
        

1. Managing your docs
   1. [Managing Your Docs video](http://www.youtube.com/watch?v=o8rYmt-C9VY&feature=share&list=PLDCE614622E1D2691) (approx. 4 min)
   2. Docs navigator is located in the left-hand sidebar menu
   3. Folder organization - can put folders in folders
   4. Shared with Me is “Inbox” for docs you don’t own
      1. Can drag docs from “Shared with Me” --> Drive for organization
   5. Move shared doc to “My Drive” folder for that class period

If you want to see how this looked in a classroom, click [here](https://docs.google.com/a/romeo.k12.mi.us/file/d/0B1ODUE8X7W3gTFRaVl9iOE10X2s/edit?usp=drive_web).