

Lesson Plan: Google Drive for Beginners

Overview

In *Google Drive for Beginners* students will gain the skills they'll need to use Google Drive effectively, and keep their Drives organized.

Objectives

By the end of this lesson, students should be able to:

- Achieve the following objective(s):
 - Open Google Drive
 - Create a new folder
 - Move a file into the new folder
 - Move a file into the trash
- Answer the following essential question(s):
 - What is a Google Drive, and how can I use it to store my electronic documents?

Digital Skills

As they complete this lesson, students will learn and practice the following digital skills:

- Make a copy of a starter document
- Rename document
- Create a new folder
- Move document into folder
- Move document into trash

Terms and Concepts

As they complete this lesson, students will learn and use the following terms and concepts:

- Drive
- Copy document
- Rename document
- Folder
- Trash

Total Duration

Materials

- 25 minutes
- Computer with internet access (per student)
- Headphones (per student)
- [Applied Digital Skills website](#)

Lesson Outline: Main Videos Plus Extensions

Video	Duration	Description
1 Introduction to Google Drive for Beginners	5 min	Learners are introduced to the lesson and log into their Google accounts.
2 Open your Drive	5 min	Learners access their Google Drive.
3 Copy starter project	5 min	Learners copy and rename the starter project document.
4 Move a file	5 min	Learners move the file into a new folder, and into the trash.
5 Google Drive for Beginners Wrap-Up	5 min	Students wrap up the lesson and discover how the skills they learned can apply to other tasks.

 Prep

Before introducing this lesson to students:

- Create a teacher account at g.co/applieddigitalskills and add a class
- Distribute the class code to your students.

 Procedure

1. Introduce the lesson: Prompt students to think about the basics of Google Drive (see [Appendix](#) for suggested prompts).
2. Wrap up the lesson: Give a short closing and facilitate brief discussion about what students learned and experienced (see [Appendix](#) for suggested prompts).

 Check / Outcomes

Walk around class and monitor progress to ensure students:

- Access Google Drive

College and Continuing Education

- Copy the starter project
- Create a new folder
- Move the starter project into the folder



Resources

- [Starter Project](#)
- [Appendix](#)

Tip: This lesson is designed to be completed in a single class period. It has multiple videos for students to watch, which vary in duration and guide students through building a main project around a central theme.

Tip: Reserve 5 minutes at the beginning and end of each lesson. Start each class with a 5-minute introduction and end each class with a 5-minute closing.

Appendix

Google Drive for Beginners

Introduce the lesson and prompt students to think about Google Drive.

Say *To get started and join our class, go to g.co/applieddigitalskills and select "Sign In." Click on your Google account (or create one), choose "I am a student," and enter our class code. (Teacher note: Locate your class code on your dashboard.) After you join our class, proceed to Video 1 and begin watching.*

Ask

- Does anyone know what Google Drive is?
- Have you used Drive before?

Describe the activities and outcomes for the lesson.

Say *In this lesson, you will learn about Google Drive, and how it can help you keep your files secure and organized.*

Say *Go to g.co/applieddigitalskills and select "Sign In" to log into your profile. If you see "Wait," click it and move on to the next unit. If you already see "Introduction to Google Drive" then you are ready to begin watching the first video. Watch the first video, and complete the steps described.*

Teacher Note	If students need help accessing the lesson, have them navigate the curriculum menu by clicking on "Curriculum" at the top of the page, then scrolling down and selecting the correct lesson.
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Wrap up the lesson.

Wrap-Up Summarize the lesson and celebrate that, as a result of the skills learned, they created an exciting project.

Say *In this lesson, you accessed your Google Drive, created a new folder, and added a document to that folder.*

Ask

- How will you apply the new skills you learned here to your life or work?