Managing your Google Drive

Understanding File and Folder Ownership

You only consume storage for files that you "own" or create in Google Drive. If you are not the owner of a file or folder in Google Drive then that file or folder is not consuming any storage space allotted to you.

You are the owner of:

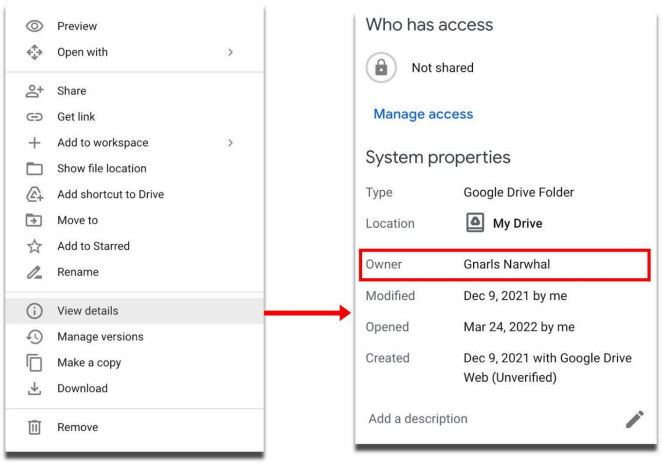
- Files and folders that you upload into your Google Drive account
- Folders that you create in your Google Drive
- Files that you create in Docs, Sheets, or Slides

You are *not* the owner of:

- Files and folders that are shared with you
- Files and folders that are created in Google Shared Drives

How to see who owns a file or folder

You can check to see who the owner of a file or folder is by right-clicking on the file or folder and selecting "view details". If you see "me" listed under the file owner, then that file is consuming your allotted amount of Google storage.



Transferring Files

When an individual departs from the district, whether they be a student, faculty, or staff member, access to Google Drive will be removed and all files and data contained in the Google Drive account will be deleted.

It is crucial to ensure that any necessary files that will be utilized beyond the individual's last day with the district are updated with a new owner. Once the new owner is identified and the files are transferred to that new owner, the files will then consume the storage of the new owner.

Learn how to transfer ownership of Google files and folders.

Managing Drive Files (Best Ways to Create More Storage Space)

Since Google does not provide unlimited storage, it is important to get into the habit of managing your files in Drive. Below are some helpful tips on how to do that.

Review and delete large or unnecessary files in Drive

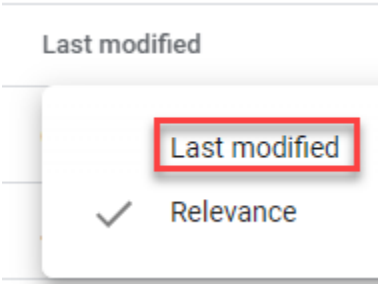
- https://drive.google.com/drive/quota Here you will see the files in your Google Drive listed by the amount of storage space used.

- Delete any large files that you no longer need by right-clicking on the file name and selecting Remove.

Review and delete old files

- https://drive.google.com/drive/my-drive. Here you will see all of the folders and files you own.

- You can find your oldest files by clicking on the Last modified column and changing the selections from Relevance to Last modified.



- Once selected, click on Last modified again to show an up arrow which will sort by the oldest files first.



- Delete any old files that you no longer need by right clicking on the file name and selecting Remove.
- You can also find old files by searching for a date. Type into the search bar: “before:2015-01-01”. This will identify files created before January 1, 2015. To locate older or newer files, change the date.

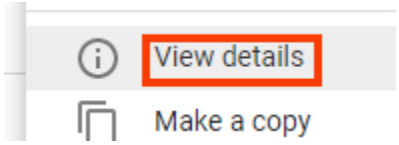
If you manage a Google shared drive (formally team drives), review and delete large or unnecessary files in shared drives.

Go to https://drive.google.com/drive/shared-drives.

Check the last time a file was used or modified

When reviewing files to delete, it's helpful to know when they were last edited or accessed. To do this:

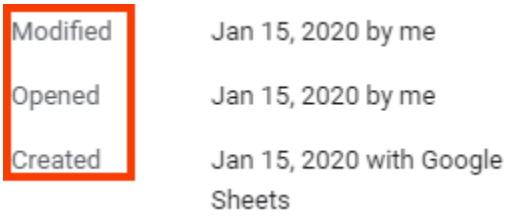
- Find the file in Google Drive.
- Right-click on it and choose "View details":



- or click on the "i" with a circle in the top-right corner:



- The last Modified, Opened, and Created dates will be displayed in a panel on the right:



Don’t forget to empty your Google Drive Trash

To empty the Trash, click on Trash on the left side of the page and choose "Empty trash." Once emptied, your storage space used should decrease in about 24 hours depending on how much was deleted.