Toolkit: Google Drive

This toolkit provides an overview of Google Drive for ASU faculty and staff, including how to get started, use, and manage files with Google Drive.

What is Google Drive?

Google Drive allows users to store files in the cloud, sync files across devices, and share files. It includes Google Docs, Sheets, and Slides for collaborative editing of documents, spreadsheets, presentations, and more.

The following icons in the table represent some of the most popular Google tool products.



Slides	Docs	Sheets	Calendar	Gmail	Drive

Google Drive Features

- ASU Vetted and Secure: Ensures the safety and privacy of your data.
- Web and Mobile Apps: Accessible from any device with internet access.
- Access: Work on your documents from anywhere.
- Easy Collaboration: Collaborate seamlessly with others.
- Connected to ASURITE: Integrated with your ASU email account.
- Autosave: Automatically saves your work to prevent data loss.

Google storage limit

Depending on your affiliation, there will be tiered storage limitations on Google Workspaces:

- **Current Students and Alumni: 5 GB**

- **Staff, Faculty, and Retired Employees: 20 GB**
- **Student Workers: 20 GB**
- **Shared Drives: 20GB**

Please Note:

- Individual drive space does not impact shared drive space.
- Student workers' 20 GB allotment will be reduced to the standard student allotment of 5 GB once the individual leaves their role.
- You can check your storage by clicking here
- Staff and Faculty will still be able to create shared drives, but students will no longer have the ability to create a shared drive.
    - They may access the content saved in an educator's shared drive.

Getting Started with Google Drive

Accessing Google Drive Online:

1. Go to Google Drive.
2. Click "**Go to Drive.**"
3. Enter your email address in the format: ASURITEID@asu.edu.
4. Select "**Organizational G Suite Account**."
5. Enter your ASURITE username and password.
6. Click "**Sign in**."

Alternative Access Instructions

Navigate to drive.google.com/a/asu.edu. This will either take you directly to the drive or prompt you to log in, even if you are logged into other accounts.

Upload files & folders

On your computer, you can upload from drive.google.com or your desktop. You can upload files into private or shared folders.

1. Start out in your ASU Google Drive account

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2. At the top left, click New 

File Upload or **Folder Upload**.
3. Choose the file or folder you want to upload. Review the GIF below to see how to upload a file or folder to your Google Drive.

You also have the option to drag files directly into your Google Drive interface from your computer file management system for your operating system (e.g. file explorer or finder).

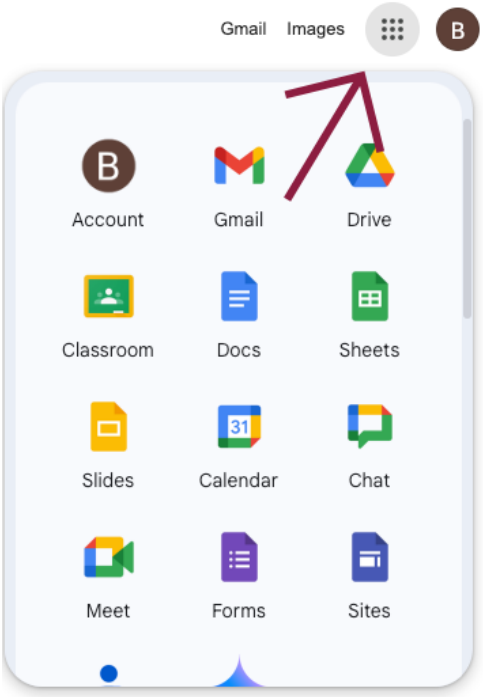
1. **Access Google Drive:**
    - On your computer, go to drive.google.com.
2. **Open or Create a Folder:**
    - Navigate to an existing folder or create a new one to organize your files.
3. **Upload Files and Folders:**
    - Drag files and folders from your computer into the Google Drive folder.

Managing Your Google Drive

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Navigation

- Search Bar: Quickly find files by name or content.
- Layout Options: Choose between grid and list views.
- Left Navigation Bar: View My Drive, Shared Drives, and storage space.



Have you noticed the nine-dot grid at the top right of your Google account when you are signed in? Known as the "Waffle" or "App Launcher Icon," you can use it to access Google products like Drive, Docs, Sheets, and Slides.

Organize Files:

- Drag and Drop: Move files between folders.
- Color Coding: Use colors to differentiate folders.
- Starred Documents: Mark important documents for easy access.

Collaboration

Sharing Files:

- Click the "Share" button in an open file or use the three-dot menu in Drive.
- Sharing Permissions: Set roles for viewers, commenters, or editors.

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Creating a Shareable Link:

- Copy the link to share in emails or messaging apps.
- Adjust sharing settings and permissions as needed.

What if I experience problems with my Google Drive account?

- If you are experiencing IT issues, please check the available knowledge base articles or submit a Service Now ticket.

Resources

- Using Google Drive
- Installing Google Drive to Computer and Mobile Devices
- Upload Files and Folders
- Sharing Files
- Use Google Files Offline

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