

Google Drive Scavenger Hunt

Names of group members:

Follow the instructions from your teacher to complete the scavenger hunt. Each time you complete all of the instructions for a certain color, answer the questions that go with that color.

Folders

What is one thing you've used folders for in real life?

What is the purpose of using folders in real life?

What do you think is the purpose of using folders in Google Drive?

Creating files

What is one reason you could create a document in Google Drive?

Organizing files

How does putting files into folders help in your Google Drive?

Think of an example of a folder you might create in Google Drive. Explain what you'd use it for and why it would be helpful to have.

Sharing files

What does sharing a file do?

What happens if two people are editing a shared file at the same time? You can try this out with your list of group members

file.	
What are some rules you should keep in mind before you share a file with someone?	
What are some rules you should keep in mind if someone shares a file with you?	

Types of sharing

What is the difference between sharing with someone who “can edit” and “can view” a file?	
When would it be good to share a file with someone so that they “can edit” it?	
When would it be good to share a file with someone so that they “can view” it?	

Organizing shared files

Why might it be useful to put files people share with you into folders? Hint: what would happen if you had 50 files people shared with you?	
<p>Pretend you have a Google Drive with the following files:</p> <ul style="list-style-type: none"> • Graphic organizer (penguins) • List of soccer game dates • Notes about penguins • Penguin - final essay • Positions for soccer <p>What are the names of folders you could create to organize these files? Which files would you put into which folders?</p>	