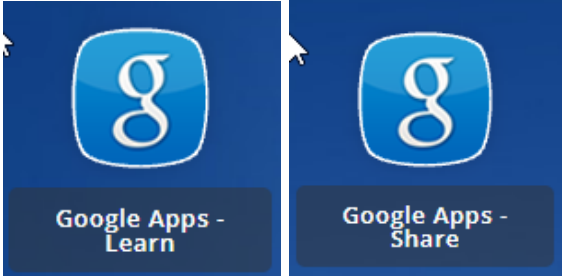
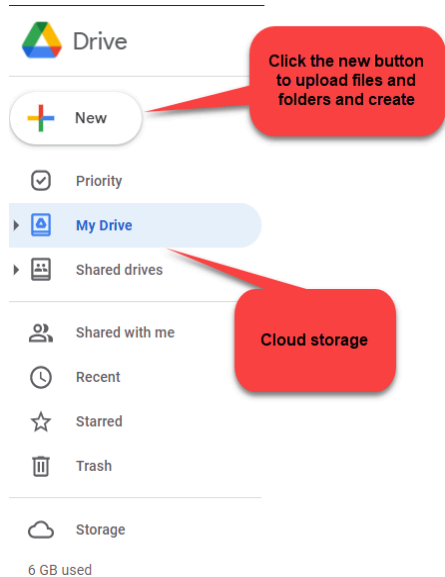
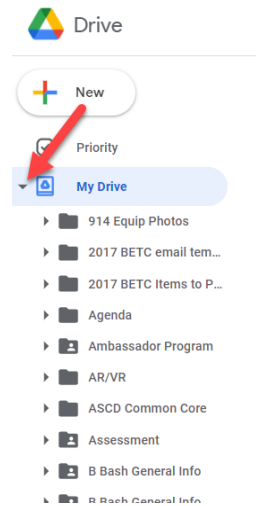


# Google Drive Guide (Workspace for Education)

Link to this Document: <http://bit.ly/3casLVT>

Overview of Google Drive	
<p>Start with <b>Launchpad</b>:</p> <p>Click on:</p> <p><b>Google Apps - LEARN</b> app tile (for Elementary)</p> <p><b>Google Apps - SHARE</b> app tile (for Secondary)</p> <p>Keep your Google Learn or Share tab open.</p>	
<p><b>Google Drive</b></p> <p>You can access <b>Google Drive</b> cloud storage and apps from the left sidebar navigation.</p> <p><b>New Button:</b> you can create folders for your drive to organize, upload files/folder from computer, access shared drives, and create</p> <p><b>My Drive:</b> Personal cloud storage</p> <p><b>Shared Drive:</b> Collaborative cloud storage</p> <p><b>Shared with me:</b> Documents other people have shared with you</p> <p><b>Recent:</b> Recent documents you have opened</p>	

Use the small dropdown arrow next to **My Drive** to show folders and help organize documents



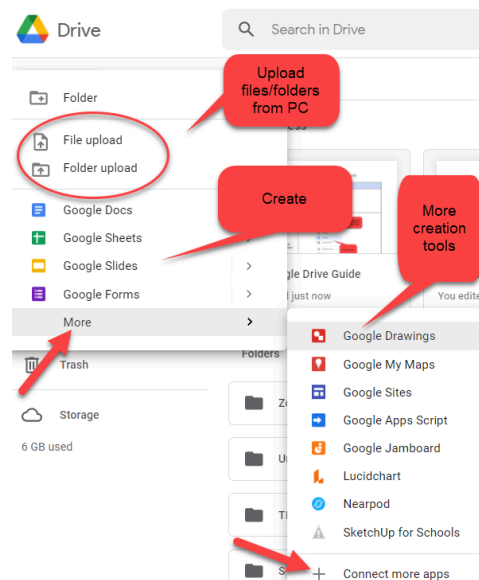
### New Button Navigation:

**Folder:** Create a new folder

**File Upload:** Upload documents from your computer to cloud storage (My Drive)

**Folder Upload:** Upload folders from your computer to cloud storage (My Drive)

**Create New Documents:** Google options created in cloud storage



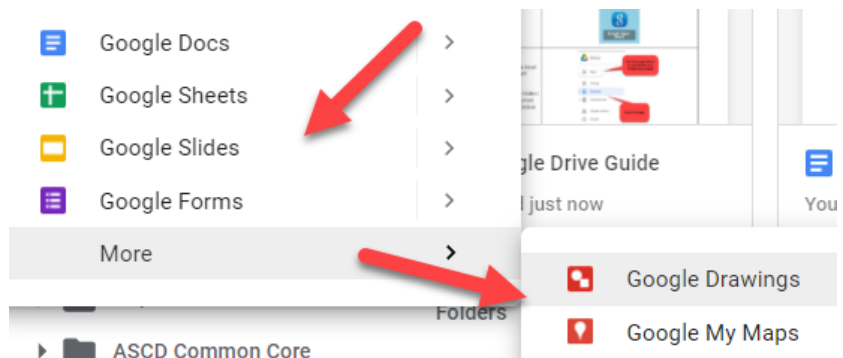
### New Button Creation Menu:

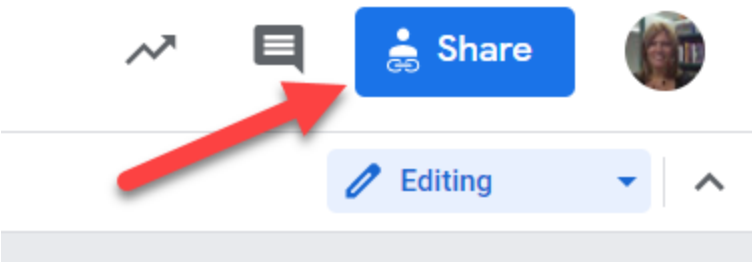
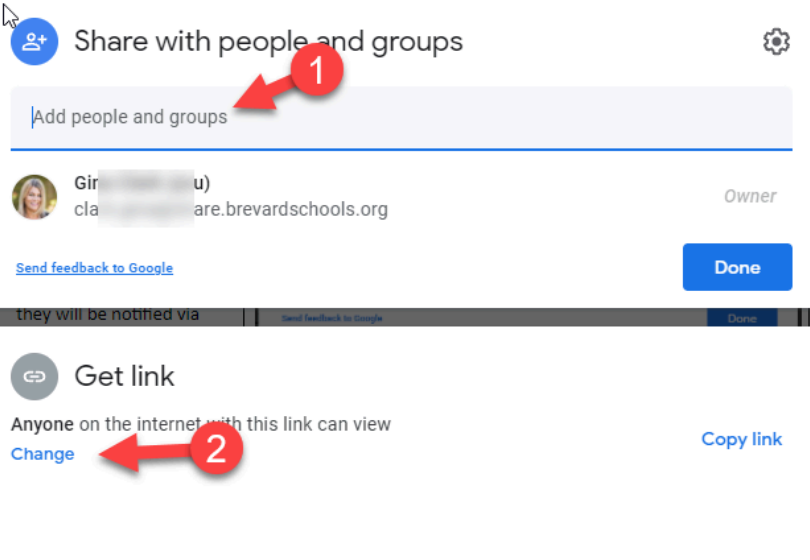
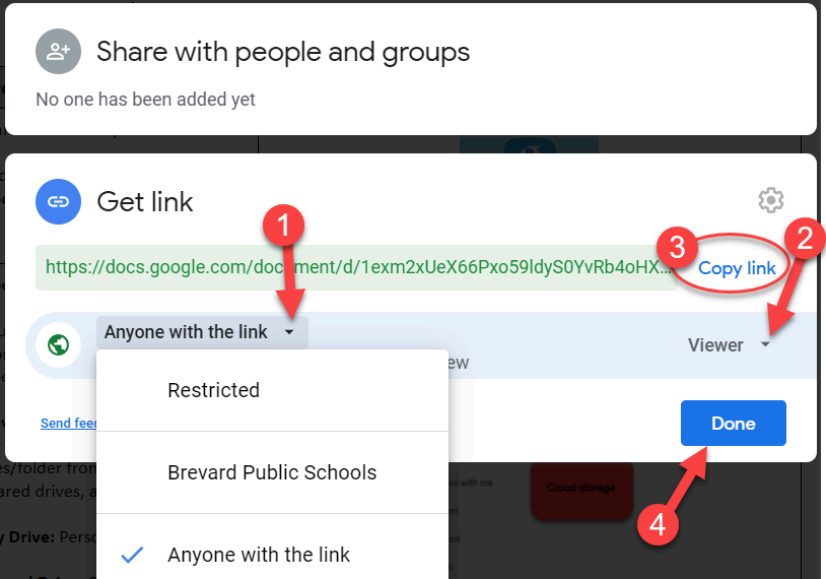
To create a **new** file from the menu, click the +new button and choose the file type:

- Google Docs
- Google Sheets
- Google Slides
- Google Forms

Click **More** for additional creation tools

These docs will be created in your cloud storage (My Drive) no upload needed!



<p><b><u>Sharing Documents:</u></b></p> <p>Click the <b>Share</b> button to add collaborators and to share document via email or with link</p>	
<p><b>Sharing Your Document continued:</b></p> <ol style="list-style-type: none"> <li>1. <b>Add the</b> email address of people you wish to collaborate in creating the document. Click done and they will be notified via email</li> <li>2. When your document is ready to share with a link you have three options. Click <b>Change</b></li> </ol>	
<p><b>Sharing Your Document continued:</b></p> <p>Click <b>Change</b> as seen in the above image (#2)</p> <ol style="list-style-type: none"> <li>1. Use the dropdown to determine access. If you select <b>Anyone with the link</b>, all can access who have the link and will not have to sign in. <b>Brevard Public Schools</b> will require a BPS login to access</li> <li>2. Decide if you want to allow <b>Viewer or Editor</b> access when shared</li> <li>3. <b>Copy</b> the link to share out</li> <li>4. Click <b>Done</b> when finished</li> </ol>	

You can access additional apps from the **app waffle** in the upper right corner. (Google Classroom, YouTube, etc)

