

Google Drive Guide (Workspace for Education)

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

Overview of Google Drive

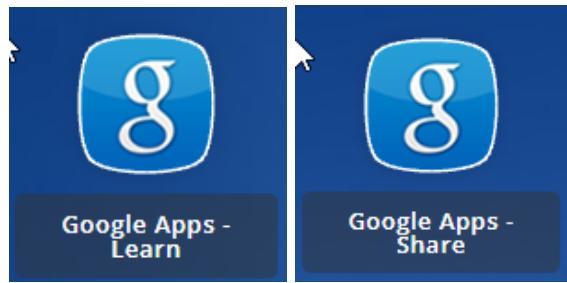
Start with **Launchpad**:

Click on:

Google Apps - LEARN app tile (for Elementary)

Google Apps - SHARE app tile (for Secondary)

Keep your Google Learn or Share tab open.



Google Drive

You can access **Google Drive** cloud storage and apps from the left sidebar navigation.

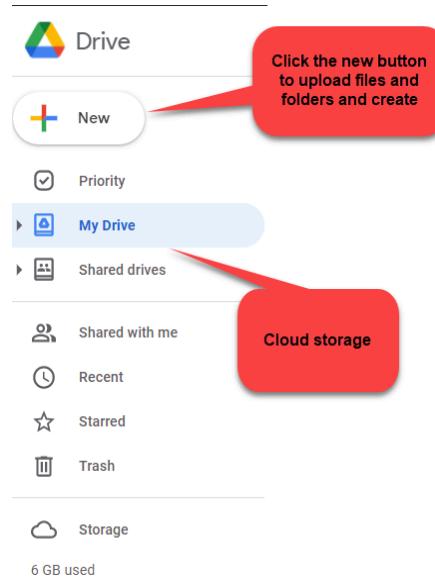
New Button: you can create folders for your drive to organize, upload files/folder from computer, access shared drives, and create

My Drive: Personal cloud storage

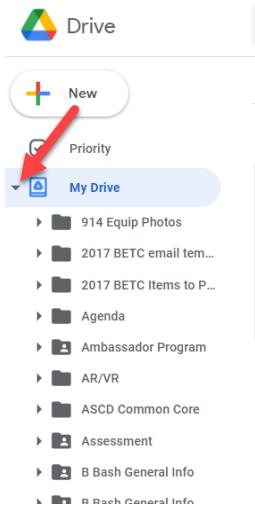
Shared Drive: Collaborative cloud storage

Shared with me: Documents other people have shared with you

Recent: Recent documents you have opened



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



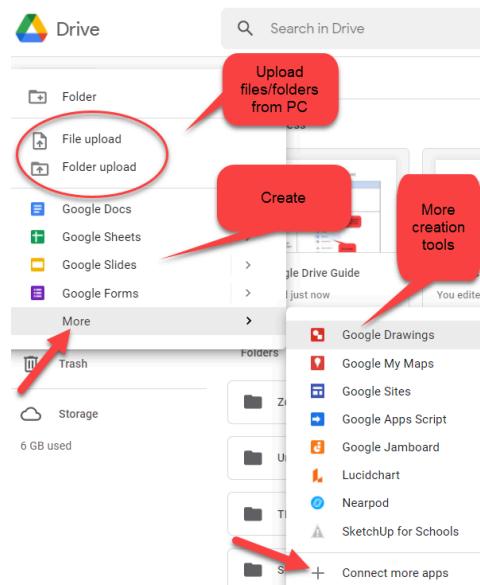
New Button Navigation:

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



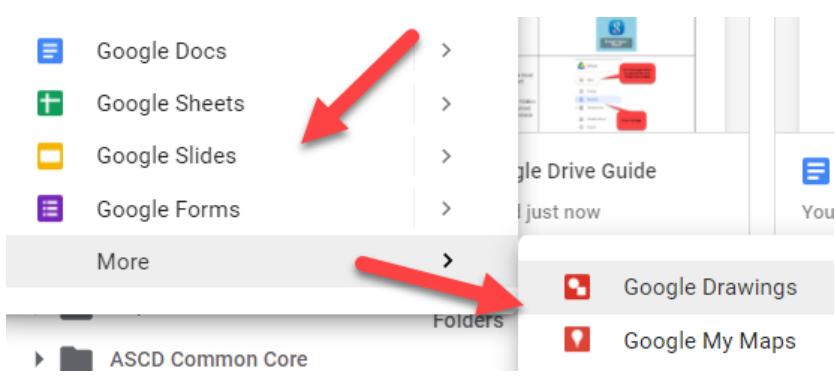
New Button Creation Menu:

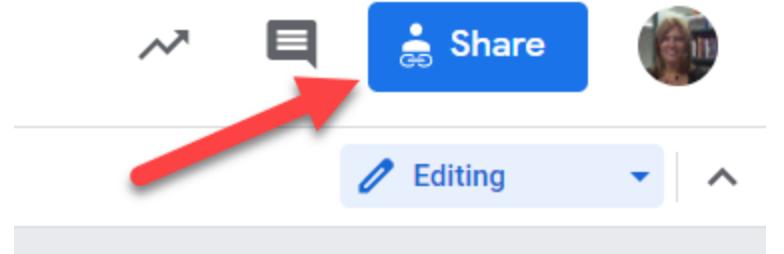
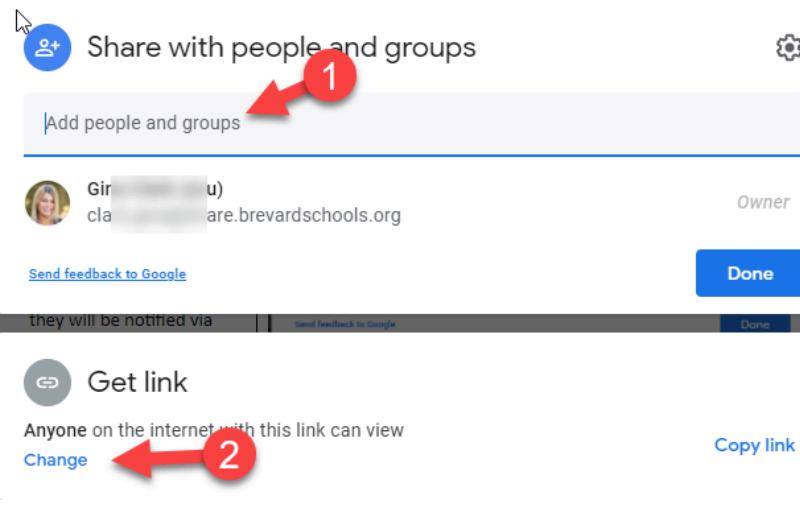
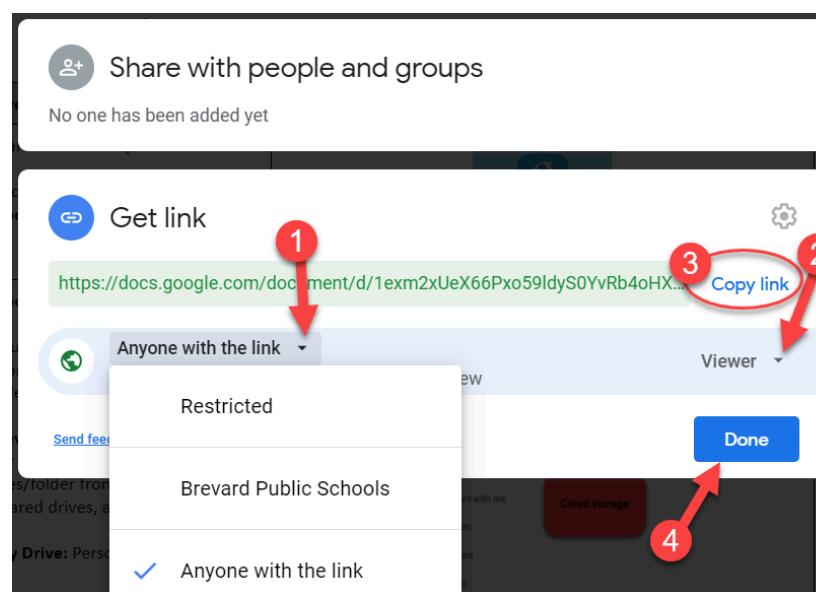
To create a **new** file from the menu, click the +new button and choose the file type:

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

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

