

Sharing and Structure of Google Content in Drive

We will answer these questions in this document...

How do I structure and store content on Google Drive?

How do I find documents, and organize documents from students, staff, and administration?

Depending on a variety of variables, Google Drive has shared spaces for storing content that can transcend traditional information storage methods. I will make the assumption that most users will have access to the same tools that our district has:

We have Google Drive, shared drives, and a myriad of Google Apps... keeping track of disparate content can be very challenging in this environment.

In your Google Drive you may have the following:

My Drive: Imagine this as a filing cabinet where everything that is made or shared with you in Google exists.

In this folder you can create **sub folders** by clicking on the new button and choosing folder- imagine those as file folders in your filing cabinet. when things get very chaotic, you can create folders and move topical items into relevant sub folders. Also if you are in a specific subfolder you can create documents or other Google files by choosing new and selecting the type of file you want to make - this will create that document in this specific folder. When you create a Google Classroom there will automatically be a folder specifically for that classroom in your Google Drive in your Classroom folder. All documents that are turned in will be filed here by assignment.

Shared Drives: Imagine this as a specific set of folders owned by a group of people rather than a specific person. This is particularly great for committee work as the owners of the folder can shift over time as people join and drop out of that work. Create a new shared drive folder for tasks that will be ongoing, and work that will encompass groups of people over time.

Moving Items: If you would like to move an item, you can drag it from folder to folder, or you can right click on it and choose move from the options in the menu - note that there are a few times where you may not have permission to move an item, or the functionality might not exist in Google to do the move. In that case move won't be an available option. Move is also accessible under the File menu when a document is opened. To move an item to a shared drive, select move and hit the left arrow to back out of your folders and drives. Shared drives will be at the highest menu level.

Sharing Items: You can share items with specific people using the big blue share button in the top right corner of the window. You can share an item as narrowly or widely as you want. Note that there are options for whether you want to allow people you share a document with to be able to **comment, view, or edit**. There are also options for how widely the item can be shared. It will give you a link you can copy that can be shared only to specific people you share it with. This is the default state, so often if there are problems with sharing this is why. There are options to share to anyone who has the link, to people in your domain who have the link, these are often more useful for educational purposes.

Find Bar: At the top is a search bar that will help you find things that you lost in your drive folder. You can search by creator, or a keyword that is in the title or even in the document. If you click on the find bar, a menu

will lead you to advanced options that let you search by file type, by creator/owner, date modified, or people shared with!

Starred Items: When you open a document, there is an empty star next to the title. If you click on that empty star, it will turn yellow, and now this item will be in your starred items. Star items that you will want to return to frequently, or that you need to continue working on. To find starred items, click on starred on the left side of your screen between recent and trash.