Design Document: Google Drive

Class Description

Learn the many ways in which Google Drive can be used for uploading, organizing, and sharing files in the cloud.

**Prerequisites**: Must have a Google account.

**Curriculum Track**

Software & Apps

**Audience**

Adult learners

**Course Length**

90 minutes

**Training Method**

Instructor-led training with hands-on activities

**Purpose**

To promote the benefits of using Google Drive for cloud storage and file sharing

Equipment Requirements

Projector and projection screen; computers with internet access for the instructor and each participant; laser pointer (recommended)

Software Requirements

PF – Google Drive Practice File, Windows 7, Google Chrome, and a Google Account

Material Requirements

Pens or pencils, PowerPoint presentation, activity sheet, handout, participant surveys

**Learning Objectives**

At the end of the session, learners will be able to:

* Access and navigate Google Drive
* Describe how to upload a file to Drive
* Demonstrate how to organize Drive files using folders and sub-folders
* Explain common actions which can be performed to a file in Drive
* Differentiate between file sharing with individuals and retrieving a shareable link
* Explain the various methods available for locating files in Drive
* Describe how to create a new Google Doc from Drive

**Assessment Technique(s)**

Successful completion of class activities

Content Outline

***Agenda (3 mins.)***

* Getting Started with Google Drive
* Managing Files and Folders
* Sharing Files and Folders
* Searching for Files and Folders
* Wrap-up / Closing

***Topics, Talking Points, & Activities (85 mins)***

* **Getting Started with Google Drive**
  + Provide a high level overview of Google Drive
    - Explain that Drive is a Cloud storage solution that allows you to keep all files in one place and access them from any device.
    - Drive also allows you to share files with others and access files shared with you
    - Users can store up to 15GB for free
  + Explain important considerations to be aware of regarding Drive file storage
    - Storage capacity issues:
      * Messages and attachments in Gmail count towards the 15GB storage capacity
      * Documents created in Google apps, such as Docs and Sheets, don’t count towards the storage limit
      * Users can increase their storage capacity beyond 15GB for a fee
    - File compatibility with Drive
      * Virtually every file type can be uploaded to Drive
      * When uploading Microsoft Office files, they can be converted into a corresponding Google doc (Ex: Excel to Sheets)
  + Accessing Drive
    - Instruct participants to launch the Google Chrome application from the desktop
    - Explain that Chrome is the optimal browser to use with Drive to ensure full functionality of the app (Ex: Drag and drop functionality)
    - Demonstrate how to access Drive via Google *> Apps icon > Drive*

**ACTIVITY:** Ask participants to complete **Activity 1** on their *Activity Sheet*

* + Introduce the main sections of the user interface & explain that each section will be covered in greater detail throughout the class.
    - The ***Search Bar*** is used to locate files quickly and easily
    - ***Settings and display*** icons provide options to:
      * Toggle between “List” and “Grid” view
      * View more detailed info about files
      * Modify user preferences
    - ***Sorting*** dropdown allows files to be organized by:
      * alphabetical order
      * last modified date
      * last opened date
    - ***File and Folders*** display in the main window
    - ***Remaining Storage***  displays currently used storage and total available capacity
    - ***Navigation Pane*** provides links to different categories of files (Ex: Trash or Favorites)
    - The ***New*** button is used to upload documents from your computer or create new docs using various Google apps
* **Working with Files and Folders**
  + Explain that Drive allows users to manage their files and folders by uploading from a PC or other device. Common actions include:
    - Uploading either a single file or entire folder from their PC
    - Organizing files in Drive using folders
    - Marking files and folders in Drive as favorites for easy access
    - Deleting files from Drive or downloading to a computer
  + Demonstrate how to upload a file to Drive
    1. Click the **New** button
    2. Click on **File upload**
    3. Select a file from the computer to upload (Ex: use a stock image from the Pictures folder)
    4. Click the **Open** button

**Tip:**  Explain that files can be dragged from your PC into Drive as another method for uploading.

**ACTIVITY:** Ask participants to complete **Activity 2** on their *Activity Sheet*

* + Provide an overview of the menu options which display upon right-clicking a file and explain that each option will be covered in more detail
  + Describe the purpose and benefits of using folders to keep files organized
    - Related files can be grouped together within a folder
    - Sub-folders can be created for greater level of organization
  + Demonstrate how to create a new folder in Drive
    1. Click on the **New** button and select “Folder”
    2. Type in a name for the folder (Ex: Library Training)
    3. Click on the **Create** button
  + Describe the two primary methods of moving a file between folders
    - Option 1 entails dragging and dropping a file from its existing location to the desired folder
    - Option 2 entails right-clicking the file, selecting “Move to,” and picking the destination folder
    - In Drive, demonstrate how to move an existing file into a new folder

**ACTIVITY:** Ask participants to complete **Activity 3** on their *Activity Sheet*

* + Using the slide presentation, explain that folders in Drive can be color coded for a visual distinction amongst them
  + Demonstrate how to color code a folder
    1. Right-click on the folder
    2. Click on “Change Color”
    3. Pick a new color
  + Provide an explanation of situation in which a user may wish to download files from Drive back onto a PC or other device and demonstrate how downloading is accomplished
    - In order to open files with an application on their PC (Ex: Microsoft Word)
    - To share with others using an alternate method to Drive sharing
    - Users can download files by right-clicking and selecting “Download”
  + Explain that Drive allows files to be viewed by double-clicking them
    - Files which were created with Google apps, such as Docs or Sheets, will open in those programs
    - All other files open in a “Preview” window which is “view only” (documents cannot be edited)
  + Provide an overview of the main sections and available actions in the “Preview” window
    - The left-arrow icon closed the “Preview” window and returns the user to Drive
    - The Open File dropdown provides a list of recommended apps for opening the file
    - Options to print and download display
    - The “More options” button provides various actions for the file including share, move, rename, and view more details
  + Explain how Microsoft Office files are viewed and/or edited when working with Drive
    - Users can preview Office files by double-clicking them
    - To edit an Office file the user must download it to their PC, make the necessary changes, and then re-upload to Drive
  + Explain that various properties or details of a file can be viewed in Drive, including any prior activity which has occurred
    - Viewable information about a file includes the file type, size, location (folder), owner, activity dates (when modifications or changes occurred), and the create date
  + Demonstrate how to toggle on the additional details of a file or folder
    1. Select a file or folder
    2. In the toolbar area, click the “View details” icon
    3. Select between “Details” or “Activity” to see more info about the file
  + Explain the files can be marked as favorites by “starring” them; the benefits include being able to quickly access the file at a later time
    1. Right-click a file
    2. Click on “Add star”
  + Demonstrate how to view starred items by clicking the “Starred” folder in the navigation pane
  + Explain that files can be deleted from Drive if they are no longer needed or in order to free up more storage space
    1. Click once on a file
    2. Click the “Trash” icon in the toolbar area
  + Provide a demonstration of how to retrieve files from the “Trash” folder and mention that files remain available for only 30 days before Google automatically deletes them permanently
    1. Access the “Trash” folder
    2. Click once on a file
    3. Click on the “Restore” icon (which moves the file back to its prior folder/location)

**ACTIVITY:** Ask participants to complete **Activity 4** on their *Activity Sheet*

* **Sharing Files and Folders**
  + Provide an introduction to sharing in Drive
    - Individual files or entire folders can be shared with others
    - Sharing options include providing the ability to view, edit, or download a document
    - Drive users can share files with non-Google users
  + Demonstrate how to share a file with another user and explain that an email notification is sent when you share a file
    1. Click once on the file to select it
    2. Click the “Share” icon  in the toolbar
    3. Type in the email address of friend in the pop-up box that displays
    4. Type in a message that you wish to display in the email notification
    5. Click on “Send”
  + Within the slide presentation, provide an example of the email notification that people receive when a file is shared with them
  + Describe important factors to be aware of regarding files that are shared with you
    - Files can be viewed within the “Shared with me” folder (in which sub-folders cannot be created)
    - Files shared with you don’t count towards your storage limit, unless you become the owner of the file
    - Deleting a file from the “Shared with me” folder doesn’t remove it from other users with access to the file, unless you are the owner.
  + Explain how to access and manage files shared with you
    1. In Drive, select the “Share with me” folder
    2. Right-click on a file to view available actions, including the option to “Add to my Drive” (move the file to one of your own folders)
  + Describe the purpose of obtaining a shareable link versus sharing files directly with individuals
    - A shareable link makes the file accessible to anyone who has the link; this is good for publishing to a website or emailing to a large group
    - Retrieving a shareable link is accomplished by
      * selecting a file
      * clicking the “Get shareable link icon 
      * copying the hyperlink which displays
* **Searching for Files and Folders**
  + Provide an introduction to sharing within Drive
    - Various search methods are available for locating files within Drive
    - A search can be conducted using keywords from the file name or from within its contents
    - Drive provides advanced search options to locate files using various properties
  + Explain that all searches begin by clicking in the “Search bar” and the available options include:
    - Conducting a search by keyword within the search bar
    - Selecting from the available files types which display under the search bar to view all files of that type
    - Viewing advanced search options by clicking “More search tools”
  + Provide an overview of the file properties which can be selected as search filters in the advanced search window
    - Commonly used options include file type, date modified, item name, owner, or shared with

**ACTIVITY:** Ask participants to complete **Activity 5** on their *Activity Sheet*

* **Next Steps**
  + Provide a summary of additional learning opportunities to move beyond the basics of Drive.
    - Drive Settings provides options to modify user preferences
    - Additional learning resources are available for participants to view following the training
    - Ask users to complete the class survey at the end of training to help improve future classes
    - Advise users about upcoming classes that cover Google Docs
  + Discuss briefly the types of settings which can be modified and how to access Drive settings
    - Options include modifying display density, notification preferences, and more
    - Settings are accessed from Drive via the **Gear icon > Settings**
  + Provide an overview of how to navigate the settings window
    - Three options display on the left side of the screen to toggle between different available settings (General, Notifications, and Manage Apps connected to Drive)
    - Clicking the **Done** button in the upper-right corner saves all changes and closes the “Settings” window
  + Introduce participants to Google Docs, explaining that they are similar to Microsoft Office documents but created with Google Apps
    - Docs is a word-processer application similar to Microsoft Word
    - Sheets is a spreadsheet application similar to Microsoft Excel
    - Slides is a presentation application which allows users to create slide shows, similar to Microsoft PowerPoint
  + Explain how to create a new Doc
    - Google docs are created by clicking the **New** button in Drive and selecting a file type (Ex: Google Docs)
  + Demonstrate what a new Google Doc looks like and explain that any changes made to the file are automatically saved in Drive

**ACTIVITY:** Ask participants to complete **Activity 6** on their *Activity Sheet*

* + Share that participants can find more info at GCF Learn Free ([www.gcflearnfree.org](http://www.gcflearnfree.org)) or Google’s online Help Center (<https://support.google.com>)

***Wrap Up/Closing (2 mins.)***

* Highlight the upcoming technology classes and share the types of topics that will be covered
* Ask if there are questions and answer any that were “parked” during the session
* Thank participants for coming and ask them to complete the class survey before leaving