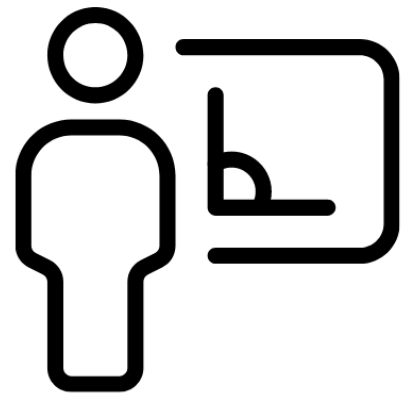


Instructors Guide



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



There are no secrets to success. It is the result of preparation, hard work, and learning from failure.

Colin Powell

Module Two: Using Google Drive

This module will familiarize students with Google Drive, a cloud-based storage solution. We'll cover file and folder creation and management, adjusting settings and views, and the sharing procedure for documents.

Managing Files

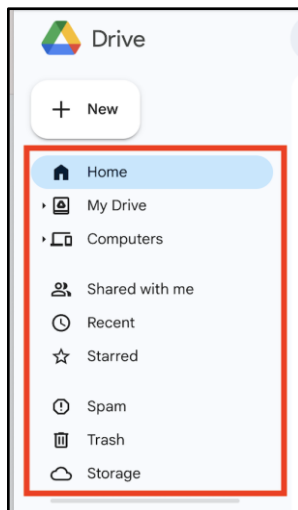
Estimated Time for this Lesson	20 Minutes
Topics in this Lesson	<ul style="list-style-type: none">• Copying• Moving to Trash• Downloading to Hard Drive• Uploading from Hard Drive

Copying

Copying a file in Google Drive is a straightforward process:

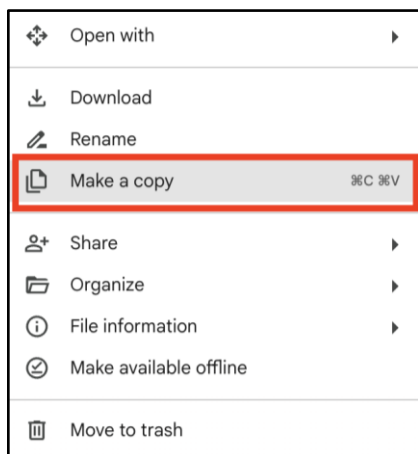
- 1. Open Google Drive:** Go to your web browser and navigate to Google Drive. Sign in with your Google account if you're not already logged in.

2. Locate the File to Copy: Find the file you want to copy. You can navigate through your folders in the 'My Drive' tab or use the search bar at the top to locate the file quickly.



3. Select the File: Click on the file you want to copy. This action will highlight the file and allow you to perform actions on it.

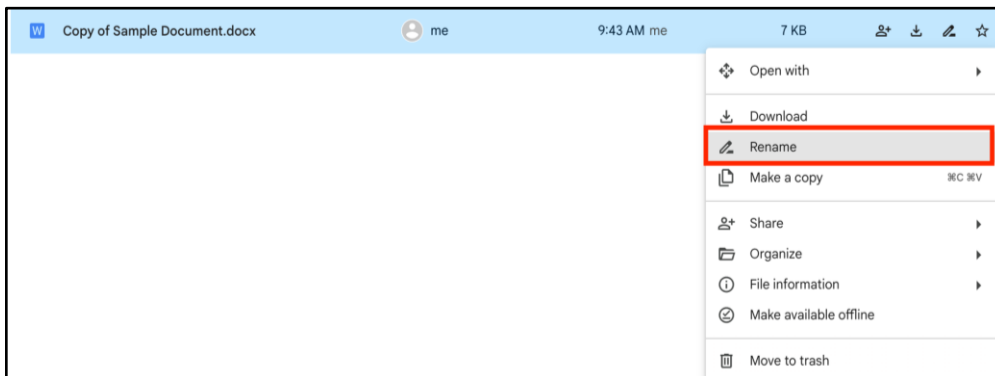
4. Copy the File: Once the file is selected, right-click on it (or click on the three-dot menu icon next to the file name). This action will open a dropdown menu. From the menu, select the "Make a copy" option. Alternatively, you can press the keyboard shortcut "Ctrl + C" (Cmd + C on Mac) to copy the file.



5. Find the Copied File: After making a copy, you'll usually find it in the same folder as the original file. Google Drive will automatically append "Copy of" to the copied file's name to differentiate it from the original.

	Sample Document
	Copy of Sample Document

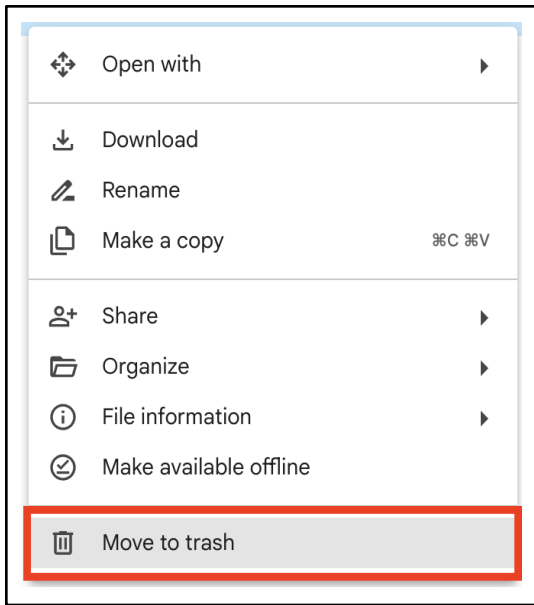
6. Rename the Copied File (Optional): If you want to rename the copied file, right-click on it, select "Rename," and enter the desired name for the copied file.



Moving to Trash

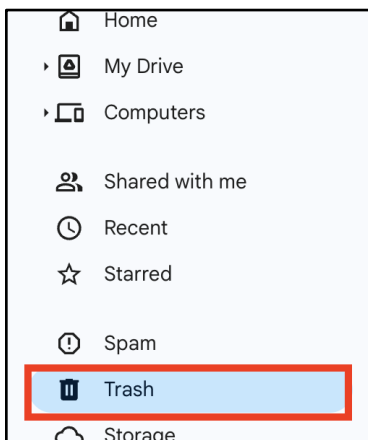
Moving items to the trash in Google Drive is a simple process. Here's how to do it:

- 1. Locate the File:** Click on the file or folder you want to delete. You can navigate through your folders or use the search bar at the top to locate the item quickly.
- 2. Select the File:** Click on the file or folder you want to delete. This action will highlight the file and allow you to perform actions on it.
- 3. Move to Trash:** Once the item is selected, right-click on it (or click on the three-dot menu icon next to the item name). This action will open a dropdown menu. From the menu, select the "Remove" or "Move to trash" option. Alternatively, you can press the keyboard shortcut "Shift + T" to move the item to the trash.

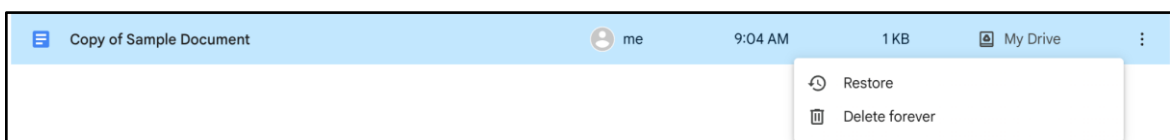


4. Confirm Deletion (If Prompted): Depending on your settings, Google Drive may ask you to confirm the deletion. If prompted, confirm that you want to move the item to the trash.

5. Access Trash: To view items in the trash, click on the "Trash" option located on the left sidebar of Google Drive. This will display all items that have been moved to the trash.



6. Restore or Permanently Delete: From the trash, you have the option to either restore items to their original location or permanently delete them. To restore an item, right-click on it and select "Restore." To permanently delete an item, right-click on it and select "Delete forever."

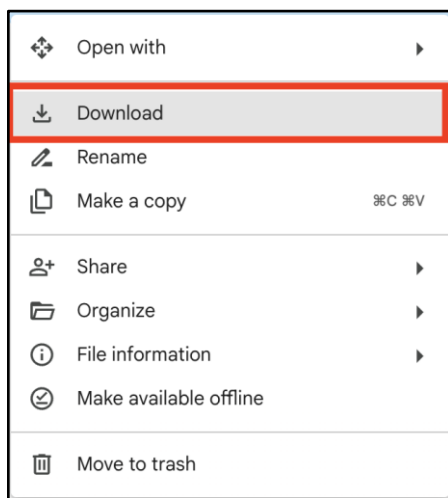


Downloading to Hard Drive

To download something from Google Drive to your computer, find the file you want, click on it, and choose "Download." Then pick where you want to save it on your computer, and it will be saved there for you to use.

Here are the specific steps involved in this procedure:

- 1. Locate the Item:** Find the file you want to download. You can navigate through your folders or use the search bar at the top to locate the item quickly.
- 2. Select the Item:** Click on the item you want to download. This action will highlight the item and allow you to perform actions on it.
- 3. Download the Item:** Once the item is selected, right-click on it (or click on the three-dot menu icon next to the item name). This action will open a dropdown menu. From the menu, select the "Download" option. Alternatively, you can press the keyboard shortcut "Ctrl + S" (Cmd + S on Mac) to initiate the download.



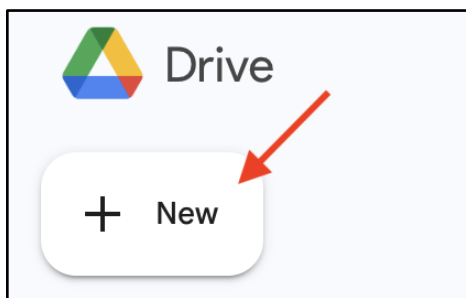
- 4. Choose Download Location:** Your browser will typically prompt you to choose a download location on your hard drive. Select the desired location where you want to save the file, and then click "Save" or "OK."
- 5. Wait for Download:** Depending on the size of the file and your internet connection speed, the download process may take some time. You'll see a progress indicator in your browser indicating the download status.
- 6. Access Downloaded File:** Once the download is complete, navigate to the chosen download location on your hard drive using your file explorer (e.g., File Explorer on Windows, Finder on Mac). You should find the downloaded file there.

Uploading from Hard Drive

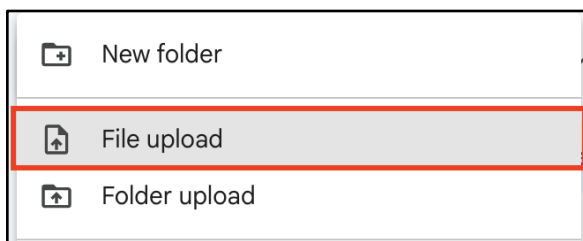
To upload an item from a hard drive to Google Docs, click on "New," select "File Upload," choose the item from your computer, and wait for it to upload. Once uploaded, you can access and edit the item in Google Docs.

To upload a file from a hard drive to Google Docs, follow these steps:

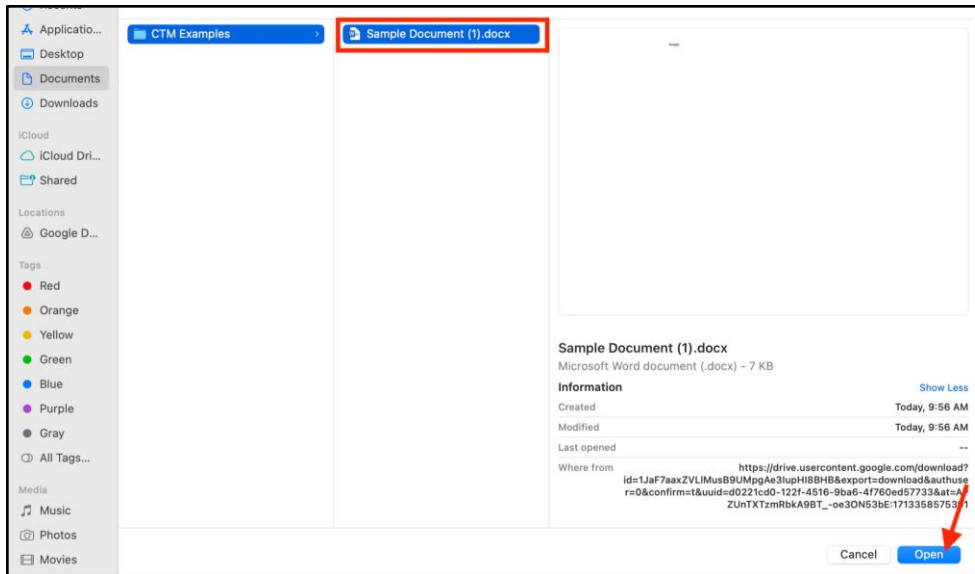
- 1. Open Google Docs:** Go to your web browser and navigate to Google Docs. Sign in with your Google account if you're not already logged in.
- 2. Click on "New":** In Google Docs, click on the "+ New" button located in the top-left corner of the screen.



- 3. Choose "File Upload":** From the dropdown menu, select "File upload." This will open a file explorer window on your computer.

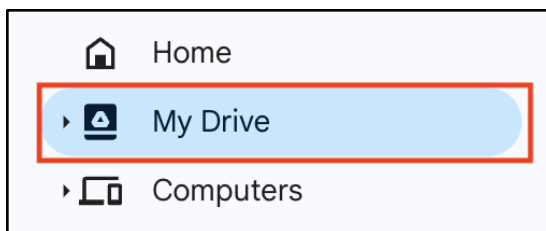


- 4. Select the Item:** In the file explorer window, navigate to the location on your hard drive where the item is saved. Click on the item to select it, then click "Open" (or your computer's equivalent).



5. Wait for Upload: Google Docs will begin uploading the selected item to your Google Drive. The time it takes will depend on the size of the file and your internet connection speed. You'll see a progress indicator showing the upload status.

6. Access Uploaded Item: Once the upload is complete, you can access the uploaded item in your Google Drive. It will typically be stored in the "My Drive" section or the folder where you initiated the upload.



Topic Objective	To learn how to customize the Google Drive interface to suit your needs and adjust settings for file organization.
Topic Summary	Google Drive is a cloud-based storage solution that allows users to easily store, organize and manage files online. With features like file uploading, copying, and sharing, Google Drive offers flexible ways to handle your documents.

Materials Required	Worksheet 1: File Management Task
Planning Checklist	Provide participants with a Sample File for this activity.
Recommended Activity	Have participants complete Worksheet 1: File Management Task
Review Questions	What did you learn about Google Drive file management during this activity?

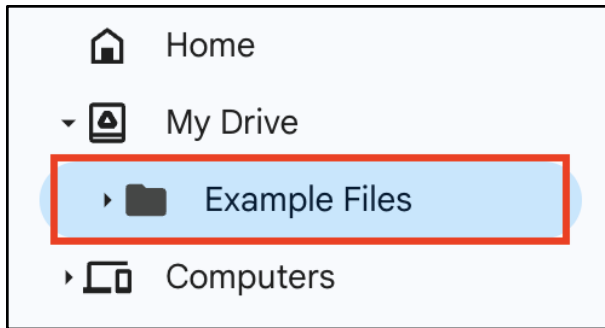
Creating and Managing Folders

Estimated Time for this Lesson	20 Minutes
Topics in this Lesson	<ul style="list-style-type: none"> ● Moving ● Renaming ● Removing (Moving to Trash) ● Uploading Folders from Hard Drive

Moving

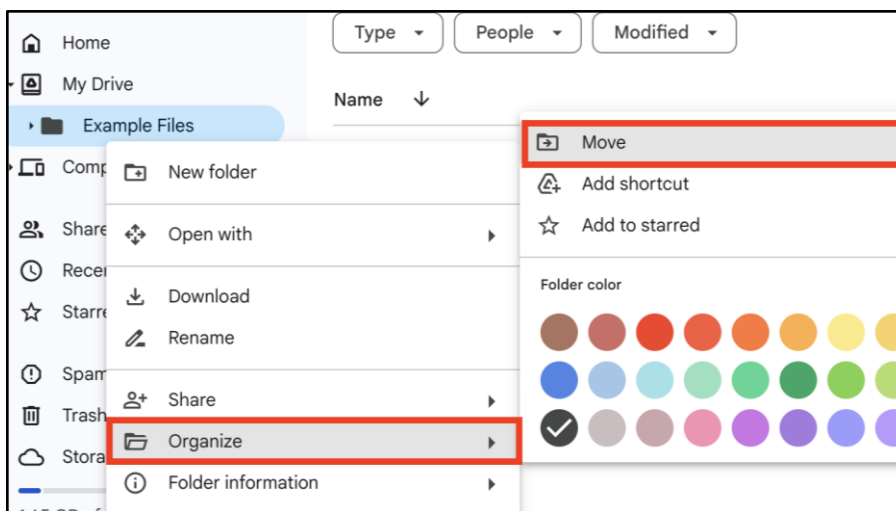
Moving folders in Google Drive involves relocating them from one location to another within your Google Drive account. Here's how to do it:

- 1. Access Google Drive:** Open your web browser and navigate to Google Drive. Sign in with your Google account if you're not already signed in.
- 2. Locate the Folder:** Find the folder you want to move. You can browse through your folders or use the search bar to locate it.



3. Select the Folder: Click on the folder you wish to move.

4. Move the Folder: Once the folder is selected, you can move it by either dragging and dropping it to the desired location within Google Drive or by using the “Move” option. To use the "Move" option, right-click on the selected folder (or click on the three-dot menu icon) and select the “Organize” tab and then "Move" from the menu. Then, select the destination folder where you want to move the selected folder.



5. Confirm Move: After selecting the destination folder, confirm the move. The selected folder will then be moved to the chosen location within your Google Drive.

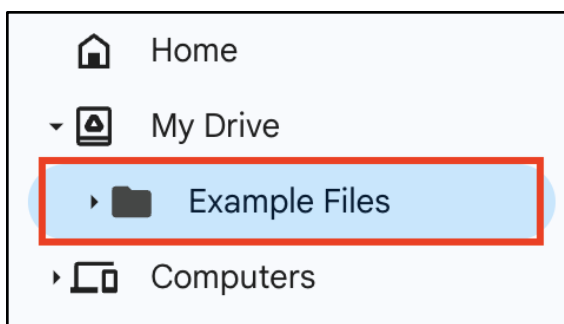
Moving folders in Google Drive is a simple process that helps you organize your files and folders more effectively.

Renaming

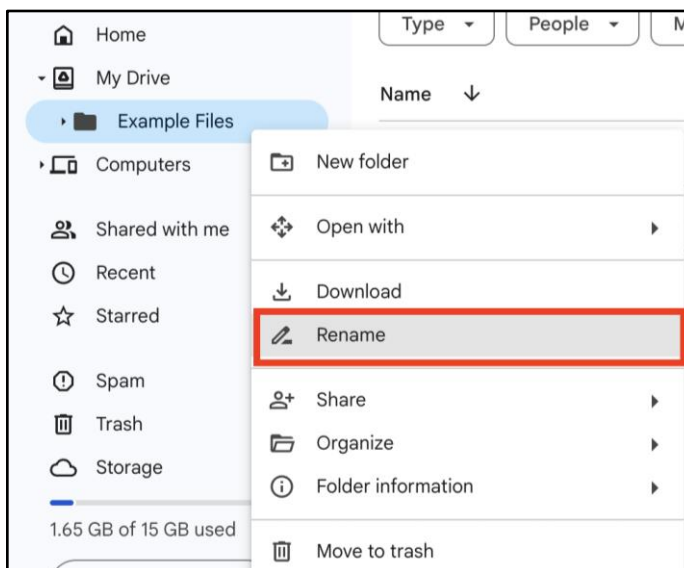
Renaming files in Google Drive is a useful way to keep your files organized and easily identifiable. You can rename files as needed to better reflect their contents or to make them more recognizable in your Drive.

1. Locate the File: Find the file you want to rename. You can browse through your folders or use the search bar to locate it.

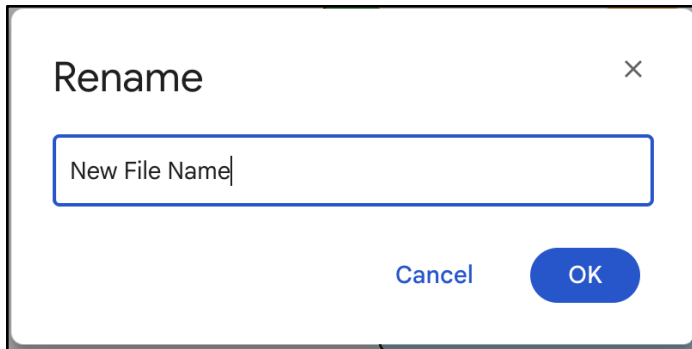
2. Select the File: Click once on the file to select it. This action will highlight the file and enable options for editing.




3. Rename the File: After selecting the file, either right-click on it (or click on the three-dot menu icon) and choose "Rename" from the menu, or simply click on the file name once more (not the filename extension). This action will allow you to edit the file name directly.



4. Enter New Name: Type in the new name for the file. Make sure to keep the file extension (e.g., .docx for a Word document, .pdf for a PDF file) unchanged unless you intend to change the file type.

A screenshot of a 'Rename' dialog box. The title bar says 'Rename' with a close button (X) in the top right corner. Below the title bar is a text input field containing the placeholder text 'New File Name'. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'OK'.

5. Confirm Renaming: After entering the new name, press "OK" (or press 'Enter' key) to confirm the renaming. The file will be renamed with the new name you provided.

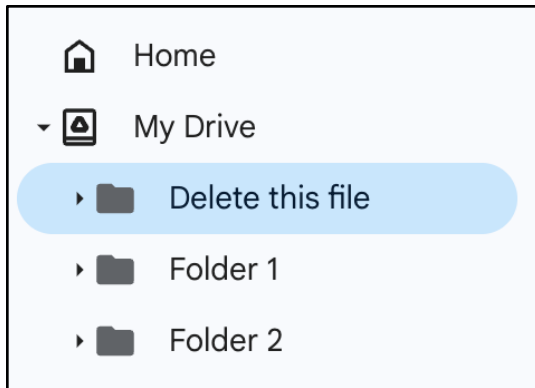
A screenshot of the same 'Rename' dialog box. A red arrow points to the 'OK' button, indicating the next step in the process. The text input field still contains 'New File Name'.

Removing (Moving to Trash)

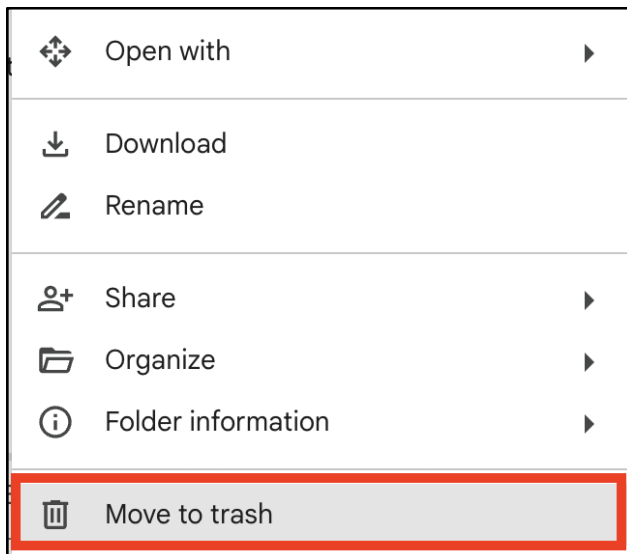
Removing, or deleting folders helps you organize your Drive and remove unnecessary clutter. Make sure to double-check before deleting folders, as deleted items are moved to the Trash and can be permanently deleted from there.

1. Locate the Folder: Find the folder you want to delete. You can browse through your folders or use the search bar to locate it.

2. Select the Folder: Click once on the folder to select it. This action will highlight the folder and enable options for deletion.

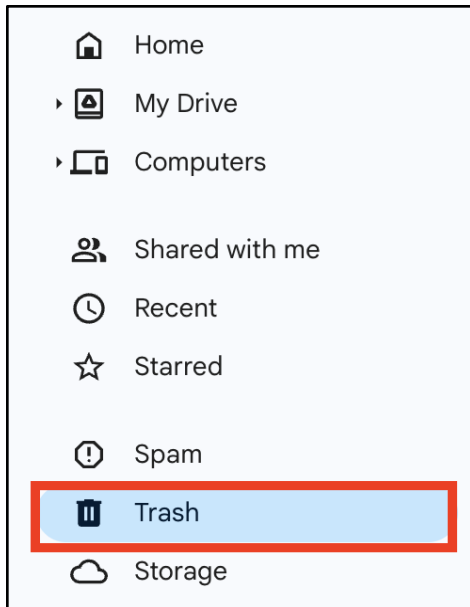


3. Delete the Folder: After selecting the folder, either right-click on it (or click on the three-dot menu icon) and choose "Move to trash" from the menu, or simply press the "Delete" key on your keyboard.



4. Confirm Deletion: Google Drive will typically ask you to confirm the deletion. Confirm that you want to delete the folder.

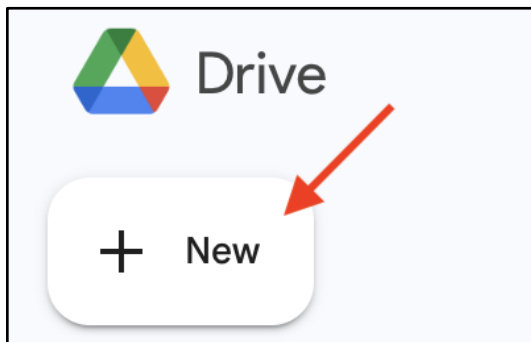
5. Access Trash (Optional): Deleted folders are moved to the "Trash" section of Google Drive. If you want to permanently delete the folder, you can access the "Trash" section, locate the deleted folder, and either right-click on it and choose "Delete forever" or click on the folder and then click on the "Delete forever" button at the top.



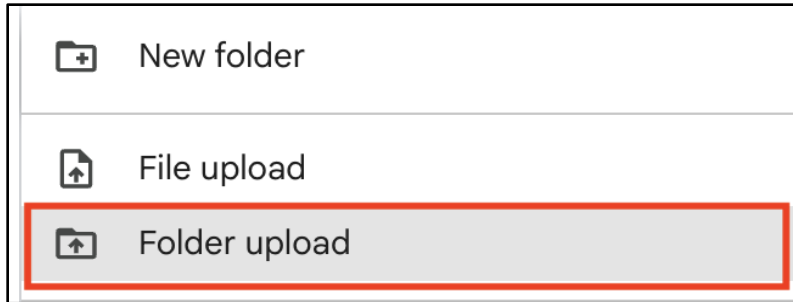
Uploading Folders From Hard Drive

Uploading folders from a hard drive to Google Drive is a convenient way to store and organize your files in the cloud. Here's how you can do it:

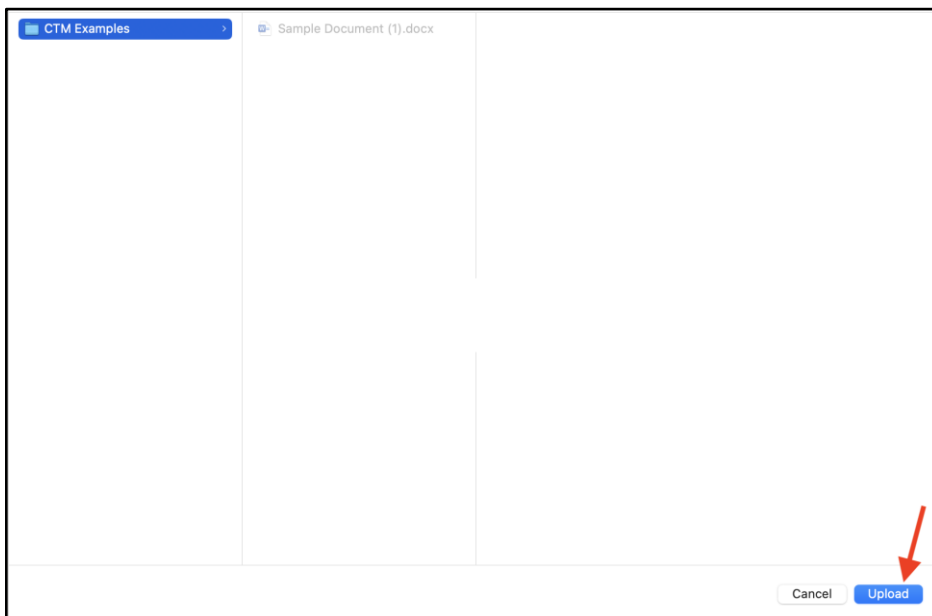
1. Initiate Upload: In Google Drive, click on the "+ New" button located in the top-left corner of the screen.



From the dropdown menu, select "Folder upload."

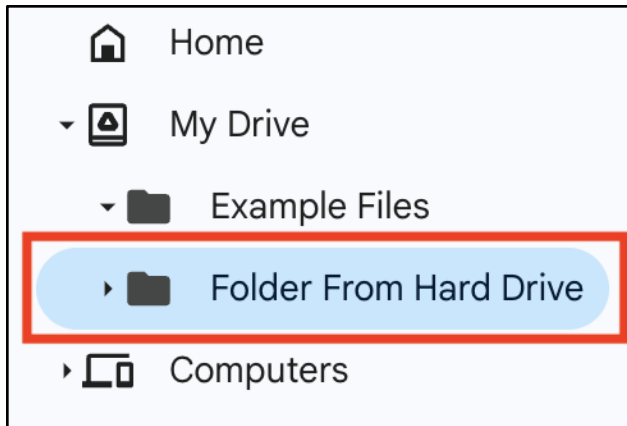


2. Select the Folder: A file explorer window will open on your computer. Navigate to the location of the folder you want to upload. Click on the folder to select it, then click "Open" (or your computer's equivalent).



3. Wait for Upload: Google Drive will begin uploading the selected folder and its contents to your Google Drive account. The time it takes will depend on the size of the folder and your internet connection speed. You'll see a progress indicator showing the upload status.

4. Access Uploaded Folder: Once the upload is complete, you can access the uploaded folder in your Google Drive. It will typically be stored in the "My Drive" section or the folder where you initiated the upload.



Topic Objective	To develop practical skills in creating, organizing, and managing folders in Google Drive.
Topic Summary	Creating and managing folders in Google Drive allows users to efficiently organize their files, making it easier to find and access important documents. Folders in Google Drive help keep related files together, and you can easily create, move, and remove folders to suit your needs.
Materials Required	Worksheet 2: Folder Management Activity
Planning Checklist	Provide participants with a Sample File for this activity.
Recommended Activity	Have participants complete Worksheet 2: Folder Management Activity
Review Questions	How can organizing your files into folders improve your workflow in Google Drive?

Locating Files

Estimated Time for this Lesson	20 Minutes
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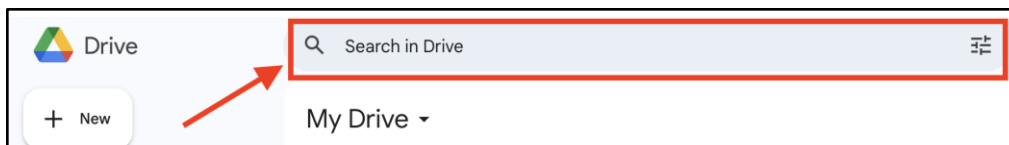
Topics in this Lesson

- Search
- Recent
- Shared With Me
- Computer and Device Sync Settings

Search

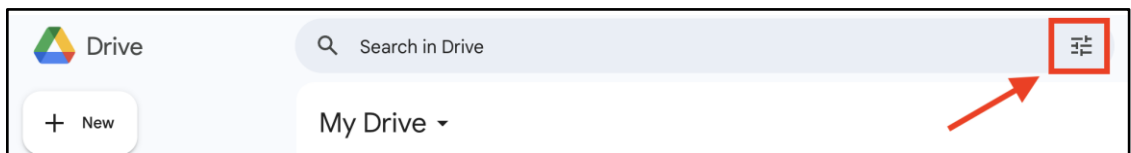
By following these steps and utilizing the search capabilities of Google Drive effectively, you can quickly locate the files and documents you need within your Drive storage.

1. Navigate to the Search Bar: Once you're logged in, you'll see a search bar at the top of the page. It may have a placeholder text saying "Search in Drive".



2. Enter Search Query: Click on the search bar and type in your search query. You can search by file name, keywords, or even specific phrases contained within documents.

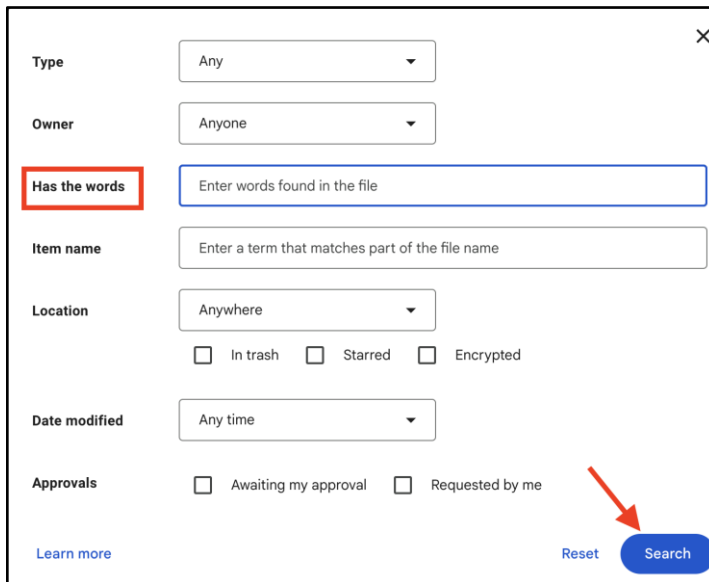
3. Use Filters (Optional): Google Drive offers various filters to narrow down your search results. You can filter by file type, owner, date modified, and more. To access these filters, click on the arrow icon (▼) at the right end of the search bar after entering your search query.



4. Review Search Results: After typing your query and applying any desired filters, press Enter or click on the magnifying glass icon to initiate the search. Google Drive will display relevant files and documents matching your search criteria.

5. Preview and Open Files: You can preview files directly within the search results by clicking on them. To open a file, simply click on its name in the search results, and it will open in a new tab or window, depending on your browser settings.

6. Refine Your Search: If your initial search didn't yield the desired results, you can refine your search query by adding additional keywords or modifying existing ones.



A screenshot of the Google Drive search filter panel. The panel is titled 'Type' and has a close button (X) in the top right corner. It contains several sections: 'Type' with a dropdown menu set to 'Any'; 'Owner' with a dropdown menu set to 'Anyone'; 'Has the words' with a text input field containing 'Enter words found in the file'; 'Item name' with a text input field containing 'Enter a term that matches part of the file name'; 'Location' with a dropdown menu set to 'Anywhere' and three checkboxes for 'In trash', 'Starred', and 'Encrypted'; 'Date modified' with a dropdown menu set to 'Any time'; and 'Approvals' with two checkboxes for 'Awaiting my approval' and 'Requested by me'. At the bottom left is a 'Learn more' link, and at the bottom right are 'Reset' and 'Search' buttons. A red arrow points to the 'Search' button.

7. Clear Search: To clear your search and return to your full list of files and folders, click on the "X" icon within the search bar.



A screenshot of the Google Drive search bar. It contains a magnifying glass icon, the text 'Folder', and a red square highlighting an 'X' icon. To the right of the 'X' icon is a filter icon (three horizontal lines with a square at the end).

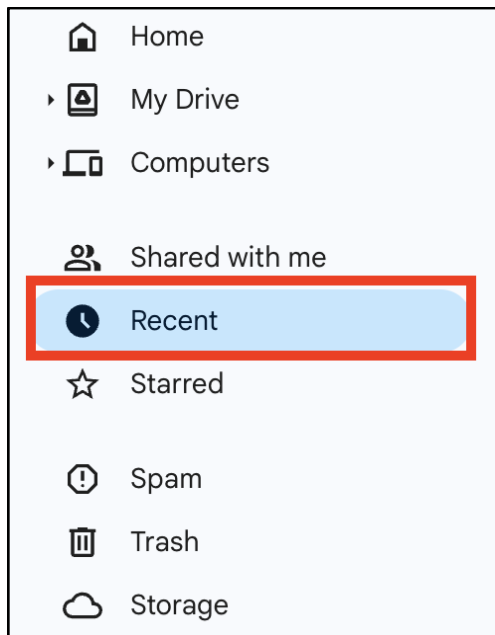
8. Advanced Search Operators (Optional): Google Drive supports advanced search operators that can help you refine your search further. For example, you can use "type:document" to only search for documents or "owner:me" to find files owned by you. You can find a list of advanced search operators by clicking on the question mark icon (?) in the search bar.

Recent

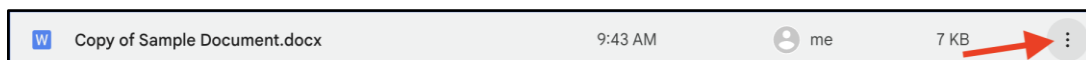
The "Recent" tab in Google Drive is a section within Google Drive that displays a list of files and documents that you have accessed or modified recently. It serves as a convenient way to quickly access files that you've been working on or viewing recently, without having to navigate through your entire folder structure.

Here's how the "Recent" tab works and its main features:

1. **Visibility:** The "Recent" tab is prominently displayed on the left-hand side menu of Google Drive, alongside other sections like "My Drive", "Computers", "Shared with me", and "Starred". It's easily accessible from any page within Google Drive.



2. **File Listings:** In the "Recent" tab, you'll see a list of files and documents organized in reverse chronological order, with the most recently accessed or modified items appearing at the top of the list.
3. **File Actions:** For each file listed in the "Recent" tab, you can perform various actions such as opening the file, sharing it with others, moving it to a different folder, or accessing additional options via the three-dot menu icon.



4. **File Preview:** You can preview files directly within the "Recent" tab by clicking on them. This allows you to quickly glance at the content of a file without needing to open it in a separate window.

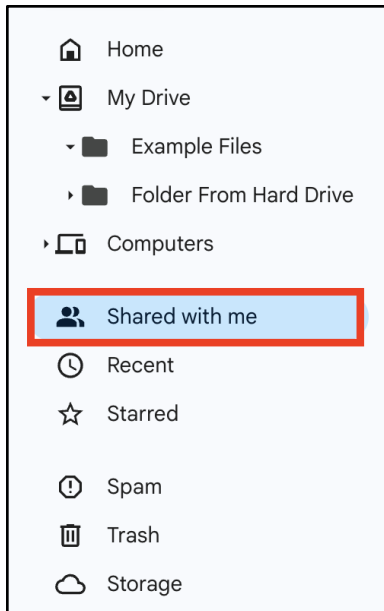
- 5. Search Functionality:** While the "Recent" tab primarily displays files based on recency, you can still search for specific files within the "Recent" tab using the search bar at the top of the page. This can be useful if you're looking for a particular file among your recent activities.
- 6. Sync Across Devices:** The files listed in the "Recent" tab are synced across all your devices where you're signed in with the same Google account. This means that you'll see the same list of recent files whether you're accessing Google Drive from your computer, smartphone, or tablet.
- 7. Time Frame:** The "Recent" tab typically displays files accessed or modified within a certain time frame, usually ranging from a few hours to a few weeks, depending on your usage patterns and the amount of activity in your Google Drive account.

Shared With Me

The "Shared with me" tab in Google Drive is a section dedicated to files and folders that other users have shared with you. It provides easy access to content that has been shared directly with your Google account by other users within your organization or external collaborators.

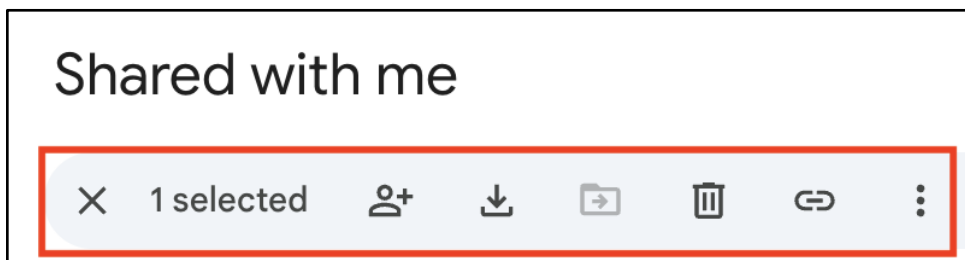
Here's a breakdown of the main features and functionality of the "Shared with me" tab:

- 1. Visibility:** The "Shared with me" tab is located in the left-hand sidebar of the Google Drive interface, along with other sections such as "My Drive," "Recent," and "Starred." It's typically displayed below the "My Drive" section.
- 2. Content Organization:** In the "Shared with me" tab, you'll see a list of files and folders that have been shared with your Google account by others. These items are organized based on the user who shared them with you and may include individual files, entire folders, or files within shared folders.



3. File Permissions: The files and folders listed in the "Shared with me" tab retain the original permissions set by the owner when they were shared with you. Depending on the permissions granted by the owner, you may be able to view, comment on, or edit the shared content.

4. File Actions: For each item listed in the "Shared with me" tab, you can perform various actions such as opening the file, adding it to your own Drive for easier access, making a copy, or moving it to a different folder.



5. Collaboration Tools: If you have appropriate permissions, you can collaborate with others on files and folders directly from the "Shared with me" tab. This includes features such as commenting, suggesting edits, and real-time collaboration using Google Workspace applications like Google Docs, Sheets, and Slides.

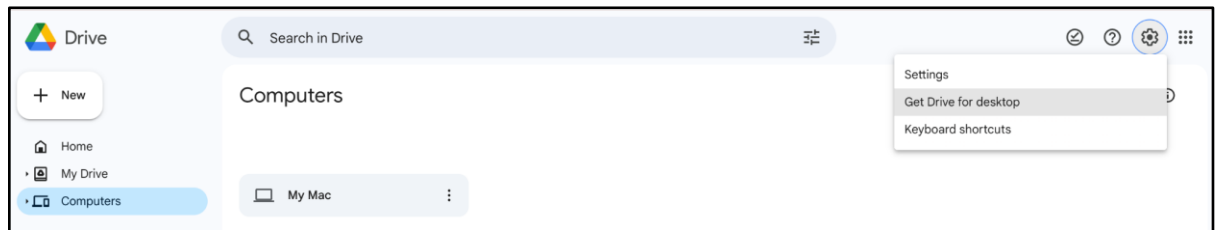
6. Search Functionality: Similar to other sections of Google Drive, you can use the search bar at the top of the page to search for specific files or folders within the "Shared with me" tab. This can be particularly useful if you're looking for a specific item among a large number of shared files.

7. Sync Across Devices: The files and folders listed in the "Shared with me" tab are synced across all your devices where you're signed in with the same Google account. This ensures that you have access to shared content regardless of the device you're using.

Computers and Device Sync Settings

Google Drive offers sync settings that allow you to control how files and folders are synchronized between your Google Drive account and your computer or other devices. These settings ensure that your files are consistently updated and accessible across all your devices. To use Google Drive on your desktop, you'll typically utilize the Google Drive desktop application or sync feature, which allows you to access your Google Drive files directly from your computer's file system. Here's how to use Google Drive on your desktop:

1. Install Google Drive Desktop Application: If you haven't already done so, download and install the Google Drive desktop application on your computer. You can find the installation file on the Google Drive website. Follow the installation instructions provided by Google Drive. Once installed, you'll usually find the Google Drive icon in your system tray or menu bar.



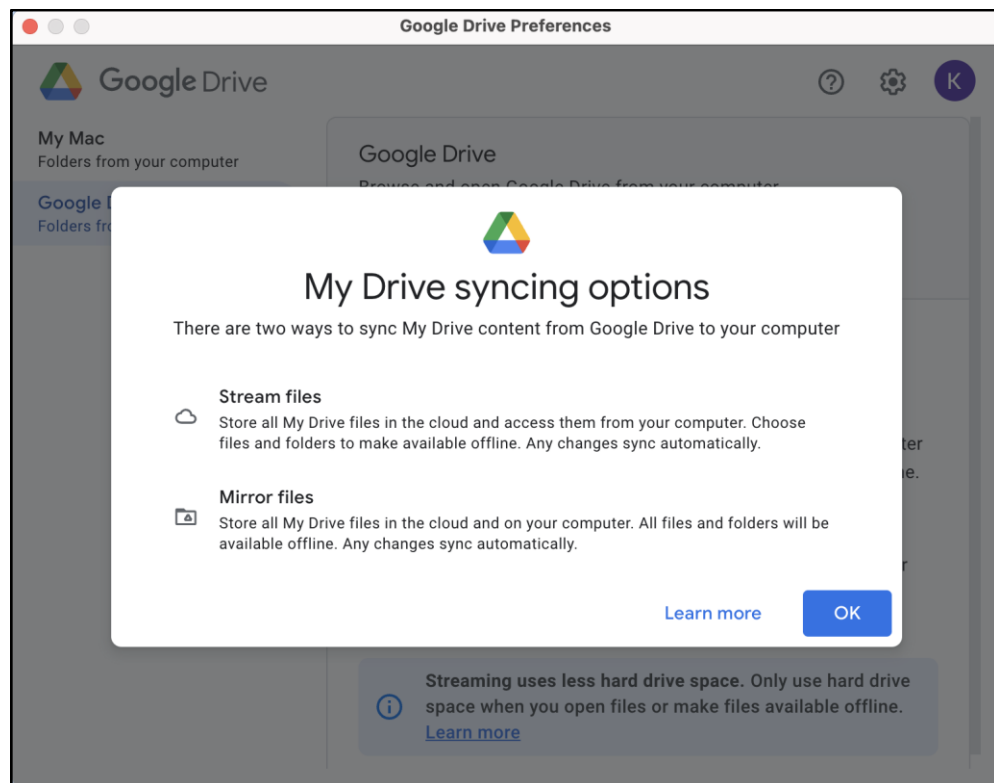
2. Sign in to Google Account: After installing the application, sign in with your Google account credentials. This will link your Google Drive storage to the desktop application.

3. Choose Sync Settings: During the setup process or through the application settings, you can choose which folders from your Google Drive you want to sync with your computer. This allows you to access these files directly from your computer's file explorer (Windows Explorer or Finder on Mac). You can also configure other settings such as sync frequency, bandwidth usage, and offline access preferences.

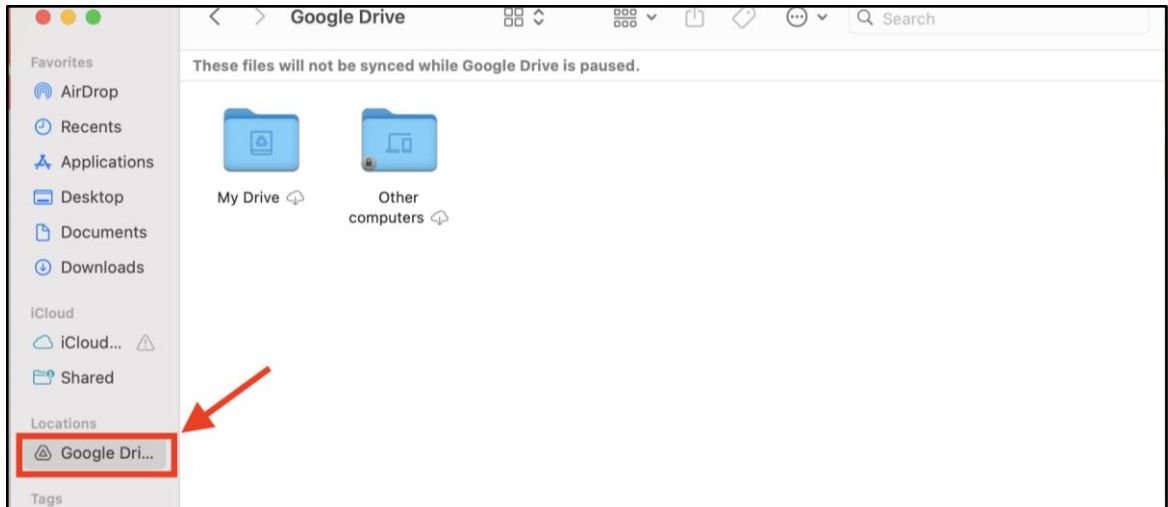
3.1 Syncing Specific Folders: Google Drive allows you to choose specific folders on your computer to sync with your Google Drive account. This means that only the selected folders will be synchronized with Google Drive, rather than your entire file system. This can help you manage your storage space more efficiently and avoid syncing unnecessary files.

3.2 Sync Frequency: You can set the sync frequency to control how often Google Drive checks for changes and updates between your computer and your Google Drive account. Options typically include continuous syncing, which checks for changes in real-time, or scheduled syncing, which checks for changes at specified intervals (e.g., every hour).

3.3 Bandwidth Usage: Google Drive sync settings often include options to limit the bandwidth used for syncing. This allows you to control how much of your internet connection's bandwidth is allocated to syncing files with Google Drive. Limiting bandwidth usage can help prevent excessive data usage and ensure that other internet-dependent activities are not affected.

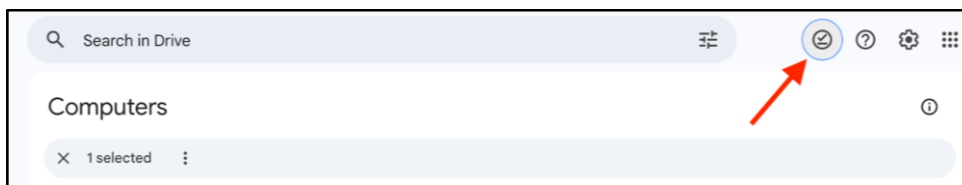


4. Access Google Drive Files: Once the sync is complete, you'll be able to access your Google Drive files and folders directly from your computer's file system. On Windows, Google Drive creates a folder named "Google Drive" in your File Explorer. On Mac, it typically appears as a folder in your Finder sidebar. Any changes you make to files in this folder will automatically sync with your Google Drive account, and vice versa.



5. Manage Files and Folders: You can manage your files and folders within the Google Drive folder on your desktop just like you would with any other files on your computer. Create new folders, upload files, delete items, rename files, and organize your files as needed. These changes will be reflected in your Google Drive account.

6. Offline Access: Google Drive provides the option to enable offline access to files stored in your Drive account. When offline access is enabled, you can view, edit, and create Google Docs, Sheets, and Slides even when you're not connected to the internet. Sync settings may include options to manage offline access and synchronize changes made offline once an internet connection is reestablished. You can preview the offline version by selecting the check mark in the top right corner.



Topic Objective	To learn how to efficiently locate and access files in Google Drive using various methods.
Topic Summary	Google Drive makes it easy to find and access your files using features like Search, Recent, Shared with Me, and offline syncing for seamless file management.

Materials Required	Worksheet 3: File Location and Access
Planning Checklist	Provide participants with a Sample File for this activity.
Recommended Activity	Have participants complete Worksheet 3: File Location and Access
Review Questions	What role do Google Drive's sync settings play in accessing files offline?

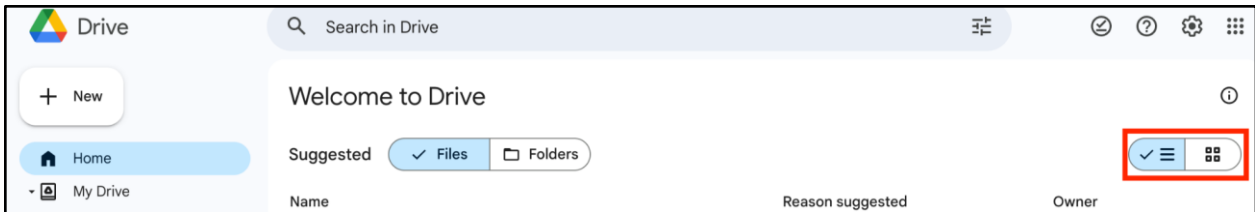
Changing Display and Settings

Estimated Time for this Lesson	25 Minutes
Topics in this Lesson	<ul style="list-style-type: none"> ● Grid or List View ● File or Folder Details ● Offline Accessibility ● Notifications (Adding Content and Deleting a File) ● Folder Activity (For Example, Last Modified Date)

Google Drive provides users with multi-level organization tools. By utilizing these viewing settings and options, you can customize the display and organization of files and folders within your Google Drive account to enhance your productivity and workflow. Experiment with different settings to find the combination that works best for you.

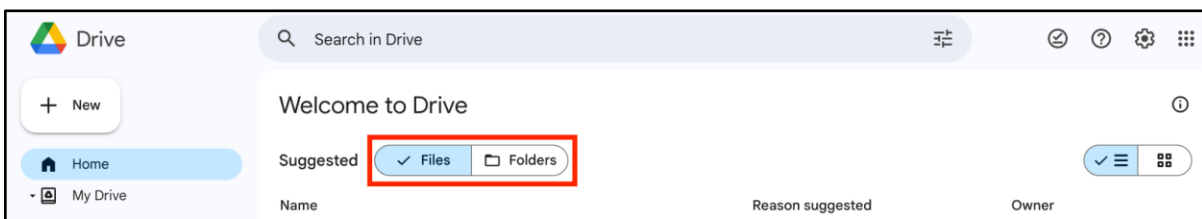
Grid or List View

Google Drive provides two primary ways to view your files and folders: Grid View and List View. These views offer different visual representations of your files and folders, allowing you to choose the one that best suits your preferences and workflow.



File or Folder View

Google Drive offers various settings and options for viewing files and folders within your Google Drive account. These settings allow you to customize the display and organization of your files to suit your preferences and workflow.

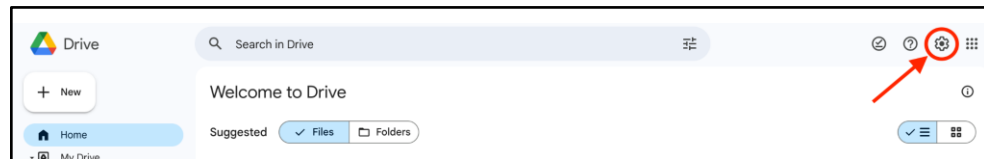


Offline Accessibility

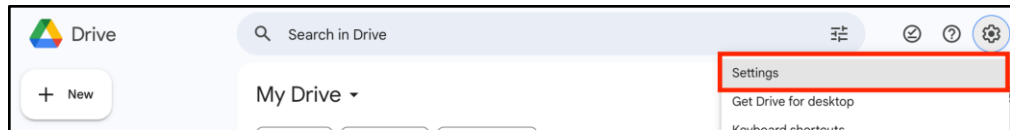
Google Drive offers offline settings that allow users to access and work on their files even when they are not connected to the internet. These offline settings enable users to view, edit, and create Google Docs, Sheets, and Slides without an internet connection, ensuring productivity even in offline environments.

1. Enabling Offline Access: To use Google Drive offline, you need to enable offline access for your Google Drive account. This can be done through the Google Drive web interface.

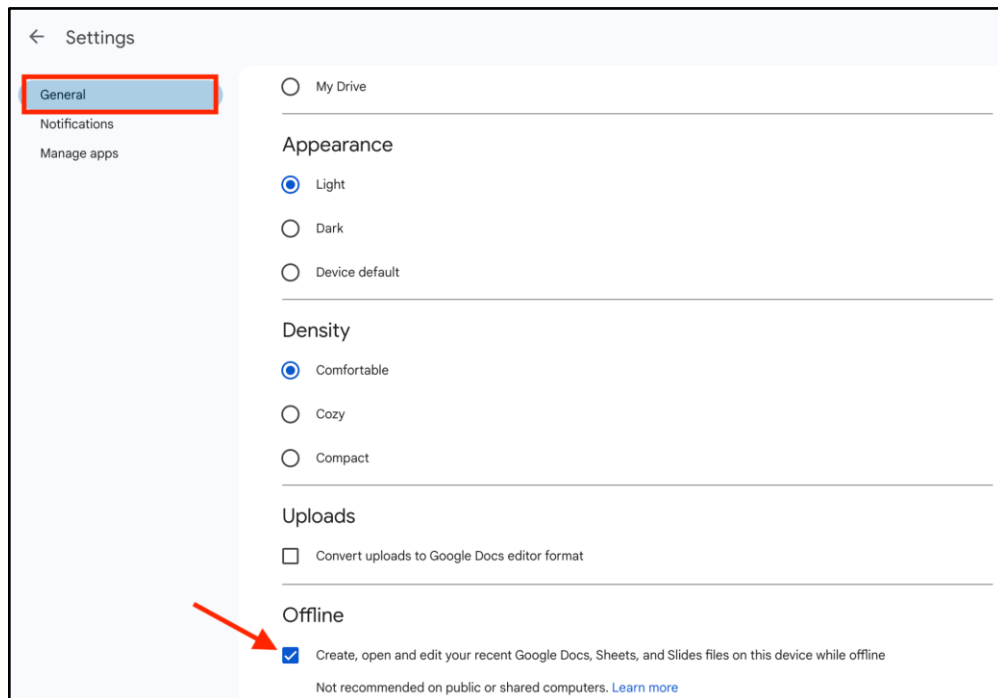
1.1 Open Google Drive in your web browser and click on the gear icon located at the top right corner to access the settings menu.



1.2 From the dropdown menu, select "Settings".



1.3 In the settings menu, under the “General” tab, navigate to the “Offline” Section.



Select the checkbox beneath “Offline” to enable offline usage.

2. Working Offline: Once you have enabled offline access and synced your desired files for offline use, you can work on them even when you are not connected to the internet. Any changes you make to the files offline will be saved locally on your device and automatically synced with your Google Drive account once you are back online.

By utilizing these offline settings, you can ensure seamless access to your Google Drive files and maintain productivity even when you don’t have an internet connection.

Notifications (Adding Content and Deleting a File)

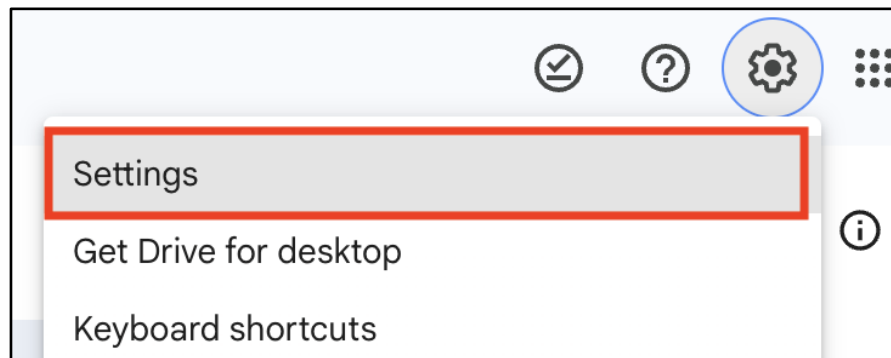
Google Drive provides notifications to keep users informed about various activities related to their files and folders. These notifications help users stay updated on changes, comments, and collaboration efforts within their Google Drive accounts.

1. Notification Settings: Users have the ability to customize their notification settings in Google Drive to control which types of notifications they receive and how they are delivered.

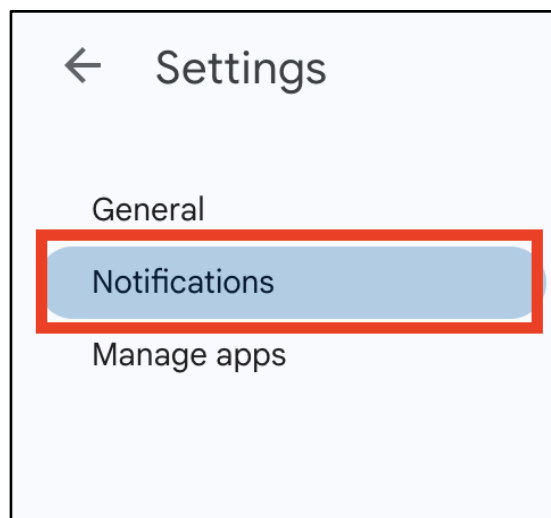
1.1 Open Google Drive in your web browser and click on the gear icon located at the top right corner to access the settings menu.



1.2 From the dropdown menu, select "Settings"



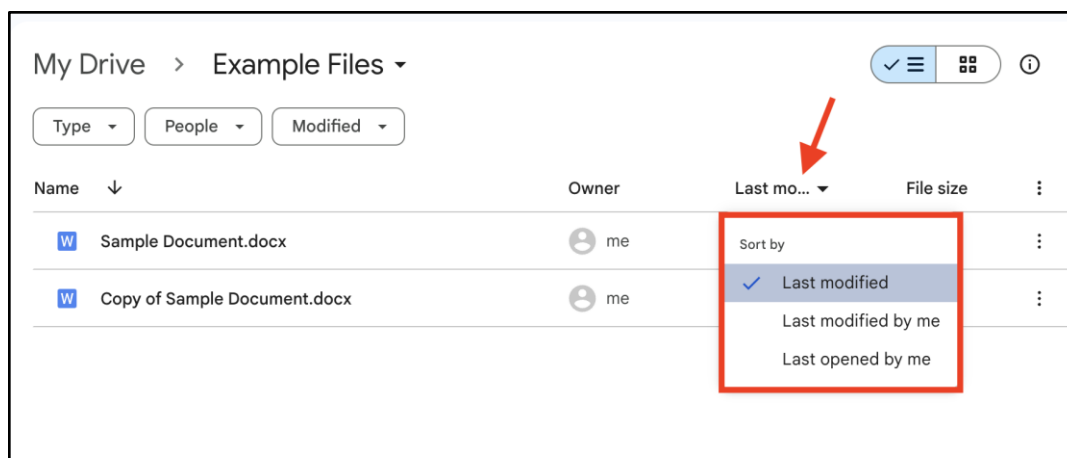
1.3 In the settings menu on the left-hand side, select the "Notifications" tab. Users can select between Browser and Email notifications by selecting the checkbox located within each section.



Folder Activity

The dropdown menu on Google Drive provides users with the flexibility to sort folders based on specific criteria like modification or opening by activity. By leveraging these sorting options, users can better manage and prioritize their files and folders within Google Drive.

1. Accessing the dropdown menu: When viewing your folders in Google Drive, you'll typically see a dropdown menu with sorting options located near the top of the page. Clicking on this dropdown menu will reveal a list of sorting criteria that you can choose from.



2. Sort by Options: Users can choose the sorting option that best suits their needs and preferences by selecting it from the dropdown menu. Sorting folders by modification or opening by activity can help users quickly identify which folders have been recently updated or accessed.

Topic Objective	To customize the Google Drive experience by practicing key actions related to display settings and file management.
Topic Summary	Changing display and settings in Google Drive allows users to customize their experience by staying informed on updates, managing their files more efficiently, and accessing important content even without an internet connection.
Materials Required	Worksheet 4: Customizing Display and Settings
Planning Checklist	Provide participants with a Sample File for this activity.

Recommended Activity	Have participants complete Worksheet 4: Customizing Display and Settings
Review Questions	How does enabling offline accessibility help you access files when you don't have internet?

Sharing Files and Folders

Estimated Time for this Lesson	25 Minutes
Topics in this Lesson	<ul style="list-style-type: none"> • Add to My Drive • Assign or Removing Ownership • Permission Settings (Off, Folders: organize, add, edit; view only; Docs: edit, comment, view) • Sharing Notifications • Publish to Web

Add to My Drive

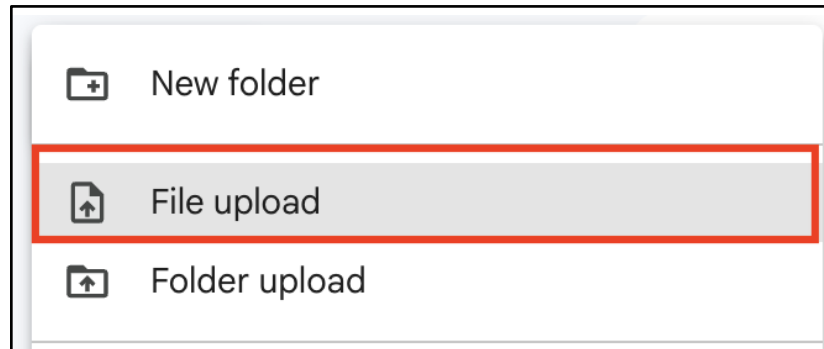
Once you've added files and folders to your Google Drive, they will be accessible from any device with internet access where you can log in to your Google Drive account. You can organize your files and folders, share them with others, and collaborate on them as needed.

1. Adding Files:

1.1 Using Drag and Drop: Open Google Drive in your web browser and navigate to the folder where you want to add the file(s) or simply to the root of your Drive. Locate the files on your computer that you want to add to your Google Drive account. Select the

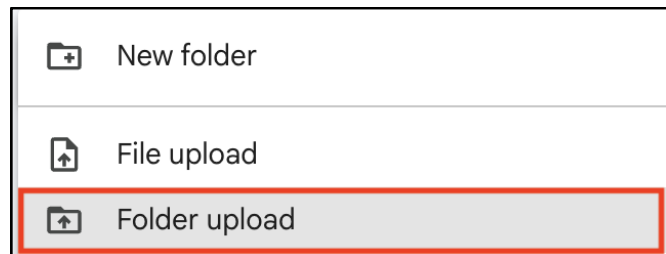
files and hold down on your cursor to allow the file to “drag” from one location to another.

1.2 Using the “New” Button: Click on the “New” button located at the top left corner of the screen. Select “File Upload” from the dropdown menu. Choose the file(s) from your computer that you want to add to your Drive account and select “Open” or “Upload”.

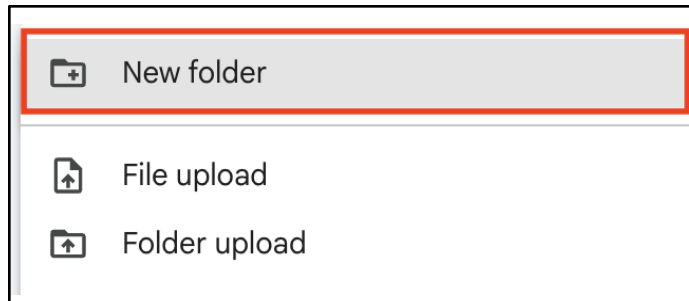


2. Adding Folders:

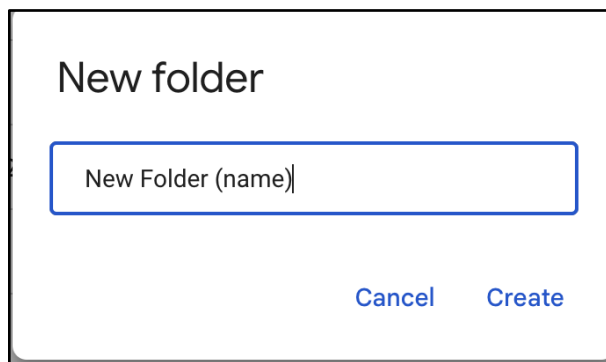
2.1 Using the “New” Button: Click on the “New” button located at the top left corner of the screen. Select “Folder Upload” from the dropdown menu. Choose the folder(s) from your computer that you want to add to your Drive account and select “Open” or “Upload”.



2.2 Right-click Context Menu: Navigate to the location where you want to create the new folder. Right-click on an empty space in the folder and select “New Folder” from the dropdown menu.



Enter a name for the new folder in the dialog box and press the “Enter” key or select the “Create” button.



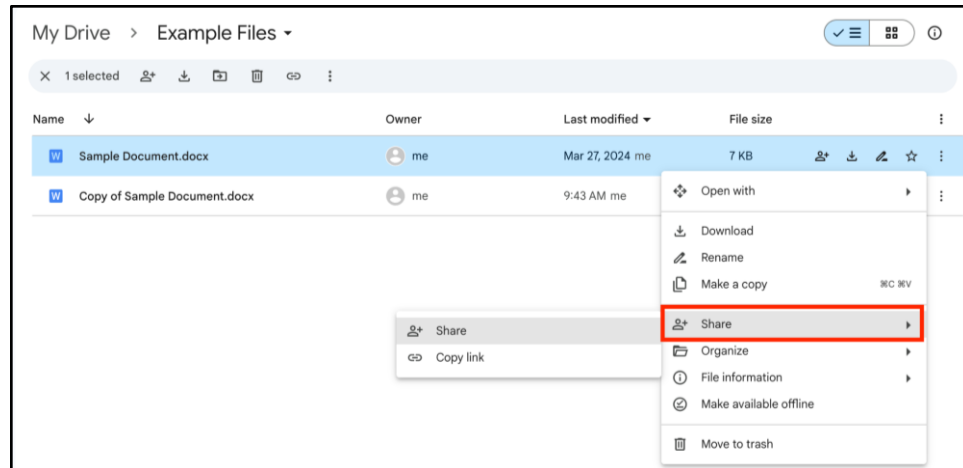
Assign or Remove Ownership

In Google Drive, ownership of a file or folder is typically determined by the user who originally created the file or the folder. However, users with appropriate permissions can transfer ownership of files and folders to other users within their organization.

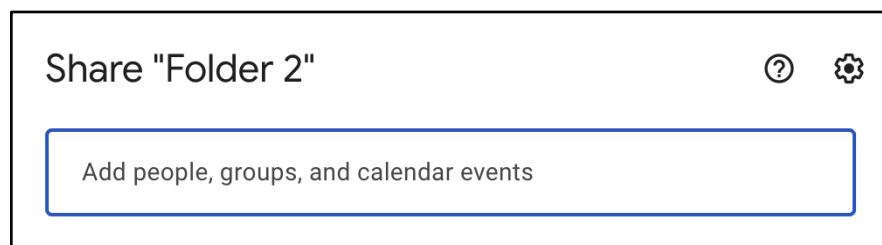
1. Assigning Ownership:

1.1 Open Google Drive in your web browser and select the file or folder you wish to transfer ownership.

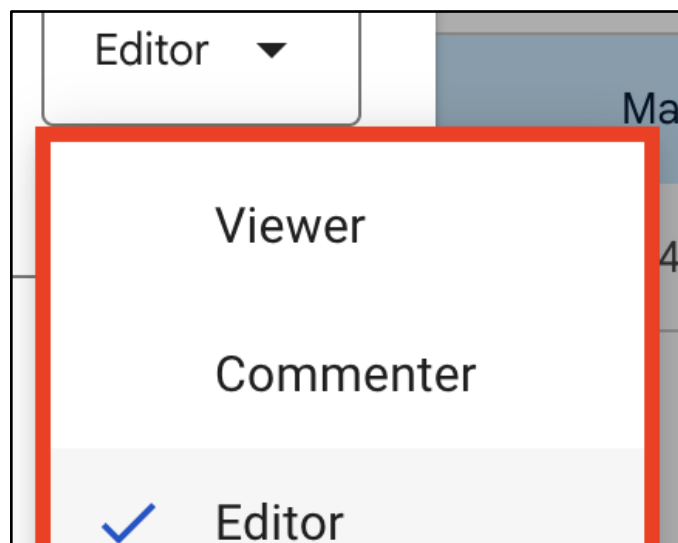
1.2 Right-click on the file or folder to open the context menu. Select the “Share” tab from the drop-down menu.



1.3 In the sharing settings window, enter the email address of the person to whom you want to transfer ownership or share access.



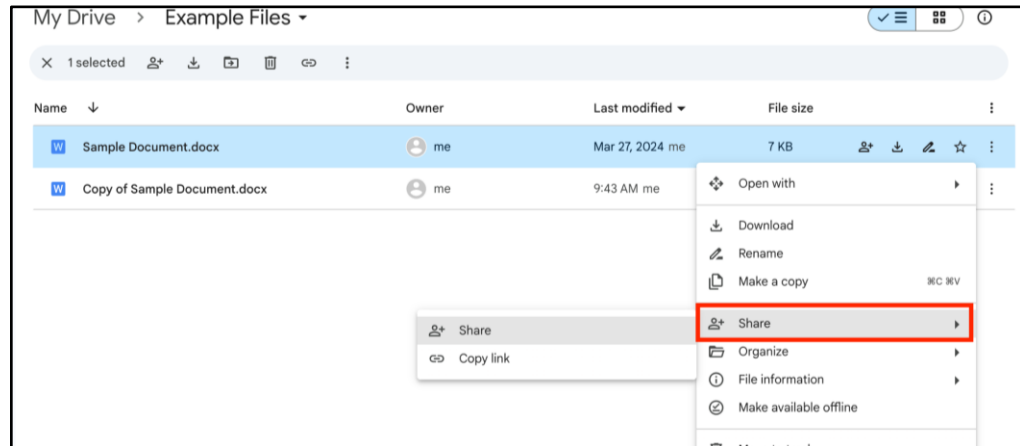
1.4 Click the dropdown menu beside the email to select access control settings.



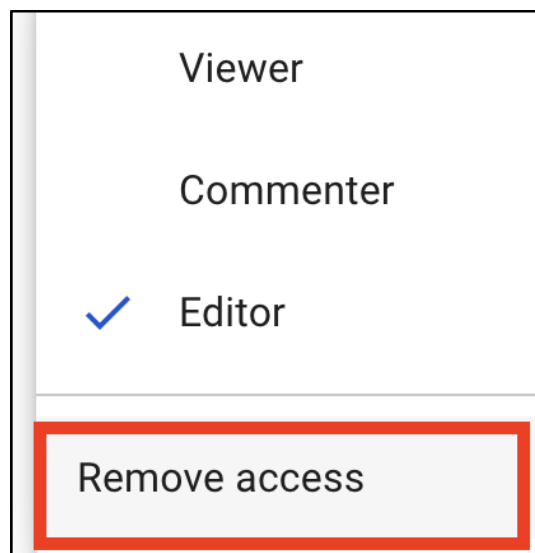
2. Removing Ownership:

2.1 Open Google Drive in your web browser and select the file or folder you wish to remove ownership.

2.2 Right-click on the file or folder to open the context menu. Select the “Share” tab from the drop-down menu.



2.3 In the sharing settings window, locate the email address of the person to whom you want to remove ownership. Click the dropdown menu beside their email address, and locate the “Remove access” tab.



By following these steps, you can easily assign or remove ownership of files and folders on Google Drive. Transferring ownership allows users to delegate responsibility and collaborate more effectively on shared files and folders.

Permission Settings

Google Drive offers a comprehensive set of permission settings that allow users to control who can access, view, edit, and share their files and folders. These permission settings ensure that users can collaborate securely and efficiently while maintaining control over their documents.

1. Access Levels:

1.1 View: Users with view access can see the contents of the file or folder but cannot make any changes to it. They can read the document and leave comments, but they cannot edit the content.

1.2 Comment: Users with comment access can view the document and leave comments on it. They cannot make direct changes to the document's content, but they can provide feedback and suggestions through comments.

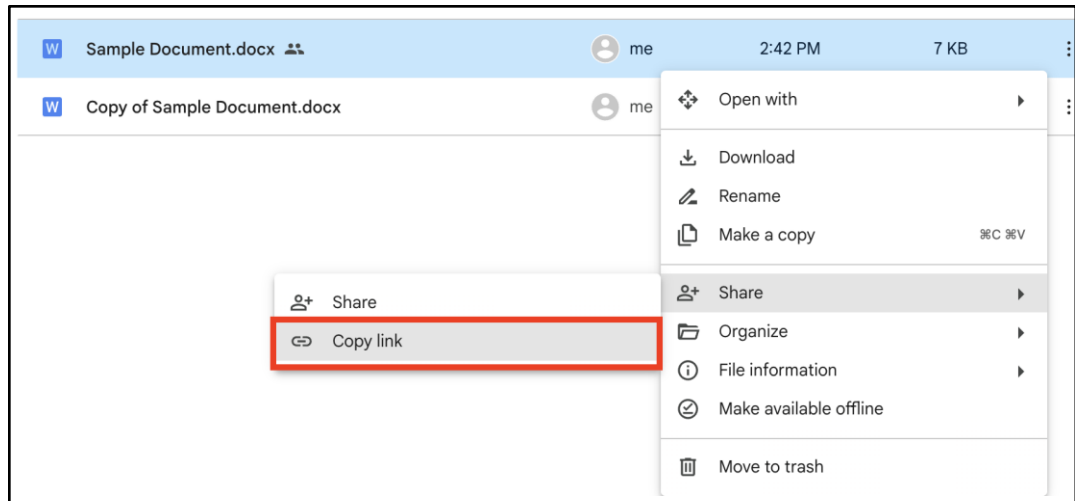
1.3 Edit: Users with edit access can view, edit, and make changes to the document. They have full control over the content of the file or folder and can modify it as needed.

1.4 Owner: The owner of a file or folder has full control over it. They can view, edit, share, and manage permissions for the file or folder. Owners can also transfer ownership to other users.

2. Sharing Options:

2.1 Specific People: Users can share files and folders with specific individuals by entering their email addresses. This allows for precise control over who can access the document.

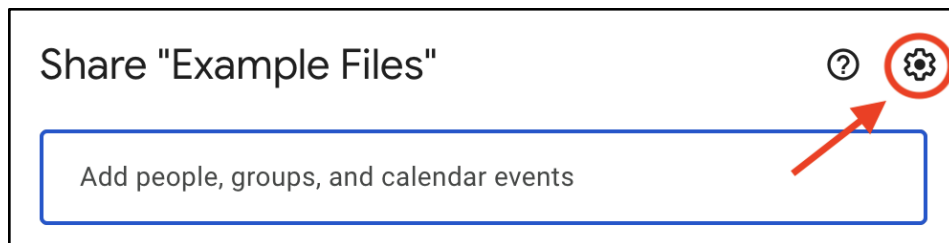
2.2 Link Sharing: Users can generate a shareable link to the file or folder and share it with anyone who has the link. Depending on the permission settings, people with the link can view, comment, or edit the document.



2.3 Public Access: Users can make files and folders public, allowing anyone on the internet to access them. This is typically used for sharing public documents, such as websites or publicly available resources.

3. Additional Settings:

3.1 Prevent Copying: Users can prevent others from making copies of the file or folder. Select the “Settings” option under the shared access location.



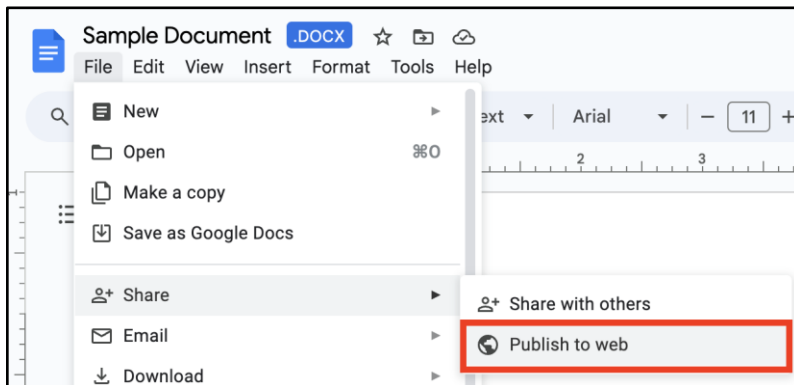
3.1.2 Select the checkbox to update the access controls. This helps protect sensitive information and ensures that the content remains under control.



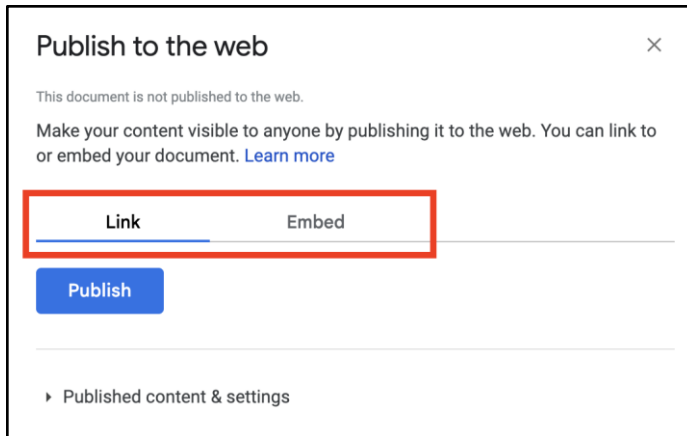
Publish to Web

Publishing to the web on Google Drive allows users to make certain files (such as Google Docs, Sheets, or Slides, or other compatible file types) accessible to anyone on the internet via a unique URL. This feature is particularly useful for sharing documents, presentations, or spreadsheets with a wider audience without requiring them to have a Google account.

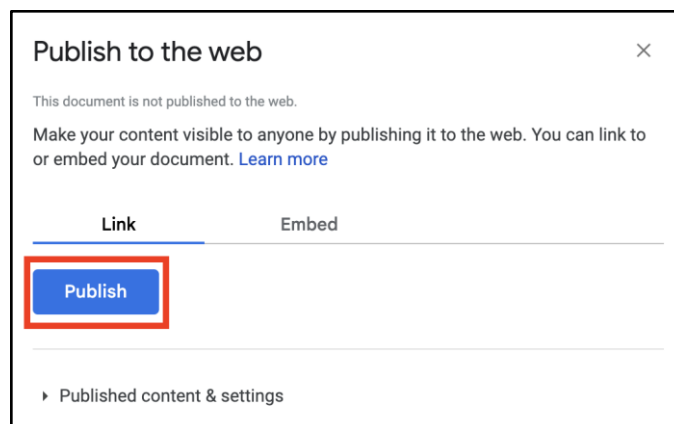
- 1. Open the file:** Open the file you want to publish in Google Drive. This could be a Google Docs document, Sheets spreadsheet, Slides presentation, or another compatible file type.
- 2. Access the “Publish to Web” Option:** Click on the "File" menu at the top-left corner of the screen (for Google Docs, Sheets, or Slides). From the dropdown menu, navigate to "Publish to the web." This option may vary slightly depending on the type of file you're working with.



- 3. Choose Publishing Settings:** Once selecting the “Publish to web” tab, you'll typically see two tabs: "Link" and "Embed."



3.1.1 Creating a Web Page Link: Under the "Link" tab, you can select the "Publish" tab which generates a link to a web page where the document can be viewed.



3.1.2 Selecting the Publish Options: Depending on the type of file you are publishing, there may be additional options to customize the publish settings. You might be able to choose whether viewers can view only or also edit the document. You might also have the option to automatically republish when changes are made to the document.

Topic Objective	To help learners develop the skills to share and manage files and folders in Google Drive by adding files to their Drive, assigning and removing ownership, adjusting permission settings, and publishing content to the web.
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Topic Summary	Sharing files and folders in Google Drive allows you to collaborate with others by controlling access through permissions, assigning ownership, and making content publicly available or restricted, all while ensuring easy sharing and real-time collaboration.
Materials Required	Worksheet 5: Sharing Content
Planning Checklist	Provide participants with a Sample File for this activity.
Recommended Activity	Have participants complete Worksheet 5: Sharing Content
Review Questions	What are the advantages of publishing a file to the web in Google Drive, and when would you use this feature?

Module Two: Review Questions

- 1) How do you access Google Drive?
- a) Only through the Google Drive website
 - b) Only through the Google Drive mobile app
 - c) Both through the Google Drive website, and mobile app
 - d) Only through Gmail

You can access Google Drive through both its web interface (on a browser) and mobile apps (available on iOS and Android), providing flexibility across different devices.

- 2) Which of the following is NOT a feature of Google Drive?
- a) Storing files in the cloud
 - b) Editing documents offline
 - c) Real-time collaboration
 - d) Sending Faxes

Google Drive supports file storage, offline editing, and real-time collaboration, but it does not offer the ability to send faxes.

- 3) What file types can you store in Google Drive?
- a) Documents
 - b) Photos
 - c) Videos
 - d) All of the above

Google Drive supports a wide range of file types, including documents, photos, and videos, making it a versatile cloud storage service.

- 4) Which Google Drive feature allows multiple users to work on the same document simultaneously?
- a) Shared with me
 - b) Version history
 - c) Real-time collaboration
 - d) Offline mode

Google Drive enables real-time collaboration, allowing multiple users to edit documents at the same time and see changes instantly.

5) What happens if you delete a file from Google Drive?

- a) It is permanently deleted
- b) It goes to the trash
- c) It gets archived
- d) It is moved to "Hidden Files"

When you delete a file from Google Drive, it is moved to the trash folder, where it stays until you permanently delete it or restore it.

6) Which of the following is NOT a way to share a file in Google Drive?

- a) Emailing a link
- b) Setting a password for file access
- c) Granting view-only or edit permissions
- d) Inviting users directly via email

Google Drive allows you to share files via link or email and control permissions, but it does not offer password-protected access.

7) What is the function of "Version History" in Google Drive?

- a) To permanently delete older versions of a file
- b) To view and restore previous versions of a file
- c) To create a backup of the file
- d) To rename the file

The Version History feature lets you see previous versions of a file and restore older versions if needed.

8) How do you create a new folder in Google Drive?

- a) Click on the "New" button and select "Folder"
- b) Right click anywhere and select "Create New Folder"
- c) Use the keyboard shortcut CTRL + N
- d) Drag a file to an empty space to create a folder

To create a new folder in Google Drive, you simply click on the "New" button and select "Folder" from the dropdown menu.

9) What does the “Shared with Me” section in Google Drive display?

- a) Files you have shared with others
- b) Files that others have shared with you
- c) All of your files
- d) Files you have recently accessed

The “Shared with Me” section shows all the files and folders that others have shared with you.

10) How can you make a Google Drive file available offline on a mobile device?

- a) By downloading the file to your device
- b) By enabling the “Available offline” option
- c) By moving the file to the “Offline” folder
- d) By sharing the file with yourself

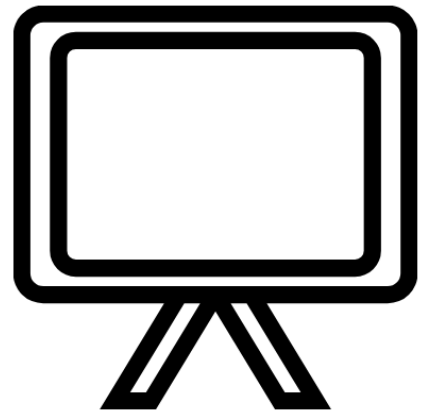
You can make files available offline by enabling the “Available offline” option in the file settings, allowing access without an internet connection.

PowerPoint Slides



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide.

PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.





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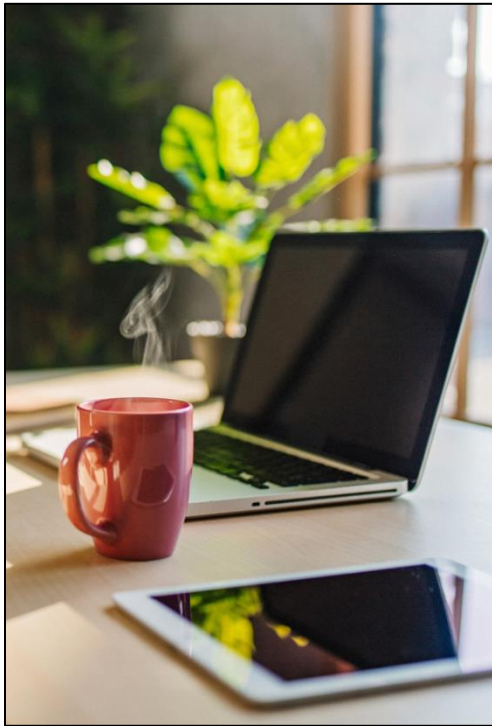
There are no secrets to success. It is the result of preparation, hard work, and learning from failure.

Colin Powell

MODULE TWO

Using Google Drive

This module will familiarize students with Google Drive, a cloud-based storage solution.



Managing Files - Copying

1. Open Google Drive
2. Locate the File to Copy
3. Select the File
4. Copy the File
5. Find the Copied File
6. Renamed the Copied File (Optional)

Managing Files - Moving to Trash

Moving items to the trash in Google Drive is a simple process.





Managing Files - Downloading to Hard Drive



Managing Files - Uploading From Hard Drive

Once uploaded, you can
access and edit the item
in Google Docs.





Creating and Managing Folders - Moving

Access Google Drive

Locate the Folder

Select the Folder

Move the Folder

Confirm Move

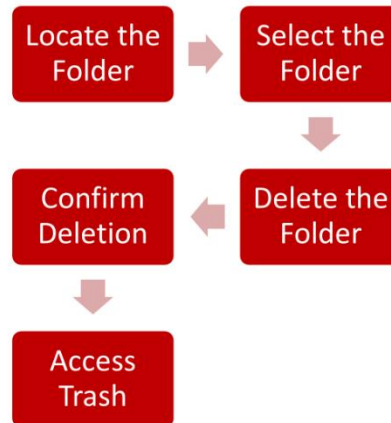
Creating and Managing Folders - Renaming

1. Locate the File
2. Select the File
3. Rename the File
4. Enter New Name
5. Confirm Renaming





Creating and Managing Folders - Removing (Moving to Trash)



Creating and Managing Folders - Uploading Folders From Hard Drive

1. Initiate Upload
2. Select the Folder
3. Wait for Upload
4. Access Uploaded Folder





Locating Files - Search

1. Navigate the Search Bar
2. Enter Search Query
3. Use Filters (Optional)
4. Review Search Results
5. Preview and Open Files
6. Refine Your Search
7. Clear Search

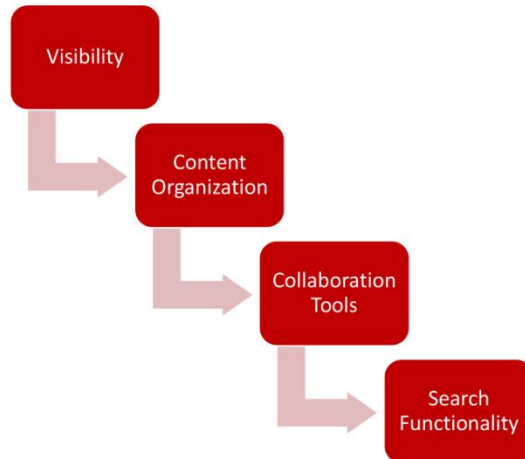
Locating Files – Recent

The "Recent" tab in Google Drive is a section within Google Drive that displays a list of files and documents that you have accessed or modified recently.





Locating Files – Shared With Me



Locating Files – Computers and Device Sync Settings

These settings ensure that your files are consistently updated and accessible across all your devices.





Changing Display and Settings – Grid or List View



Changing Display and Settings – File or Folder View

Google Drive offers various settings and options for viewing files and folders within your Google Drive account.



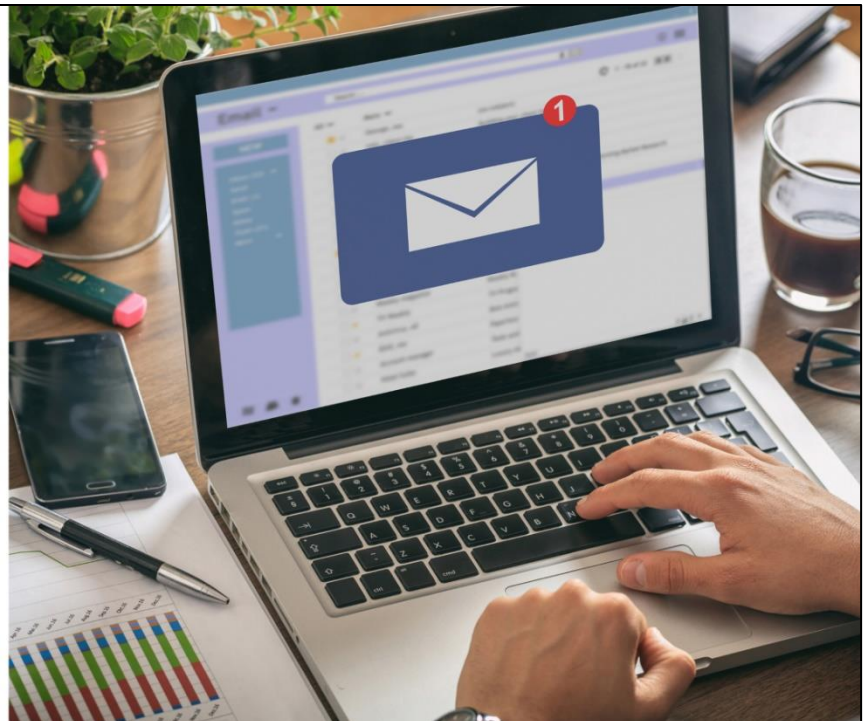


Changing Display and Settings – Offline Accessibility



Changing Display and Settings – Notifications

These notifications help users stay updated on changes, comments, and collaboration efforts within their Google Drive accounts.





Changing Display and Settings – Folder Activity

Sort by
Options

Accessing the
Dropdown
Menu

Sharing Files and Folders – Add to My Drive

You can organize your files and folders, share them with others, and collaborate on them as needed.





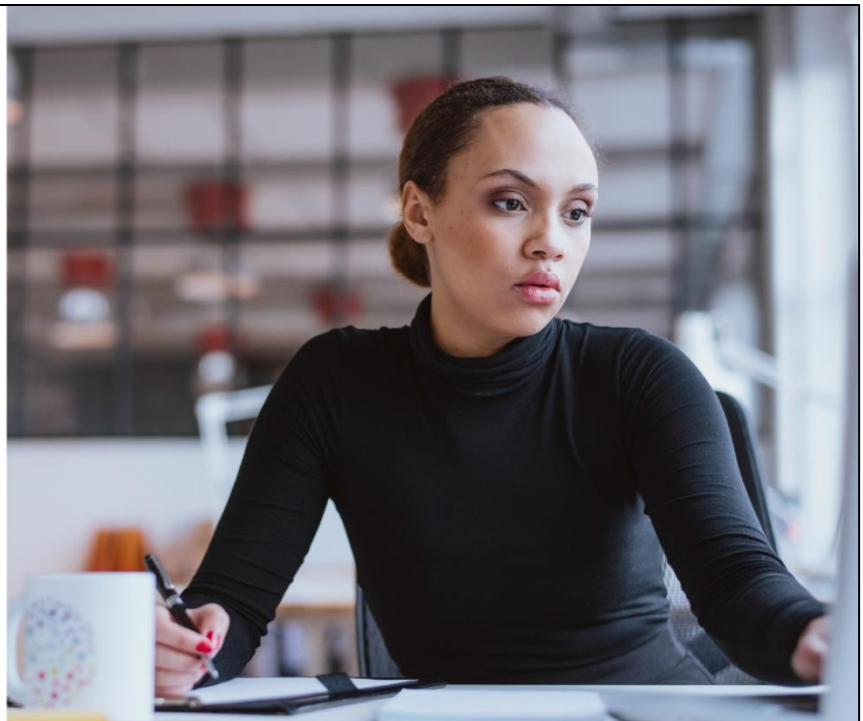
Sharing Files and Folders – Assign or Remove Ownership

Assigning
Ownership

Removing
Ownership

Sharing Files and Folders – Permission Settings

Google Drive offers a comprehensive set of permission settings that allow users to control who can access, view, edit, and share their files and folders.





Sharing Files and Folders – Publish to Web

Open the File



Access the
“Publish to
Web” Option



Choose
Publishing
Settings

Module Two: Review Questions

1. How do you access Google Drive?

A. Only through the Google Drive website

B. Only through the Google Drive mobile app

C. Both through the Google Drive website, and mobile app

D. Only through Gmail

Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.



Google Workspace Quick Reference Sheet



Using Google Drive

Google Drive provides two primary ways to view your files and folders: Grid View and List View. These views offer different visual representations of your files and folders, allowing you to choose the one that best suits your preferences and workflow.

Google Drive offers various settings and options for viewing files and folders within your Google Drive account. These settings allow you to customize the display and organization of your files to suit your preferences and workflow.



Using Hangouts Meet

Presenting your screen in a Google Meet allows you to share what's visible on your computer or device screen with other meeting participants. This feature is useful for presenting slideshows, demonstrating software, or collaborating on documents.

1. Join the Meeting
2. Start Presenting
3. Choose What to Present
4. Start Sharing
5. Stop Sharing
6. Interacting While Presenting



Using Gmail

Replying and Reply All are two common actions you can take when responding to emails in Gmail.

1. Replying: When you receive an email and want to respond only to the sender, you use the "Reply" function located in the top-righthand corner of the email.

2. Reply All: When you receive an email that was sent to multiple recipients, and you want to respond to all recipients, you use the "Reply All" function located under the "More" section.

It's important to use the appropriate option based on whether you want to reply only to the sender or to all recipients of the original email. Using "Reply All" when it's not necessary can result in unnecessary emails being sent to recipients who may not need to be included in the conversation.

BCC, or Blind Carbon Copying allows you to include additional recipients in an email without revealing their email addresses to other recipients. It's commonly used when you want to keep someone informed about the email conversation without directly addressing the message to them or disclosing their identity to other recipients.

CCing, or Carbon Copying, in Gmail is a way to include additional recipients in an email without making them the primary recipients. It's commonly used when you want to keep someone informed about the email conversation without directly addressing the message to them.

Working in Docs

Inserting in-document links, also known as bookmarks or internal links, in Google Docs allows you to create links that navigate to different parts of the same document. This is particularly useful for creating tables of contents, cross-references, or easily navigating long documents.

In Google Docs, paragraph styles are pre-defined formats that you can apply to different parts of your text to maintain a consistent look and feel throughout your document. These styles include headings, subheadings, normal text, and other formats that help structure your content.



Working in Sheets

The 'SUM' function adds together a series of numbers in a range of cells and returns the total sum. It's used for quickly calculating the total of multiple values.

The 'AVERAGE' function calculates the average (mean) of a set of numbers, which is the sum of the numbers divided by the count of numbers.

The 'MIN' function returns the smallest number in a range of cells. It's useful for identifying the minimum value in a dataset.

The 'MAX' function returns the largest number in a range of cells. It's used to find the maximum value in a dataset.

The 'COUNT' function counts the number of numeric values in a range of cells. It only counts cells that contain numbers, ignoring text or empty cells.

These functions are foundational tools in Google Sheets, allowing you to perform basic arithmetic and statistical analysis with ease.



Working in Slides

Publish to Web:

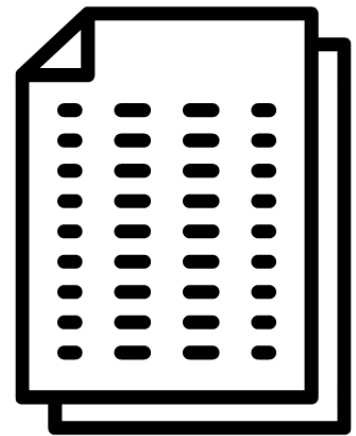
1. Accessing Publish to Web: Go to "File" > "Share" > "Publish to the web".
2. Publishing Settings:
 - 2.1 Link: You can get a link to share your presentation. This link automatically plays the presentation in full-screen mode when accessed. You can set the presentation to start as soon as the viewer opens the link and choose to restart the presentation after the last slide.
 - 2.2 Embed: If you want to embed your presentation on a website or blog, choose the "Embed" tab. You can customize the size and auto-advance timing before copying the embed code.
 - 2.3 Auto-Advance Slides: Choose how long each slide should be displayed before automatically advancing (ranging from every second to every minute).
3. Publishing:
 - 3.1 Click the "Publish" button. Confirm your choice, and Google Slides will generate a shareable link or embed code.
 - 3.2 If you no longer want the presentation to be available, you can stop publishing by going back to "Publish to the web" and clicking "Stop publishing".

Handouts



Each course is provided with a wide range of worksheets.

Worksheets help check your participants' understanding. If a lesson calls for a worksheet, it will be listed in the Lesson Plan box under Materials Required. All worksheets are customizable and can be found in the Appendix of the Instructor Guide and the Training Manual.



As a trainer, icebreakers give your participants the opportunity to get to know each other better or simply begin the training session on a positive note. Icebreakers promote collaboration, increase engagement, and make your training more light-hearted and fun. Below is an example from the Icebreakers folder.

Sample Worksheet 1

File Management Task

1. Find and Copy a File.
 - Go to your Google Drive and find a file (document, spreadsheet, etc.) that you would like to use for this practice
 - Right-click on the file and choose Make a copy
 - After making the copy, rename it to **"My File – Copy"**
 - **File Name of Original:** _____
 - **File Name of Copy:** _____
2. Move the Copy to Trash.
 - Right-click on the copied file you have just created and select **Remove** to remove it to Trash
 - Go to your Trash (on the left-hand menu in Google Drive) to see the file
 - Did you move the file to Trash? Yes / No
3. Download the Original File to Your Hard Drive.
 - Go back to the original file (not the copy) in Google Drive
 - Right-click on the original file and select **Download**
 - The file will be downloaded to your computer
 - **Name of File Downloaded:** _____
 - **Location of File on Your Computer:** _____
4. Upload a New File from Your Hard Drive to Google Drive.
 - Now that you've downloaded the original file, upload a new file from your computer to Google Drive.
 - Click **+ New** in Google Drive and select **File upload**
 - Choose any new file from your computer to upload to Google Drive
 - Once uploaded, ensure the file appears in your Google Drive
 - **Name of File Uploaded:** _____
 - **Folder the File was Uploaded To:** _____

Icebreaker: The Google Workspace Galaxy

PURPOSE

This icebreaker is designed to introduce participants to Google Workspace by exploring its various applications through a creative, metaphorical framework. It aims to help participants understand how seamlessly the different components can integrate and enhance productivity, just as elements in a galaxy work together harmoniously.

MATERIALS REQUIRED

- Large sheets of paper or a whiteboard
- Markers
- Stickers or star-shaped notes
- (Virtual setting) Access to a collaborative tool like Google Jamboard or Miro

PREPARATION

Prepare a large central 'planet' labeled Google Workspace on the paper or whiteboard. Around the central planet, draw several orbiting celestial bodies (planets, moons) each representing a Google Workspace tool (e.g., Gmail, Google Docs, Google Sheets, etc.). If virtual, set up a shared digital board on Jamboard or Miro mimicking the physical setup.

ACTIVITY

Start by explaining the metaphor - "Think of Google Workspace as a galaxy, where each tool is a planet or moon, each with its unique atmosphere but part of a cohesive universe." Invite participants to walk up to the whiteboard or interact on the digital board. Ask each participant to choose a 'planet' they are either familiar with or curious about. They will place their name (using a sticker or digital annotation) on that celestial body. Once everyone has chosen a planet, prompt them with questions: "What do you know about this tool?", "How do you think this tool interacts with other tools in the Google Workspace galaxy?" Encourage sharing of any prior experiences or knowledge. Allow each participant a minute or two to share insights about their chosen tool. Other participants can ask questions or add information based on their experiences.

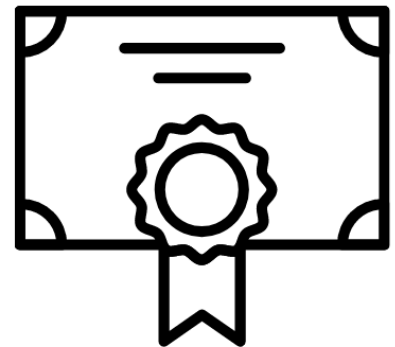
NOTE

To adapt this icebreaker for virtual training, utilize digital collaboration tools like Jamboard. Participants can use digital sticky notes or drawing tools to interact. Ensure each participant understands how to use the functionalities of these digital tools before starting the activity.

Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.



CERTIFICATE OF COMPLETION

[Name]

Has mastered the course
Google Workspace

Awarded this _____ day of _____, 20____

Presenter Name and Title
