



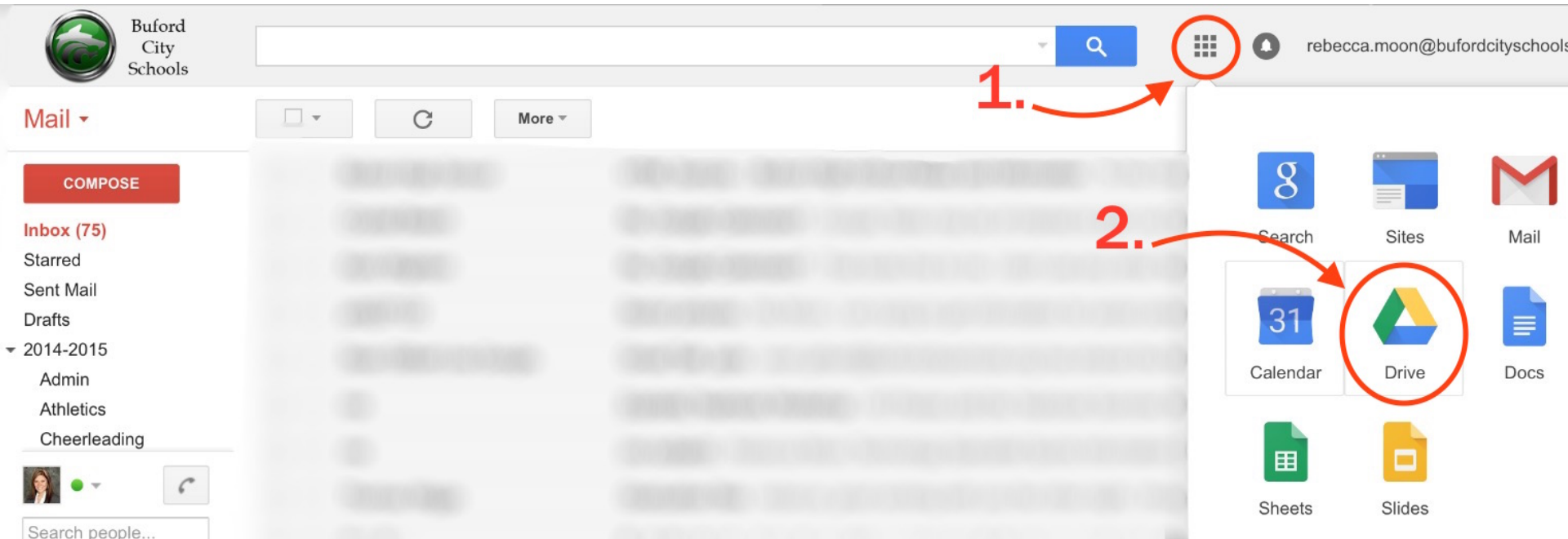
GOOGLE DRIVE & SHARING

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Google Drive: The Public Drive

- *How to Access Drive:*

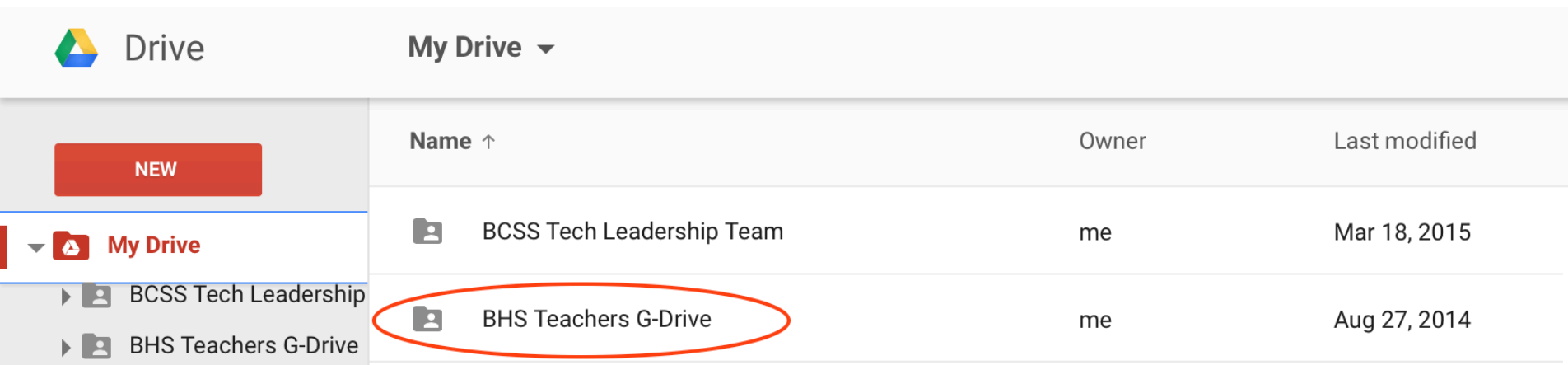


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Google Drive: The Public Drive

- *How to Access Drive:*









The screenshot shows the Google Drive interface. On the left, there is a sidebar with a 'NEW' button and a list of drives under 'My Drive'. The main area displays a table of drives with columns for Name, Owner, and Last modified.

Name ↑	Owner	Last modified
BCSS Tech Leadership Team	me	Mar 18, 2015
BHS Teachers G-Drive	me	Aug 27, 2014



Google Drive: The Public Drive

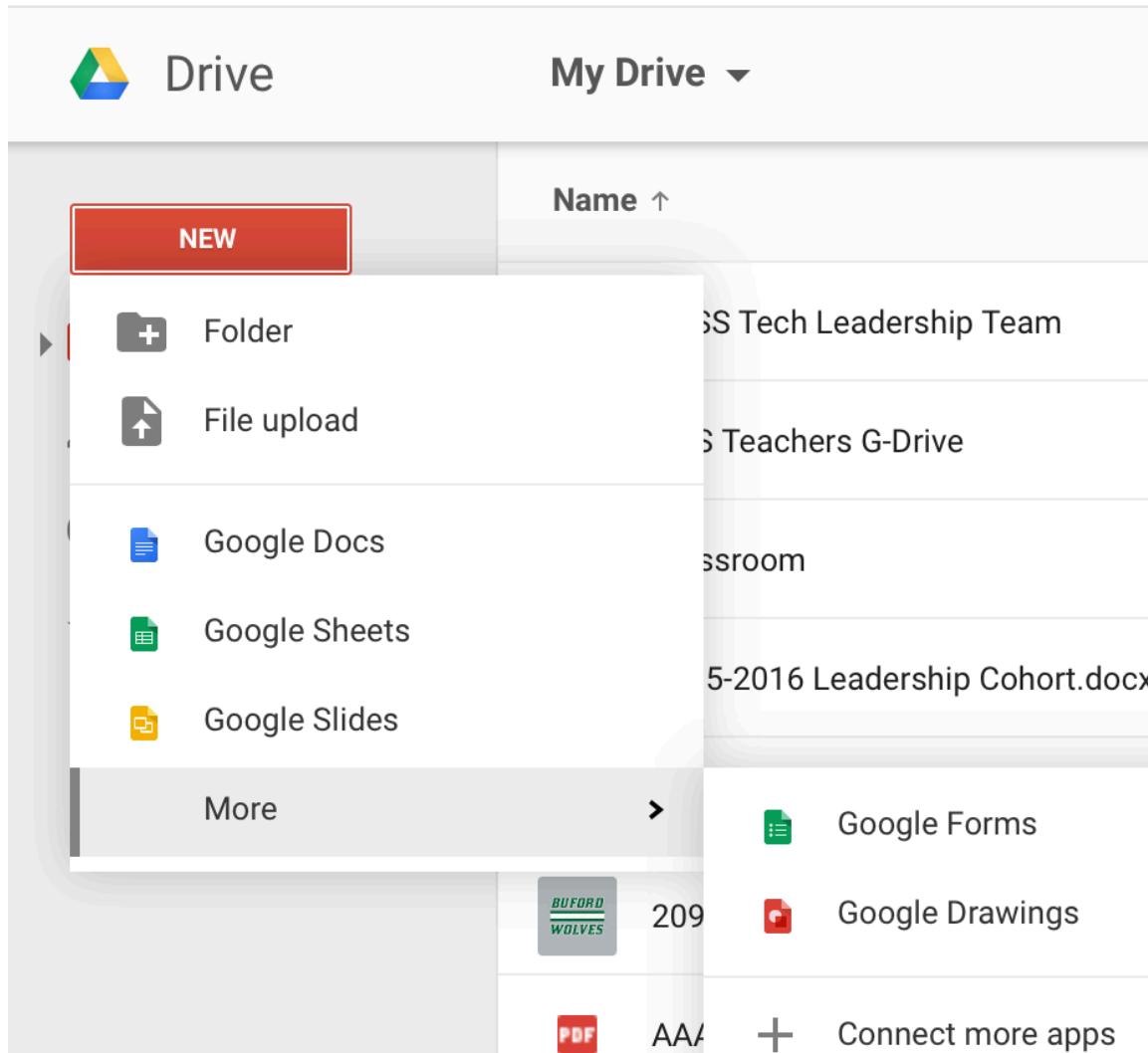
- *How the Public Drive is Organized:*

My Drive > BHS Teachers G-Drive ▾				
Name ↑		Owner	Last modified	
 Bookkeeping Forms		me	Aug 27, 2014	
 Curriculum & Instruction		me	Aug 27, 2014	
 Technology Handouts		me	Aug 27, 2014	
 TKES Documents & Instructions		me	Aug 27, 2014	

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Google Drive: Creation














- *Docs*
- *Sheets*
- *Slides*
- *Forms*
- *Drawings*

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Google Drive: Sharing

- *Shared vs. Not Shared*

 My Drive	 2015-2016 Leadership Cohort.docx 	me	May 5, 2015
 Shared with me	 20758-Football NK0057 2-color Full Front_MTS.jpg	me	Dec 19, 2014
 Recent	 20957-Buford 2-color Fla Design_MTS.jpg	me	Dec 18, 2014
 Starred	 AAA Excellence Dexter Notes.pdf 	me	May 20, 2015
 Trash			

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Google Drive: Sharing

- How to Share:*

The screenshot shows the Google Docs interface for sharing a document. The top toolbar includes a 'Share' button circled in red and labeled '1.'. Below the toolbar, the 'Share with others' dialog is open. It features a 'People' section with a list of users; 'Tim Harris' is circled in red and labeled '2.'. To the right of the user list, a permissions dropdown menu is open, showing options: 'Can edit' (selected), 'Can comment', and 'Can view'. This menu is circled in red and labeled '3.'. At the bottom left of the dialog, a red arrow points to the 'Send' button, labeled '4.'. The dialog also includes a 'Get shareable link' button, a 'Notify people via email' checkbox (checked), and a 'Cancel' button. The document title 'Untitled document' and the user 'rebecca.moon@bufordcityschools.org' are visible at the top.

Share with others

Get shareable link

2. People

Tim Harris x Add more people...

3. Can edit

Can edit

Can comment

Can view

4. Send

Cancel

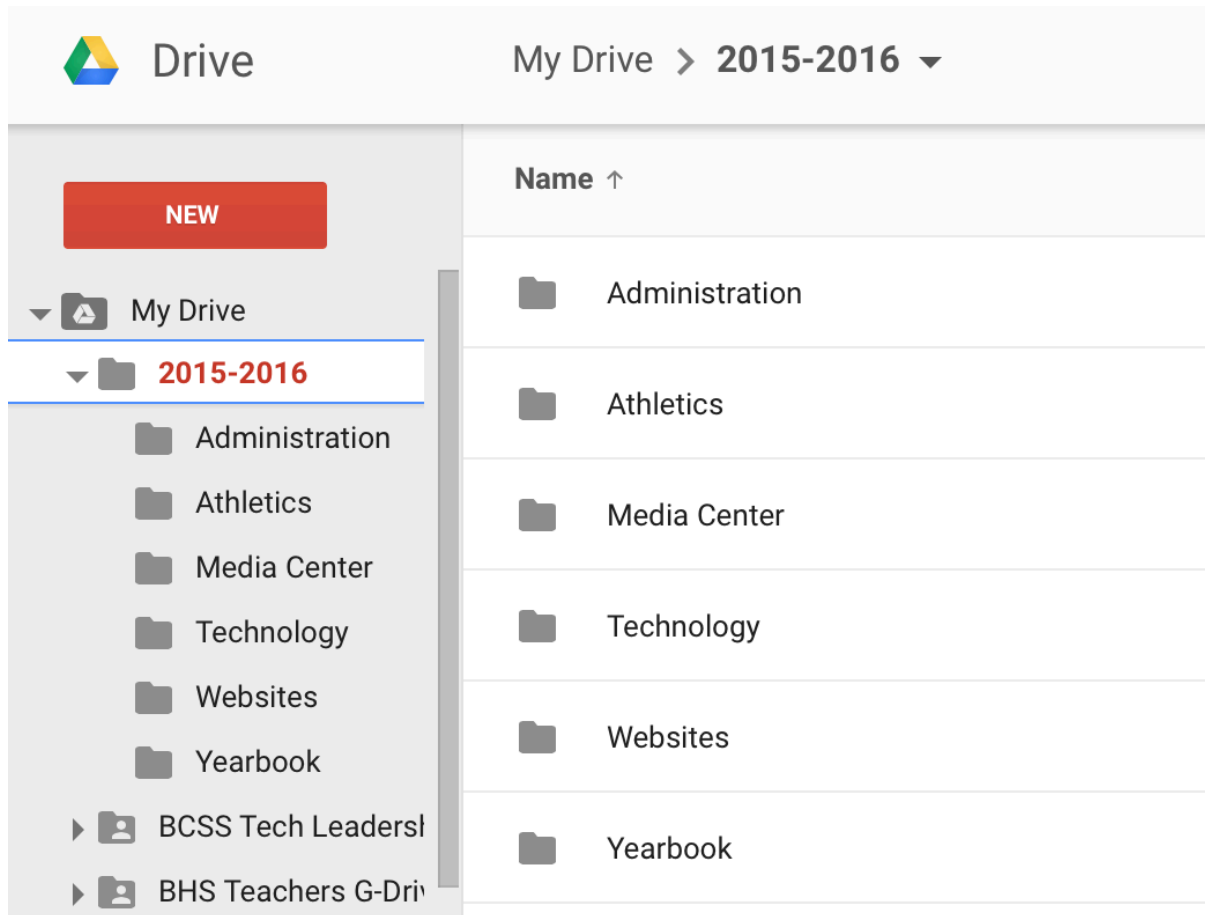
Advanced

Notify people via email ☒

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Google Drive: Organizing Your Information



The screenshot displays the Google Drive web interface. At the top, the 'Drive' logo is on the left, and the breadcrumb 'My Drive > 2015-2016' is on the right. A red 'NEW' button is visible in the left sidebar. The left sidebar shows a tree view of folders: 'My Drive' (expanded), '2015-2016' (selected), and its subfolders: 'Administration', 'Athletics', 'Media Center', 'Technology', 'Websites', and 'Yearbook'. Below these are 'BCSS Tech Leaders' and 'BHS Teachers G-Drive'. The main content area shows a list of folders under the heading 'Name ↑', with the same six folders listed: 'Administration', 'Athletics', 'Media Center', 'Technology', 'Websites', and 'Yearbook'.

Name ↑
Administration
Athletics
Media Center
Technology
Websites
Yearbook

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Google Drive: The App for your Phone

Get more done, on-the-go

Access all your stuff in the Drive app, and create and edit documents
spreadsheets with new apps for Docs and Sheets.



Google Drive



Google Docs



Google Sheets



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Google Drive: Be Careful Deleting

- *When you author/"own" a file, you're the originator of that file. So when you delete the file, you're house cleaning for everyone...so you're deleting it for everyone.*
- *Also, when you're editing a public document, you're editing everyone's.*
- *Permissions can be set on a file:
"Can View" or "Can Edit."*