

*Google Drive GPS: Tips for Organization & Navigation [All Levels] Want to organize your google drive? Want to navigate? Create slides, forms, docs, ideas of how to keep documentation on kids in Google, (contact logs for parent contact).*

#### **4 practices to make your Google Drive more organized and easier to navigate.**

These four tips will show you how to organize your Google Drive for faster navigation so you never lose track of a document again.

#### **1. Folder structure:**

The best starting point is creating a clean universal folder structure.

Make a jot list to determine your categories: then, if needed, make sub folders.

#### **Categorize by :**

**Academic year:** 2016-2017 7th Grade info *subfolder: Discipline*

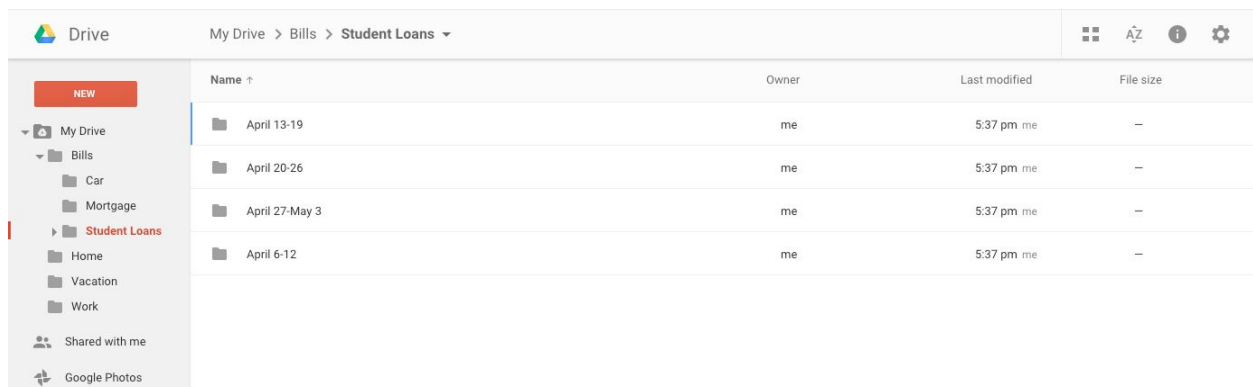
**Content area:** Math 2016-2017: *subfolder: Unit 1*

**Class period:** Edwards 1st

**Administrative:** Beginning of school information *subfolder: OpenHouse*

An “uncategorized” folder can house all the documents that don’t fit into any of the other folders yet. Scan through the “uncategorized” folder regularly and sort its contents into the appropriate labeled folders if possible.

To create a folder, click the red **NEW** button and then select the option for folder.



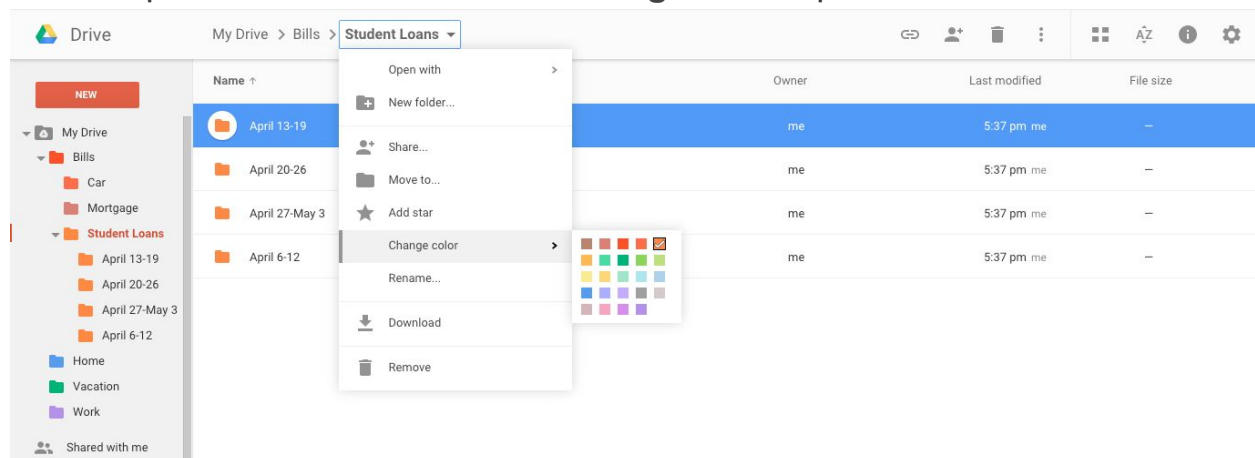
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## 2. Add some color:

Color code your folders. This can be done in such a way that makes sifting through your drive much faster.

- Make each folder in your Drive a different color
  - Each of your subfolders should be a different shade of that same color.

To change the color of a folder, click the arrow to the right of the folder name on the top bar, and then select the **change color** option.



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### 3. Standardize your naming conventions :

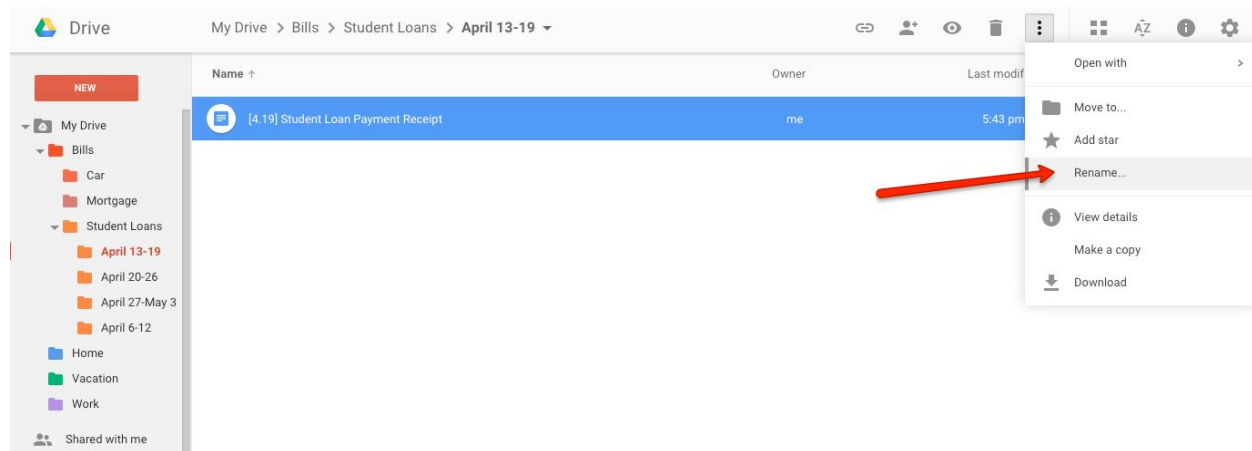
“Date created” is not a field in Google Drive. Instead, you can only view when a document was last updated.

Naming suggestions:

- **DateCreated: Type of document-** 2016-2017: Open house slides
- **Content: Type of document** – Unit 1: powerpoint notes
- **Department: Type of document** – Co-Taught Math: Angles practice
- **Project/topic:Type of document** Technology: Google GPS handout

**No matter how you decide to name your files, try to be consistent. For example, if you’re adding dates in your files, stick to one format. Files can easily become disorganized and messy if you’re using all different types of formats.**

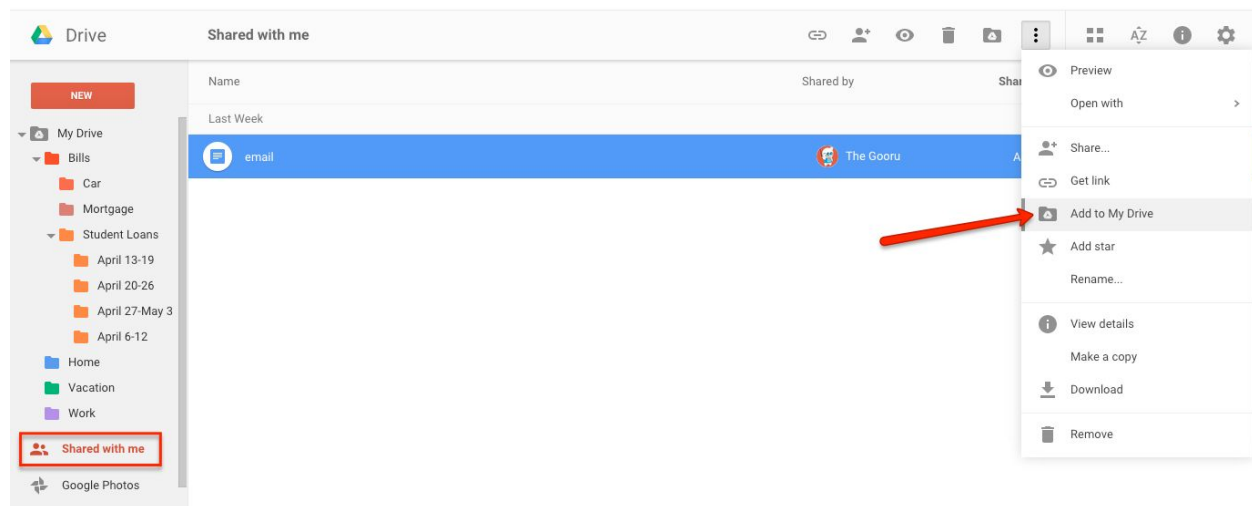
To rename a document, highlight the documents name in Drive and then click the three vertical dots on the right side of the top bar. Then select **rename**.



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#### 4. Shared with you, organized by you

When a document is shared with you, it can be hard to locate because it is not automatically added to your “My Drive” folder. Make sure to add the file to the appropriate folder in “My Drive.” If it does not adhere to your naming conventions, create a folder that fits the naming convention and add the shared file to that folder.



To add a document that is shared with you to “My Drive,” highlight the document in the **Shared with Me** folder and then click the three vertical dots on the right side of the top bar and select **Add to My Drive** from the dropdown menu.

Unless needed, do not always add documents to your google drive when downloading from emails.

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**Share your Google Slides presentation by publishing it to the web.** Using slides will allow you to change the presentation as need and never have to upload it more than once. You can edit “real-time” (great for last second changes)

- In Slides: **File > Publish to the web.**
- Two options:
  - **generate a link** that you can send to anyone
  - **embed your presentation** on your website instead. (Just copy the code it generates and paste it on your site).
- Customization options:
  - slide size
  - set the timing
  - require viewers to sign in with their account on your domain, check the box at the bottom. (recommended for private content that you want to share with people at your system only.)
- After customizing, hit **Publish > OK.**
- Any changes you make to your presentation will automatically be reflected in the online version of your presentation, so it will stay up to date.
- To stop publishing at any time, head to **File > Publish to the web > Published content & settings > Stop publishing.**

Create a google form to populate a spreadsheet with you class/parent data