

Team Drive, Google Drive & Google Tips

Welcome!

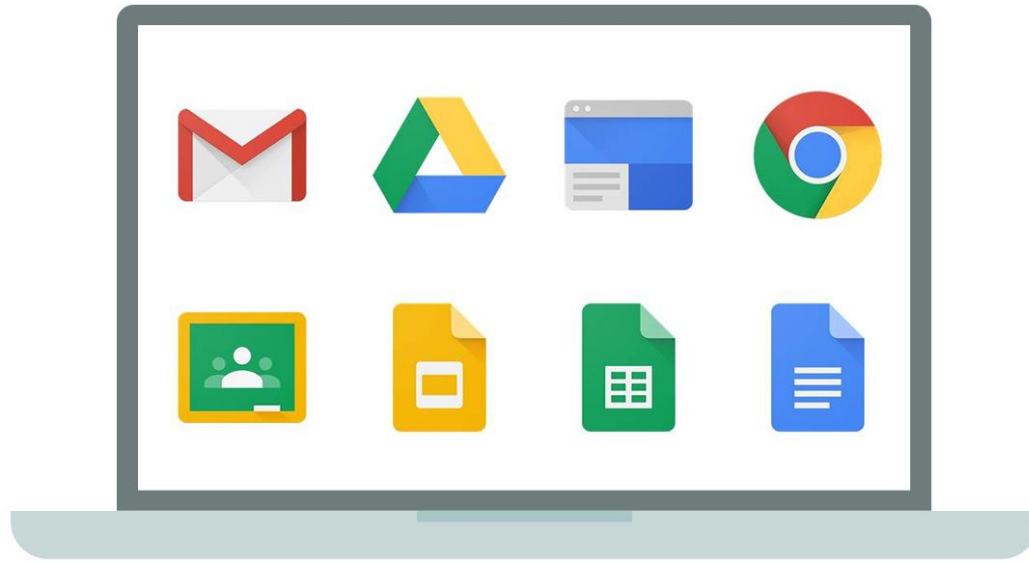
Log into your computer

If you have not completed the poll
we emailed yesterday,
please do so now



TEAM DRIVE





You are now added to our
Tech Summit Team Drive!

Open the Team Drive and take a look



Google Team Drives

Collaborating just got easier.

Team Drive

Team Drive is NEWER Google feature (Jan. 2018), and allows you to create a Team and house resources available only to members of that Team.

(ex: curriculum team, grade level, coaching staff, etc.)

Settings can be adjusted to allow Team members to add and edit content, but ALL members have access to materials in that Drive. [Team Drive Cheat Sheet Link](#)

***BENEFIT OF TEAM DRIVE:** Items are much easier to locate!
No one has to request or approve access to certain items.

Tips for Organization & Navigation

Want to organize your Google Drive and Develop a Team Drive?

4 PRACTICES TO MAKE YOUR GOOGLE DRIVE/TEAM DRIVE MORE ORGANIZED AND EASIER TO NAVIGATE

ORGANIZING YOUR GOOGLE DRIVE

1. Create a clean universal folder structure.

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

Categorize by:

Academic year: 2018-2019 7th Grade info *subfolder: Discipline*

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

Class period: Edwards 1st

Administrative: Beginning of school information *subfolder: Open*

House

ORGANIZING YOUR GOOGLE DRIVE

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.

ORGANIZING YOUR GOOGLE DRIVE

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**- 2018-2019: 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

ORGANIZING YOUR GOOGLE DRIVE

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.

Google TIPS:

- Watch how you share things: do not share editable version if you do not want it changed.
Go to advance share options.
- Check revision history if you have something that got messed up...you can figure out who did it and when they did it

Google TIPS:

- Get the Google Drive App for your phone. If you something to be accessible in Google Drive that is in hard copy form...just take a picture and send it automatically to your drive: link to website
- Create forms to populate spreadsheet: sports, chaperones for field trip, clubs, Open House info useful to generate QR code



Google Translate

Google Translate

Add a quick link to your Chrome bar that allows you to quickly translate web pages/ documents.

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[Link to Chrome Web Store](#)

<https://support.google.com/translate#topic=7012061>



Google Translate

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★★★★★ 41,280 Productivity

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Breakout Sessions:

What can we help you with?

Google Drive
Google Team Drive
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Google Translate