

Google Drive for Parents

Welcome from your session facilitators:

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Educational Technology
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Educational Technology
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Educational Technology

Guidelines for a successful session:

- Please turn off your video.
- Please mute your microphones.
- Introduce yourself in the chat area.
- Place questions in the chat area during the session.
- Click 'raise hand' to be recognized, then unmute and turn on video when speaking.



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Purpose And Outline

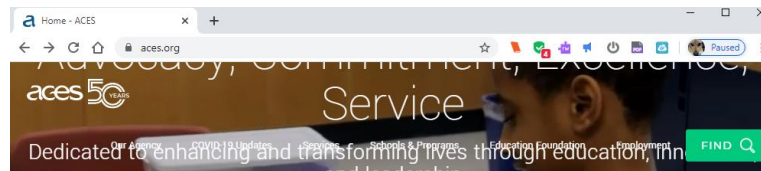
- Purpose: Google Drive is a resource for students to save their work and participate in Google Classroom. Learn to navigate Google Drive and how it interacts with Google Classroom. You will need your child's network login and password. This 30-minute session will include a 20 minute presentation and 10 minutes for questions.
- Outline:
 - What is Google Drive?
 - Can I use Google Drive at home?
 - How can students use Google Drive for classroom materials?
 - How can students create or upload files to Google Drive?
 - What is the difference between Docs, Sheets and Slides?
 - How does my child access shared files and folders?
 - With whom can my child share their files and folders?
 - How do I transfer ownership of a file or folder?

What is Google Drive?

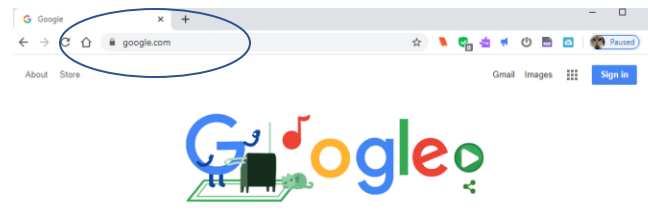
- Google Drive is a way to create, store and access files from a browsing program on your computer or mobile device.
- Files you create that are in the google format can be opened using the browser or mobile app. You don't need any additional programs to open or edit them.
- Using other file types would need the files regular application – for example, Adobe PDF files will need the Adobe Reader program.

Can I Use Google Drive At Home?

- You will need a G Suite account to access a Google Drive. Your student's G Suite account name and password are the same on that is used to log into the Chromebook.
- Your student should be automatically logged into their Google Drive account. Open the Chrome browser by clicking on the Chrome icon, usually located at the bottom of the computer screen.
- The main page to display will be the web page of the Main ACES site.

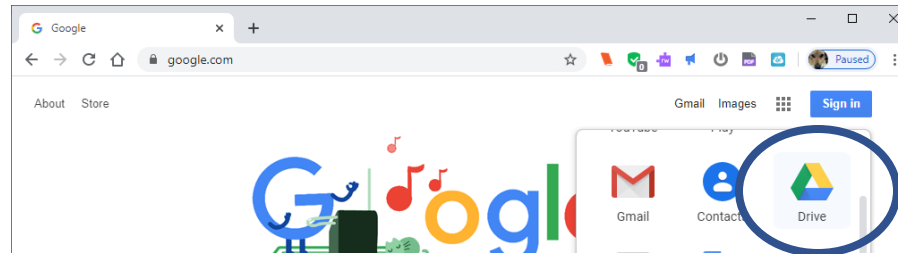


- To get to your student's google drive, click in the address bar at the top and type Google.com and press Enter.



How Can Students Use Google Drive For Classroom Materials?

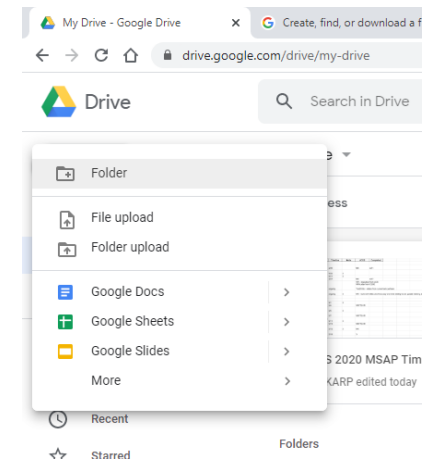
- While much of the student's material will be directly assigned by the teacher in their Google Classroom. Sometimes they might have material shared or they might need to create material on their own.
- To access either type of material, click on the “waffle” icon in the upper right and then the Google Drive Icon




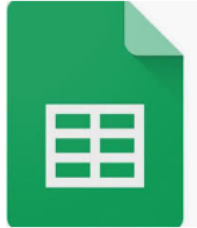

- You may also see a similar icon at the bottom of the screen if your student has access Google Drive before. Both icons do the same thing.

How Can Students Create Or Upload Files To Google Drive?

- When you access your Google Drive, you can see all the files and folders that are in it.
- You can upload, view, share and edit files with Google Drive. It will take up space in your Drive, even if you upload to a folder owned by someone else.
- To create new files, click the “+ New” button In the upper left. You can create folders, Docs, Sheets and Slides.
- If your student has files created and saved on the computer, those files can be uploaded to Google Drive by choosing the “File Upload” choice. Whole folders can also be uploaded.

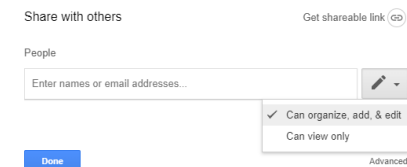
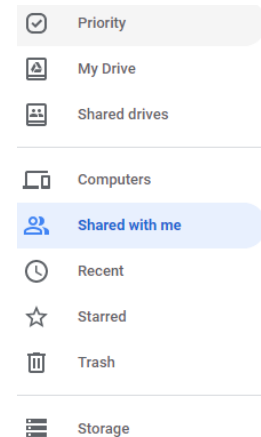


What Is The Difference Between Docs, Sheets And Slides?


- Google Drive has three main types of files:
- Docs – These are word processing files (similar to Microsoft Word) and is represented by the blue “Docs” icon.
- Sheets – These are spreadsheet files (similar to Microsoft Excel) and is represented by the green “Sheets” icon.
- Slides – These hold slideshow presentations (similar to Microsoft Powerpoint) and is represented by the yellow “Slides” icon.
- These files types are most popular and easiest to use, but you can use any files types with Google drive.

How Does My Child Access Shared Files And Folders?

- A special option exists in Google Drive that allows ACES people to share files with others. The ability to share files provides opportunities for collaboration with teachers and other students and is a great enhancement to the educational experience.
- The “Shared with me” option will appear on the left side of the screen. Click this choice to see any files or folders that have been shared with the student.
- If the student wishes to share files with others, there is the “share” option in the upper right.
- When sharing files, you need the email address of the person you are sharing with. But be very careful who the student shares with. It’s a good idea to only give access to “View Only” so nobody changes your files without your knowledge.



How Do I Transfer Ownership Of A File Or Folder?


- Sometimes the student might need to transfer ownership of a file to the staff member or even another student.
- You can only transfer ownership of files to people within your school and the person must already share the file with you.
- Click the file you want to transfer.
- Click Share or 
- Click Advanced.
- To the right of a person you've already shared the file with, click the Down arrow.
- Click Is owner.
- Click Save changes.

Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/document/d/10icXubKKUoPm-vNzA3dwqb59JUAtvvKm65W1>

Who has access

 Specific people can access

[Change...](#)

 Jim Moyle (you)
jmoyle@aces.org

Is owner

 Pamela Davis
pdavis@aces.org

Is owner

Can edit

Can comment

Can view

[Set expiration...](#)

Comment and View access only

Owner settings [Learn more](#)

Prevent editors from changing access and adding more people

Disable options to download, print, and copy for commenters and viewers

[Done](#)

Resource References

Bibliography of references and resources

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