

Google Drive

First things first....

- Log in to your google account on your laptop
- Open another window and log in to your preferred email account
- Share the email address associated with the google account you'll be using tonight by writing it on the wall paper for all to see! 😊

What is Google Drive

- Cloud storage of files
- Creation of files
 - Doc
 - Sheet
 - Slide
 - Form
 - Drawing
- Install on Desktop Computer
 - Save files to Google Drive (not just create in Google Drive)
 - Open on mobile devices or on other computers with your synced Google Drive account
- Mobile Apps
 - Drive
 - Sheets
 - Docs
 - Slides

Document Sharing

- Three ways to share
 - Right-click on document name in the Google Drive list page
 - Use share icon at top of Google Drive list page when file is selected
 - Use share button within an open document
- Hover over share button within an open document to see current share settings
- Anywhere from three to five levels of document visibility when you share
 - Specific people—most private—only people you invite to collaborate can access
 - If your district has its own domain, documents can be set so that
 - Anyone in the district can find it by searching (if they are signed in to district domain)
 - Anyone in the district can view it if they have the direct link (and are signed in to district domain)
 - Anyone with the link—viewers must have a direct link to follow but need not sign in to a google account to view
 - Public on the web—this is the least private; individuals may come upon your document via a google web search
- After share settings have provided ACCESS to the document, you must designate other PERMISSIONS (whether people can view the document only or if they are allowed to edit/collaborate)
- ADJUST FOLDER SHARE SETTINGS

- If you will be posting items, regularly, that you want both students and parents to view, place them all in the same FOLDER. If the folder itself has the correct share settings, all documents created in the folder or moved to the folder will adopt the same settings
- VIDEO RESOURCE: <https://www.youtube.com/watch?v=1UIJaoQ-7VY>

Google Forms

- Create a form where users can input data which will automatically populate into a new Google Sheet for you to collect and analyze
- Notifications
 - Receive an email each time a user submits a form
 - Alternately, receive a daily digest for forms submitted each day
- Analysis
 - View a form summary complete with charts and graphs
 - Sort data as in any spreadsheet software
- Uses
 - Collecting student contact information (aside from what is available in your district student management system)
 - Parent surveys
 - Student surveys
 - RSVPs for an event including things like menu choices, etc.
 - Collect homework
 - Quiz/test
 - Parent “Contact Me” form
 - Open “suggestion box” form
 - RESOURCE: <http://www.educatorstechnology.com/2012/07/10-great-free-google-forms-every.html>
 - RESOURCE: <http://www.teachthought.com/technology/80-interesting-ways-to-use-google-forms-in-the-classroom/>
- Add-ons that support forms
 - Flubaroo—will grade a test for you (if the test is a google form!)
 - Form Emailer—will email the results of an individual form submission to you or another party
 VIDEO RESOURCE: https://www.youtube.com/watch?v=-6DfZ_ICjY

Why Reinvent the Wheel?

- How are you using Google Drive?
- How are your students using Google Drive?
- If you aren't using any Google Drive tools in your classroom, what might you start using and why?