Facilitator Guide
Google Drive-The Basics
1.5 Hrs

Summary: This training will focus on the basics of Google Drive. The basics will include how to access Google Drive, create folders and subfolders, uploading files, moving files and or folders and downloading a Microsoft Word Document. Facilitators should be prepared to review the training material in detail and perform each of the tasks on a computer prior to the training.

One Week Prior to Training, <u>Technology</u> needs to:

1. Set up participants with a Google Drive Account with the Merrillville School Corporation.
2. Provide participants login information and passcode for Google Drive.
3. Notify participants via email to log into Google Drive and change their passcode.
4. Notify participants to bring their Google Login information and passcode to the training.
5. Create evaluation and evaluation link for evaluation survey
6. Email to confirm with trainers the default passcode for Google Drive

One Day After Training, Technology needs to:
1. Email participants the evaluation link to provide feedback to the training

One Week Prior to <u>the facilitator</u> needs to:

1. Have one file uploaded to Google Drive.
2. Have a Microsoft Word Document uploaded to Google Drive.

Key Training Topics:

<u>On the computer:</u>
- Accessing Google Drive
- Creating folders and sub folders
- Uploading files and/ or folders
- Moving Files and/or folders
- Downloading a Microsoft Word Document

Materials Needed:

- ☐ Google Slides with the presentation: Basics of Google Drive
- ☐ Projector
- ☐ Projection Screen
- ☐ Computer with Internet Access (Pre-check internet connection)
- ☐ A computer for each participant
- ☐ Quick Help Sheet for each participant printed
- ☐ Dry Erase board or Poster Paper
- ☐ Dry Erase Markers (for Dry Erase Board) or Markers (for Poster Paper)
- ☐ Printed Sign-in Sheet

Setting:
A lab environment where each participant has a computer to practice with Google Drive
A class size of 5-20 would be adequate for this training.

Day of Training:
- ☐ *Write on the Dry Erase Board or the Poster paper the following example to log into Google Drive:*

    Example Email: jsmith@mvsc.k12.in.us
    Example Password: mcsc2015

On the facilitator computer have the following open:
- ☐ Google Slides Presentation: Train the Trainer: Basics of Google Drive
- ☐ Chrome Browser with the following address: https://drive.google.com

Suggested Pacing: This training should take approximately 1 hour and 30 minutes.

Slides 1-3	6 min.
Slide 4-6	8 min.
Google Drive Layout	6 min.
Creating a Folder	7 min.
Creating a Sub-Folder	7 min.
Uploading Files and/or Folders	7 min.
Drag and Drop Files and/or Folders	7 min.
Moving a File or Folder	7 min.
Downloading a Microsoft Word Document	10 min.
Slide 7-8	20 min.
Questions	5 min.

It is easy to let discussions following the slides to continue longer than expected. In order to stay on schedule, the facilitator will need to move the group forward at each step along the way.

The facilitator guide below outlines each slide in terms of: "Content", or the key points that should be addressed on the slide, and "Facilitator Notes", or suggestions for how to present the information on the slide. These should be taken as suggestions, and modified per individual presenter style.

Slide by Slide Guide

Slide 1 – Main slide

Content: Welcome to our training on the Basics of Google Drive. The reason for this training is to become more familiar with Google Drive as Google Drive will be replacing your "X" Drive on your computer. The "X" Drive will be phased out during the next year, so I will be showing you how to upload files from your "X" Drive into Google Drive so you can start moving them.

Slide 2 –

Content: The objectives of this training are shown on the slide. We will define Google Drive. On the desktop computer we will access Google Drive to create folders, upload files and learn to move them. And we will open a Word Document in Drive to download it to make changes, and upload it again to our Google Drive.

Slide 3 –

Content: There are a lot of advantages to using Cloud-based services or Cloud Computing such as Google Drive. The main advantage is you can access your data anywhere you have internet access. For example, your media such as photos and files can be uploaded to Google Drive and you will be able to retrieve these photos or files from any computing device that has internet access. And, these photos and files are being backed up on various services. So if your hard drive crashes on your computer, you will have a backup of all of those photos and files and can access it anywhere with another computer. Google Drive is one of these services that automatically backs up everything that is uploaded into it.

Facilitator Notes: Mention just a few of the advantages of Cloud Computing that are shown on the slide.

Slide 4 –

Content: So what is Google Drive? It's a part of Google Apps for Education and it's a document creation storage platform and creation suite that contain the following:
Text documents (similar to Microsoft Word), presentation (similar to PowerPoint), spreadsheets (similar Microsoft Excel), and forms (Surveys and Quizzes), and drawings. All of these Apps that were just mentioned can be created, stored and shared using any computer with an internet connection.

> **Question to Group: What kind of files do you work with now that you would like to access across different devices or collaborate with others?**

Facilitator Notes: To save time, ask question of whole group and have volunteers answer. Answers may vary. The main answer is to look for what kind of educator files that might like to access from home when they are not in the school building.

Slide 5 –

Content: Let's now access Google Drive from your computers. When you are using Google Drive, it is recommended to use the Chrome Browser. Your Chrome Browser looks like the red, green, and yellow circle with a blue dot in the middle of it. So I want all of you to click the Chrome Browser icon to open your Chrome Browser. And type the following address into the Search Bar: https://drive.google.com.

Next click on **Go to Google Drive** or **Google Drive**. Not all of you will see the following message, "All your files, ready where you are....Go to Google Drive," and that's ok. Those that do see the message will click on "Go to Google Drive.

Facilitator Notes: As a facilitator you will not go to the internet yet but stay on this slide. You may have to roam the room to help those unfamiliar with the internet and Chrome Browser.. If Google Chrome is not on the desktop of the computer, have participants click on **Start**, and select **All Programs** to look for the **Chrome Browser icon**.

Slide 6 –

Content: You already have an email address with Google, so you already have a Google Account. We are going to sign into Google Drive using this information. Use your same email address that you use now for Merrillville such as jsmith@mvsc.k12.in.us. You password will be mcsc2015 and the mcsc is in all lowercase.

Next, read "Welcome to your New Account". Click "I accept. Continue to my account."
You will be prompted to change your password for your Merrillville Google Drive Account, so type a new password. Keep this password in a safe place where it's easy to access. For example, many people who have a lot of passwords keep them in the notes section of their iPad or smart phone. Now your account will be created.

Those of you that have already created a Google Drive account will not see this message. And those of you that have already changed your password for Google Drive will not be prompted to change their password as you already have done it prior to this training.

Facilitator Notes: Point the participants to the email and password example written on the dry erase board or poster paper. Help those in the room. Note that participants that already have a Google Drive account will note see this notice shown on the slide and that is ok.

These next sections involve going live from the computer and having it projected up on the screen in the room. Minimize your Google Slides Presentation. Maximize your Chrome Web Browser. Make sure that the following address is typed into the browser: https://drive.google.com and you are viewing your Google Drive Account.

Follow the checklist listed below to cover the major points as you demonstrate it on the computer.

As a guide you can use your Google Slides print out to help you visualize the following process.

Demonstrate the following live on the computer-projector device and clicking on the following As you are talking about the layout of Google Drive, click to demonstrate each component.

Google Drive Layout

- ☐ **NEW**-Use this button to create files or folders or other Google Documents
- ☐ **Views**-This is the area under the NEW button. You can choose different views for your files or folders. Right now you are looking at the "My Drive" View, but this can be changed to Incoming, Recent, or Starred Views.
- ☐ **Search Bar**- This is located at the top. Use this search area to search for any file
- ☐ **Sort**-This has the A-Z icon. All files uploaded to Drive are automatically sorted by last modified. If you click the Sort Icon (the A-Z icon) you can reorganize your files by size, name or editing history.
- ☐ **File Action Buttons**-File Action buttons appear when you select a file. It allows you to delete, preview or sort a file.
- ☐ **View Pane**-Displays all of your files so you can view the owner of the file, what files are shared, or modified.

Creating a Folder
*Two folders will be created.

- ☐ Click NEW
- ☐ Click Folder
- ☐ Type name for your folder
- ☐ Click Create
- ☐ New folder is created and appears in the View Pane of Google Drive
- ☐ Create another folder (follow process above)

Creating a Sub-Folder
*Create one sub-folder

- ☐ Double-Click on folder to open it
- ☐ Click NEW
- ☐ Click Folder
- ☐ Type name for your folder
- ☐ Click Create
- ☐ New sub-folder is created and appears under the main folder
- ☐ Show the navigation arrows at the top for the folders

Uploading Files and/or Folders (either from your computer or "X" Drive
*Upload 2 files

Demonstrate 2 ways to upload a file:
Upload
- ☐ Clicking NEW
- ☐ Click File Upload
- ☐ Mention that you could also Upload Folders by Clicking Folder Upload
- ☐ Select File from either your computer or "X" Drive
- ☐ Click Open or Double-Click File

Drag and Drop
- ☐ Click NEW
- ☐ Click File Upload
- ☐ Select File from either your computer or "X" Drive by holding down your left-mouse button
- ☐ Drag file to Google Drive
- ☐ Release left-mouse button

Moving a File or Folder
*Show 3 ways to move a file or a folder

More Actions Button
- ☐ Click on the file or folder to be moved
- ☐ Click on the More Actions Button (3 dots)
- ☐ Select Move to
- ☐ Find the new folder location
- ☐ Click Move

Right Mouse Click
- ☐ Click on the file or folder to be moved
- ☐ Right-click with your mouse
- ☐ Select Move to
- ☐ Find the new folder location
- ☐ Click Move

Drop and Drag
- ☐ Click on the file or folder to be moved (left mouse button)
- ☐ Drag the folder over to the new location until it highlights
- ☐ Release the left mouse button

Downloading a Microsoft Word Document
*A Microsoft Word Document should be in your Google Drive Account already.
- ☐ Double-click on the Microsoft Word Document
- ☐ Click on the Download Button
- ☐ Close Document on Drive
- ☐ Click on downloadable Microsoft Word Document
- ☐ Enable Editing
- ☐ Make changes to the Microsoft Word Document
- ☐ Click File
- ☐ Select Save As
- ☐ *The file will now be named with the original name and the number one in parenthesis
- ☐ Close Microsoft Word Document
- ☐ Click NEW
- ☐ Click File Upload
- ☐ Find Saved Document
- ☐ Double-Click Folder to upload (or Click folder & Open, or Drag and Drop)
- ☐ Both folders will be saved and you can decide to delete the older file or folder

These next sections involve going back to Google Slides and having it projected up on the screen in the room. Minimize your Chrome Web Browser. Maximize your Google Slides.

Slide 7 –

Content: Now it's your turn to practice everything that we reviewed. For the next 15-20 minutes, try these tasks shown here the screen. You will practice these tasks on your computer. I will be walking around the room to answer questions and to help you.

Facilitator Notes: Review the screen before everyone starts practicing on their own.

Slide 8 –

Content: The ITS or technology department also created tutorials to help you with Google Drive and the iPad.
- ☐ Go to the Merrillville address: www.mvsc.k12.in.us
- ☐ Click on Staff.
- ☐ Click on Technology
- ☐ Click on Resources.
- ☐ Click on Google Apps.
  Here you will find helpful sheets to help you will Google Drive and Docs.

If you want to learn more about your iPad and how to change certain functions on it, then view the following resource videos:

To view the resource videos
- ☐ After clicking on Resources (stated above)
- ☐ Click on Video rather than Google Apps.

- ☐ **Tell your participants that an online survey will be emailed to them from technology within a day or two. Iterate to them to please fill it out as it helps us to develop better training in order to help them.**

END OF SLIDES