

Center for Faculty Development and Support

Google Docs Tutorial



CENTER FOR FACULTY
DEVELOPMENT AND SUPPORT

Table of Contents

Overview	3
Learning Objectives.....	3
Access Google Drive.....	3
Introduction	4
Create a Google Document.....	4
Upload an Existing Document.....	6
Sharing Google Documents	7
Organize your Google Docs.....	10
My Drive.....	10
Shared with Me.....	12
Search for a Document or Folder.....	12
Template Gallery.....	12
Access a Template.....	13
Submit a Template	14
Remove a Template	16
Introduction of Google Form	16
Create a New Form	16
Edit a Form	18
Send a Form	19
Resources	20
Access Help	20
Important URLs	20

Overview

This documentation is written for San Jose State University (SJSU) campus Google Drive users. The goal is to provide an overview of Google Drive. We will explore and discuss why Google Drive is created, when it may be best used and how to create your own Google documents. Step-by-step instructions will be demonstrated first, followed by hands-on practices and discussions in an instructor-led workshop.

Google Drive is one of the applications (apps) of Google Suite, which includes Gmail, Calendar, Sites and other applications. You need your SJSUOne account to access Google Drive. If you are not sure whether you have an SJSUOne account, visit [SJSU directory](http://directory.sjsu.edu) at <http://directory.sjsu.edu> to verify your email address. If you are not listed in the directory, contact [Human Resources](http://www.sjsu.edu/hr/) at <http://www.sjsu.edu/hr/>. If you are listed, but your address is not, you may be a new hire and the account will be created for you shortly.

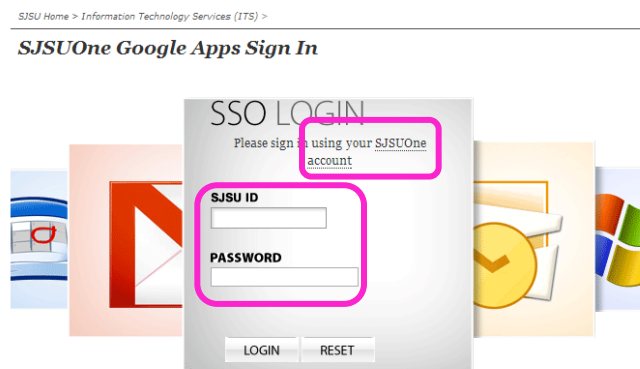
Learning Objectives

After completing this training you should be able to:

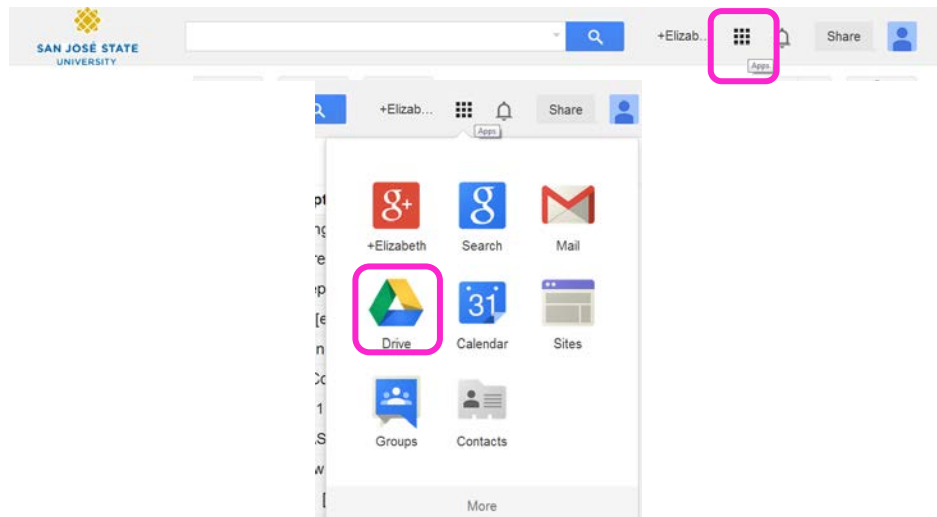
1. Log in with your SJSUOne account to access your Google Drive.
2. Understand and explain what Google Drive is and when to use it.
3. Create a Google document and upload an existing document.
4. Share your documents with others with the appropriate access permission.
5. Organize your documents in Google Drive.
6. Know where to find, when to use, or how to submit a template.
7. Understand the design of Google form and create, edit, and send a Google form.
8. Know where and how to find help.

Access Google Drive

- Enter <http://docs.sjsu.edu> in the URL box of any browser to launch your Google Drive account. The SSO (Single Sign-on) login page will appear.
- Enter your SJSU ID and password to log into your SJSU Google Drive account.
- If you are a new user, click the “**SJSUOne account**” link underneath **SSO LOGIN**, follow the instruction to activate your account.
- If you have lost your password or your password has expired, click the “**SJSUOne account**” link underneath SSO LOGIN, follow instruction and take the appropriate action.



- You can also log into your SJSU Gmail or Calendar account, click Apps **Drive** at the top Google apps black bar to launch your SJSU Google Drive window as follows.



EXERCISE #1: Log into your SJSU Google Drive account.

Introduction

Google Drive is a server-based solution designed for online access and collaboration. It allows you to create, store and access Google Docs, Sheets, Slides, forms, and drawings in Google Drive online. These apps come with simple formatting features and can be viewed as a light-weight version of Microsoft Word, PowerPoint, Excel, or a drawing application but in a Google Docs file format.

The traditional method of sharing is to attach a document to an email and send it to others or your collaborators. Google has introduced a different way, that is, to store all documents in a fixed central workspace or location – the Google server, and attach the email address to the corresponding document. You will be able to access your documents any time anywhere in the cloud via the Internet. If you make any changes to the file on the web, on your computer or your mobile device, the changes will be updated and synced wherever your Google Drive is installed.

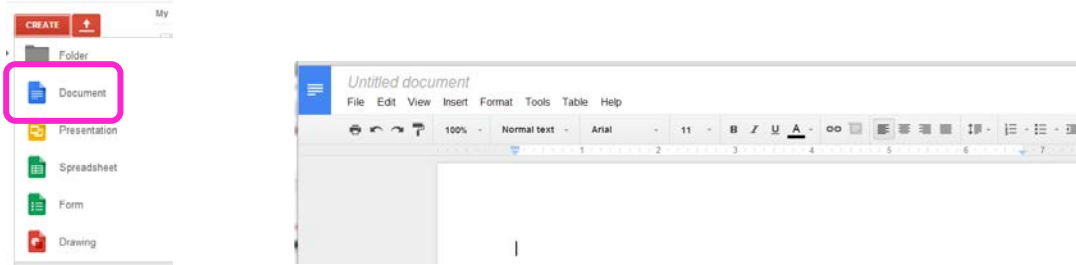
Google Drive not only allows you to download the Google documents onto your local computer but upload and store your existing Microsoft Word, PowerPoint, Excel spreadsheet or PDF documents from your local computer to Google Drive online. These documents may be saved either as is or in Google Docs format. Google Drive serves as a good file backup system. It is userID and password protected that only you have the access to the documents.

In addition, Google form is a very useful tool for you to create professional looking survey questions, collect and store survey data in a spreadsheet format. It can also be used to plan events, give students quizzes, collect feedback, etc. All Google documents can be used for your personal needs as well as for group collaboration needs.

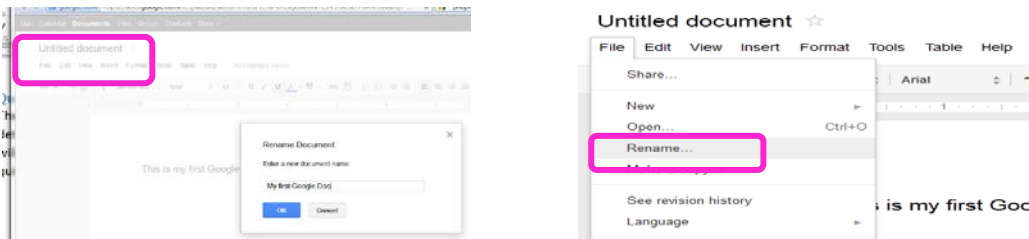
Create a Google Document

Below are step-by-step instructions to create a new Google document.

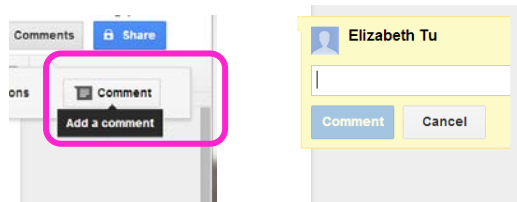
1. Click the **Create** button in the upper left corner under the SJSU logo. Select **Document** from the drop down list to open your **Google document** window as below.



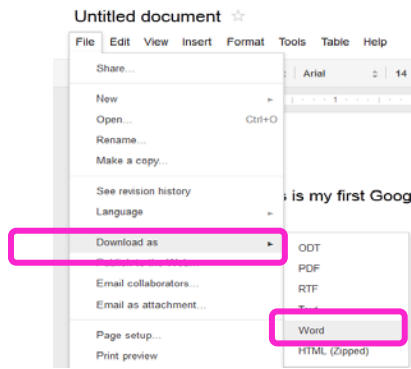
2. Click the body of the document text area and when the cursor is blinking, enter text such as, ***“This is my first Google document at San Jose State University.”*** Explore the basic formatting features on the rich text formatting area or on the menu bar. For example, try formatting your text in size 18 points, bold, italic, and center aligned. Hyperlink the words “San Jose State University” as a practice.
3. Your Google document will be automatically saved and named “Untitled document.” To save the document in a different name, click the **Untitled document** link at the upper left corner and **Rename Document** window will open. Or, select **Rename** from the **File** menu to rename your Google document to **“My first Google document”**.



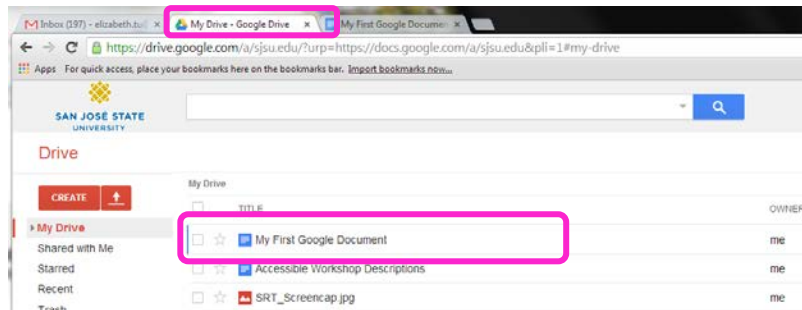
4. To comment on a document, click the **Comments** button at the upper right corner then click the Comment icon. Enter your comments in the **Add a Comment** box.



5. To save this document as a Word document, click the **File** menu, select **Download as...** then **Word** from the pop-up list. A separate new Word document will be downloaded and opened in Microsoft Word on your desktop.



6. Click **My Drive – Google Drive** tab on the top to view your Google document list. Your newly created document in Google Docs format should be listed under **My Drive**.



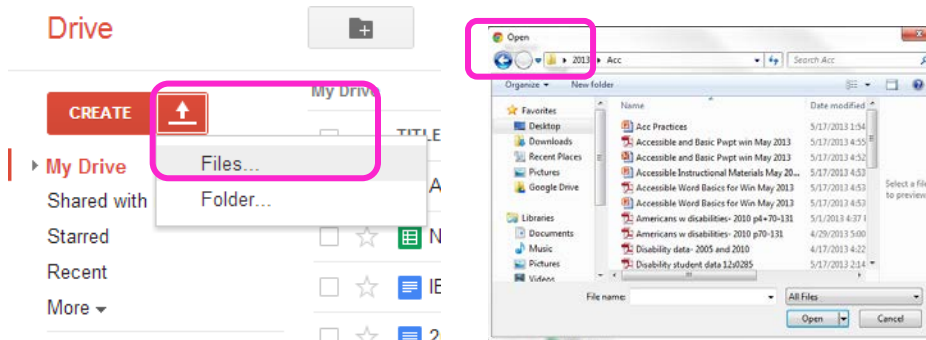
To create a slide presentation document in Google Docs format, follow step 1 above and click the **Create** button but select **Presentation** from the drop down list. Start creating your slide presentation document where the cursor is blinking.

To create a spreadsheet document, repeat step 1 above but select **Spreadsheet** from the drop down list. Start creating your spreadsheet document as you would in a Microsoft Excel application. Repeat the same process for Google form or drawing documents. Due to the unique design of Google form documents, it will be discussed later in more details.

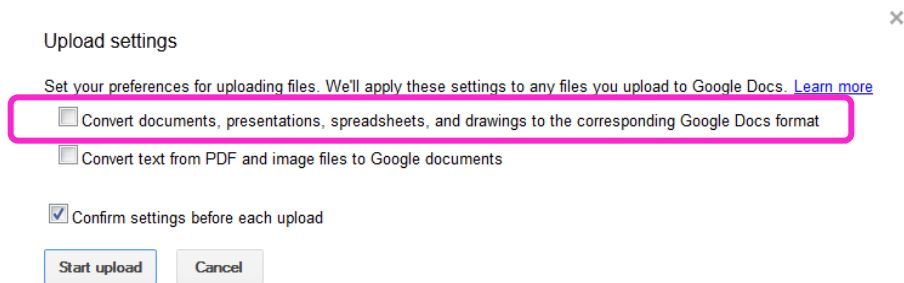
EXERCISE #2: Create a Google document using the instructions above.

Upload an Existing Document

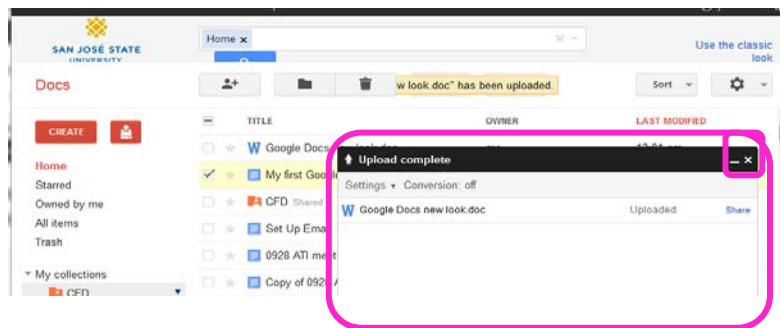
1. Click the **Upload** icon next to the **Create** button at the upper left corner. Select **Files...** and a new **Open** window will appear.



2. Browse to locate the document you want to upload, double-click on your desirable document and an **Upload settings** window will appear.



3. If you want to convert your existing document to the Google Docs format, check the appropriate box. If not, make sure the box is not checked. Click **Start upload** on the lower left corner to start the upload.
4. Once the upload is complete, your document will appear on the Document list with an **Upload complete** window overlapping on top of your Document list. Click the “**X**” at the upper right corner to close the **Upload complete** window.



EXERCISE #3: Upload an existing document from your desktop.

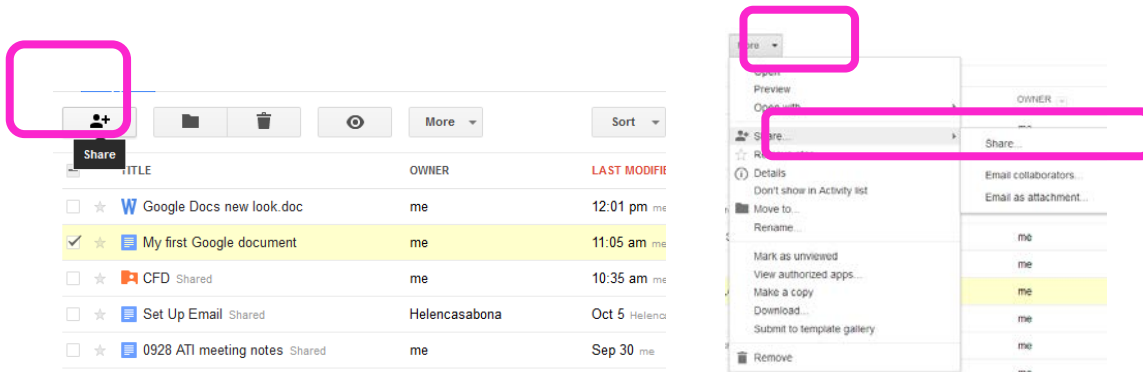
Sharing Google Documents

When you create a Google document or upload an existing document, this document stays private to you only on the server. You decide the visibility of the documents, that is, whether you want to keep the documents private or share them with others. You are in control of the permission access of the documents, namely, whether others can edit, comment, or view only.

Sharing Google documents allows you to collaborate with others to edit or view comments in real time or at any time. Another advantage is to avoid email attachments. You can share your documents with as many or as few people as you want. See instructions below.

Share with Specific People

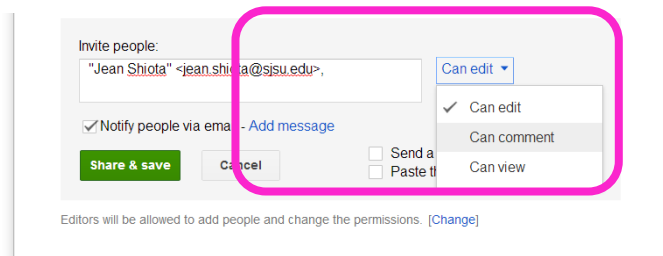
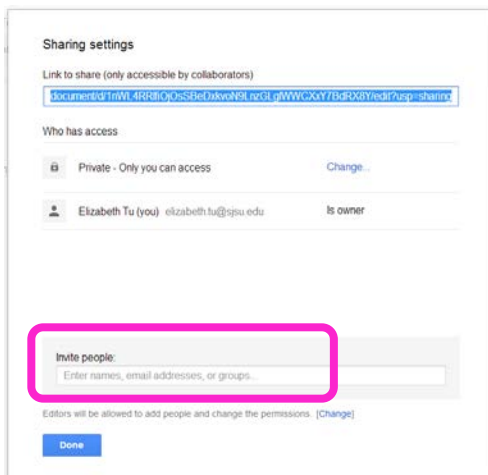
1. a) Click the **check** box next to the document you want to share from the Documents list. More icons become available at the top. Click either the **Share** icon or the **More** icon to select **Share** from the drop down list under More.



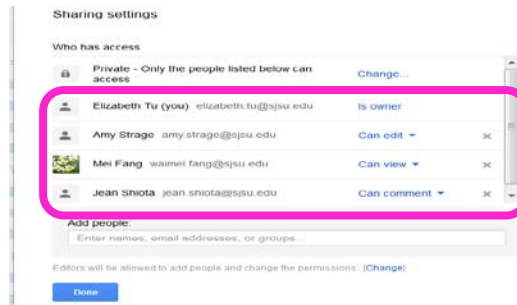
b) Or, double-click to open your Google document. Click the **Share** button at the upper right corner.



2. A **Sharing settings** window will open as below. To share your document with specific people, add their email addresses in the **Invite people** box at the bottom.



- Determine what access permission you want to assign to your guests, such as, **Can edit**, **Can comment**, **Can view**, and select your desirable option. If you want include a message when you notify people via email, click the **Add message** blue text link to open the message box to enter your message. If you want to send a copy to yourself, check the box next to **Send a copy to myself**.
- Click **Share & save** button when done and a new window will open. A list of your guests will appear in the **Who has access** area with the appropriate access permission you have assigned.

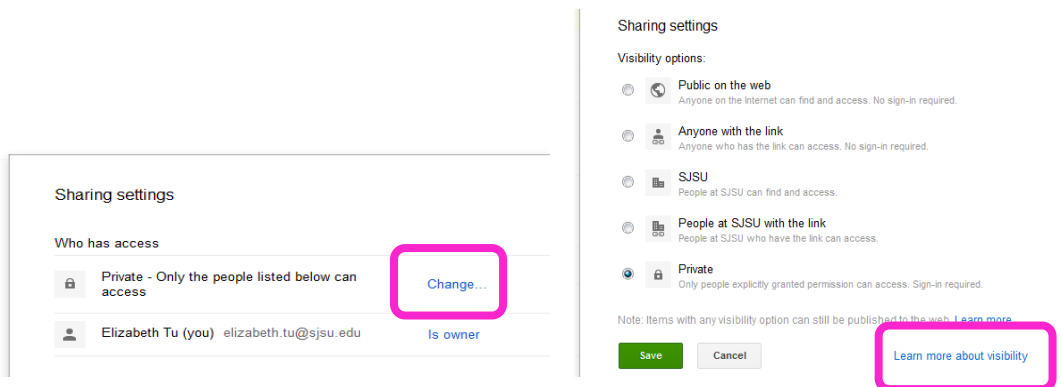


5. If you want to remove a person from your sharing list, click the “X” at the right end of the list.

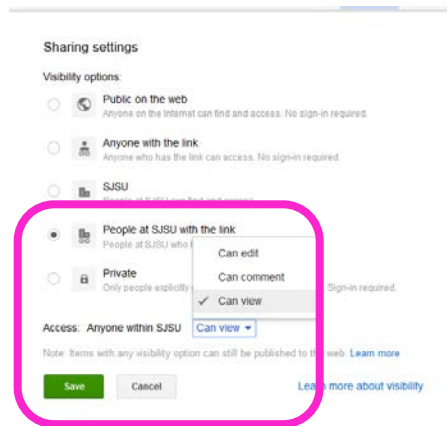
Share with others

You can also make your document public by sharing it with others at SJSU, anyone with the link, or public on the web. Follow instructions below to determine the visibility of your document.

6. In the **Sharing Settings** window, Click the **Change...** blue link to the right of **Private** setting and another **Share Settings** box will open. Determine how you want to assign the visibility of your document by checking the appropriate radio button. If you need more details to help you make the decision, click the **Learn more about visibility** blue text hyperlink at the lower right corner.



7. If you check any of the non-private radio buttons such as, **People at SJSU with the link**, additional **Access** option will appear at the bottom. Determine further the access permission you assign to **Anyone within SJSU** by selecting **Can view**, **Can comment**, or **Can edit**. Click the **Save** button when done.



8. The URL of your document will appear next in the **Link to share** box at the top. You can share this link with others.



EXERCISE #4: Share your Google document with others by adding two neighbors as your guests. Assign your desirable access permission for your guests. Send a copy to yourself so that you can view and explore what your guests may receive.

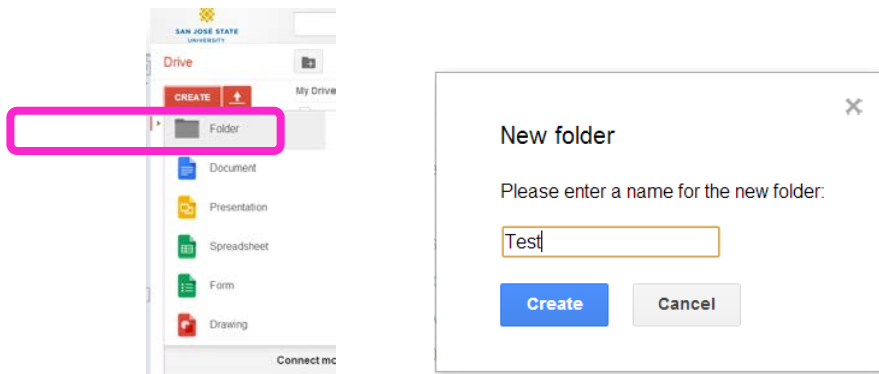
Organize your Google Documents

Google Drive provides you five gigabyte of storage space for free. Any documents in Google Doc format or documents others have shared with you do not use the storage space. As you are creating documents, your document list becomes longer and you may want to start planning how to organize them as early as possible.

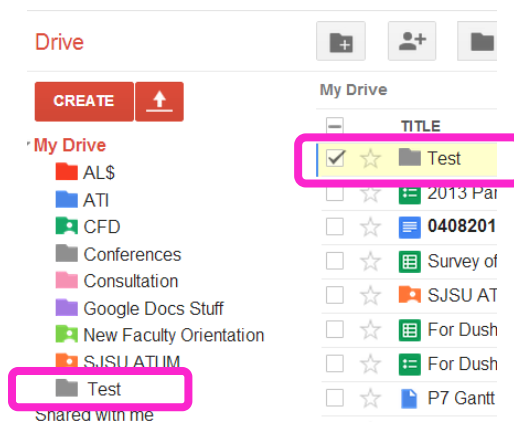
My Drive

Folders or documents under My Drive are created by you. To the left of My Drive, you will find a right arrow. You can click this right arrow to expand or collapse the folder list under My Drive. You can organize your documents by assigning or creating a new folder label, changing the color of the folder, or removing it to the trash. You have full control of any documents or folders under My Drive. Below are instructions on how to create, modify, or remove a folder.

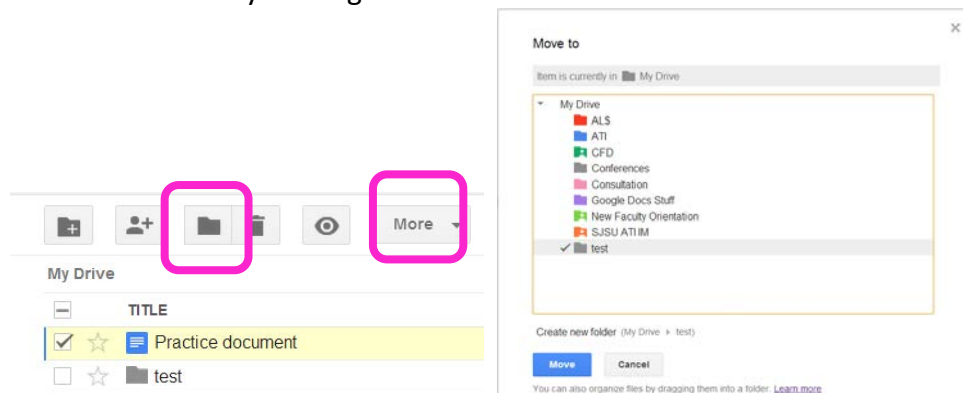
1. To create a folder, click the **Create** button at the upper left corner under the SJSU logo and select **Folder** from the drop-down list.



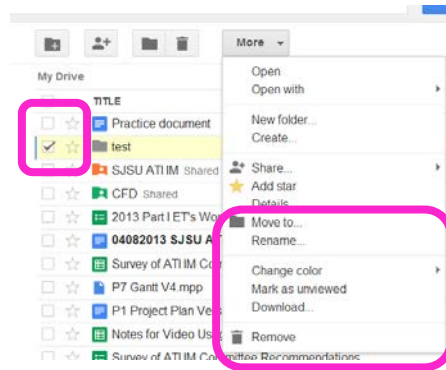
2. A **New folder** window will open. Enter a name such as, **Test**, in this **New Folder** box. Click **Create** button when done.
3. Your newly created **Test** folder will appear under **My Drive** on the left pane and also under the My Drive **TITLE** column in the center.



4. Go to your documents list under the My Drive **TITLE** column.
 - a. Drag any document from the list and drop it into the **Test** folder. This document will be moved into the **Test** folder.
 - b. Or, select a document then click either the **Organize** or the **More** icon at the top. A separate **Move to** window will open. Select the appropriate folder, move your document there by clicking the **Move** button.



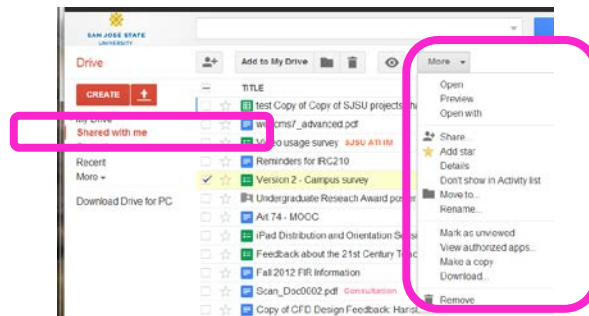
- You can rename the folder by selecting **Rename...**, change the color of your folder by selecting **Change color**, or download the document by selecting **Download...**



- To remove a folder or a document, 1) right click on the folder or document and select **Remove** from the pop-up list. Or, 2) **check the box** next to your folder or document then click the **Trash** icon at the top to remove it to the trash.

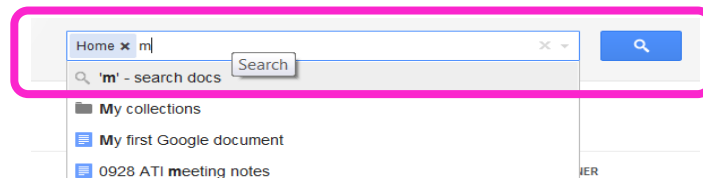
Shared with Me

Beneath My Drive, you will find **Shared with me**. Click it you will find a list of documents and or folders other people have shared with you. You can open, view, download, move to My Drive, or remove them. You may or may not be able to share it with others, depending on whether you are given the edit privilege.



Search for a Document or Folder

To search a document, go to the **Search Docs** box next to the magnifying glass icon at the top of your home **Documents** list and enter a few characters of your search criteria and start your search.



EXERCISE #5: Create a new folder and place a document in this new folder.

Template Gallery

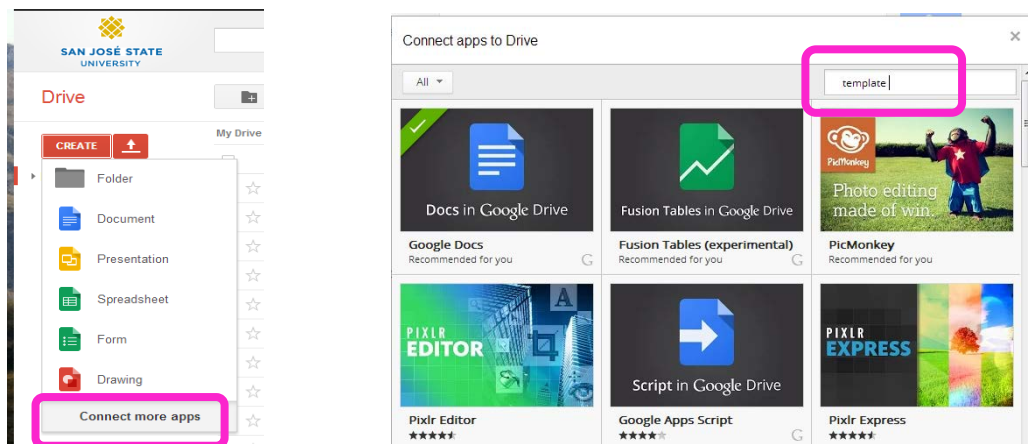
There are many additional apps which may be useful to you and you can add or connect them to your Google Drive. For instance, Template Gallery is a good example. This app contains

many sample Google document, presentation, or spreadsheet templates. There are four separate types of template galleries: Public, SJSU, Templates I've used, and My Templates. Prior to creating your own document, spreadsheet, presentation, form, or drawing in Google Docs format, explore the Public Templates or SJSU Templates. You may find various sample memo, cover letter, presentation design, grade book, cards and certificates, etc. that may be ready to use or you can modify it to meet your needs. Repurposing the existing free template will save you time and give you more ideas. You can also submit your file as a template and share it with others.

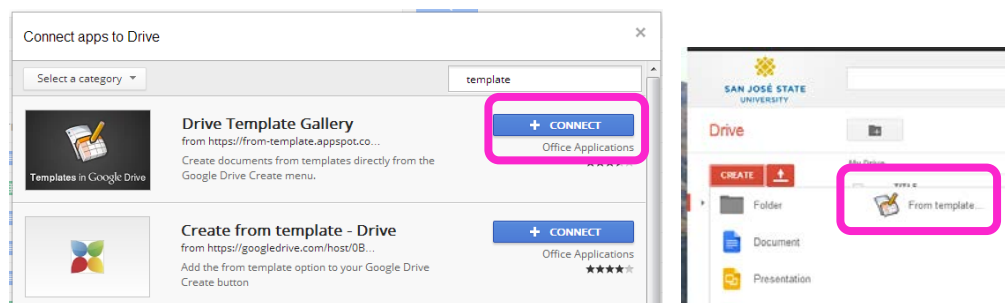
Access a Template

To access Google Template Gallery:

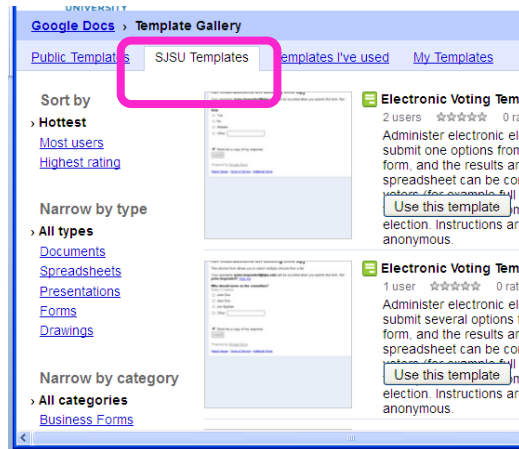
1. Click the **Create** button and the **Connect more apps** link at the bottom. A new **Connect apps to Drive** window will open. Enter **template** in the search box. Skip this step if **Template Gallery** is already on the drop down list under **Create**.



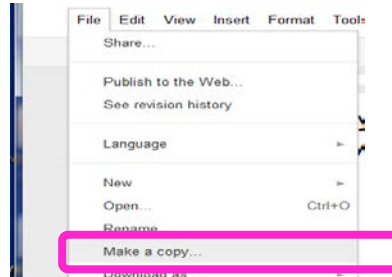
2. A new **Connect apps to Drive** window will open with the **Drive Template Gallery** shown on top of the list. Click the **Connect** button to add this app to your Google Drive and close the window by click the X at the upper right corner. The **From template...** should appear on the drop down list after you click the **Create** button.



3. Select this **From Templates...** from the drop down list. A new **Template Gallery** window will open as below.

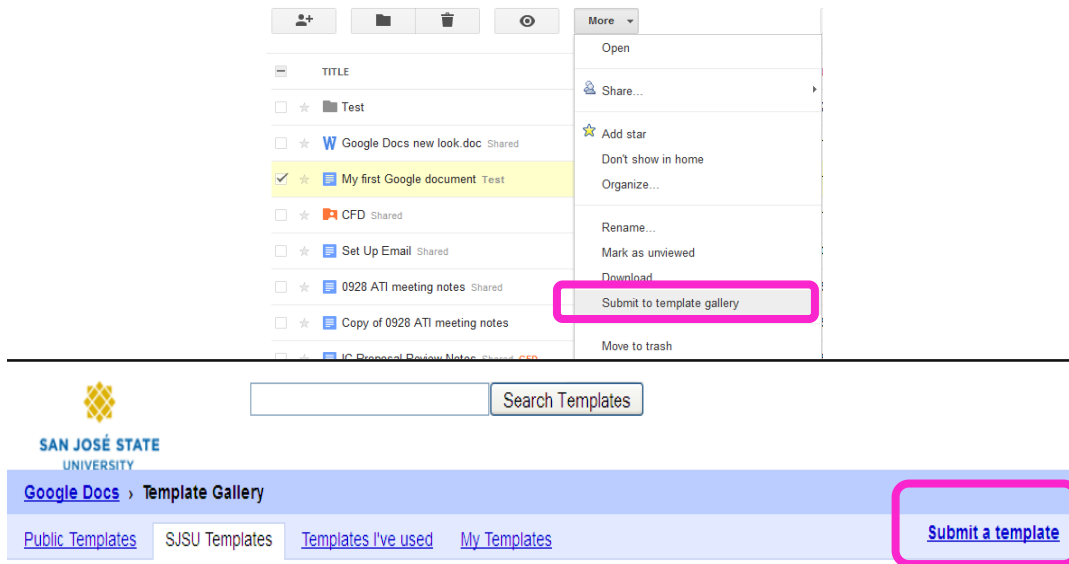


4. Click the **SJSU Templates** tab and its content will be displayed. Click the link in blue text on the left to browse or preview the various templates at SJSU. Once you find the one that best meets your needs, click **Use this template** and that template window will open, ready for your use.
5. Click the **Public Templates** tab, you may find more template selections of business forms, labels, cards and certificates, meeting notes, surveys, etc. Preview and click **Use this template** to use your selected template.
6. You may also select **Make a copy...** from the **File** menu within a Google document and use that copy as your template.

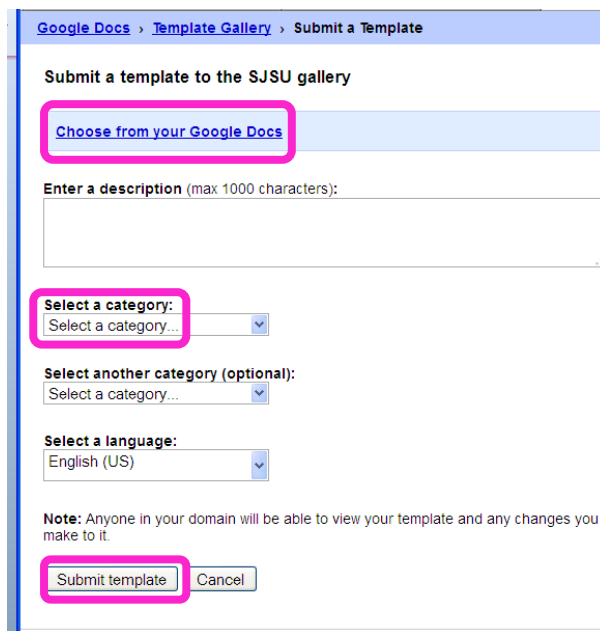


Submit a Template

1. a) On your home Google Documents list, select the document you want to submit as a template and click the **More** icon at the top.
- b) Or, click the **Submit a Template** link at the top right corner of the main Template Gallery page.



2. A separate **Submit a template** window will open. Browse to locate your document by clicking the **Choose from your Google Docs** link at the top. Enter text or instructions in the **Enter a description** box. Select an appropriate category for your template by clicking the down arrow of **Select a category** and **Select another category** boxes.



3. Click **Submit template** at the bottom left and your template will be displayed under both My Template tab and SJSU Template tab. It usually takes a while for your template to appear.

Note: Only documents and forms in Google Docs format can be submitted. You must enter descriptions and select one category for the template you want to submit.

Remove a Template

1. Go to either the **SJSU Template** or **My Template** tab to locate your template. Click the **Remove From Gallery** link below the Use this template button to remove your template.

The screenshot shows a gallery of templates. On the left, there is a language selector set to 'All languages' and a disclaimer: 'Many of the templates in this gallery were developed by other companies or by Google's users, not by Google. Please read our [Terms of Service](#) before using these templates.' Two templates are displayed:

- Electronic Voting Template (select several, up to 10 questions)** By Peter Beversdorf. It has 0 users and 0 ratings. The description says: 'Administer electronic elections with this form and spreadsheet. Users submit several options from a list of choices via a form answering up to 10 questions, and the results are tabulated in the spreadsheet. The spreadsheet can be configured to weigh votes differently for different voters (for example, full time employees vs. part time employees) and to restrict who is authorized to vote in the election. Instructions are given to make the entire process anonymous.' It has buttons for 'Use this template' and 'Preview'.
- accessible_syllabustemplate.doc** By Elizabeth Tu. It has 2 users and 0 ratings. The description says: 'This is an accessible syllabus template created for faculty at San Jose State University. Copy the content from your existing syllabus and paste it onto this template to ensure your syllabus meets the accessibility requirements.' It has buttons for 'Use this template', 'Preview', and 'Remove From Gallery' (highlighted with a pink box). Owner options include 'Edit Details'.

At the bottom, it says '1 - 5 of 5'.

EXERCISE #6: Browse and find a template you want to use, copy and open that template as a practice.

Introduction of Google Form

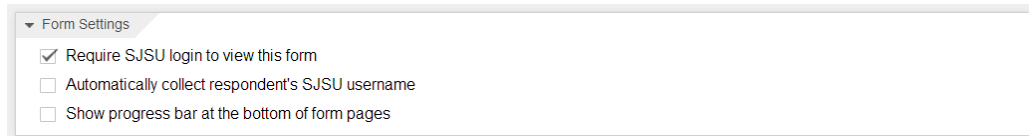
Google form is a powerful feature of Google documents. It can be used to generate forms/survey questions, give students quizzes, plan events, aggregate data or feedback for your business, school, or personal needs. You can create a professional looking form with short text, paragraph text, multiple choices, check boxes, choose from a list, scale, or grid format and send it to your recipients. Your recipients will see a user-friendly form format in the front end. Their responses will be collected and stored in a spreadsheet format in the back end. See instructions below.

Create a New Form

1. Click the **Create** button and select **Form**. An untitled form with various available theme window will open. Enter a name such as “**Practice Form**” in the **Untitled Form** box at the top. Select the preferred theme for your form. Or, you can click the **OK** button to use the Default theme.

The screenshot shows the Google Docs interface. In the 'CREATE' menu, the 'Form' option is highlighted with a pink box. To the right, a dialog box titled 'Choose title and theme' is open. The 'Title' field contains 'Untitled Form' and is also highlighted with a pink box. Below the title field, there are several theme preview cards: 'Default', 'Argyle', 'Birthday Balloons', 'Blue Birds', 'Books Classic', and 'Cherry Blossom'. At the bottom of the dialog, there are 'OK', 'Cancel', and 'Show for new forms' buttons.

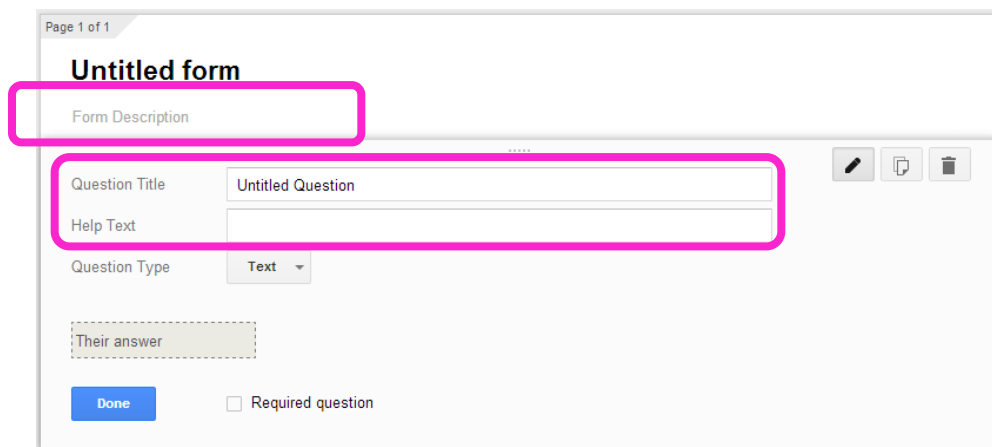
2. Your **Untitled form** window will open as below. In the **Form Settings** area, determine the following three settings for your form.
 - a. The default is to **Require SJSU login to view this form** box. If you suspect any of your respondents does not use an SJSU email address, leave this box unchecked.
 - b. If you want to keep the form anonymous, leave the box next to **Automatically collect respondent's SJSU username** unchecked.
 - c. If you wish to indicate form completion progress for your users, check the box next to **Show progress bar at the bottom of form pages**.



Form Settings

- Require SJSU login to view this form
- Automatically collect respondent's SJSU username
- Show progress bar at the bottom of form pages

3. In the **Form Description** box, enter descriptions such as the purpose or instructions for your form.



Page 1 of 1

Untitled form

Form Description

Question Title: Untitled Question

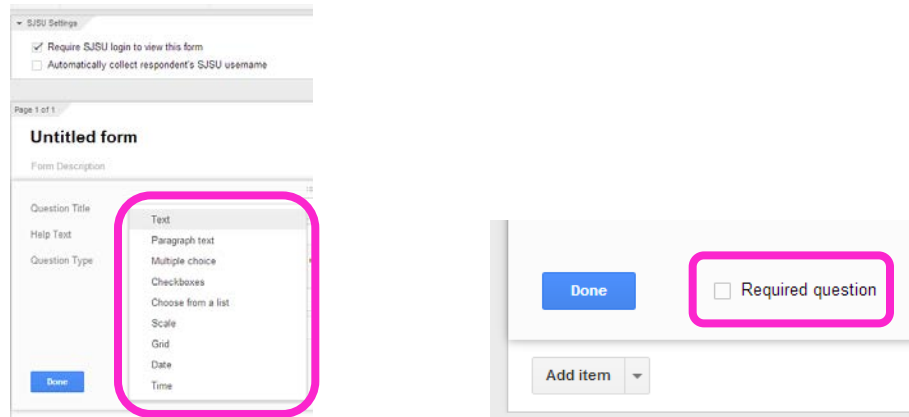
Help Text

Question Type: Text

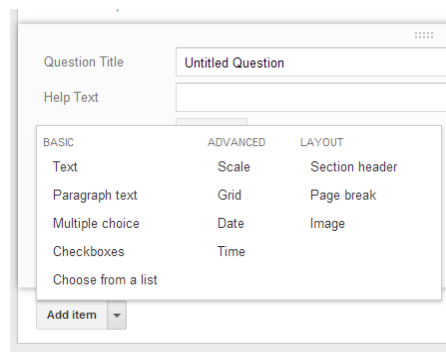
Their answer

Done Required question

4. In the box next to **Question Title**, enter text for your question and any **Help Text** that may clarify or further explain your question if appropriate. Help Text is optional.
5. For the **Question Type**, click the down arrow to select the appropriate type of question for your form or survey. Your options are: **Text, Paragraph text, Multiple Choice, Checkboxes, Choose from a list, Scale, and Grid**. You may also include **Date** and **Time** field if you want your users to enter the date and time when completing the form. After you make a selection, you will be presented with different form formats corresponding to your choice of question type. Browse through the various question type format to explore your options. Or, follow the steps to complete your question.



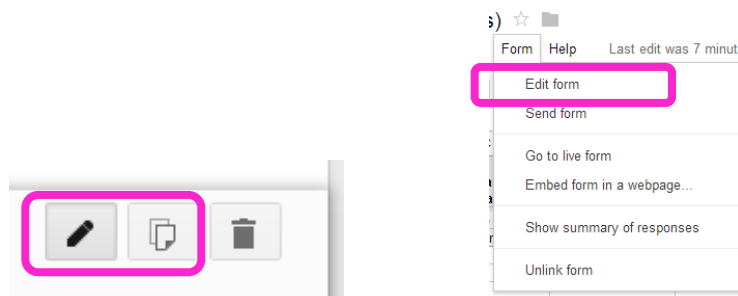
6. If you want to make your question a required question, make sure you check the box next to **Required question**. Click **Done** when you finish.
7. To add another question, click the **down arrow** of the **Add Item** button at the top. Select the appropriate question type and repeat the above steps 4 to 6 to create the next question for your form. Repeat this process to create all your questions.



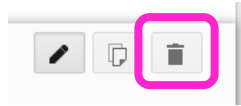
Edit a Form

There are two different ways you can edit a form. They are:

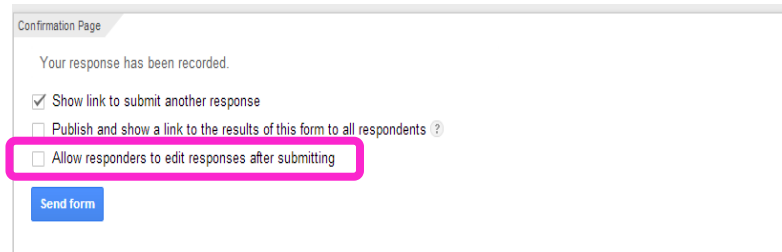
1. a) For each Google form question, click the **Pencil** icon at the upper right corner of each question to edit your form. Or, click the **Duplicate** icon, which is next to the pencil icon to duplicate the question if the two adjacent questions are of similar type but with different wordings.
- b) In the Google responses spreadsheet, click the **Form** menu and select **Edit form** from the drop down list. The Google form window will open with your questions. You may edit or modify your question.



2. To remove a question item, click the **Trash** icon.



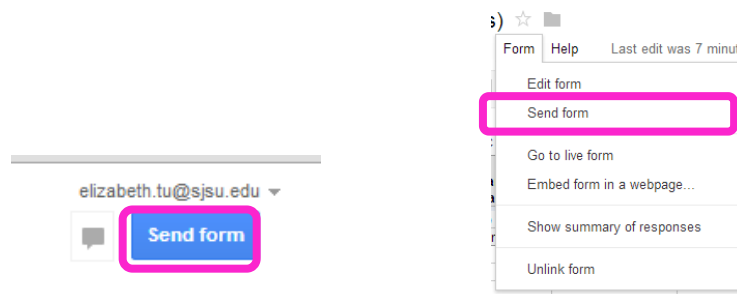
3. If you want your responders to be able to edit their responses after submission, check the box next to **Allow responders to edit responses after submitting** under **Confirmation page**.



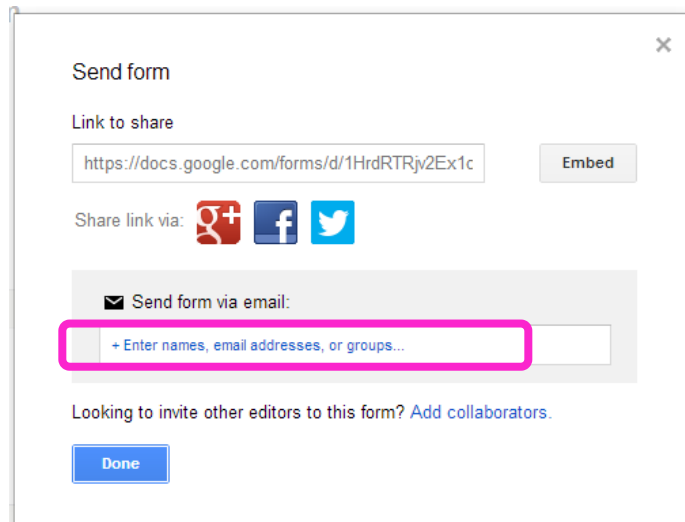
Send a Form

After you finish creating and editing the form, there are three different ways to send the form to your recipients:

1. a) In the **Confirmation Page** of your Google form, click **Send form** button. See above.
b) At the upper right corner of your form underneath your email address, click **Send form**. See below.
c) Or, in a form responses spreadsheet, go to the **Form** menu and select **Send form** from the drop down list.



2. A **Send form window** will open. Enter the email addresses of your recipients or your contact groups in the box below **Send form via email:** . If you wish to share this form with your collaborators and allow them edit permission, click **Add Collaborators** and add their email addresses.




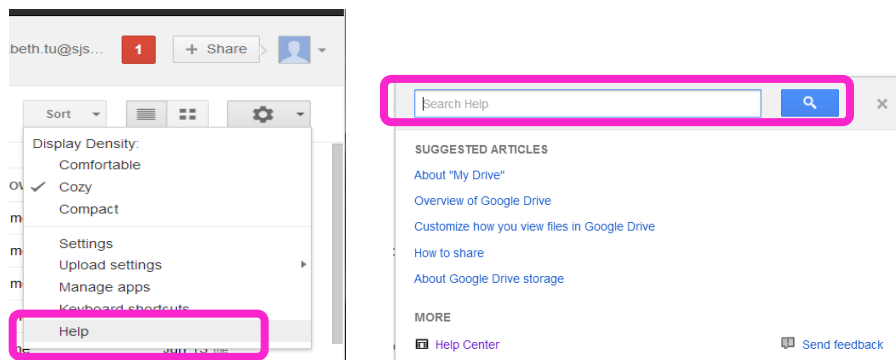
3. Click **Done** when you are ready to send the form.

EXERCISE #7: Create a simple form and email it to your instructor and neighbors.

Resources

Access Help

Whenever you have any questions, click the down arrow next to the gear  icon at the upper right corner beneath your email address and select **Help** from the drop down list. The **Google Drive Help** window will open as below right.



Enter text for the subject you need help in the **Search** box at the top. Browse and search for your answer.

Important URLs

- [Center for Faculty Development Communication Technology](http://www.sjsu.edu/cfd/communication-technology)
http://www.sjsu.edu/cfd/communication-technology
- [Google Drive Help](https://support.google.com/drive/?hl=en)
https://support.google.com/drive/?hl=en