How to use Google Drive

Google Drive is a free, web-based office suite and data storage service offered by Google. It enables users to create online documents and edit them collaboratively. As well as word processing, spreadsheets and presentations, Google Drive offers a "forms" option that can be used to generate online surveys, collate them and present the results.

"Google Apps for Education" is a package of free online tools, including Google Drive compiled specifically for schools and colleges. It allows schools to set up email accounts for its teachers and students, facilitates shared calendars, shared documents and even the creation of websites that can become class or project websites. It gives the administrator control to limit access to emails and sites.

If you are considering setting up Google Apps for your school it is advisable that it is done in consultation with the ICT Administrator in your school.

For the purposes of using Google Drive with your students, regular Gmail accounts will suffice.
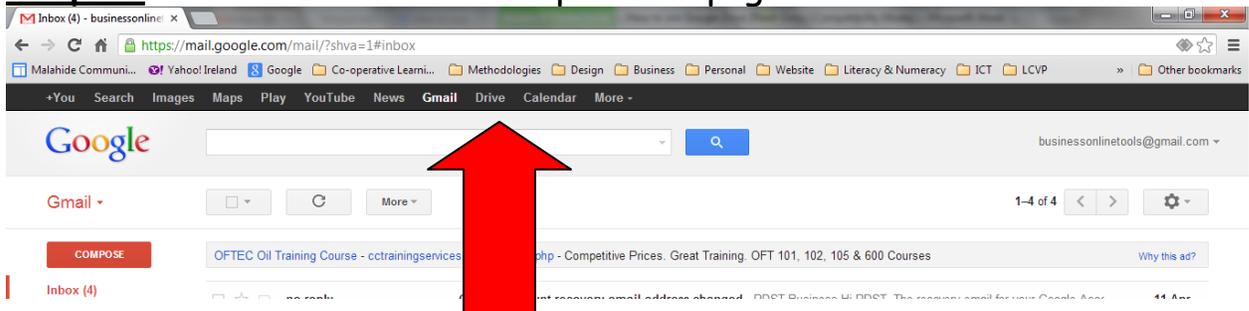
Tip:
Google Drive works best when using the Google Chrome browser. If you don't already have it installed on your laptop/PC, download it now from https://www.google.ie/. This will allow you to install other Google Apps and access them from Google Drive in the future.
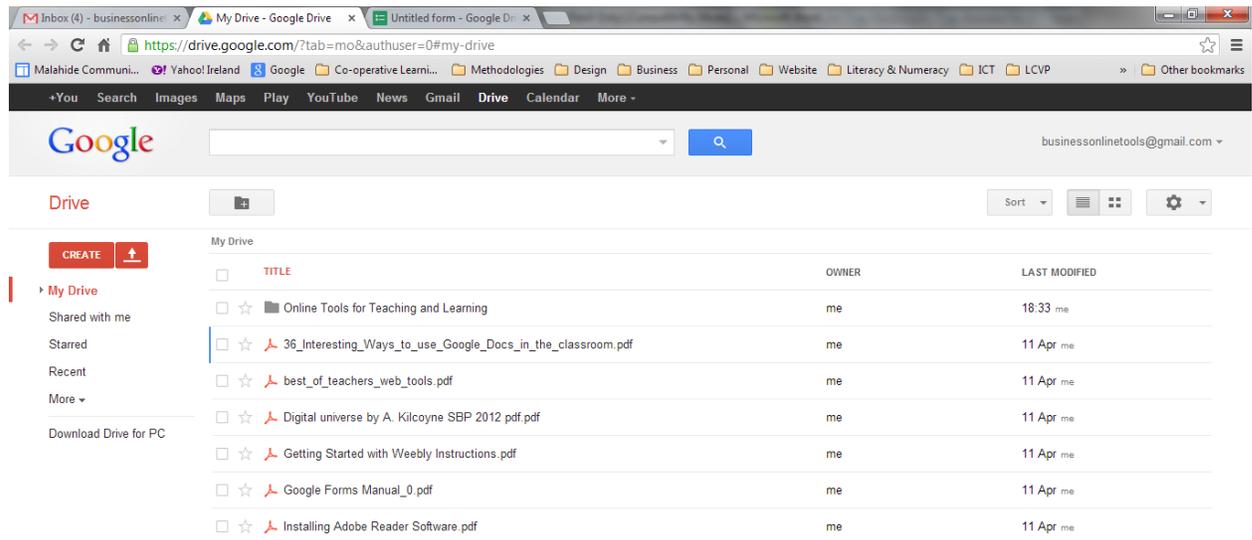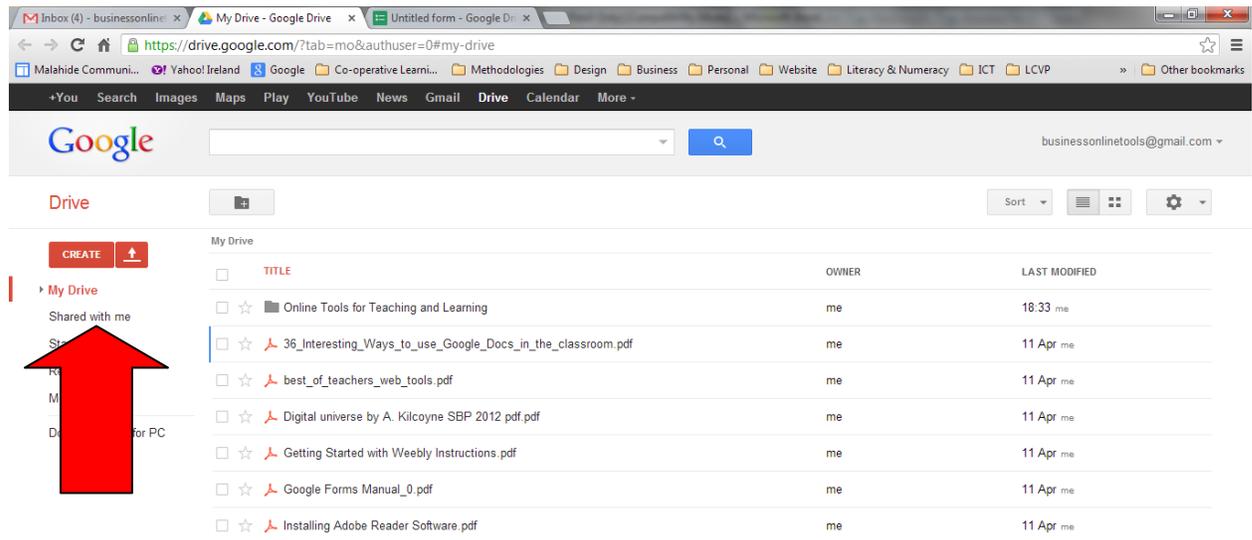
Step 1: Log into your email as normal
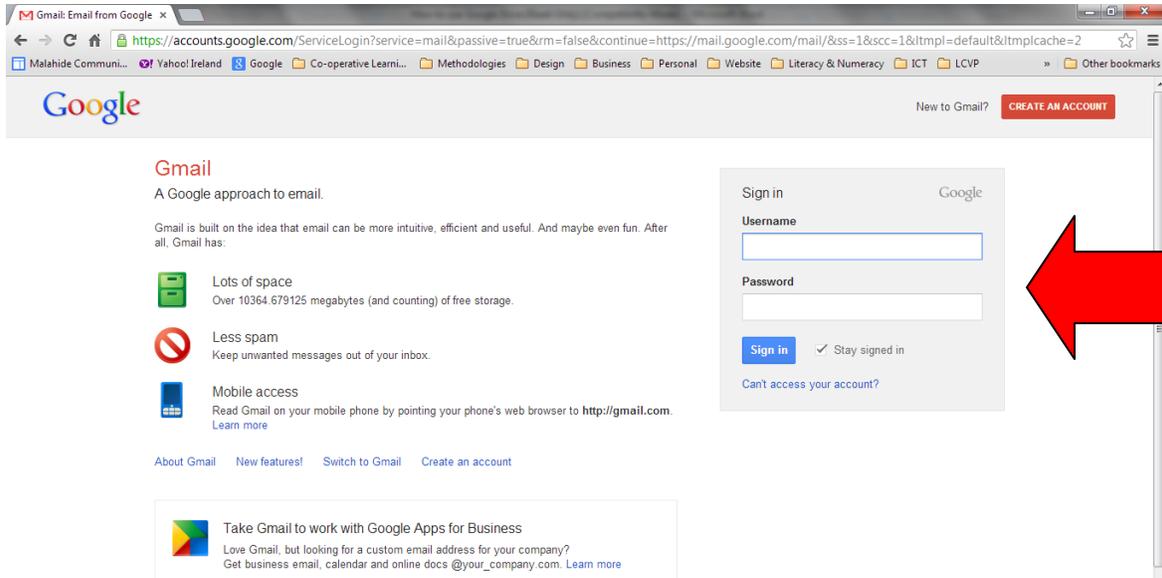
## Step 2: click on Drive at the top of the page.

**Step 3:** You are now into the Google Drive dashboard.

Step 4: Creating a document from scratch is very simple. Click the create button.
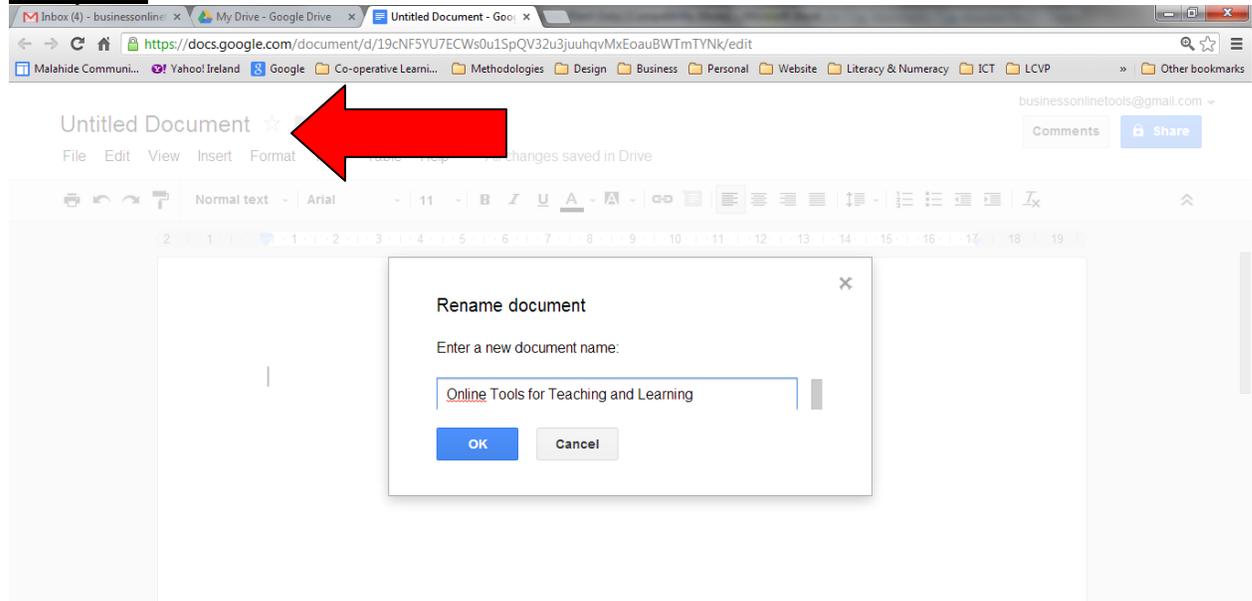
Step 5: You can create a document (similar to Microsoft Word), spreadsheet (similar to Microsoft Excel), presentation (similar to Microsoft PowerPoint), form (useful for creating tests, evaluations, surveys), etc.
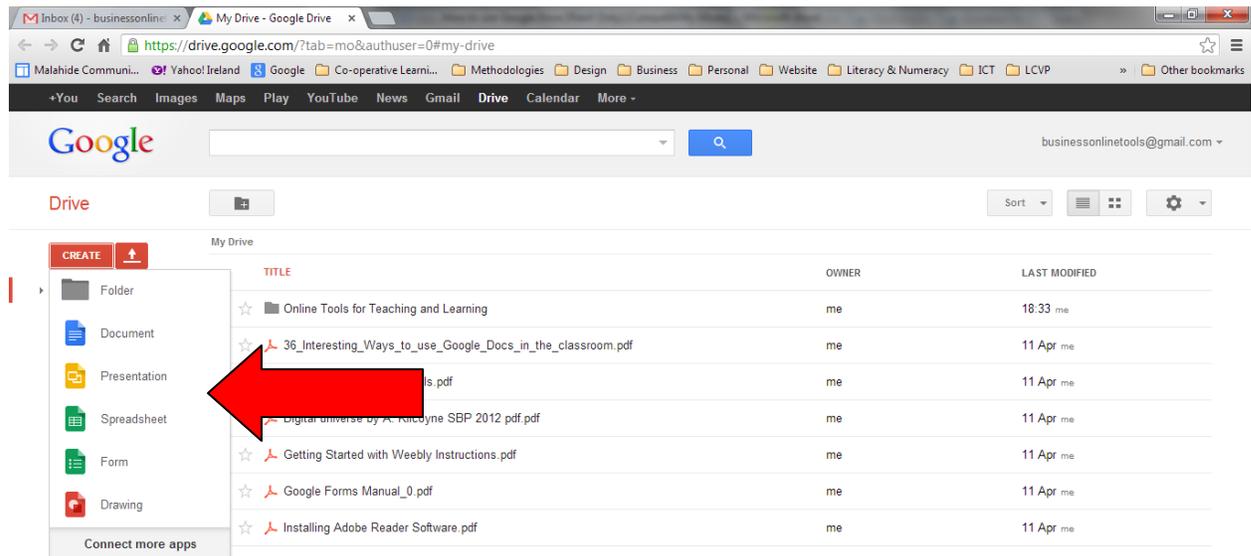
Step 6: Select Document (the steps that follow also apply for creating a presentation or spreadsheet).
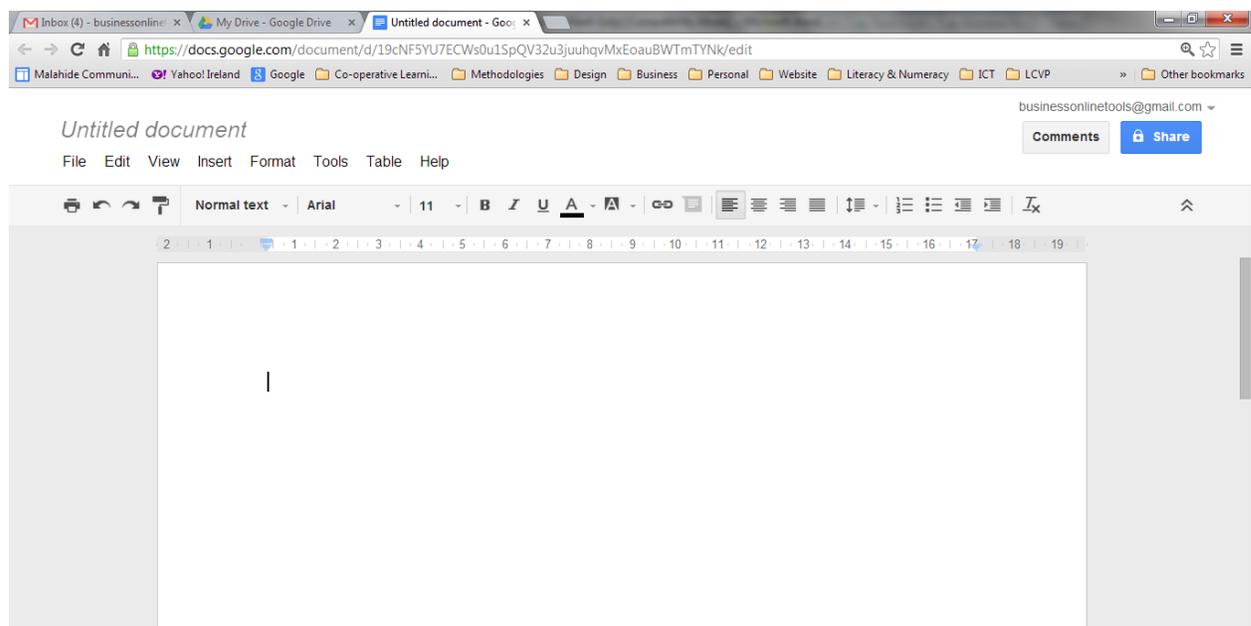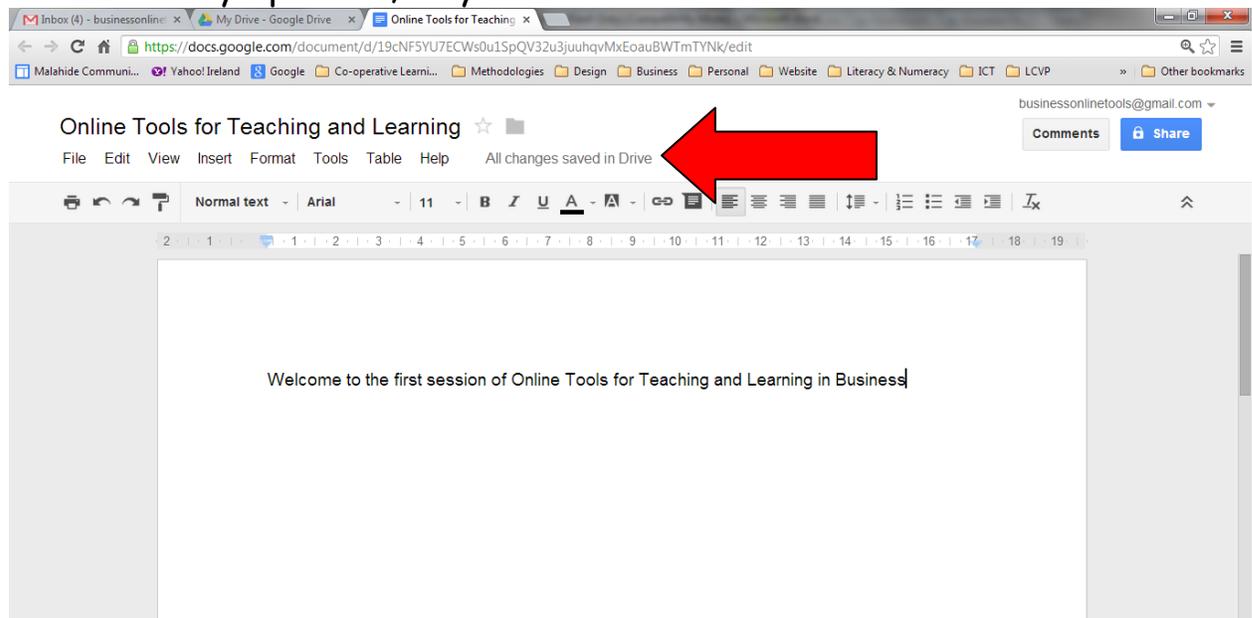
**Step 7:** To name the document click on Untitled document
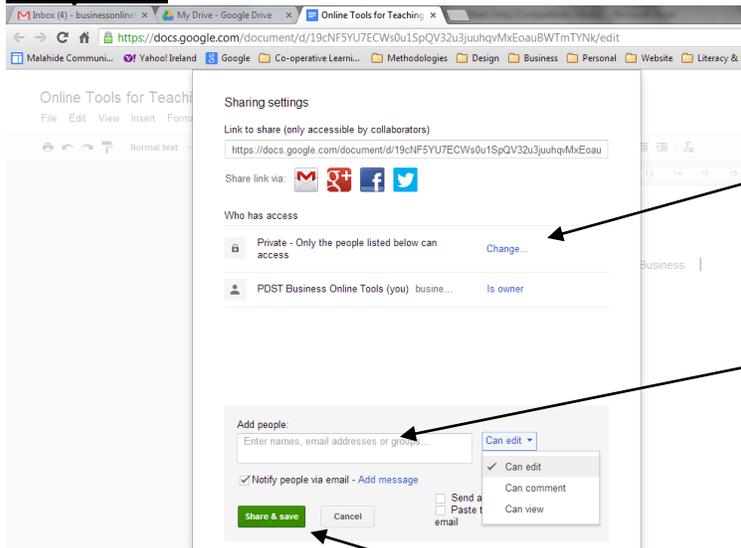

Step 8: Saving your document.
There is no save button in Google Drive. All changes made are automatically updated, so your work will never be lost.

Step 9: Once the document has been completed, it will be privately owned by you. If you want to share it with your students or other members of staff just click the "Share" button on the top right hand corner.
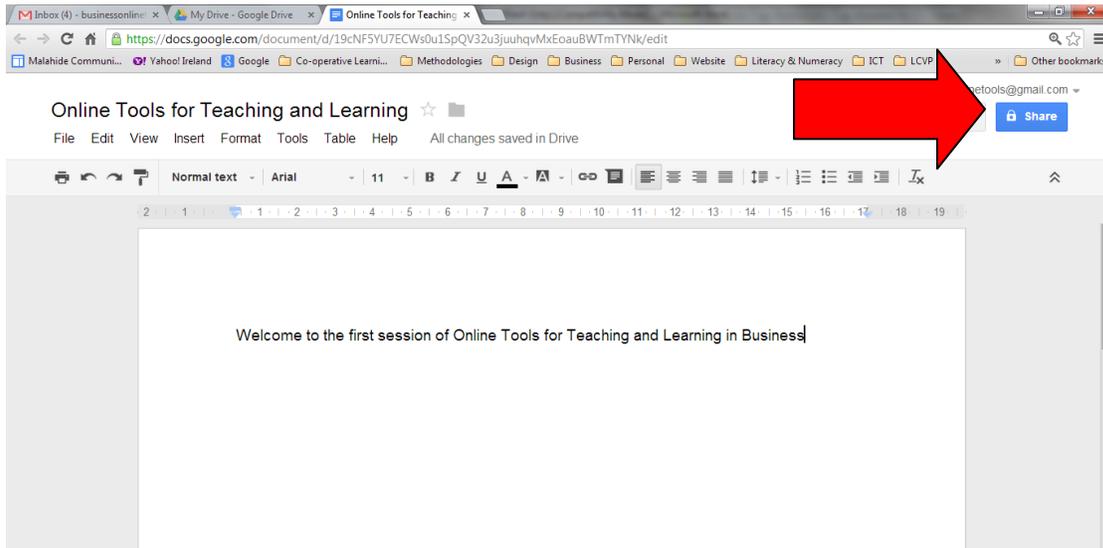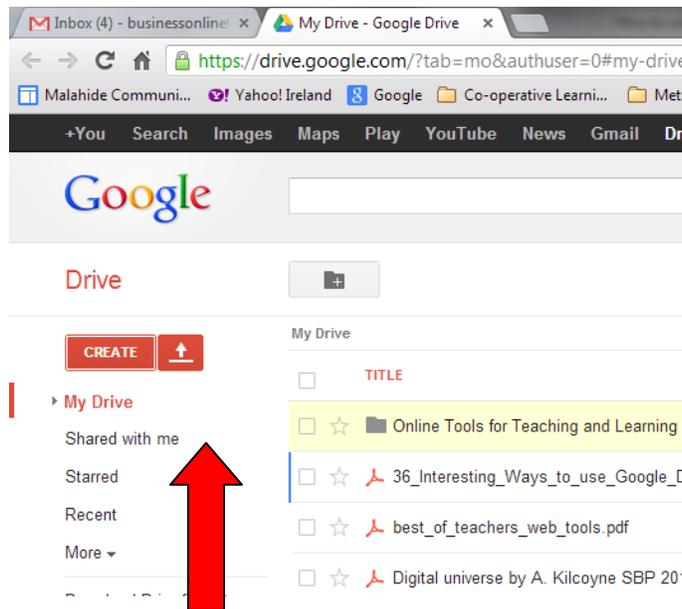

Step 10:

Simply click on "Change" and allow others to either view or edit the document (editing allows collaborative/co-operative work to take place)

You can add people by entering their email address (this will be easier and quicker if you have their email addresses already saved in your email contacts)
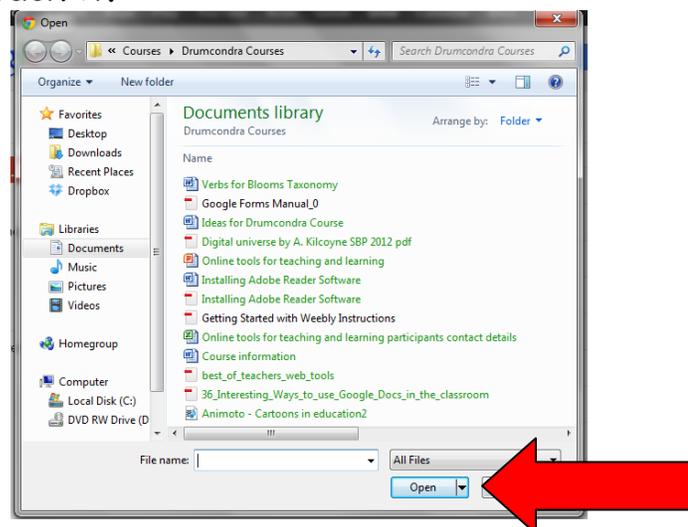
Click on "Share & save" when you're finished

Step 11: You can also upload your existing word document/spreadsheets/PowerPoint Presentations that you have already created to Google Drive from your computer or laptop
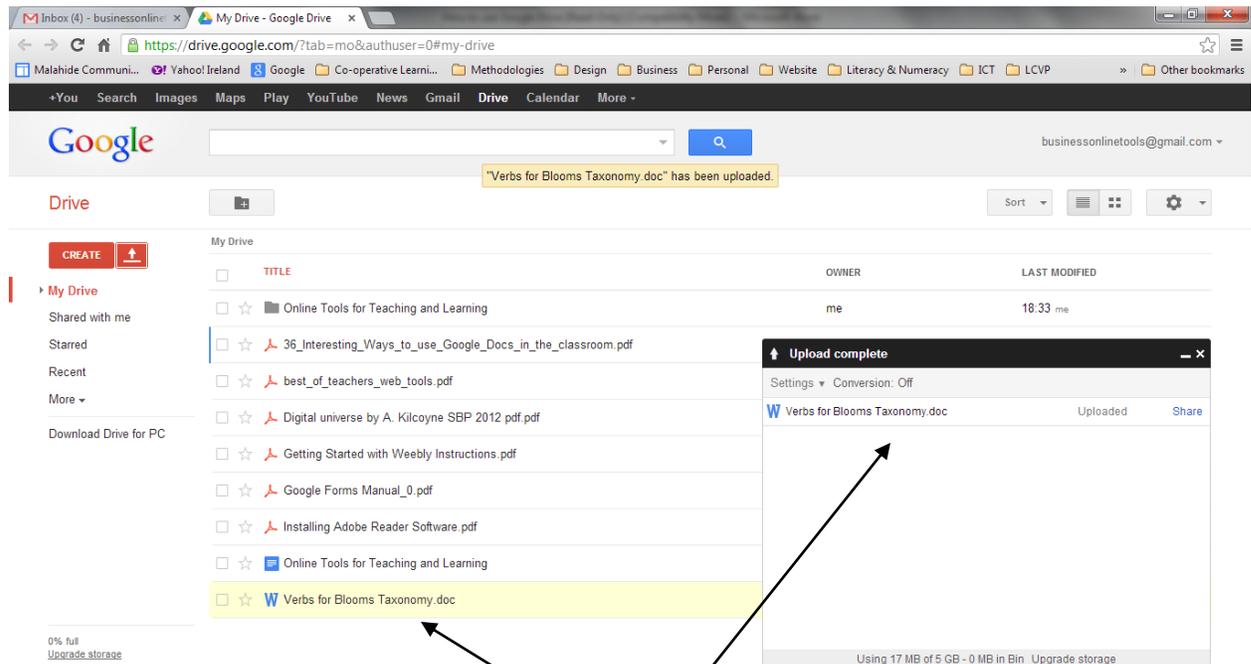

Click on the upload icon and select either file or folder from the drop down menu, depending on what you want to upload

Step 12: Select the file or folder you want to upload, then click on "Open" to attach it.

Step 13:

Click on the document and it will open

Documents can be easily shared with students and/or worked on collaboratively. Students can follow the same process to share their homework/projects which you as the teacher can then comment on.

For more information, click
https://www.google.com/intl/en/drive/start/features.html