Classroom Modules prepared by St. Chamuel College Reference: DISCS ALLS ADMU LS

CHAMUELLIAN ONLINE POWERED BY GOOGLE



Learning Objectives

- Navigate Google Drive
- Upload files
- Create new documents
- Search for files
- Create, move, copy and rename folders
- Viewing shared files



What is a Google Drive?

- Google Drive is a tool you can use to store uploaded files and share them with others.
 - Uploading a file emans moving a file from your computer to the Internet.
 - Downloading a file means taking a file from the Internet and putting it in your computer.
- In this module, you'll learn how to work with your files online using Google Drive.



What is Google Drive? Step 1:

- To go to Google Drive, type in the address bar: drive.google.com
- Log in to your **Chamuellian Account** to use Google Drive



Navigating Google Drive



Google Drive

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This is how Google Drive looks. You can see your files and folders in the center.

You can double-click a file or folder to open it. Folders contain files and other folders.

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When you're inside a folder, you can go back by clicking the name of the previous location here.





Adding Files and Folders



Google Drive

Adding Files

To add files or folders to your Google Drive, click +New.



Adding Files

There are two basic ways to add a file to your Google Drive. 1. You can upload a file from your computer. 2. You can create a file online.

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Uploading Files

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Uploading Files

 A dialog box of your files will open.
 Click on a file to select it.
 Then, click Open. -

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Uploading Files A green checkm



Creating New Files

You can also create new file by clicking Google **Docs, Google Sheets or Google Slides.** Clicking any of these will take you to a new, blank

document.

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Creating New Files





Google Docs For making documents, like Microsoft Word.

 Google Sheets
 For working with numbers and data, like Microsoft Excel.

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 Google Slides
 For making presentations, like Microsoft PowerPoint.

Creating New Files

When working with Google Docs, Google Sheets or Google Slides, your file will be saved automatically as you work, as long as you are connected to the Internet.

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Folders can contain files ar other folders. You can use folders to organize your files. Put related files together in a folder so it's easier to look for what you need.





Creating Folders

To create a folder, click + New.



Creating Folders

Then, click Folder.

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Creating Folders

Then, type the name of the folder in the text box.
 Finally, click Create.



Searching for Files



Searching for Files

remember where it is. top of Google Drive.

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- Sometimes, you want to use a file, but you don't
- You can search for a file by typing the names you want to search for in the search bar at the



Searching for Files

You will see all the files and folders which contain the words that you searched for. In this example, we searched for Assignment.





Double-click on the file or folder to open them.

Working with Files and Folders





To move one file or folder to another location, right-click on it. For example, to move the Google Classroom folder, right-click Google Classroom.





Next, click on the location you want to move your item to. Click the arrow here to enter a folder. Click the arrow here to go back.



In this example, we are moving the Google Classroom folder to inside the Assignment folder. Finally, click Move.



Copying Files

You can also make copies of files.
 To copy a file, right-click on it.



Copying Files Then, click Make a copy.





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Copying Files

The new copy of your file will have the words "Copy of" in its name.



Renaming Files and Folders

| Folders | |
|------------------|--|
| Google Classroom | |

To change the name of a file or folder, right-click on it. For example, to rename the Google Classroom folder, right-click Google Classroom.



Renaming Files and Folders Then, click Rename.



Renaming Files and Folders

Then, type the new name in the text box
 After typing the new name of your item, click OK.

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You can share files with other people using Google Drive. By sharing Google Docs, Sheets or Slides, you can work together on the same file with others.

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To share a file or folder, right-click on it.

Then, click Share.



Type the email
 addresses of the
 people you want to
 share the file to.
 Then, click Done.



Viewing Shared Files

If you want to see the files or folders that are shared to you, click Shared with me.



Trash

Viewing Shared Files

Files and folders that are shared with you will be listed according by date.



Any questions on this module? Send an email to your IT Support

<u>support@chamuel.edu.ph</u>