

Google Drive

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



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 means 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

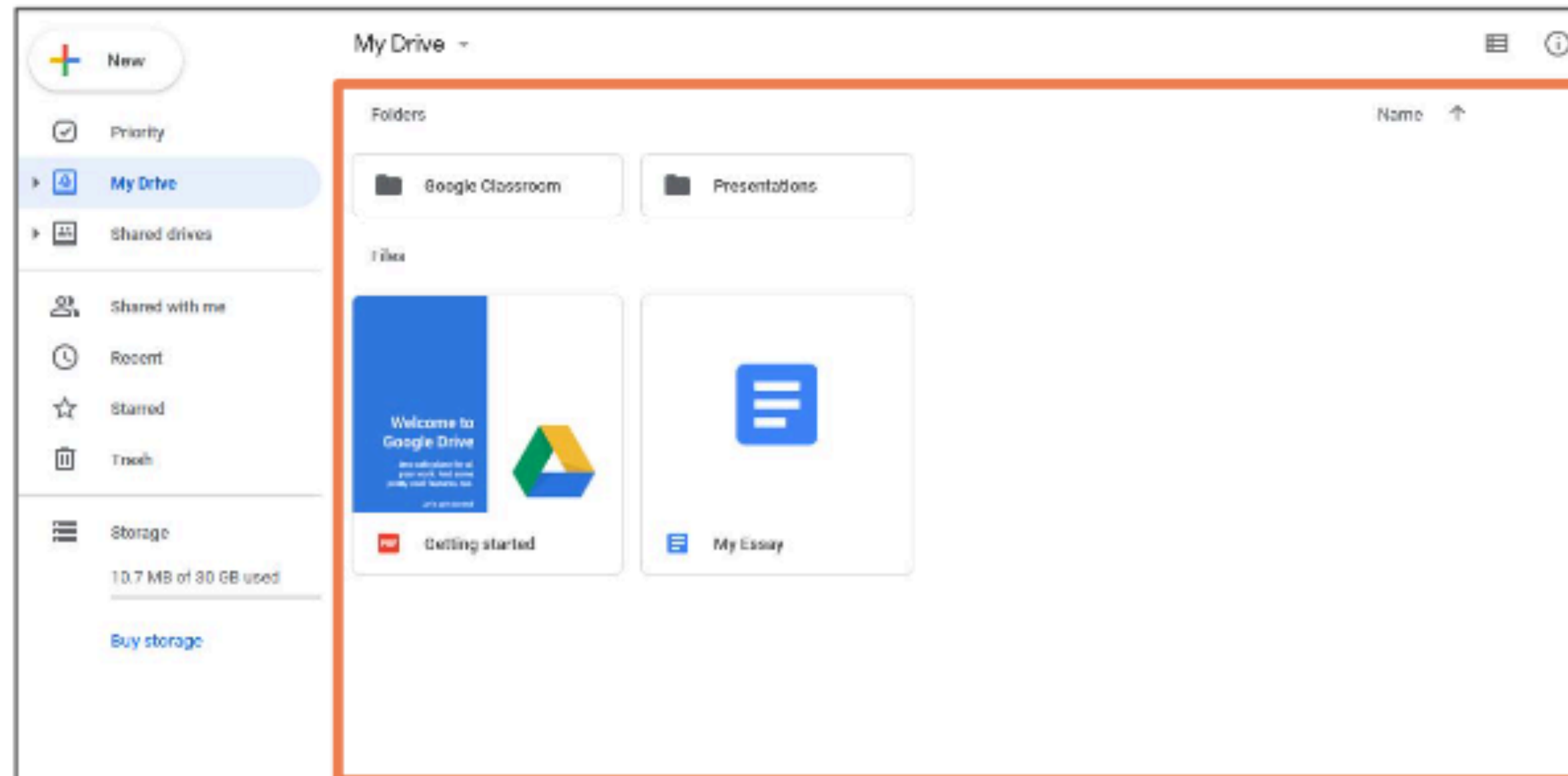


Navigating Google Drive



Google Drive

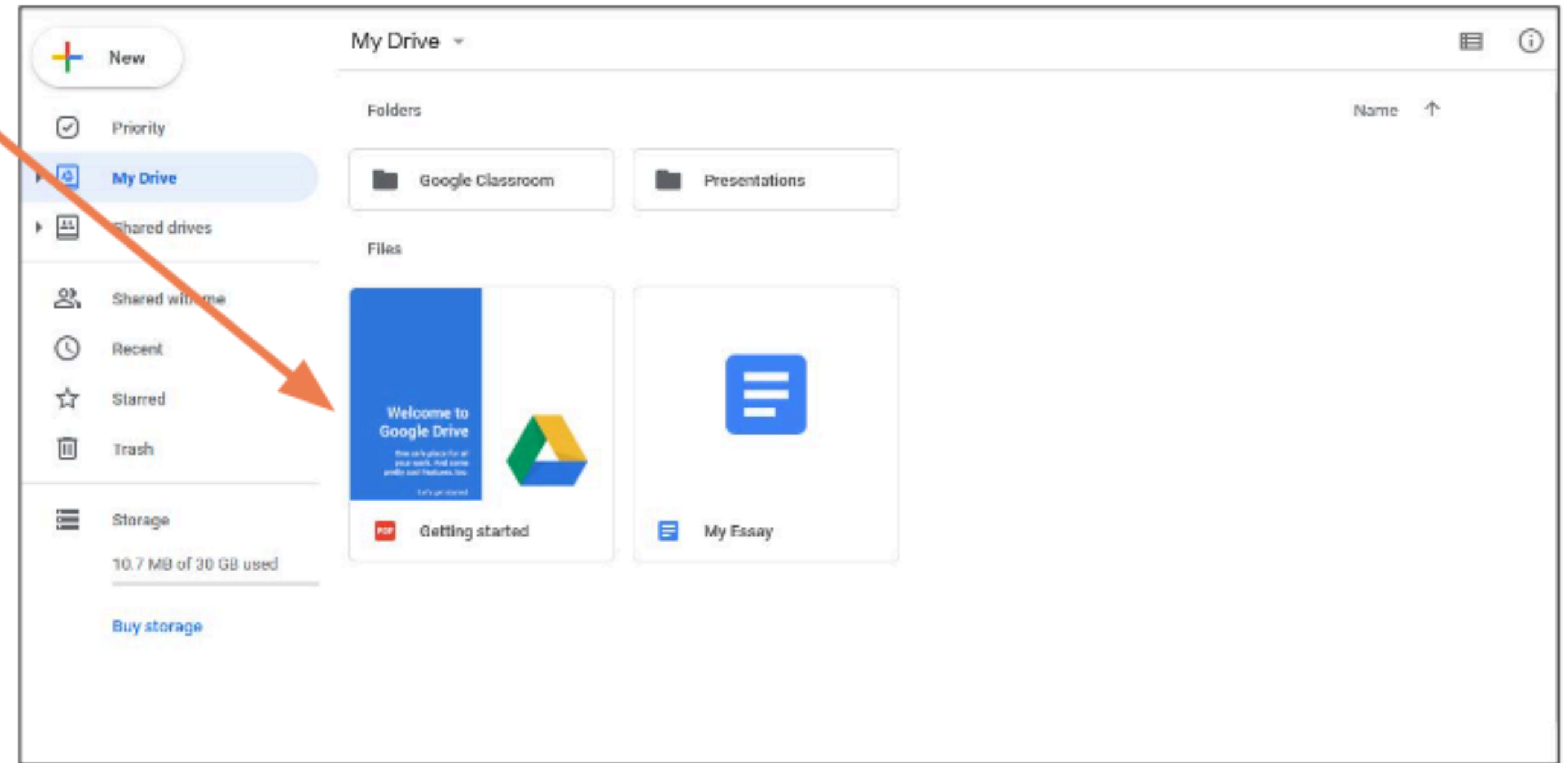
Google Drive



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

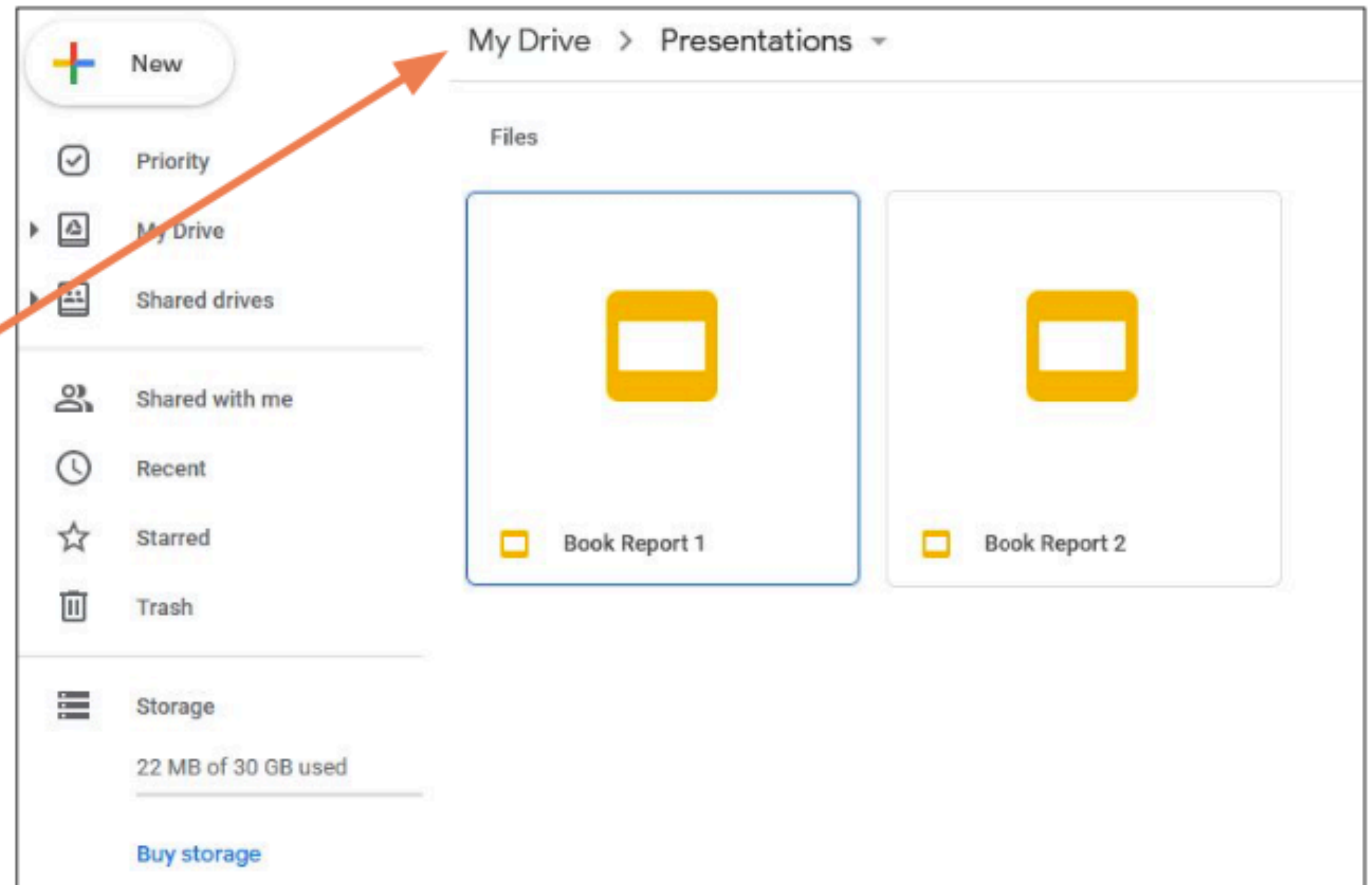
Google Drive

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



Google Drive

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



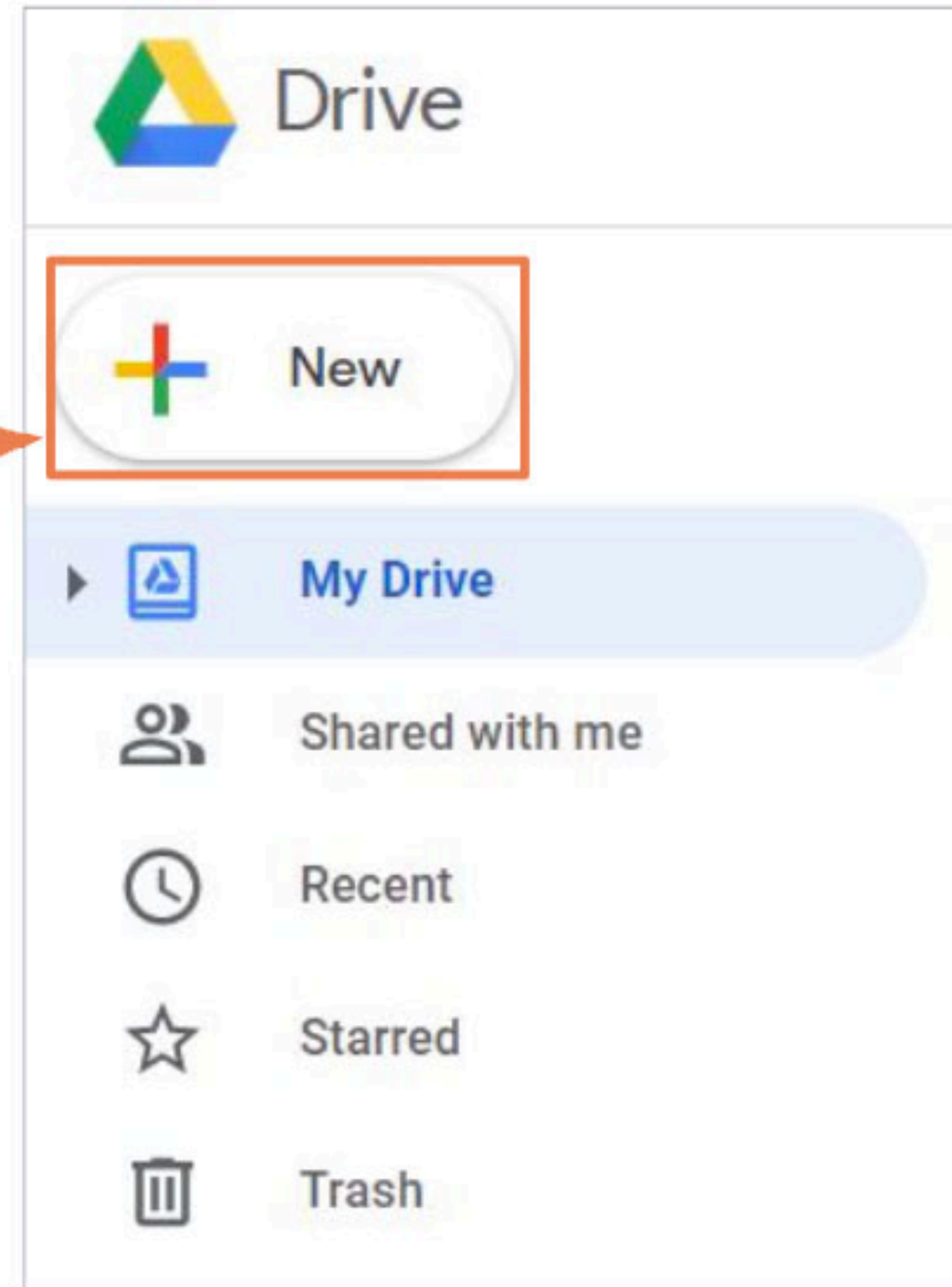
Adding Files and Folders



Google Drive

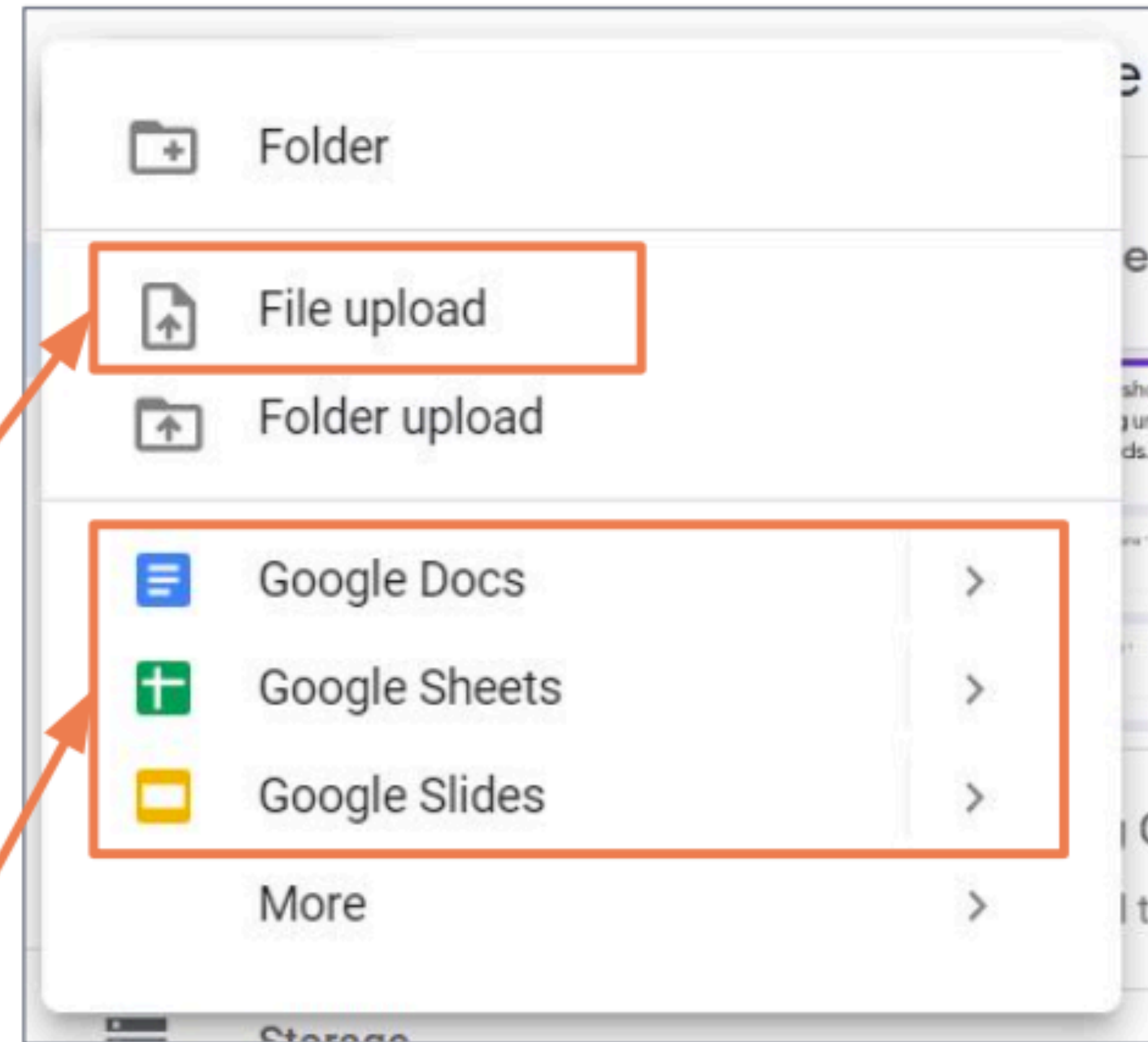
Adding Files

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



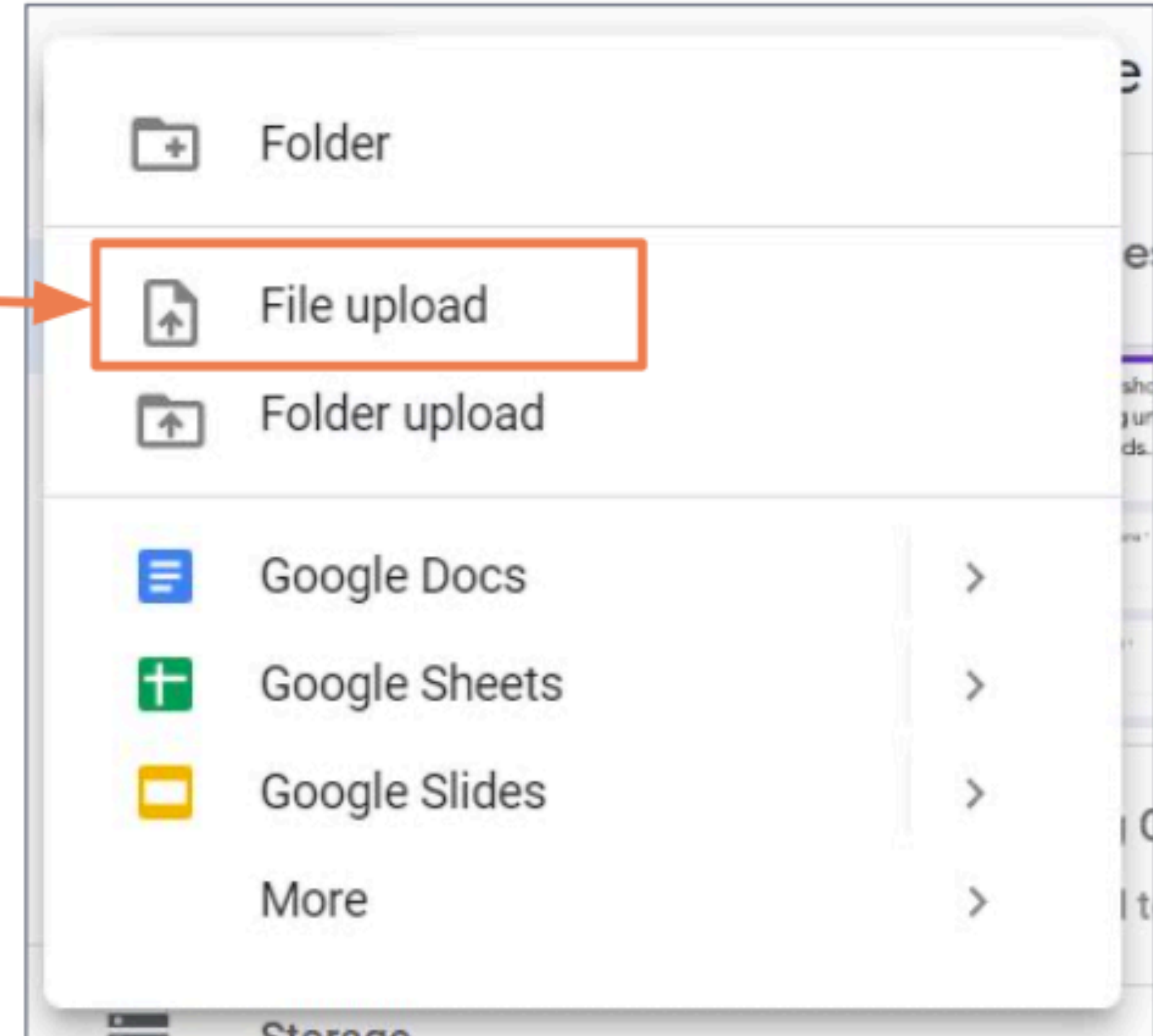
Adding Files

- 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.



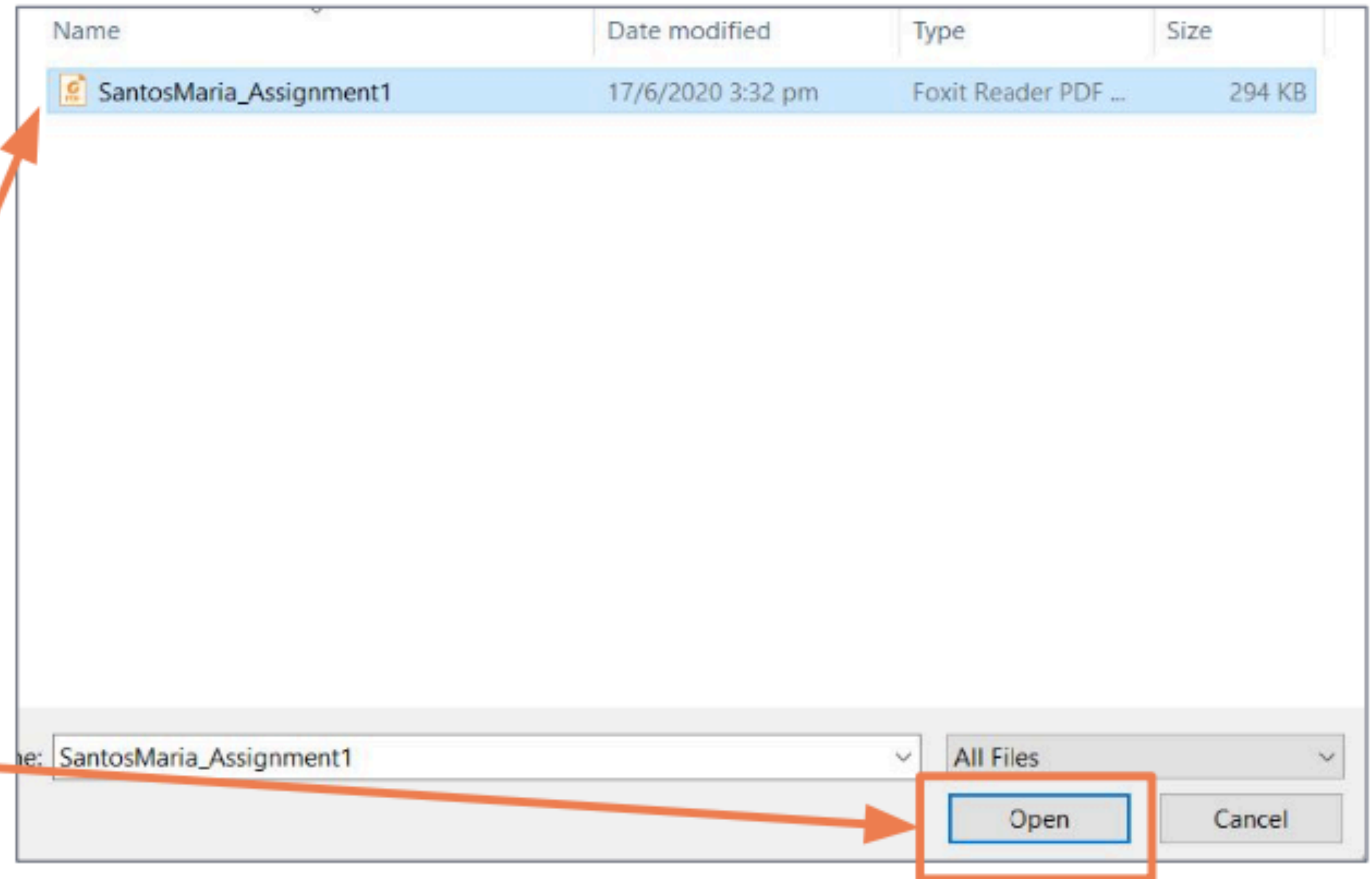
Uploading Files

- To upload a file, click **File upload**.



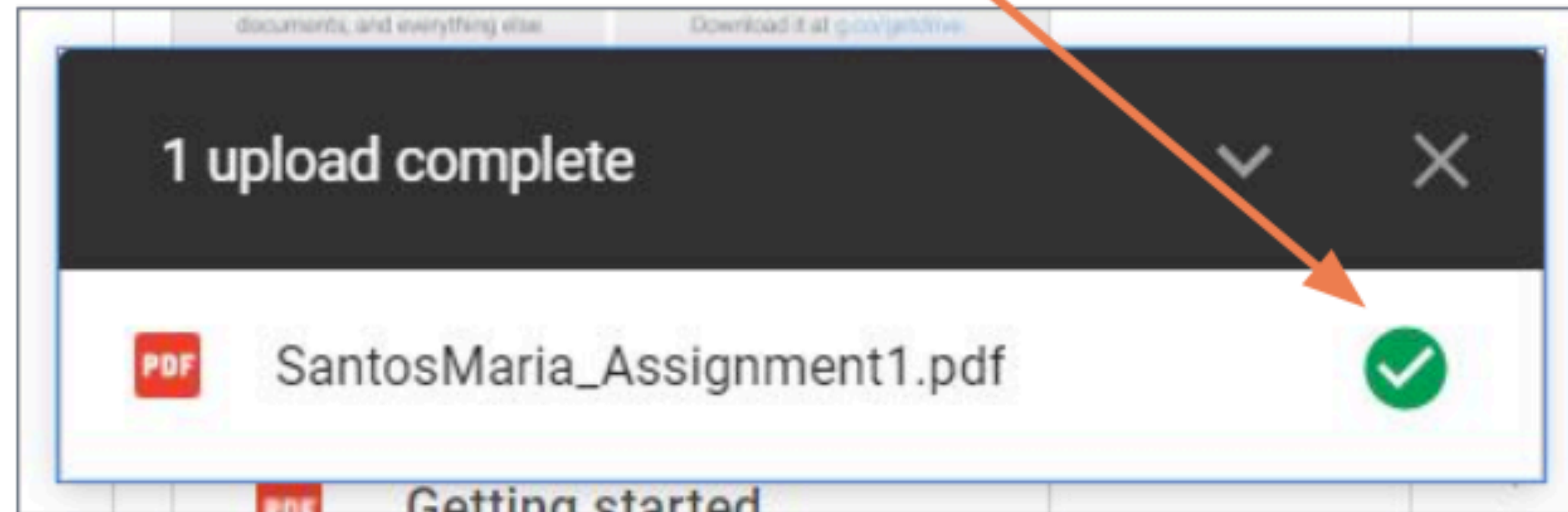
Uploading Files

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



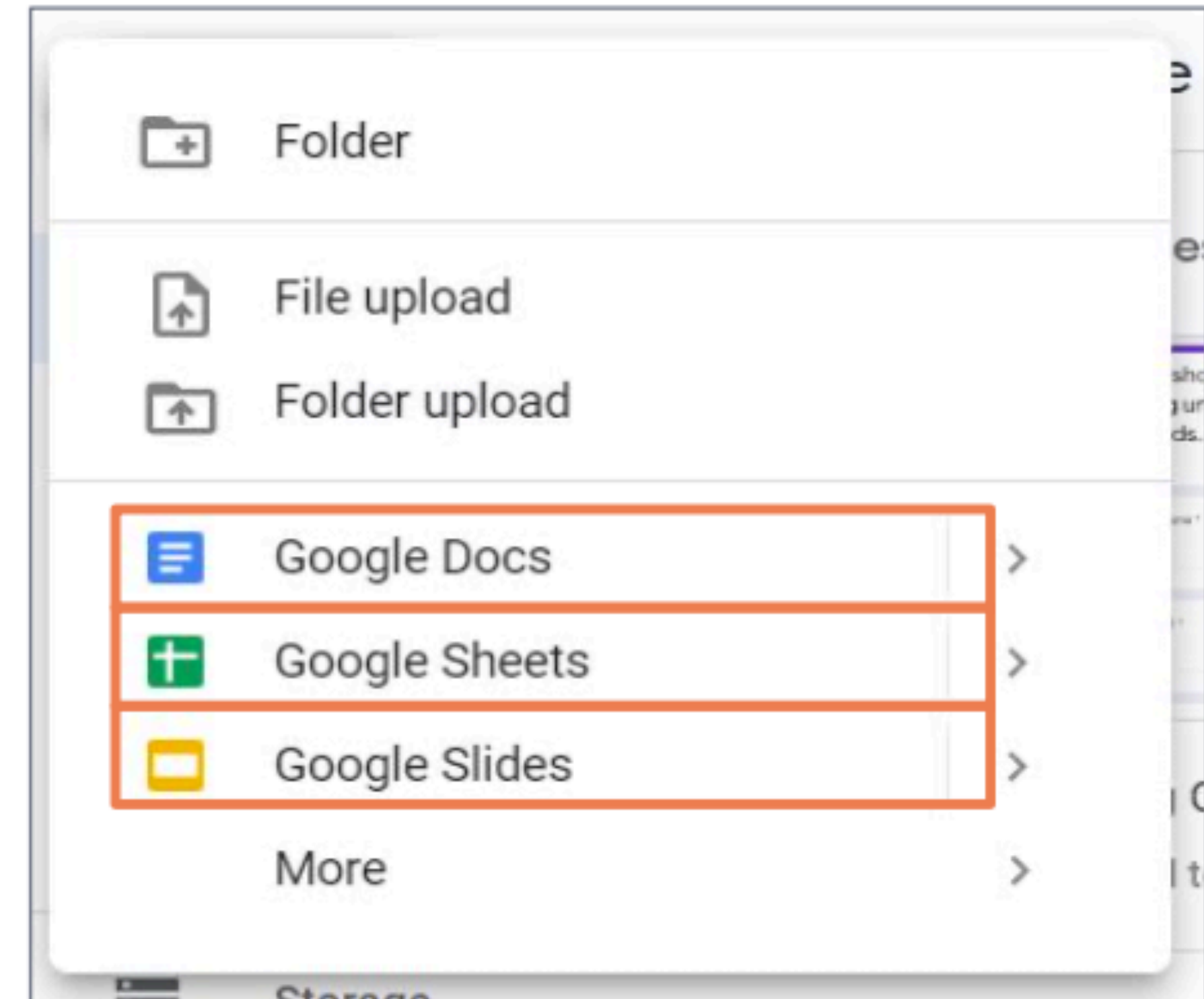
Uploading Files

- A **green checkmark** will appear when the upload is complete.

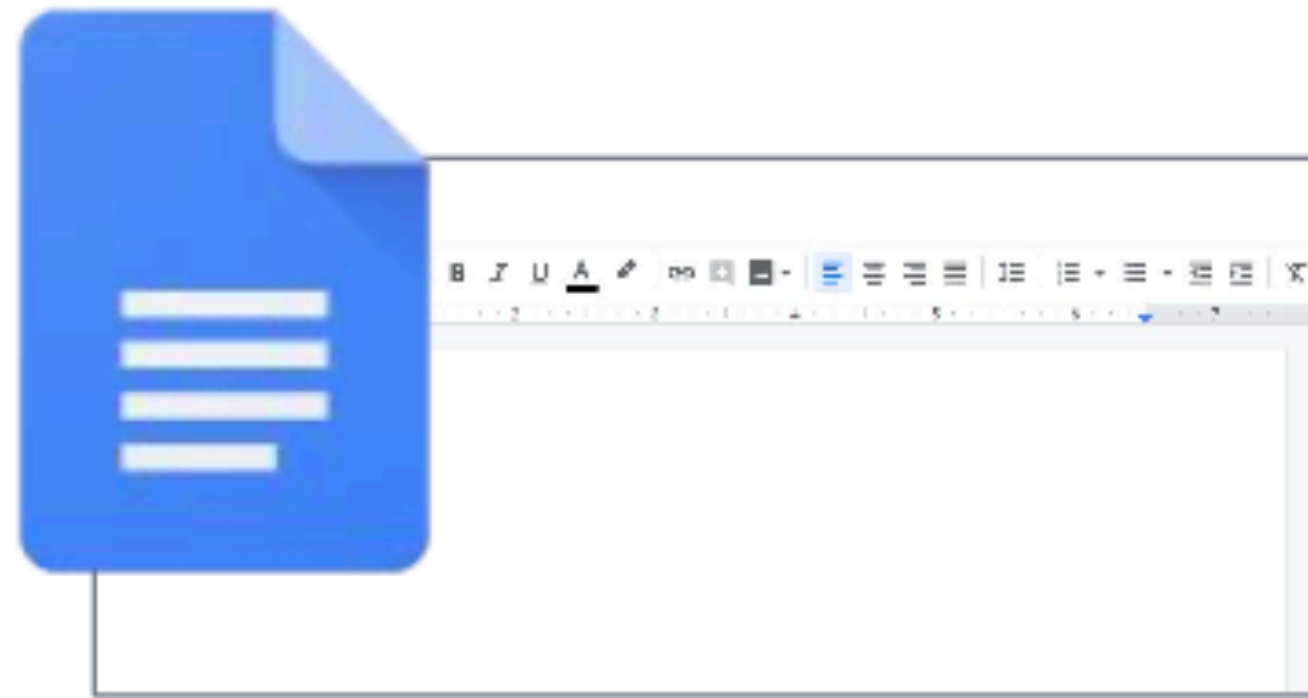


Creating New Files

- 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**.

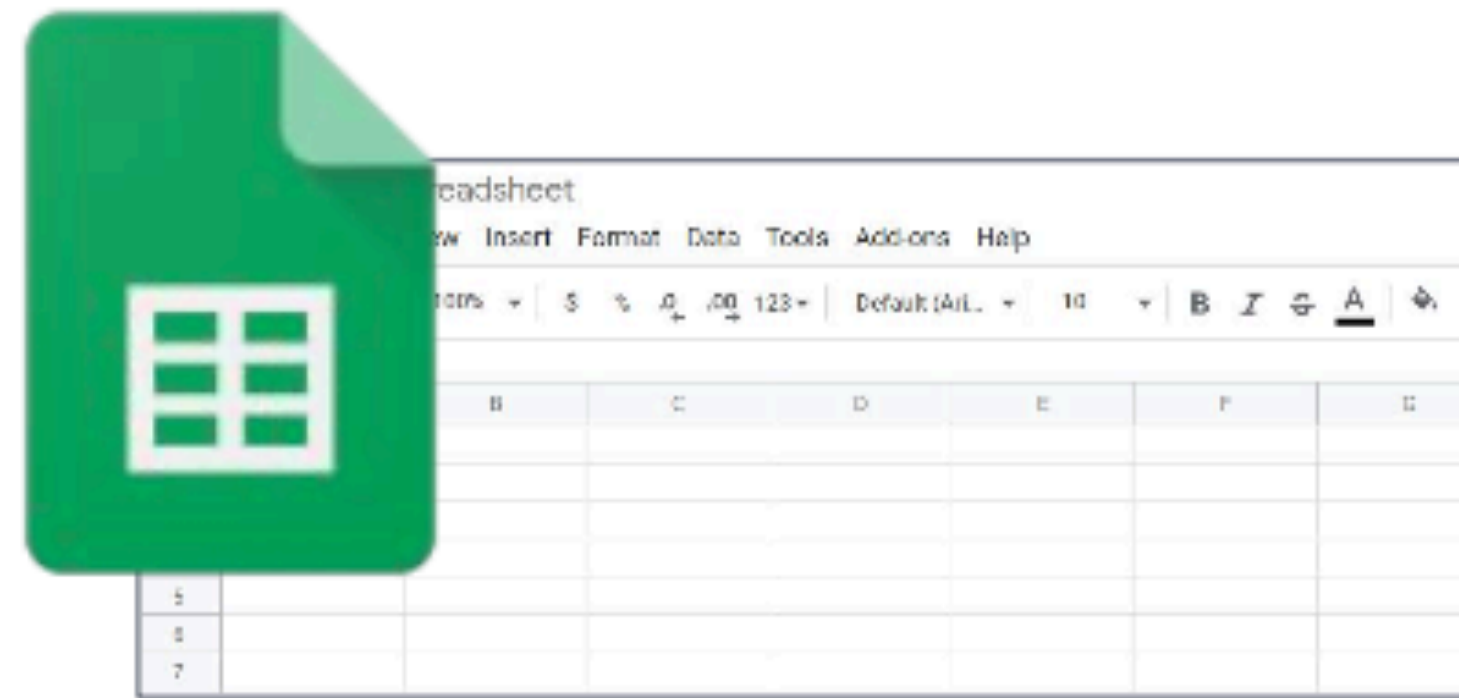


Creating New Files



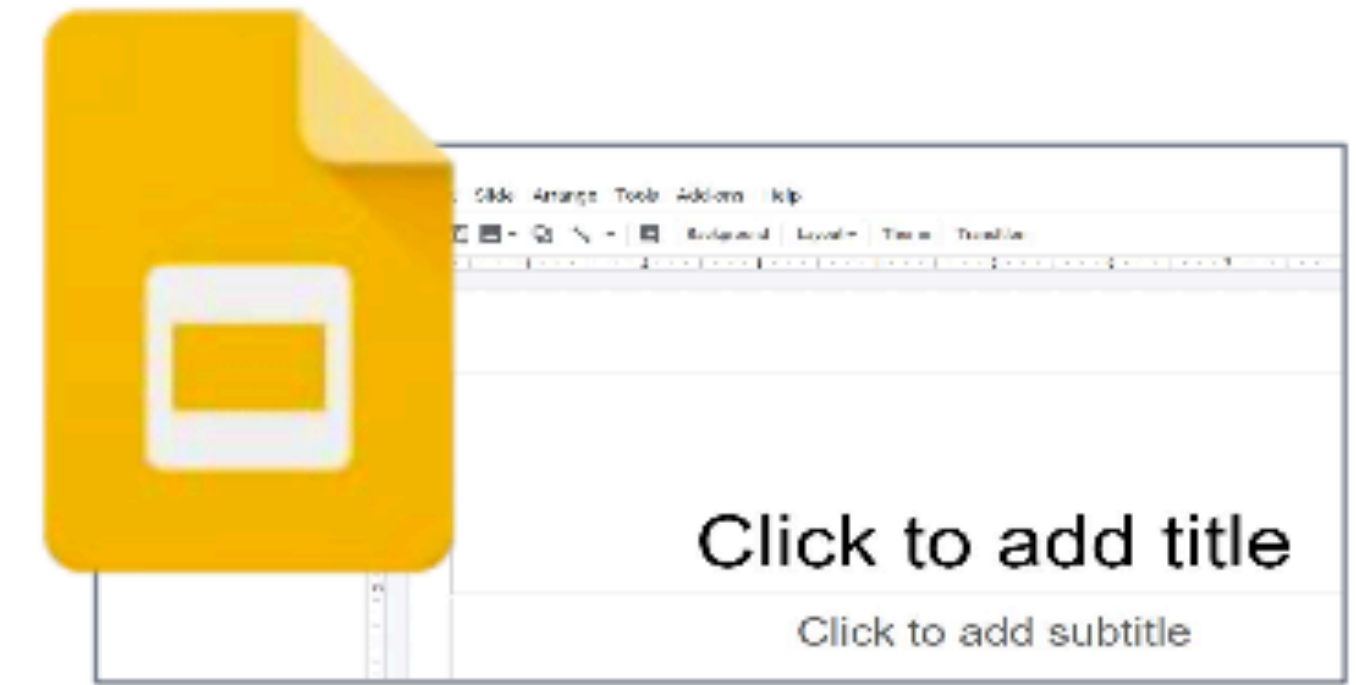
Google Docs

- For making documents, like Microsoft Word.



Google Sheets

- For working with numbers and data, like Microsoft Excel.

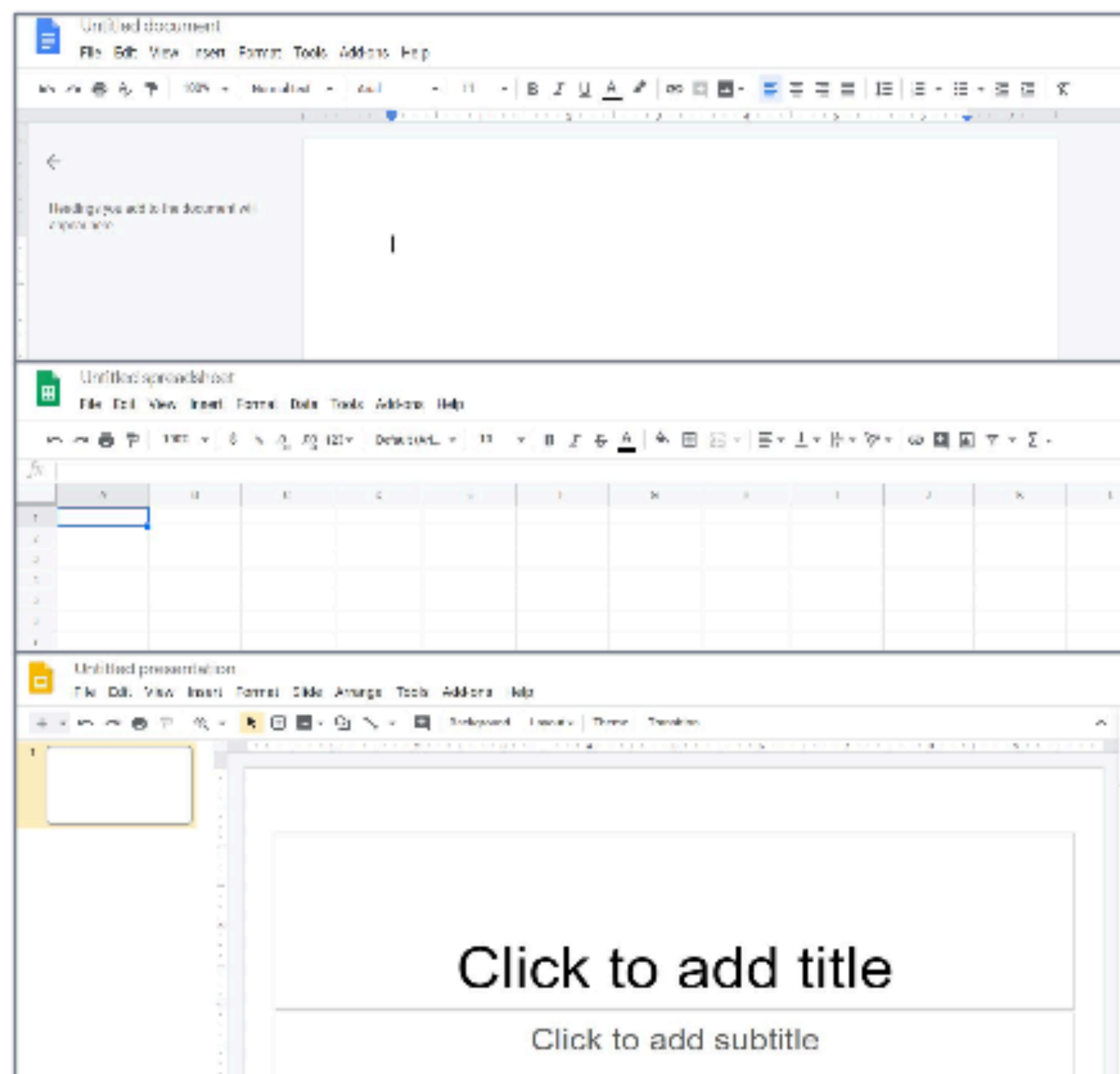


Google Slides

- For making presentations, like Microsoft PowerPoint.

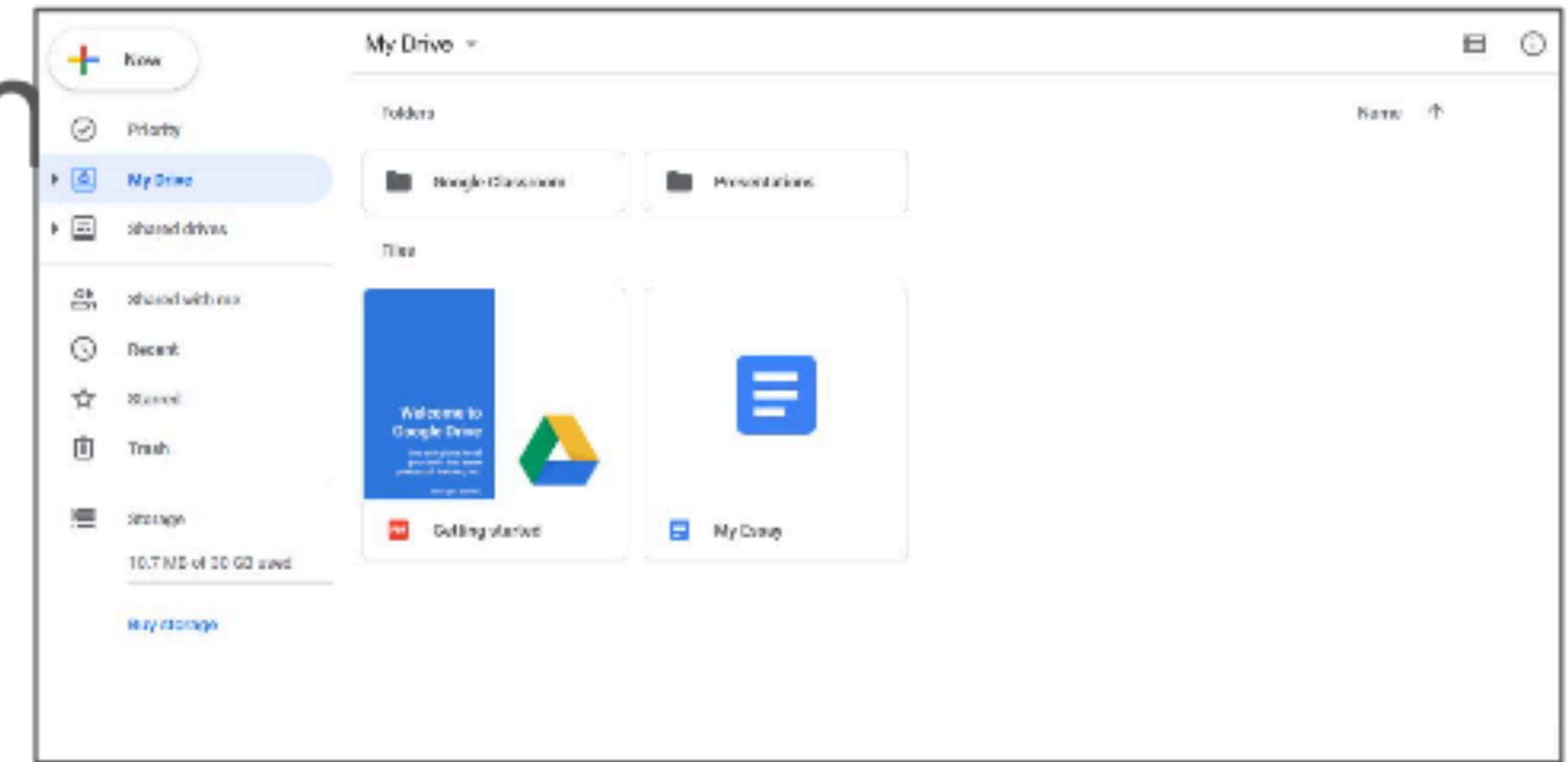
Creating New Files

- 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.



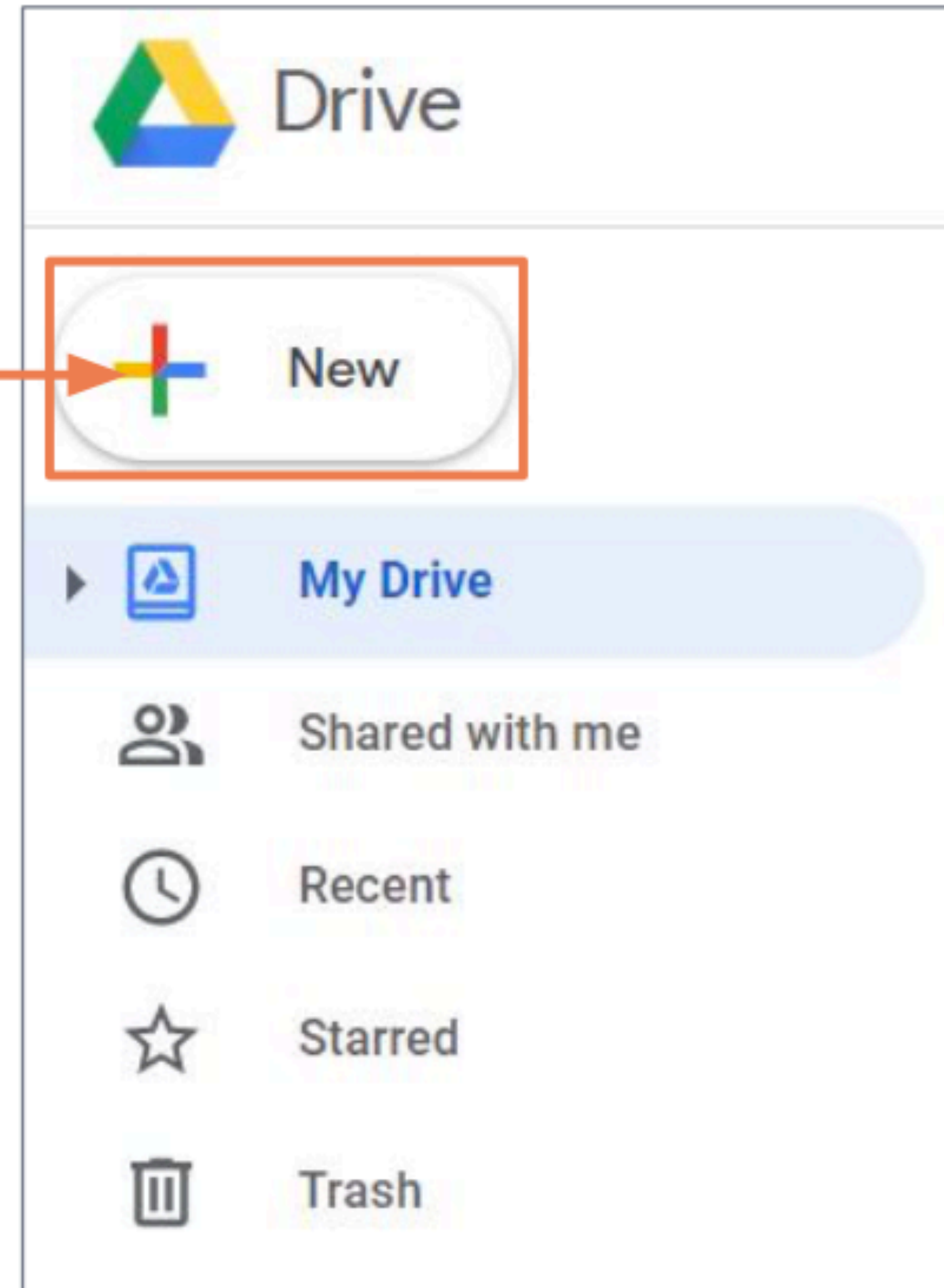
Folders

- Folders can contain files and 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.



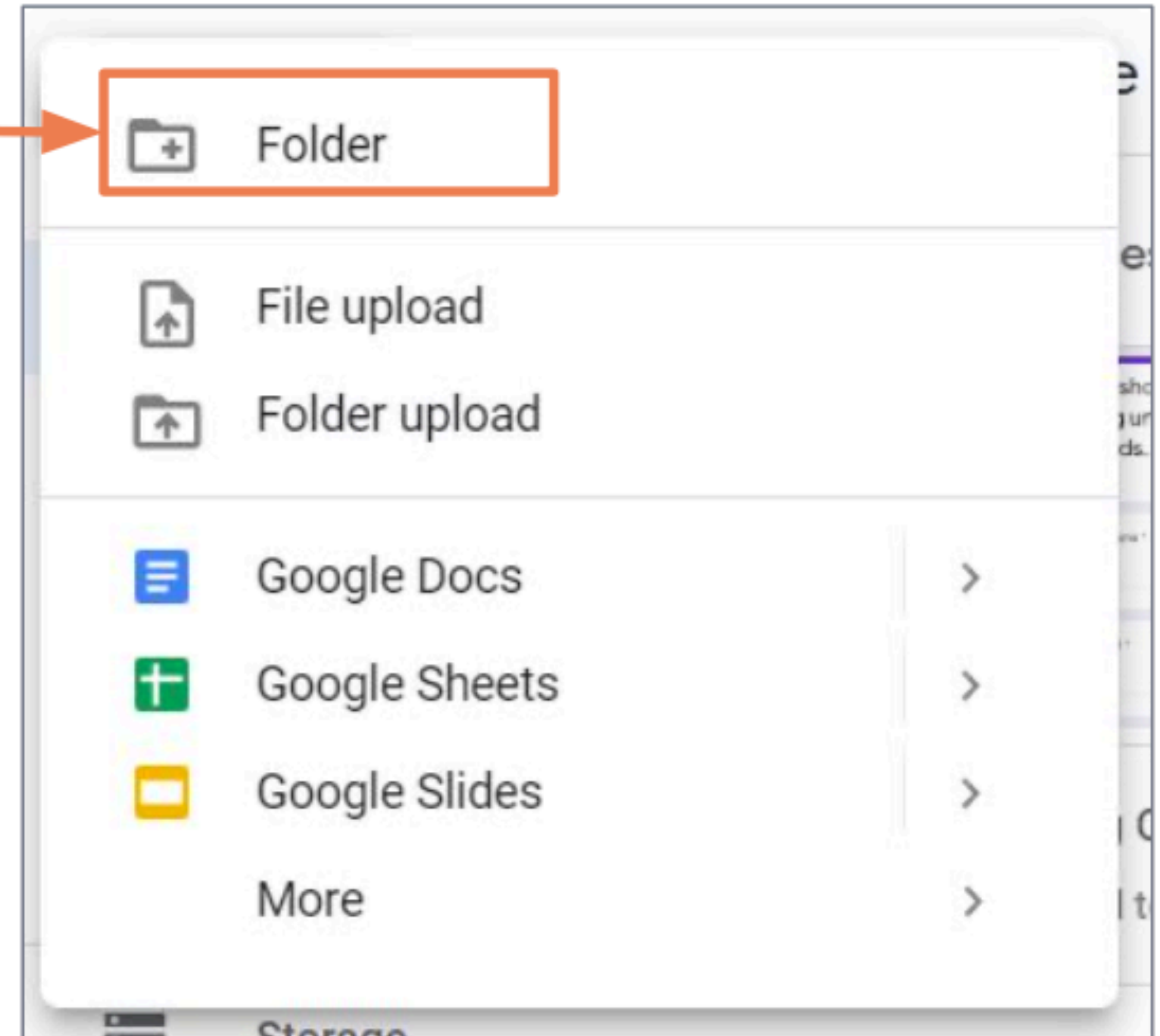
Creating Folders

- To create a folder, click **+ New**.



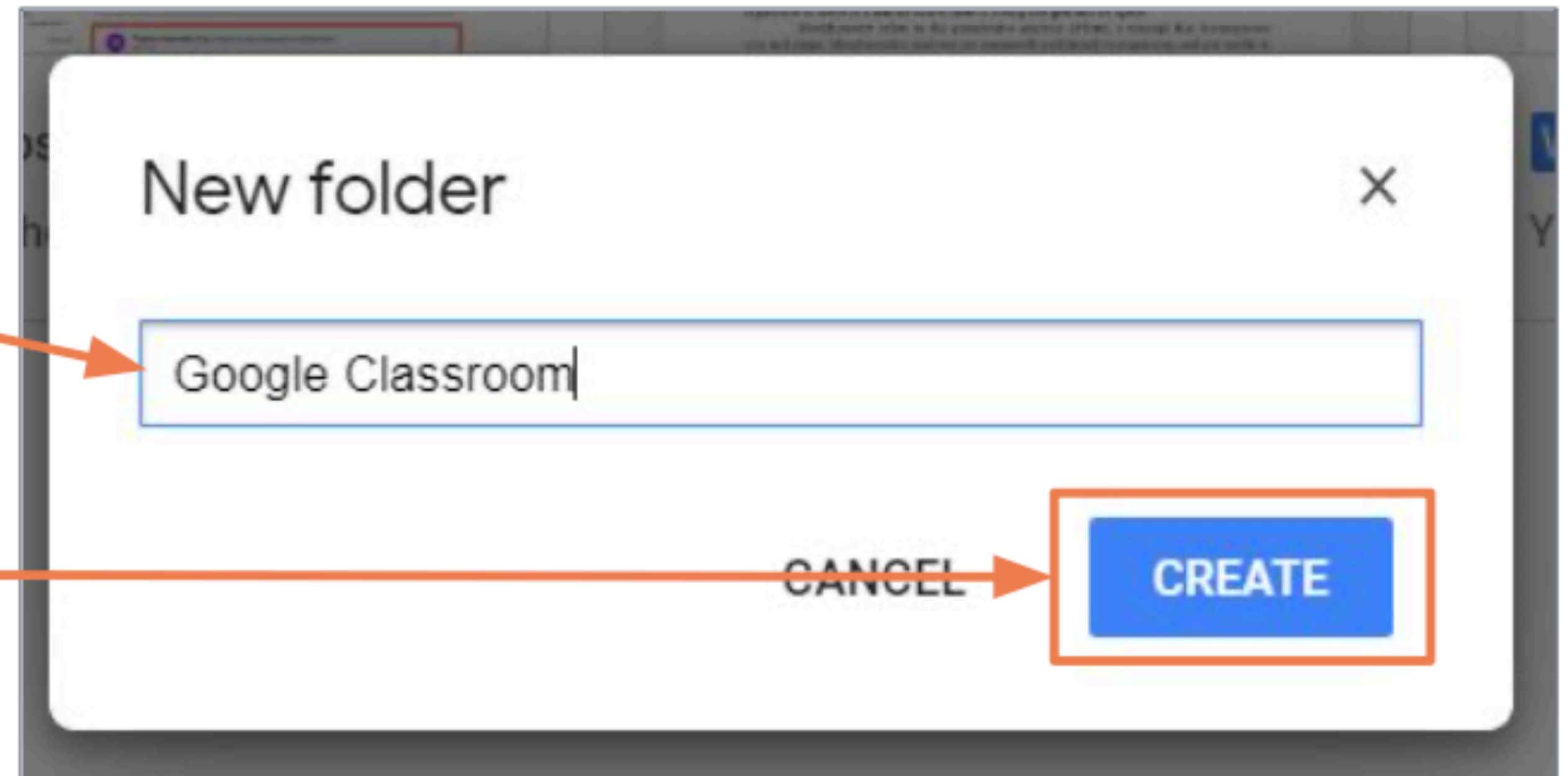
Creating Folders

□ Then, click **Folder**.



Creating Folders

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



Searching for Files



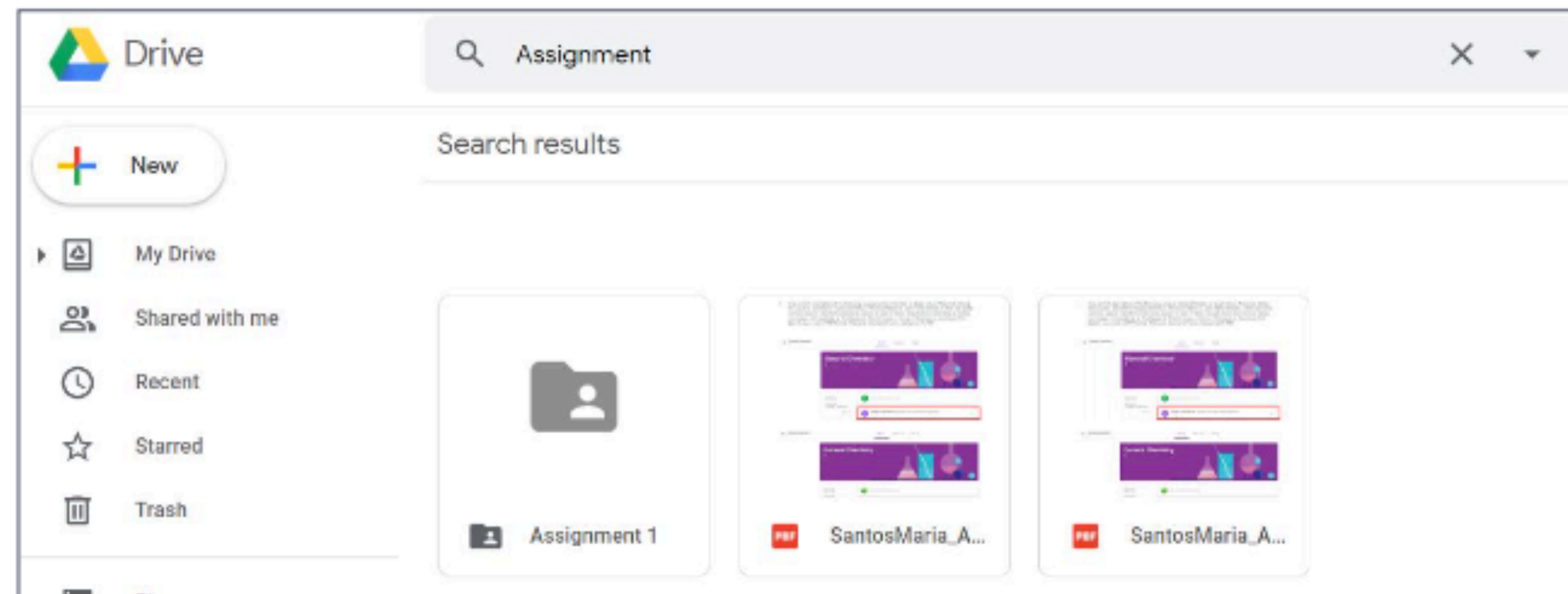
Searching for Files

- Sometimes, you want to use a file, but you don't remember where it is.
- You can search for a file by typing the names you want to search for in the **search bar** at the top of Google Drive.



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**.

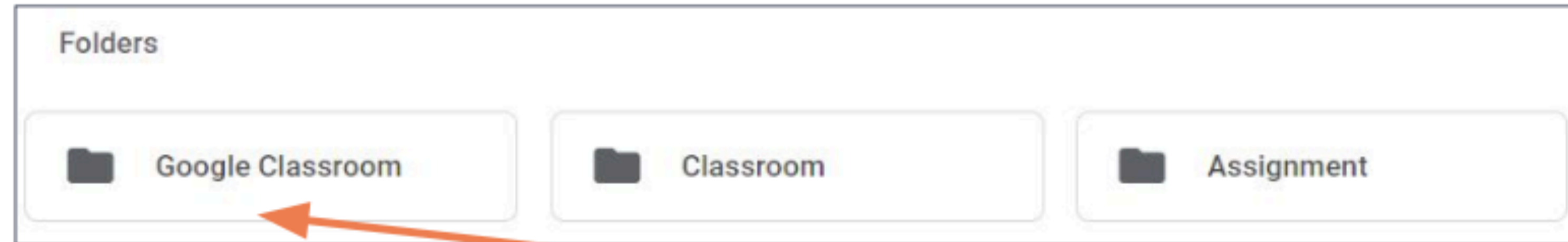


- Double-click on the file or folder to open them.

Working with Files and Folders



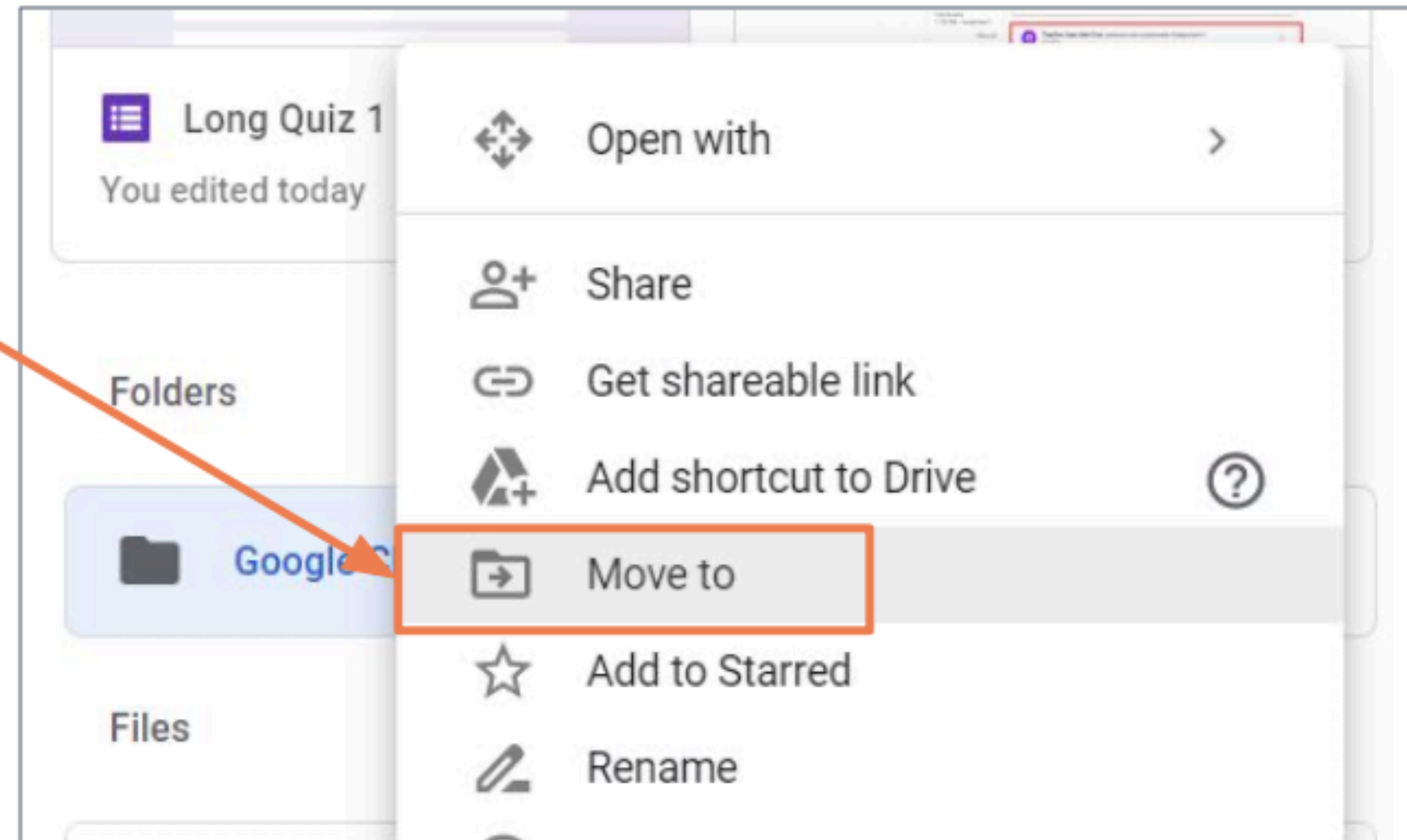
Moving Files and Folders



- 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.

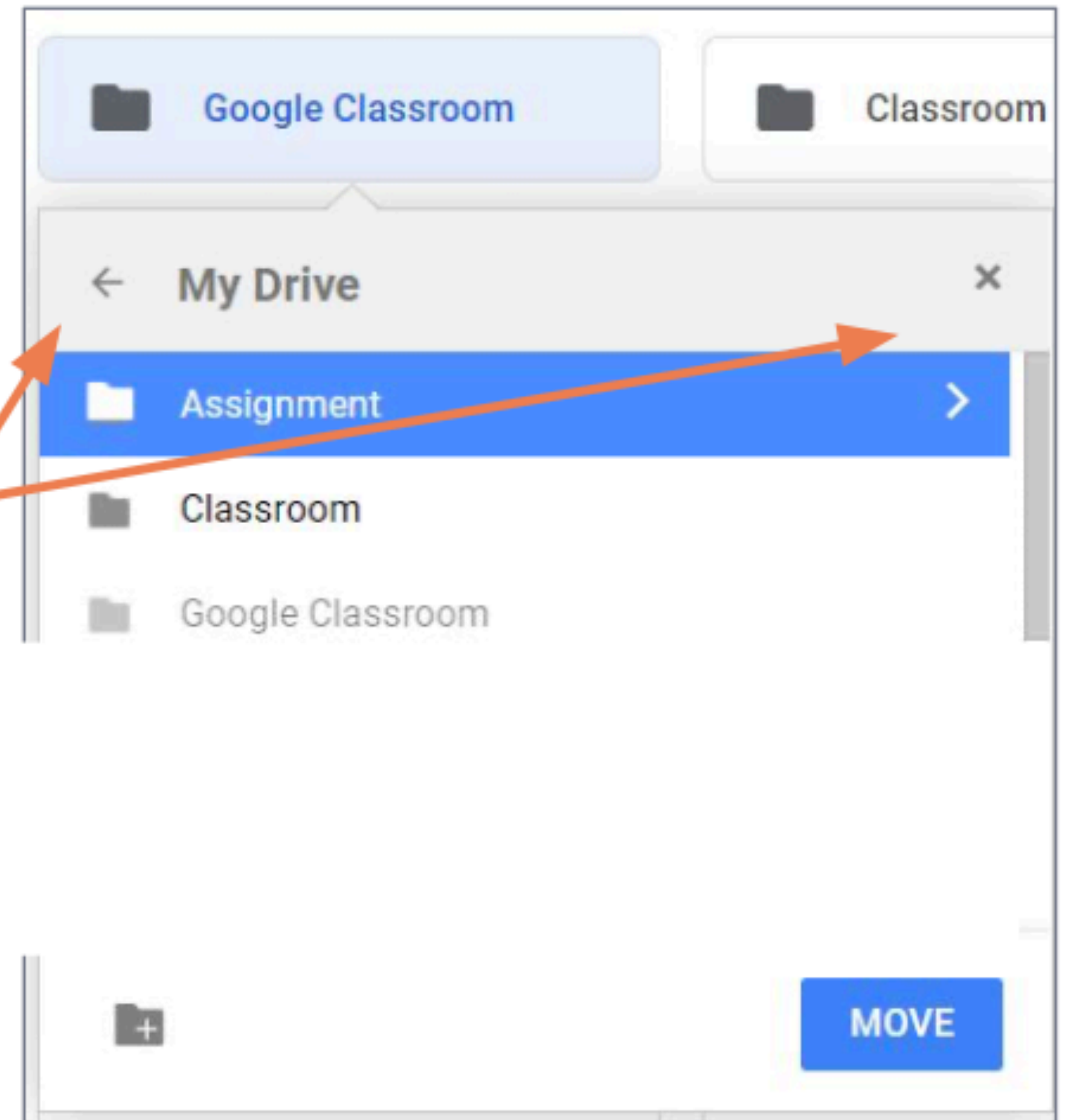
Moving Files and Folders

□ Then, click **Move to**.



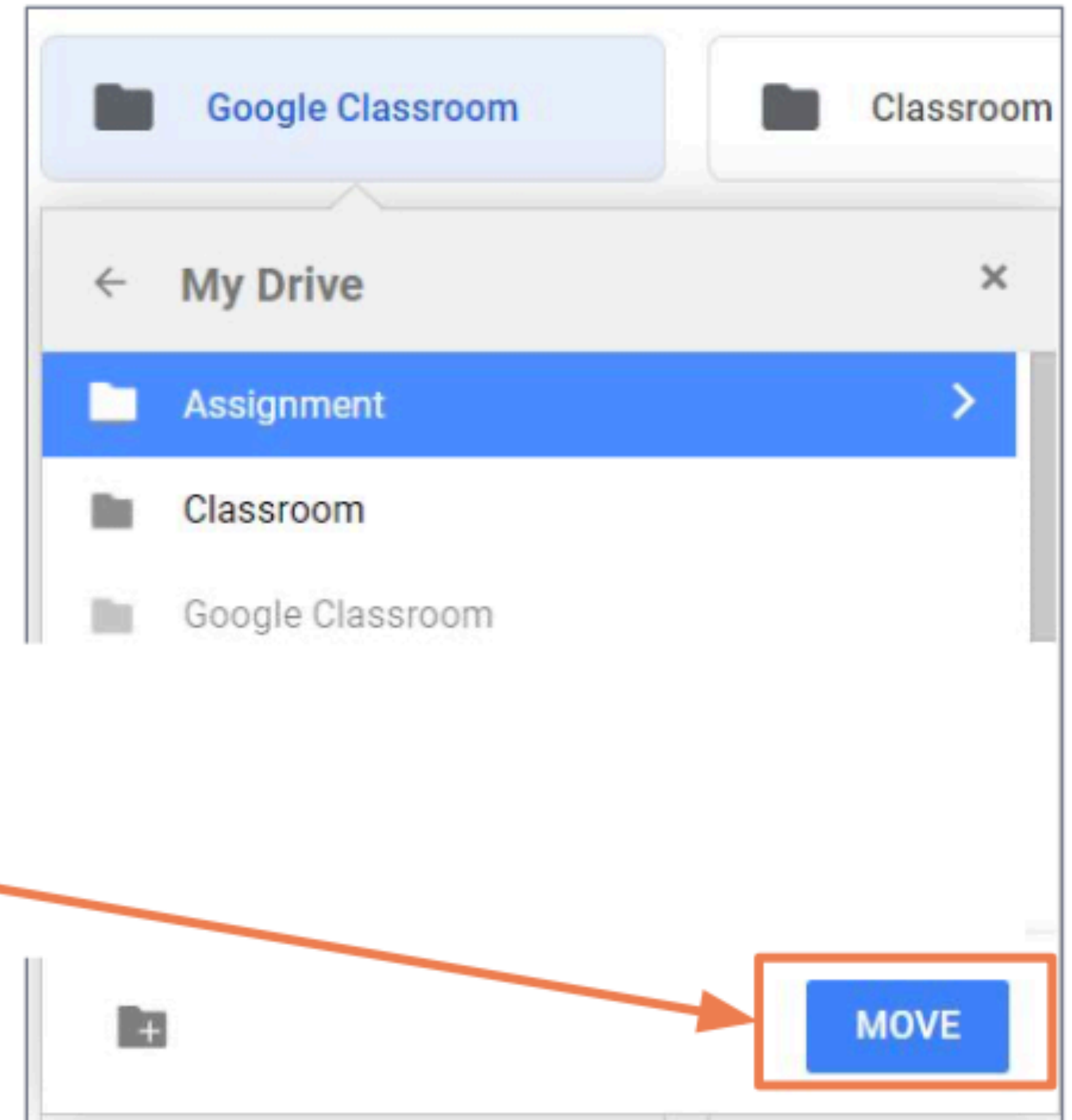
Moving Files and Folders

- 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.



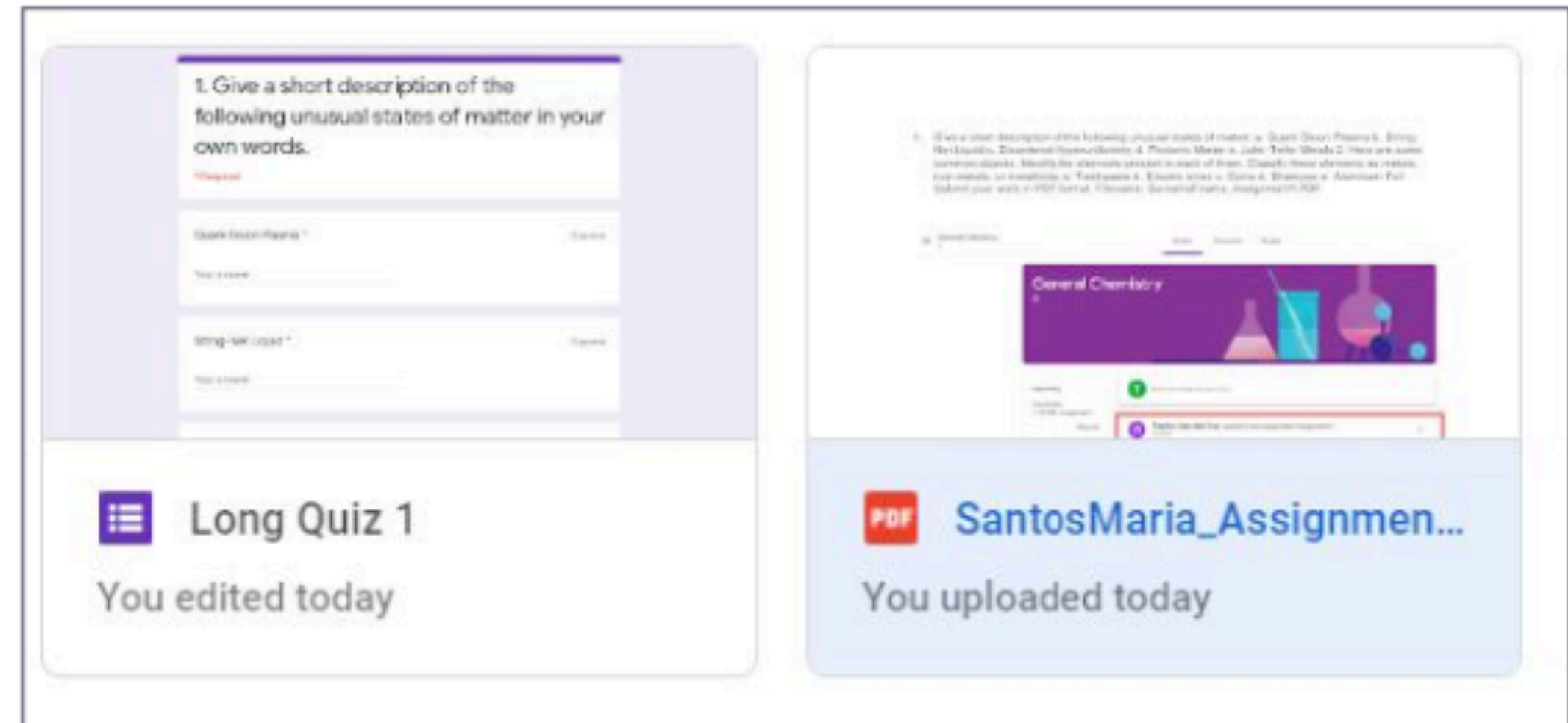
Moving Files and Folders

- 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.

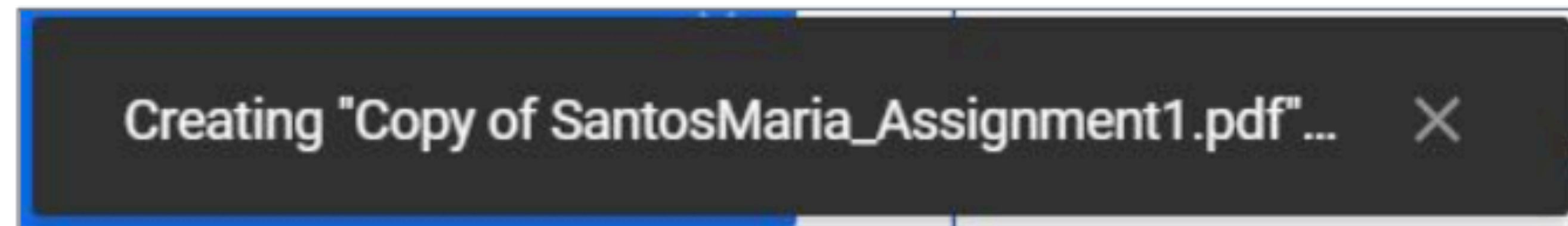


Copying Files

- Then, click **Make a copy**.

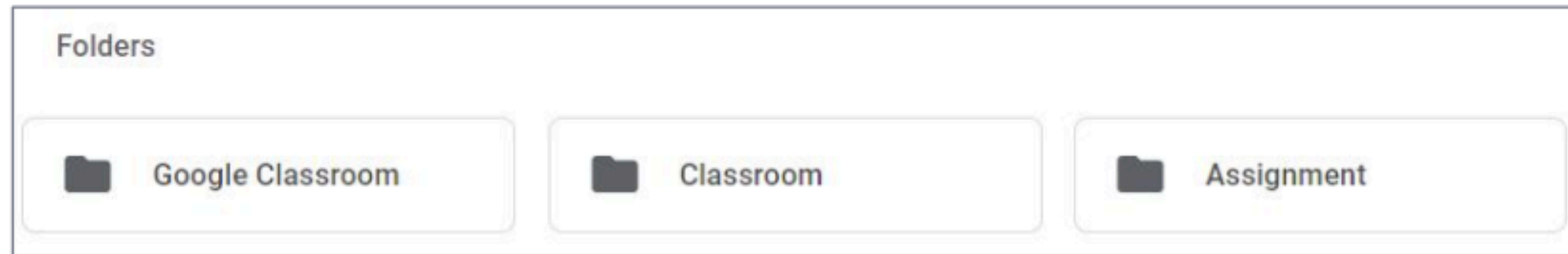


Copying Files



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

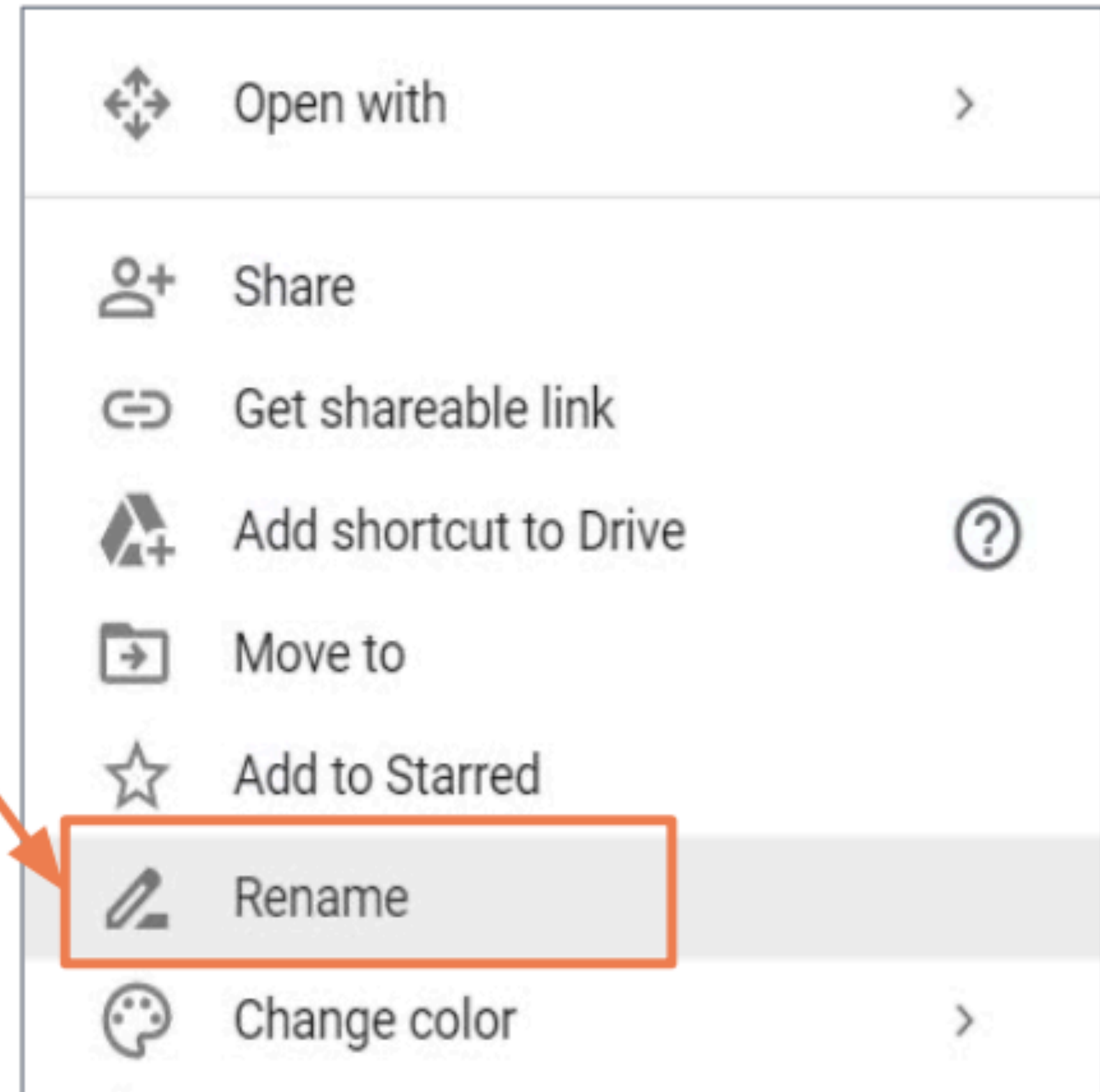
Renaming Files and Folders



- 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.

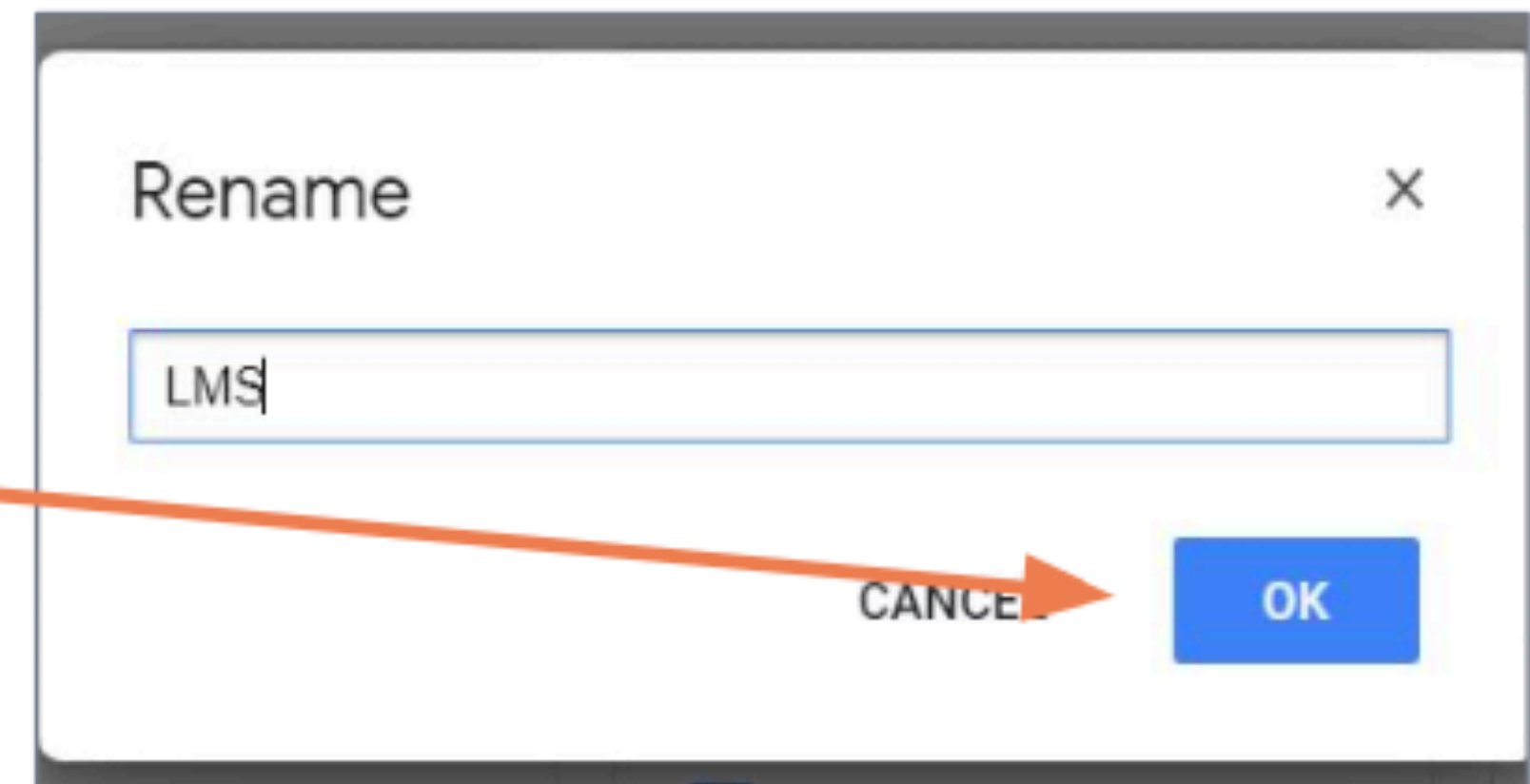
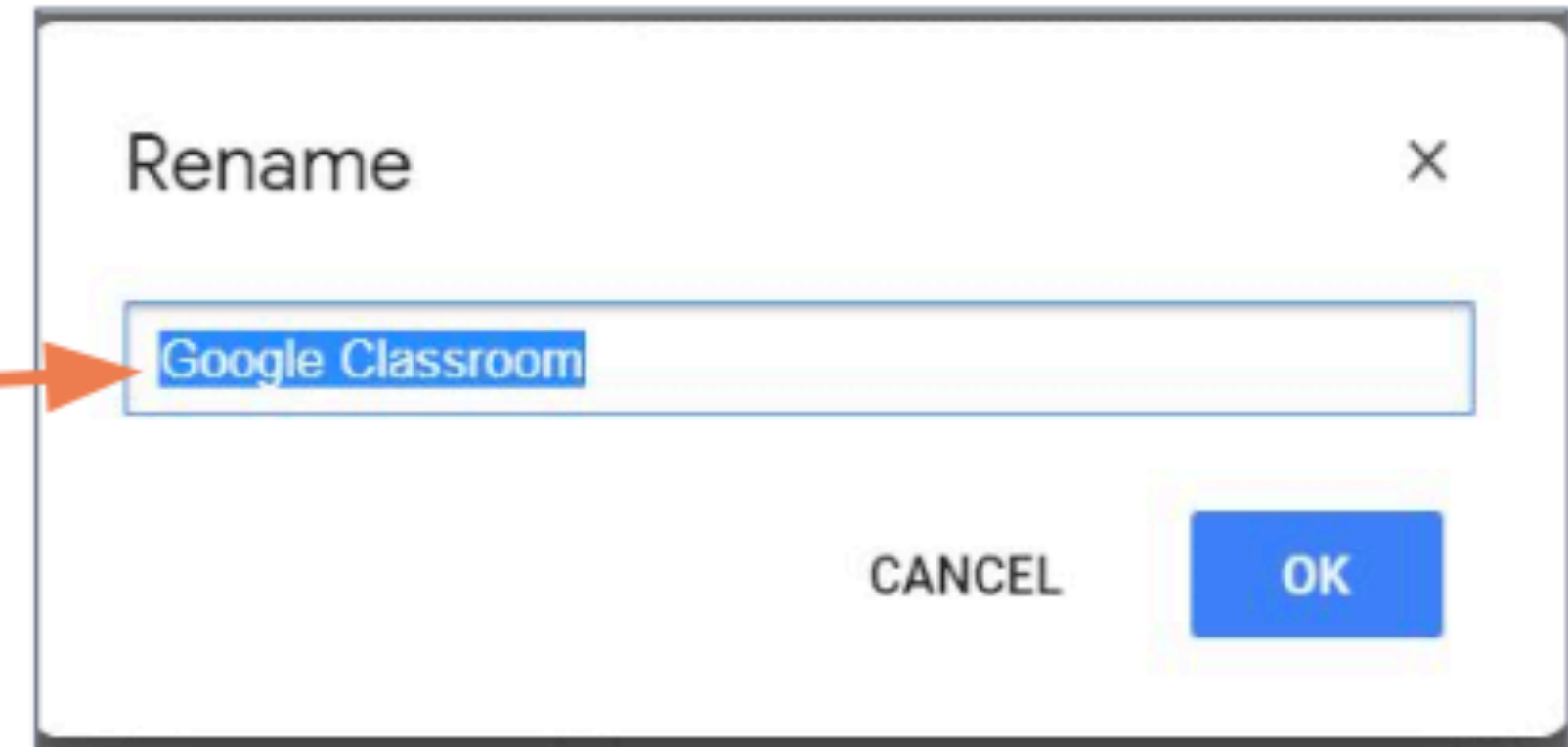
Renaming Files and Folders

- Then, click **Rename**.

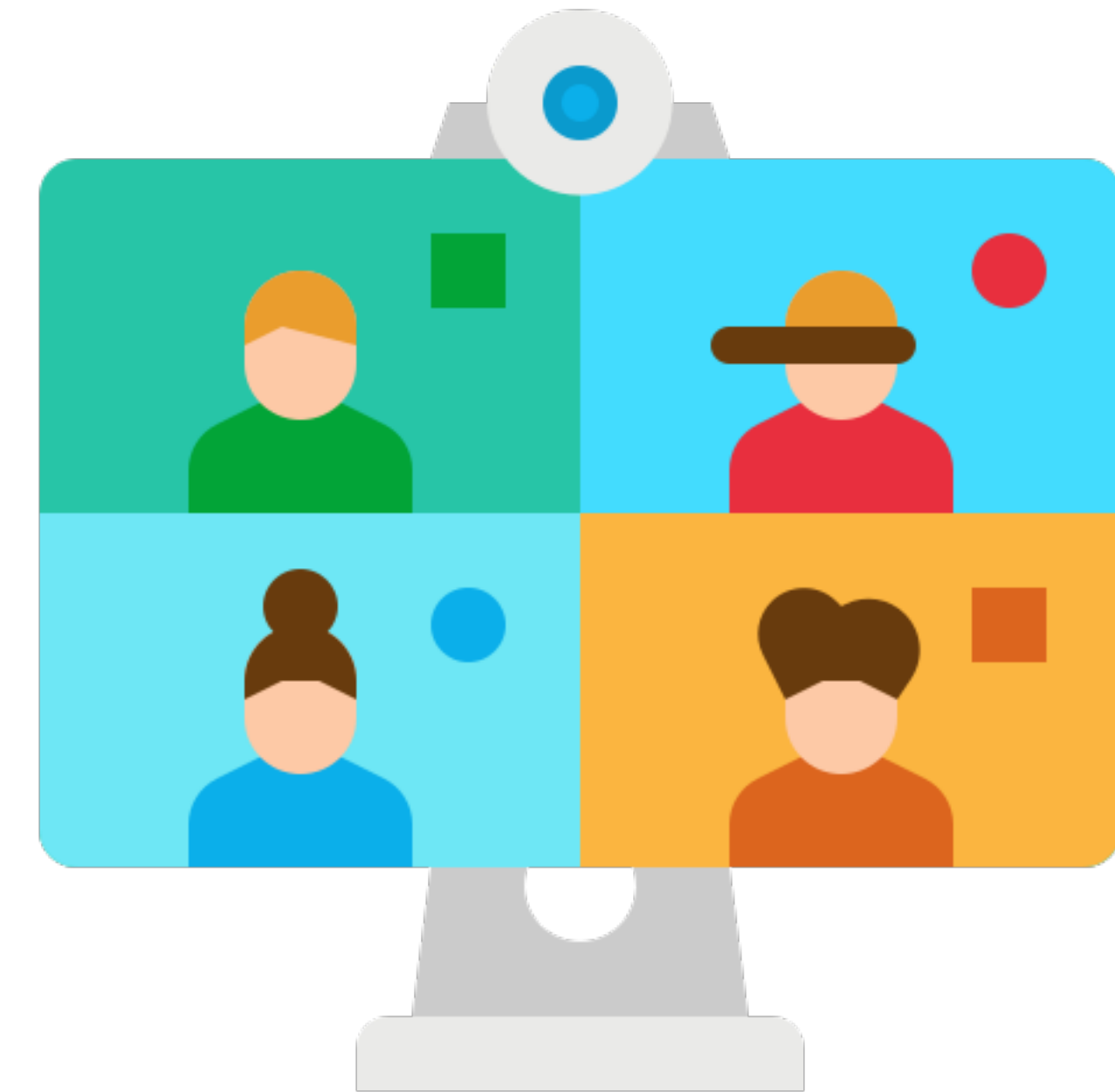


Renaming Files and Folders

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

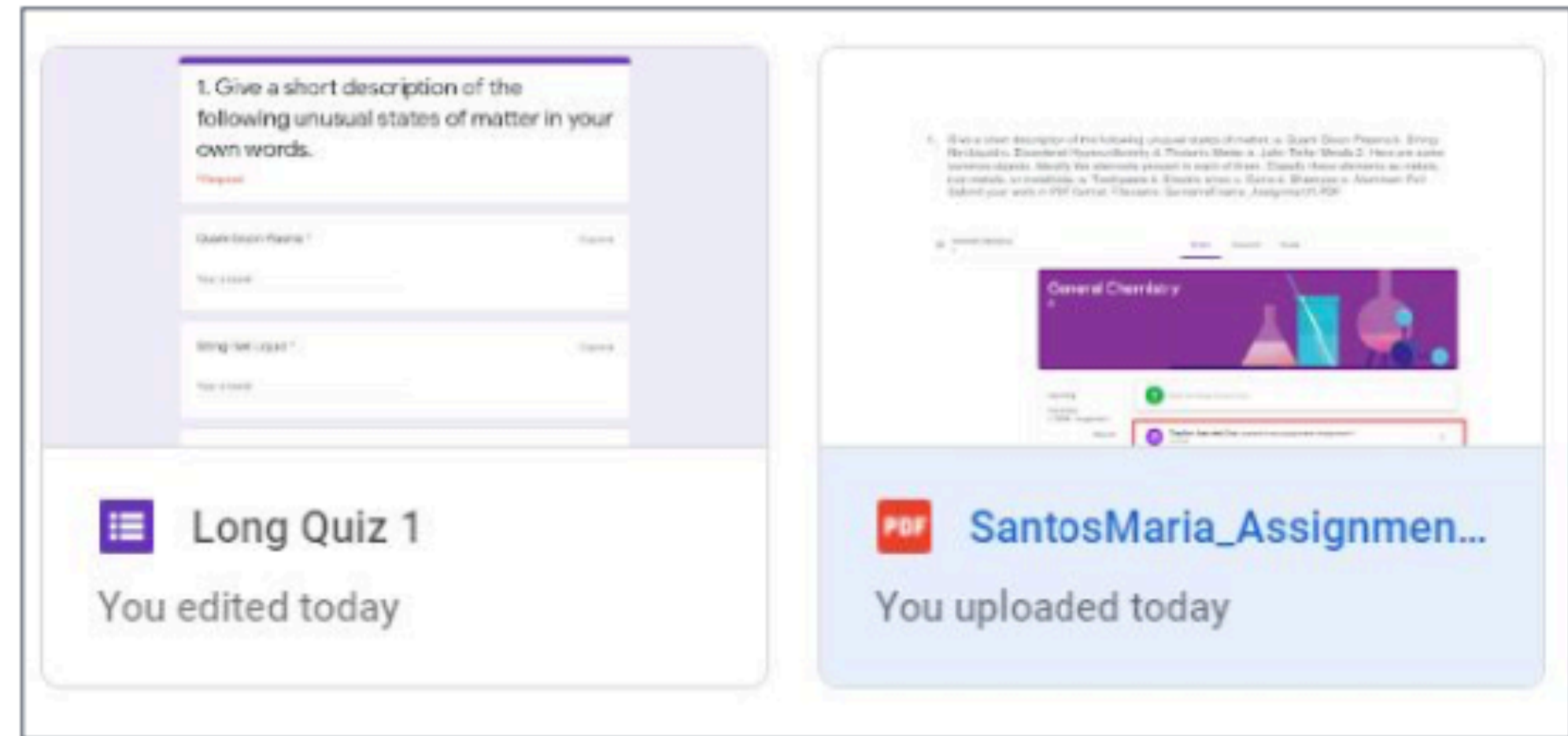


Sharing Files

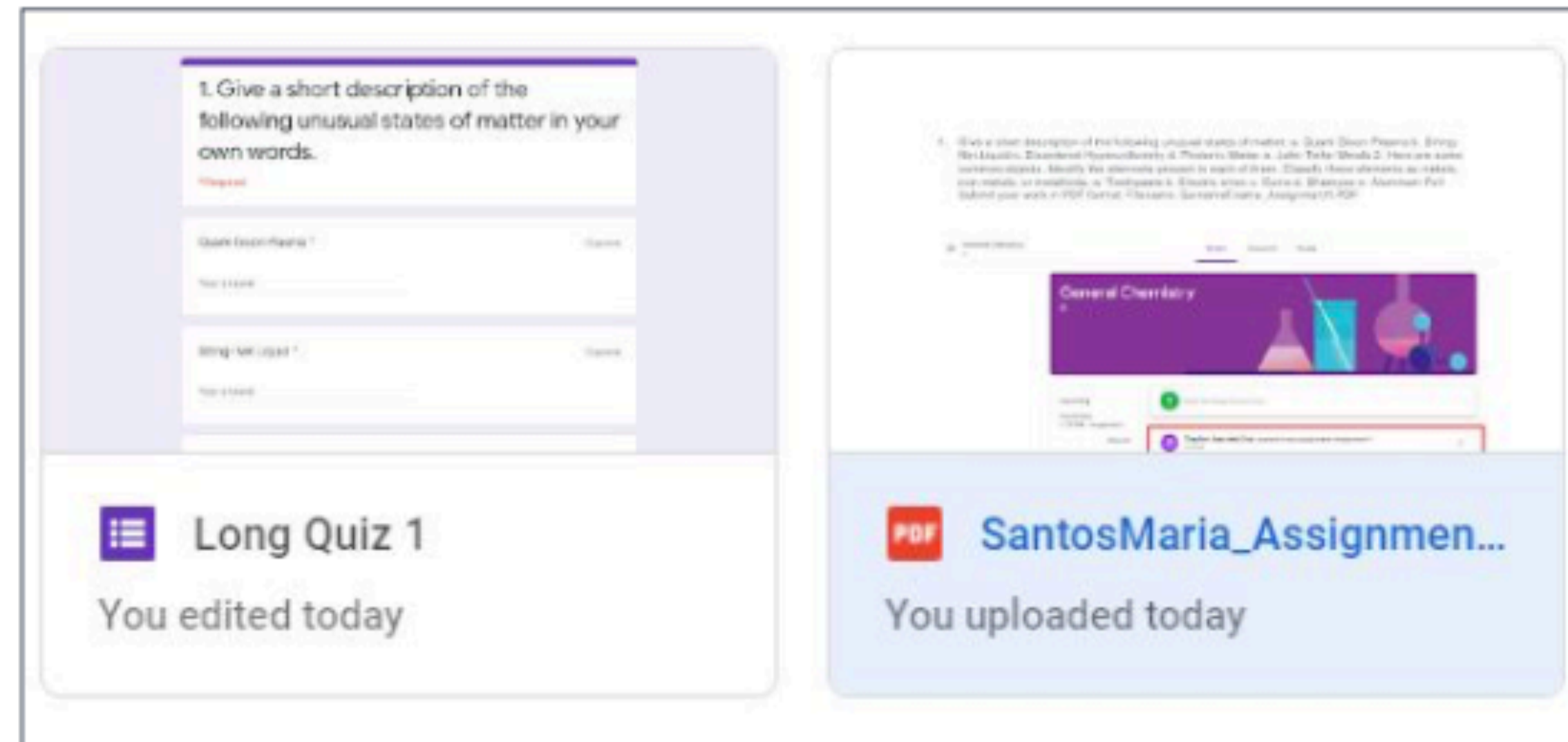


Sharing Files

- 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.



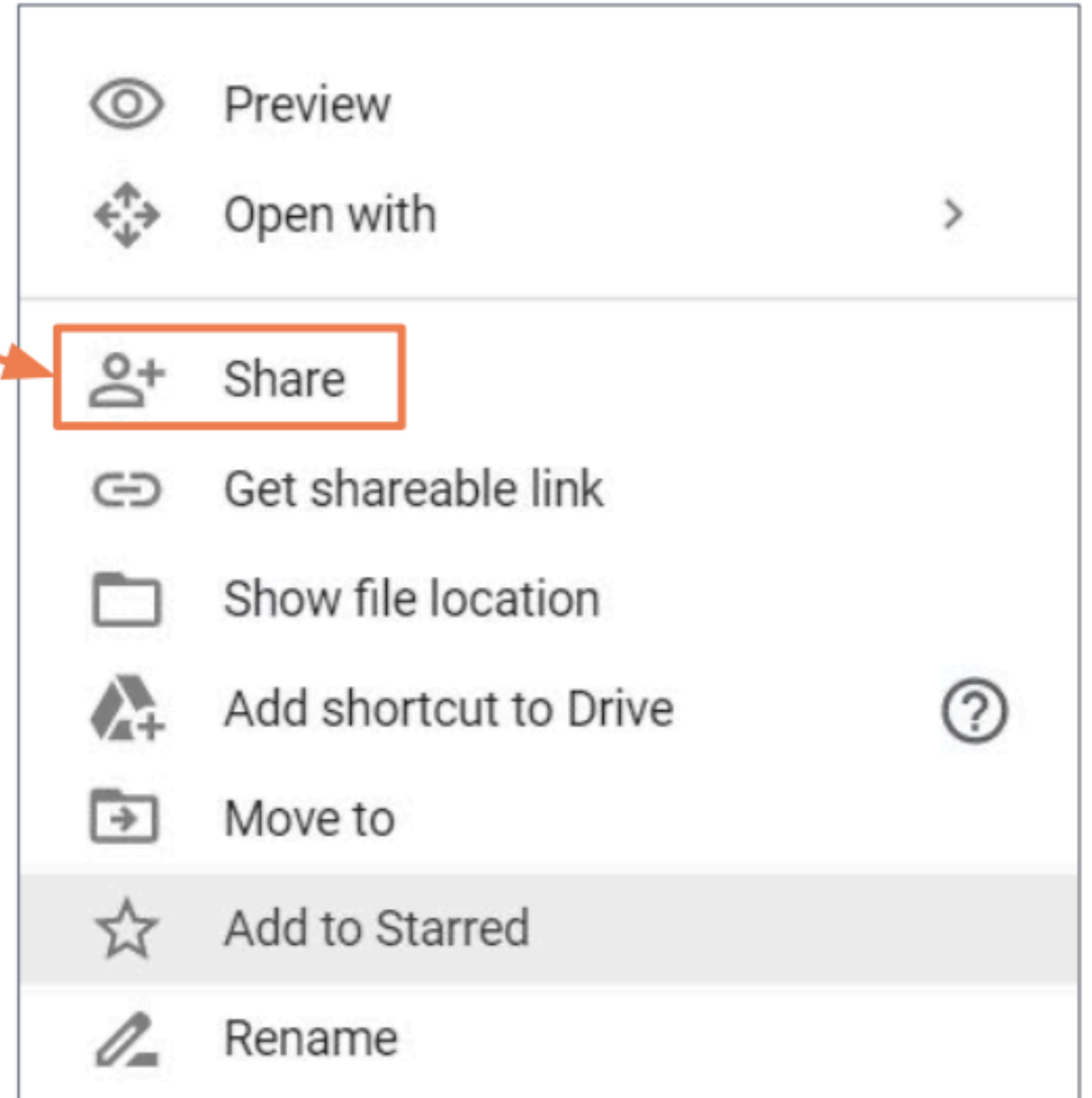
Sharing Files



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

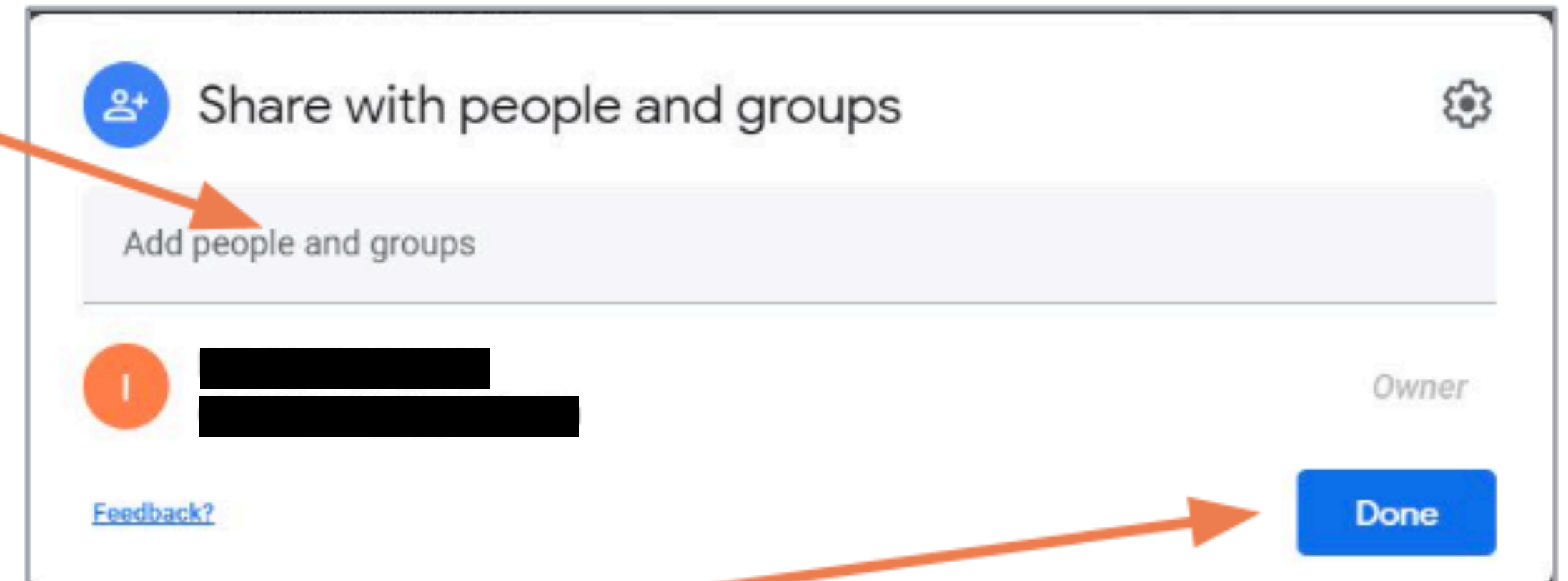
Sharing Files

□ Then, click **Share**.



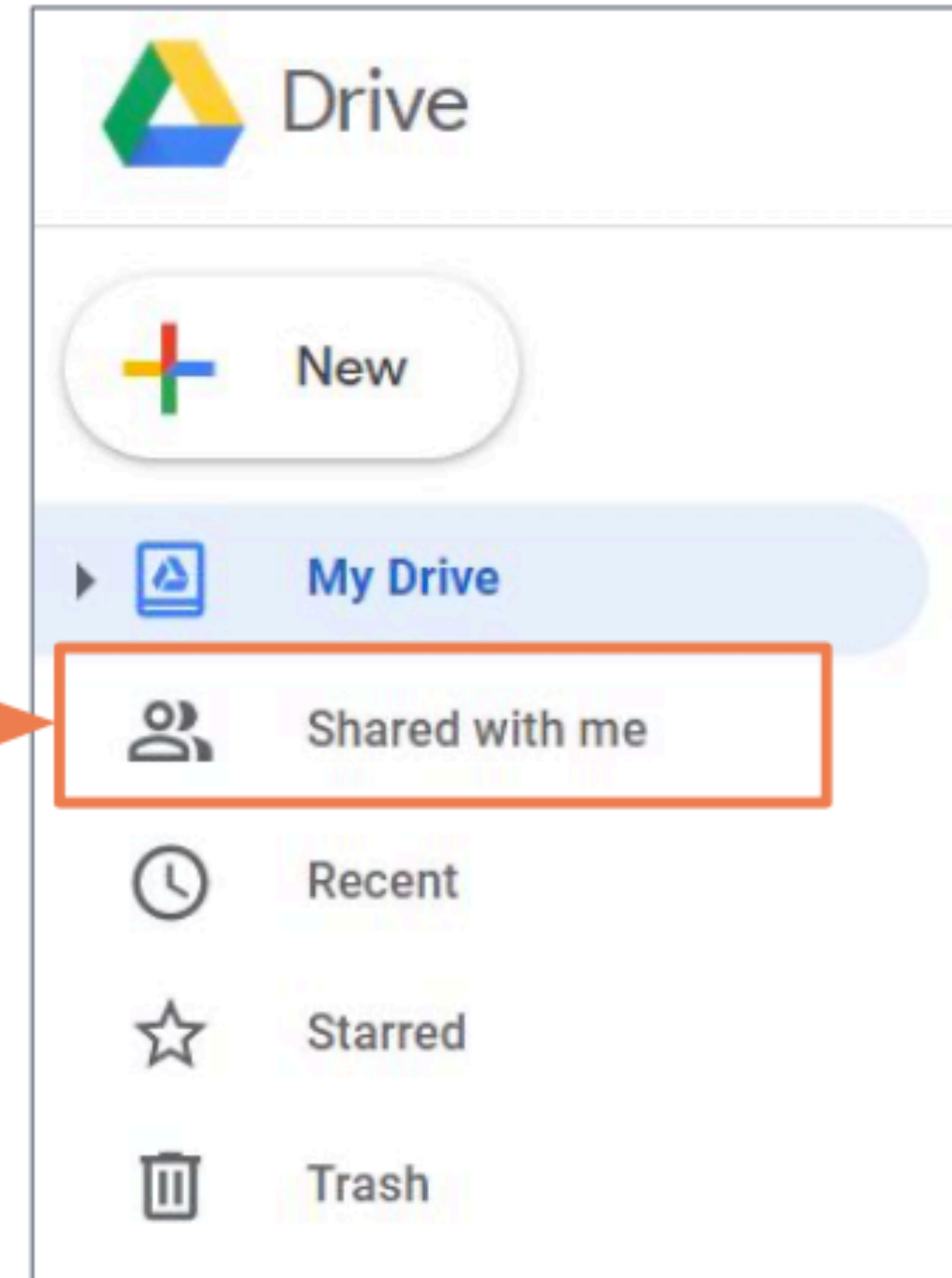
Sharing Files

- 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**.



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

- support@chamuel.edu.ph