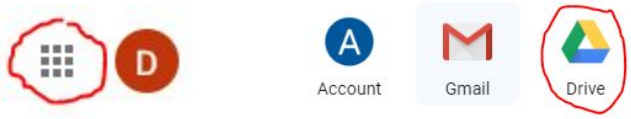
How to Use Google Drive

Step 1: Make sure you are logged into the student's Google Account. If you are, you will see a profile circle in the top right of the screen with the student's initial or profile picture.

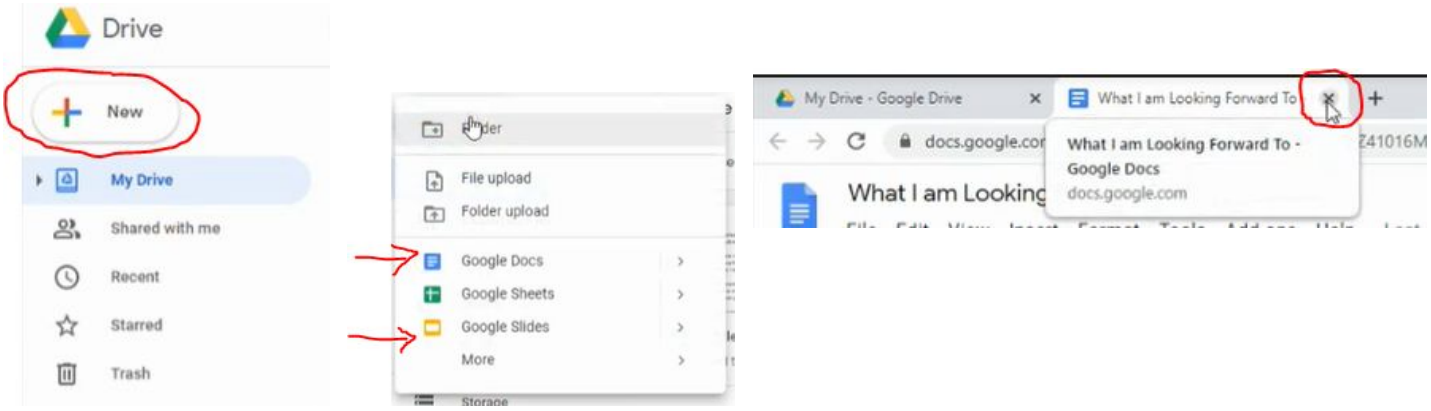
Step 2: Click "Google Apps" to the left of the profile circle and select "Drive" from the drop down menu.



Google Drive houses all the files students create using their school account.

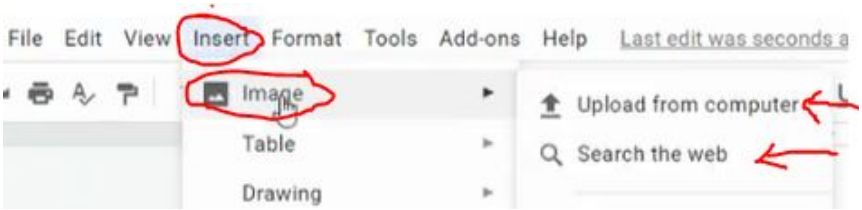
Creating a New File

To create a new file, click the "New" button in the top left corner of the screen. Then choose the type of file by clicking on one of the listed apps. When working in Google Drive, all edits are saved automatically. Therefore, to close out of a file, click the "X" on the tab of the file.



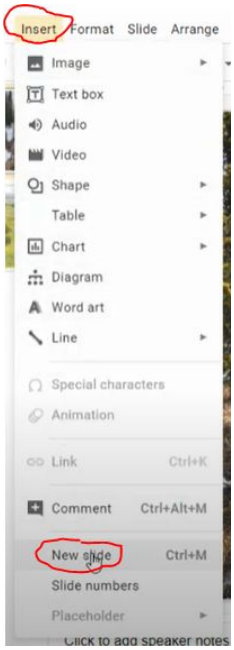
Information about Google Docs (similar to Microsoft Word)

A Google Doc has several features to affect the display of a student's work. The font, font size, and alignment can be changed by clicking the different options in the toolbar towards the top of the screen. Additionally, students can place images in their Doc. To do this, click "Insert" on the menu bar at the top, "Image," and then choose if you would like to upload an image from your computer or search the Internet for an image.



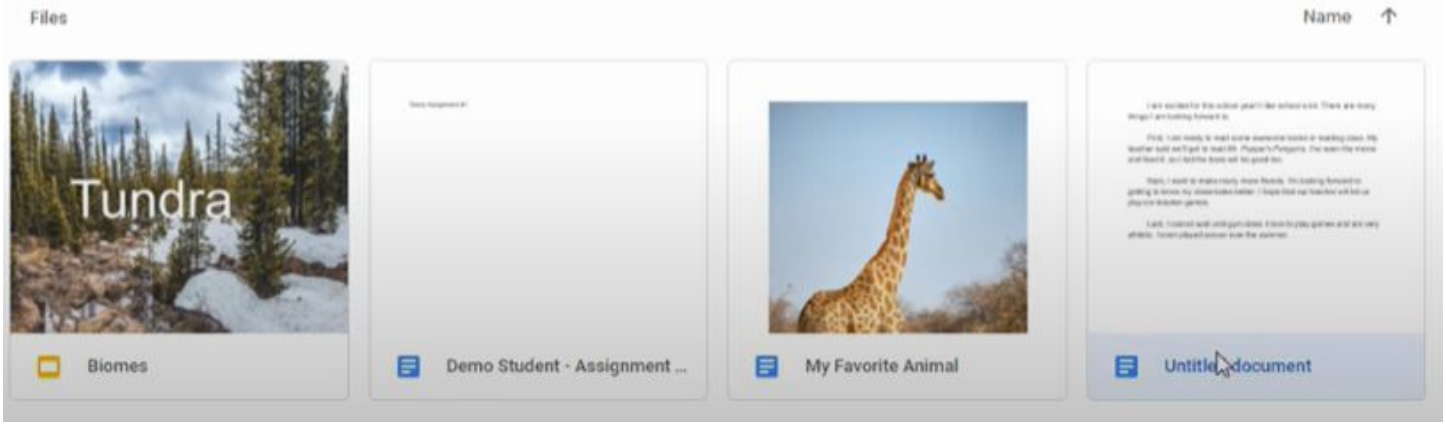
Information about Google Slides (similar to Powerpoint)

Google Slides has several features that can be used to build a slideshow. To add a new slide, click “Insert” in the menu bar toward the top of the screen, then select “New slide” towards the bottom of the drop down menu that appears. You can change the layout of the slide by selecting “Layout” in the toolbar. When you select a textbox in which to type, the formatting tools will appear toward the top of the screen. You can change the font, font size, and alignment just like in Google Docs.



Opening a File

When choosing an existing file to open, be sure to ***double-click*** on the file. It will open in a new tab.

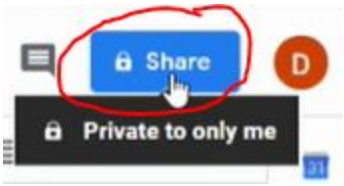


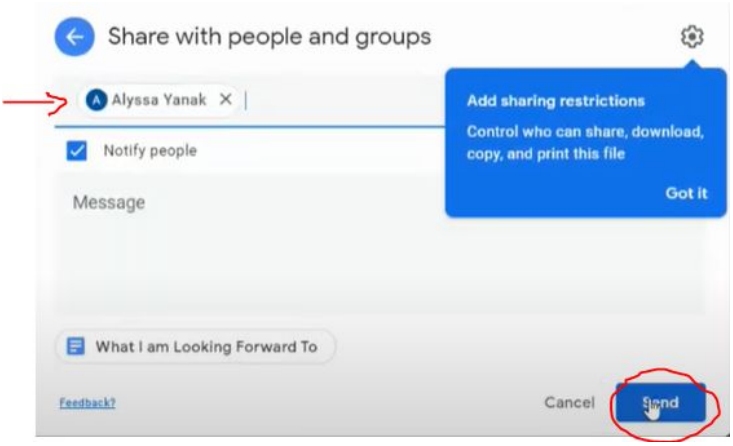
Naming a File

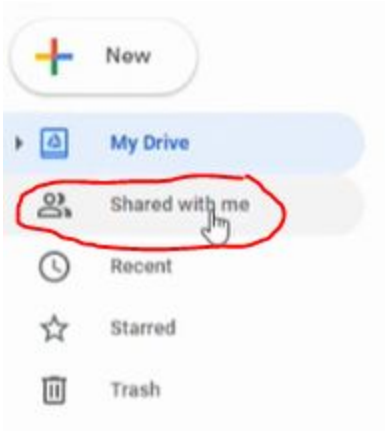
The Google Apps default to “Untitled” if you do not name your file. This can get confusing after a while when more and more files are created. To name a file, click in the box at the top of the screen with the file’s name or “Untitled.” Then type in the name you would like for this file. It will save automatically when you click off of the box.

Sharing a File

Sometimes a teacher may want access to a student's file or for it to be shared with other students. To do this, click the blue "Share" button in the top right of the screen. Enter the email address of the person/people with whom you are sharing the file. Then hit the blue "Send" button.





Viewing Files that Have Been Shared with You

Any files that someone else has shared with you can be accessed by clicking on the "Shared with me" section on the left of the screen. To open a file, double-click. If you would like to return to your Drive, click on the "My Drive" section on the left of the screen.