Going Google with RMU

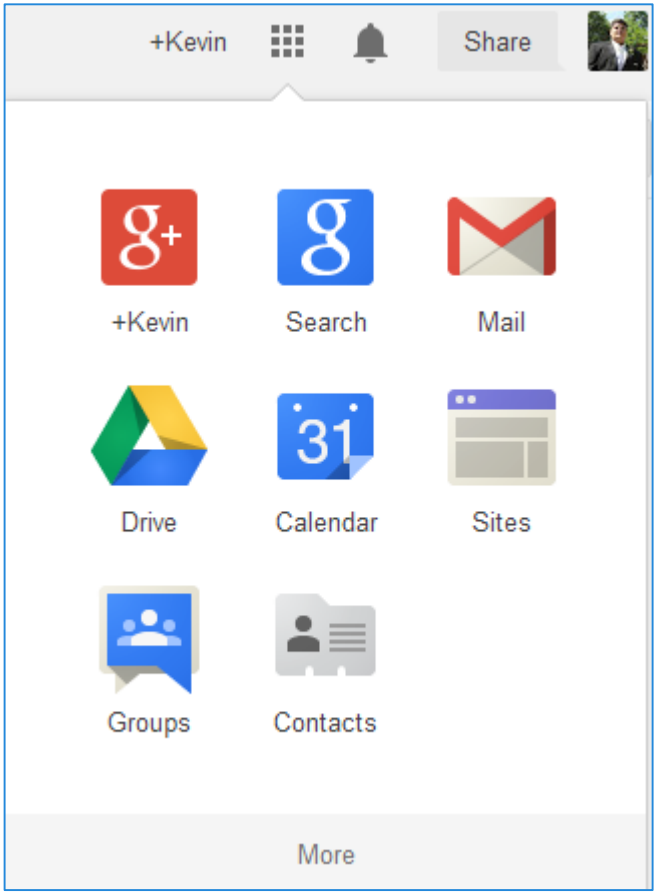
Drive

What is Google Drive

- Google Drive is similar to the Microsoft Office suite
- Users can create and edit different types of documents
- All documents are stored online and saved automatically
- Documents can be shared with others for collaboration
- Users can upload and download documents to and from Drive

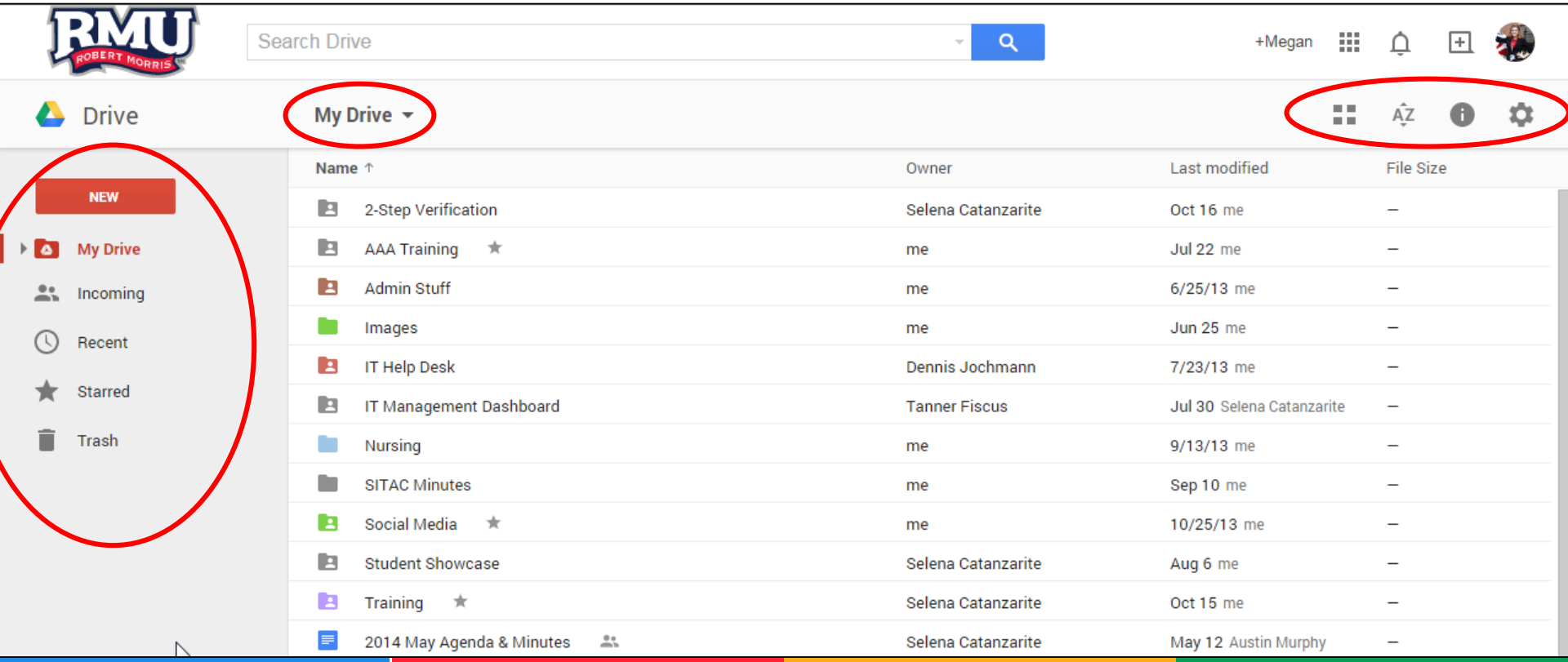
Navigating to Drive

- Before using any Google App, you must be logged into your rmu.edu Gmail account
- Choose the triangular Drive icon to access your Drive

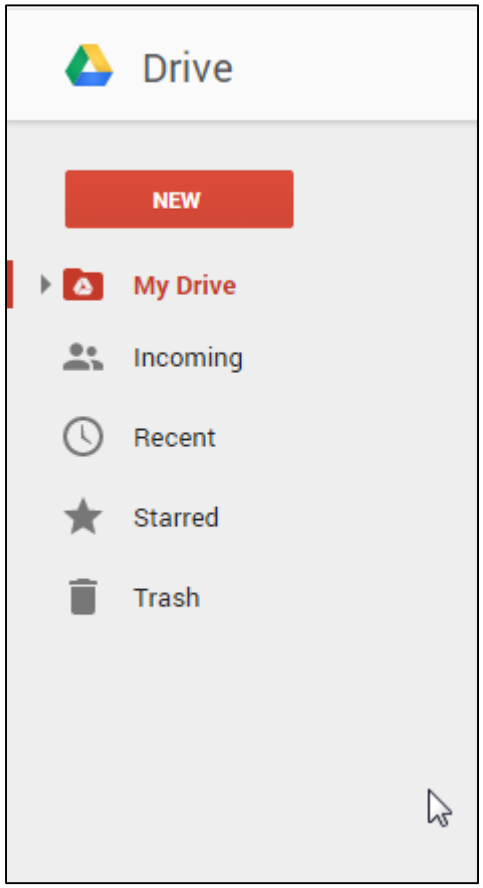


New Drive Homepage

- As of October 2014 Google Drive has updated and now looks a little bit different
- The new Drive is shown below with some changes circled



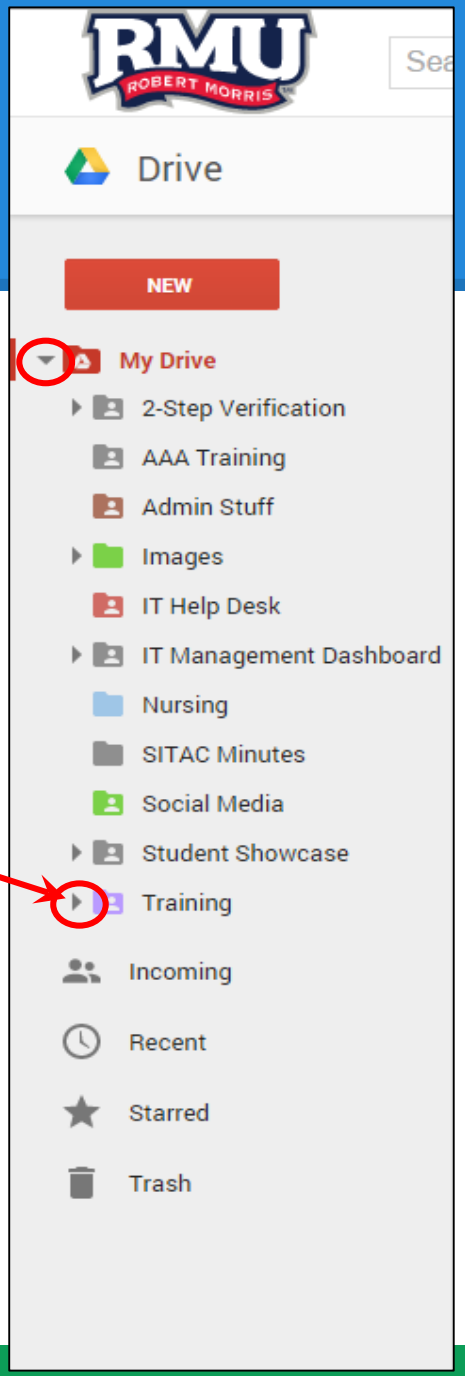
Homepage Views



- "My Drive" contains all documents that you have created or own
- "Incoming" contains all documents that others have shared with you
- "Recent" contains documents give you a list of files that you have recently opened
- "Starred" brings up all files or folders that you have added a star to, similar Gmail
- “Trash” shows anything that you have deleted, here you can choose to “Restore” or “Delete forever”

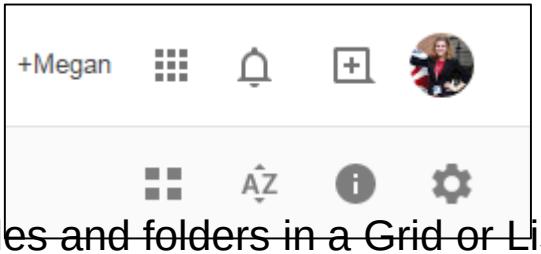
Homepage Views: Drive

- If you prefer to view your Drive in a more expanded view simply clicking the triangle and your folders will be expanded
  - You can continue to do this as many times as you see a triangle



Grid View vs List View

- On the top-right, you have different view options as shown here:



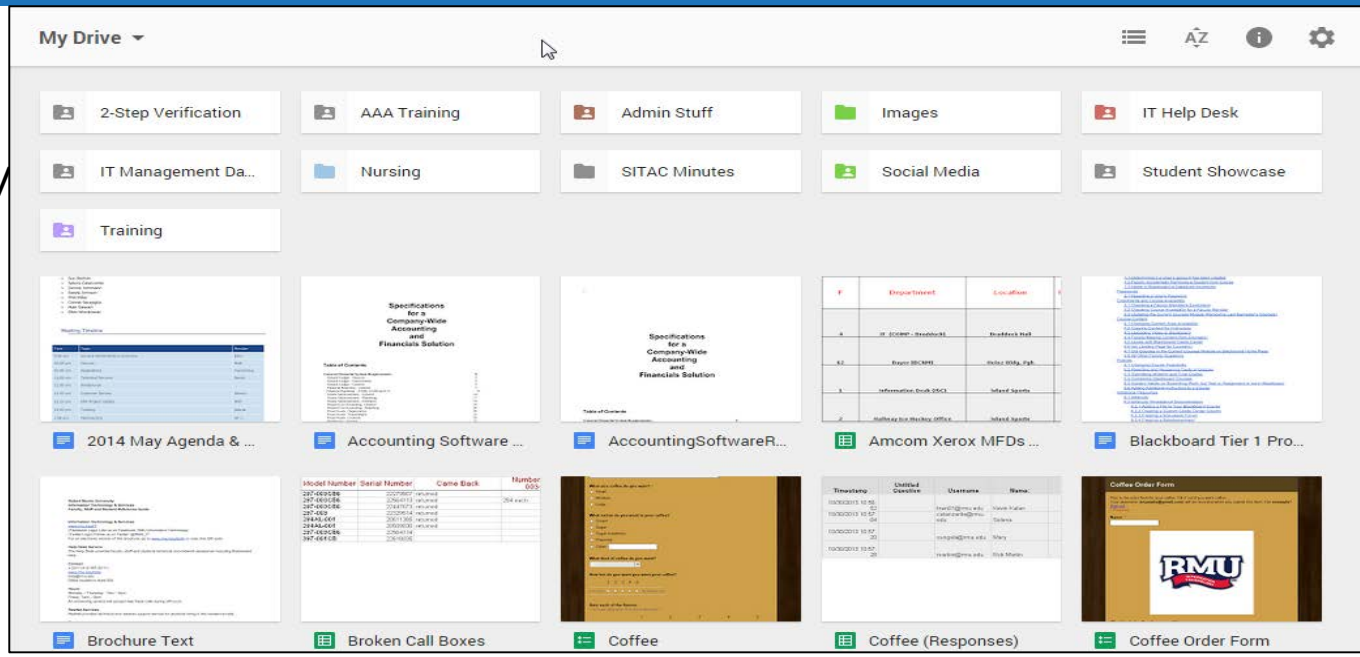
- Select or to view your files and folders in a Grid or List form.
  - Click to easily alternate back and fourth

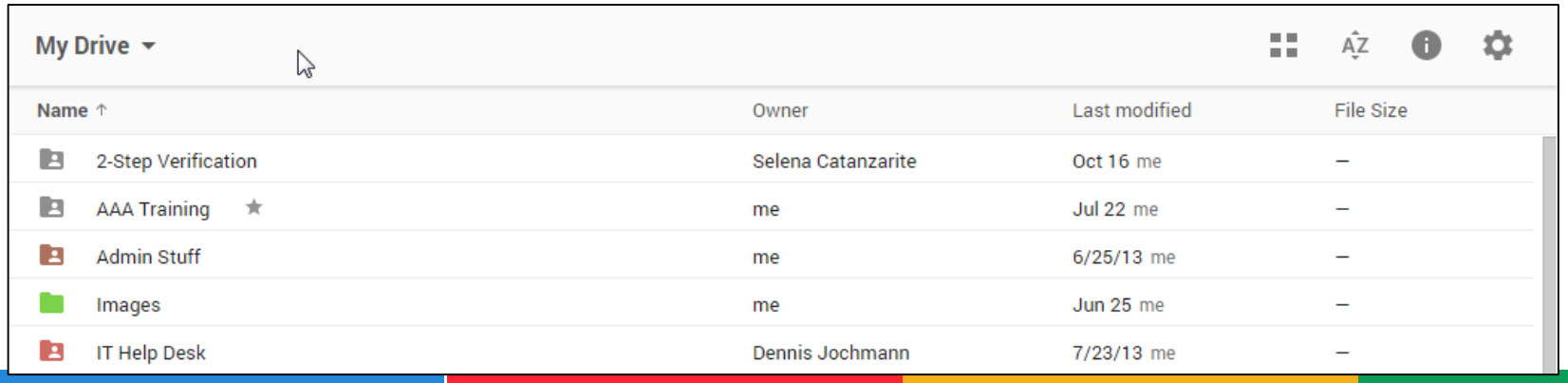
Grid View vs List View

Examples shown here:

Grid V

List view (below):

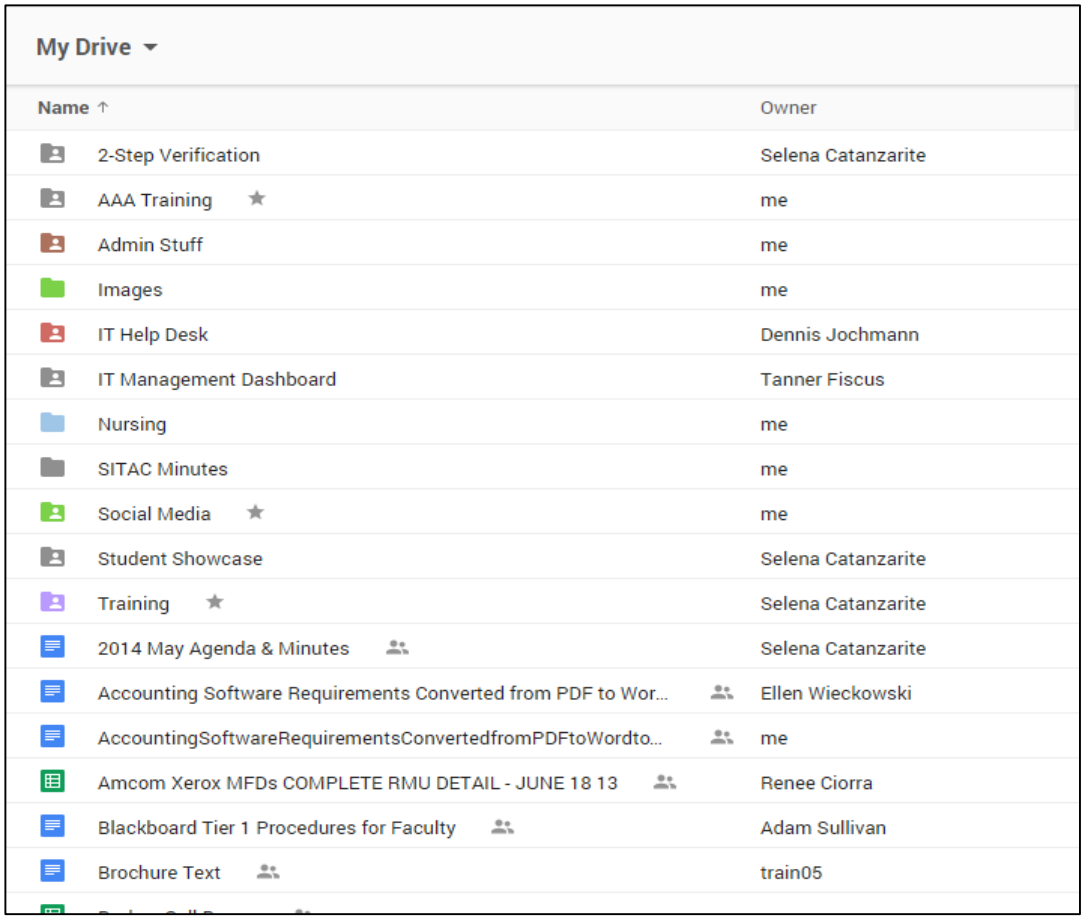




Sorting Files/Folders

- Select AZ to sort your files/folders by:
  - Last Modified
  - Last edited by me
  - Last opened by me
  - Name

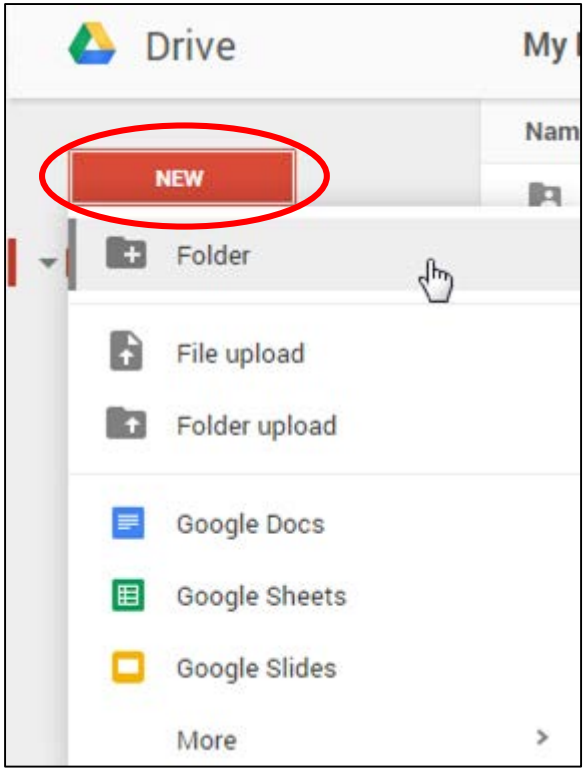
- Here they are sorted by name:

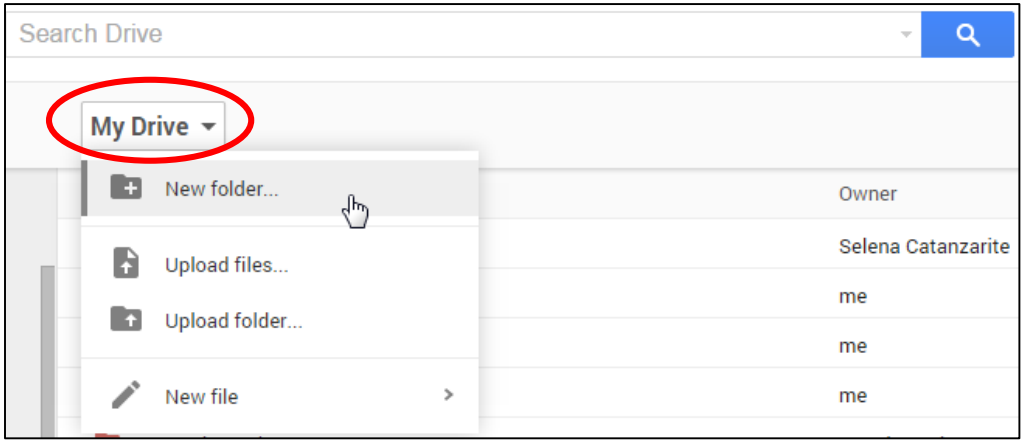


Organizing Drive: Folders

- You can organize your Drive files into different folders
  - Click on "New" and then "Folder"
  - You will be prompted to name the folder
  - Click “Create”

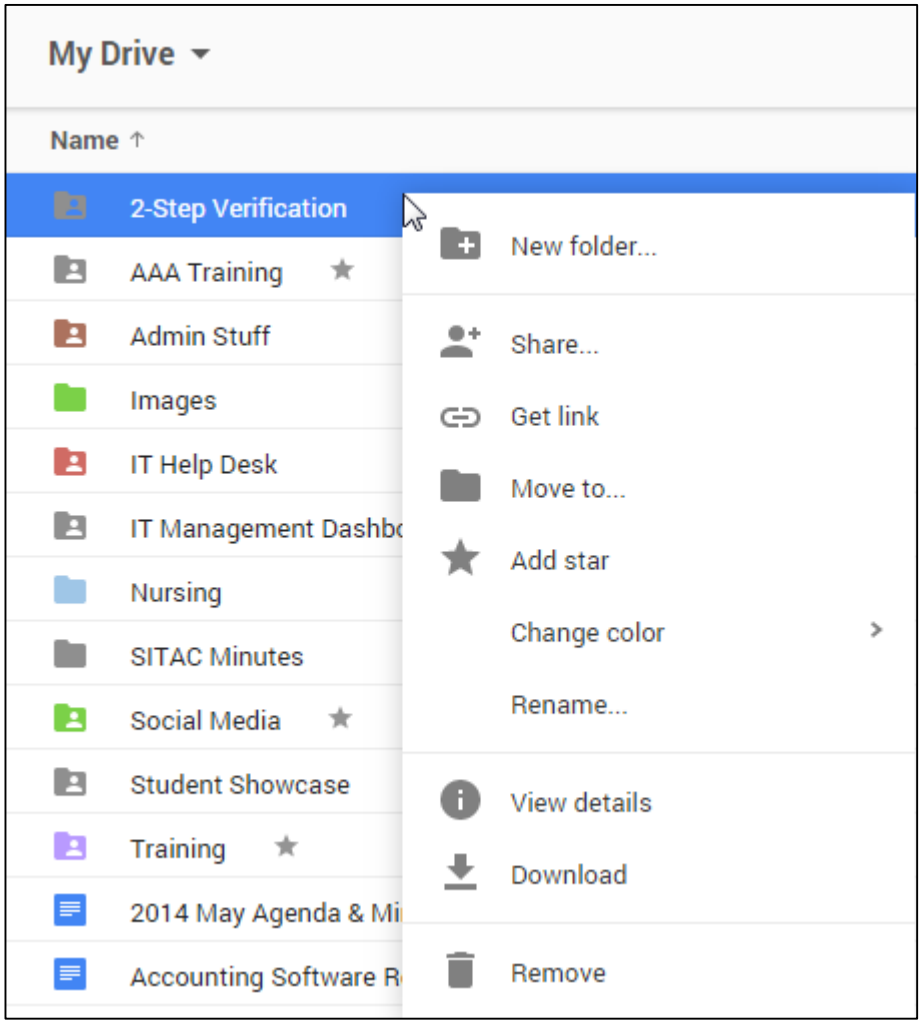
- When using any Google application there is always going to be more than one way to do things, you can also create a folder by clicking “My Drive” under the search bar and select “New Folder”





Organizing Drive: Creating a Folder in a Folder

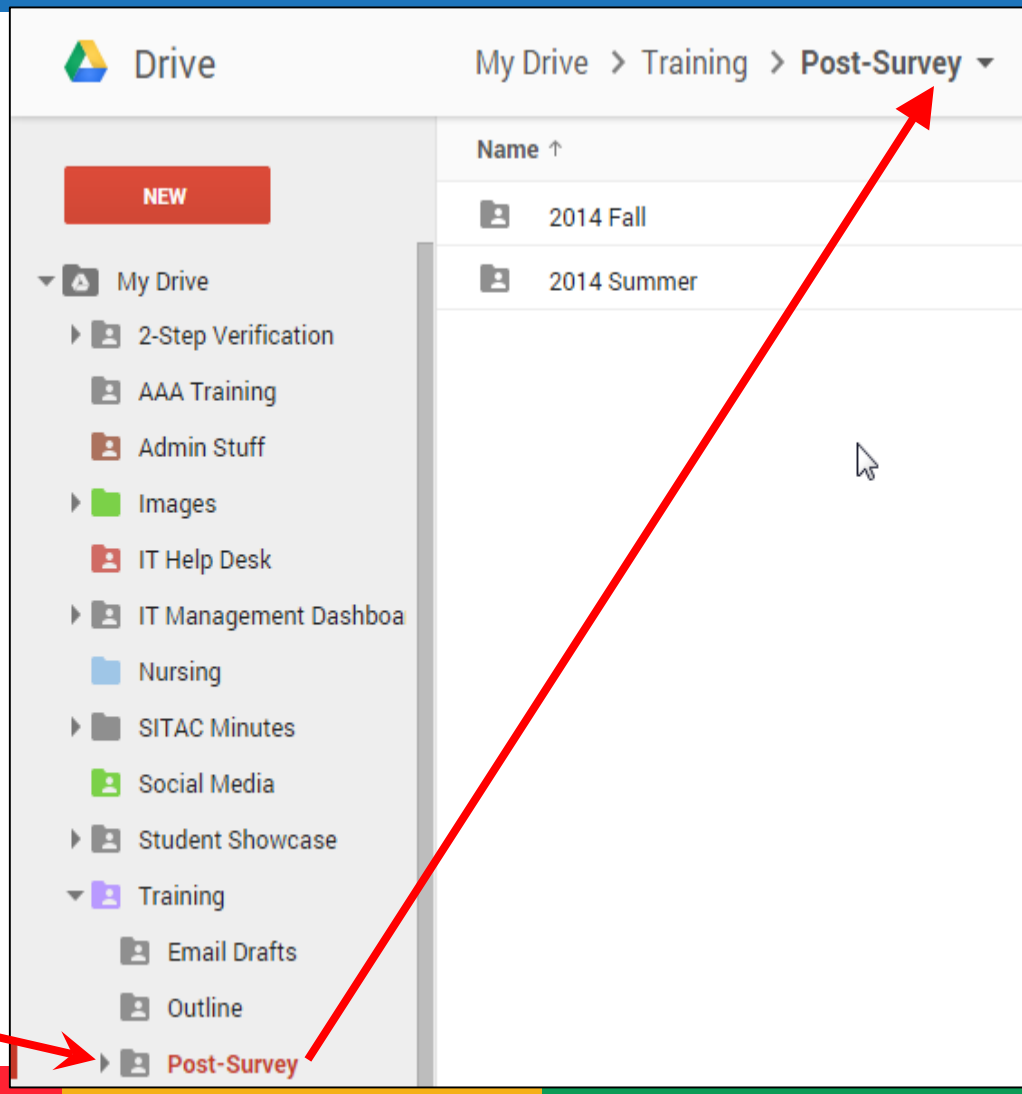
- The next way you can create a folder is by right clicking on an already created folder, in this example it's called "2-Step Verification"
- Click the option "New Folder"
- Name the folder, and now you have created a folder inside the folder called "2-Step Verification"



Organizing Drive:
Creating a Folder in a Folder

- The next way you can create a folder is by opening the location where you want the new folder (or file) to be created
- In this example I am in My Drive, in the Folder “Training” and in another Folder called “Post-Survey”
- I have two folders already created called “2014 Fall” and “2014 Summer”
- If I want to create a folder all I have to do is click on “New” and “Folder” then the folder will be created in this specific location.

Note: There are 2 ways to see where you are in Drive



Organization: Moving Files/Folders

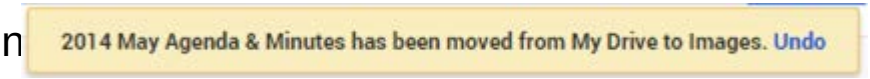
- You can move files or folders by simply dragging them to the desired location (as shown on the next slide)

OR

- Right click on the file or folder
- Click the "Move to" option
- Choose the location you would like to move the file/folder to (double click to open folders)
- Click “Move” when finished, and your file or folder will be moved
- You may get a message warning you that “Moving this file will share it with everyone who can see the folder _____”
- Select “OK”

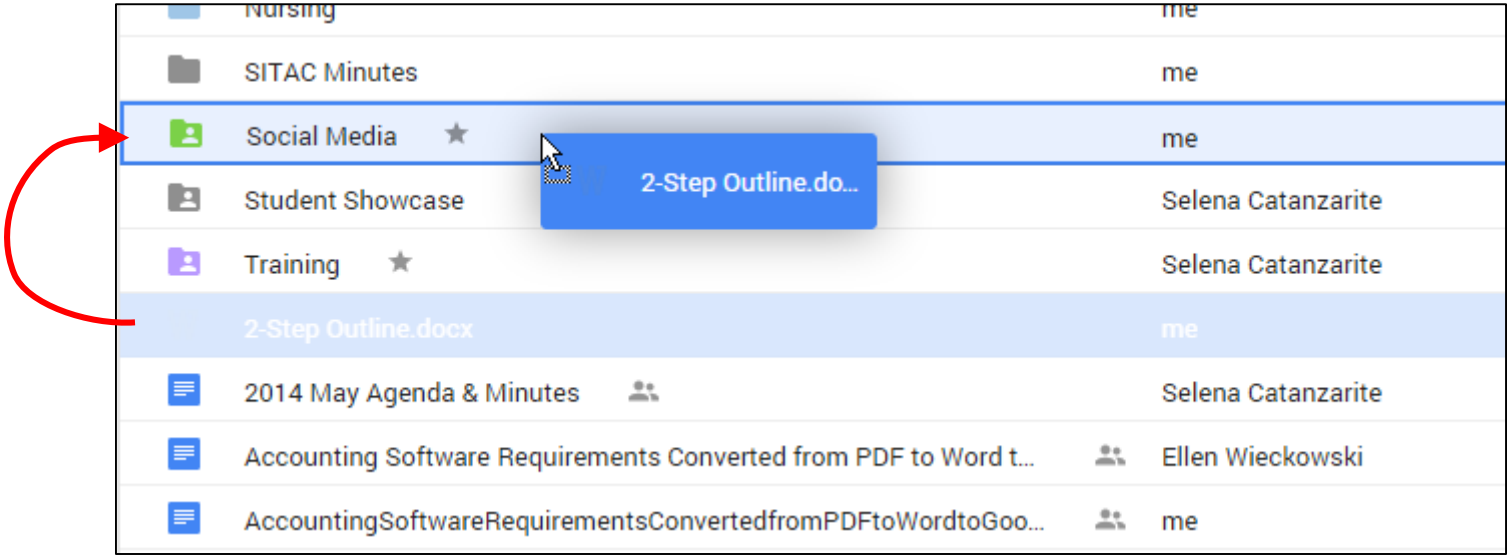
- If you have accidentally moved something and want to undo this change look at the top middle of your screen, this message will appear:

- Click the blue “Un



Selecting Multiple Files/Folders

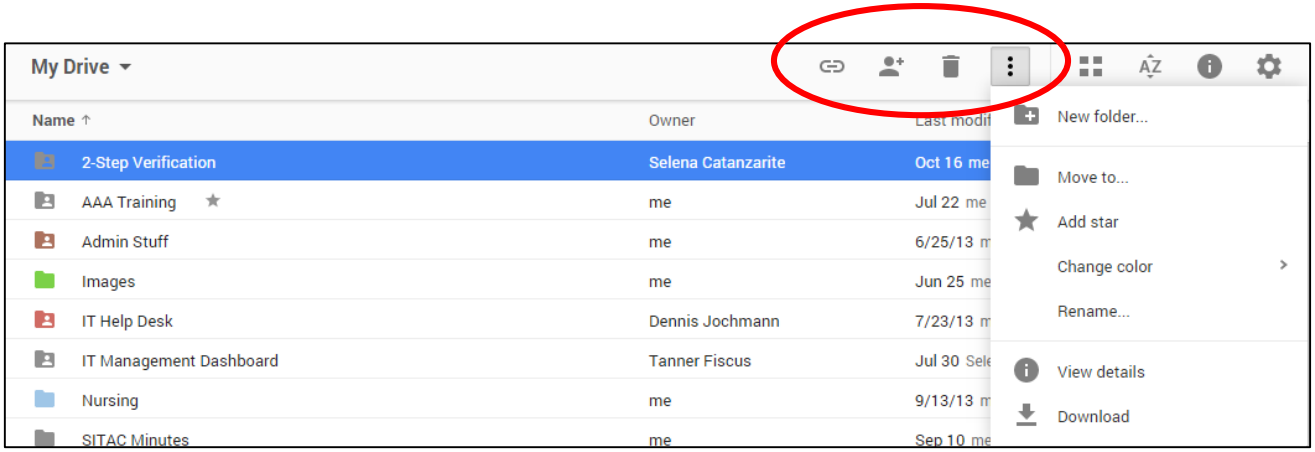
- Below is an example of how to click and drag a single file:



Selecting One File/Folder

- When you select a file/folder, you have different options
  - Get the link
  - Change share settings
  - Move to trash
  - Other
    - New Folder
    - Move to
    - Add a star
    - Change color
    - Rename
    - View details
    - Download

- To view these options a file/folder must be selected
- To select a single document click once, or to open double click



Selecting Multiple Files/Folders

This feature has been changed to be more similar to Microsoft products

- To select multiple files/folders:
  - Hold down the Ctrl key
  - Click on what you want to select
  - This will select multiple files/folders **in any random order**

OR

- To select an entire row of files (one listed right after the other):
  - Select the first file by clicking
  - Hold down the Shift key
  - This will select multiple files/folders **in an order from first to last**

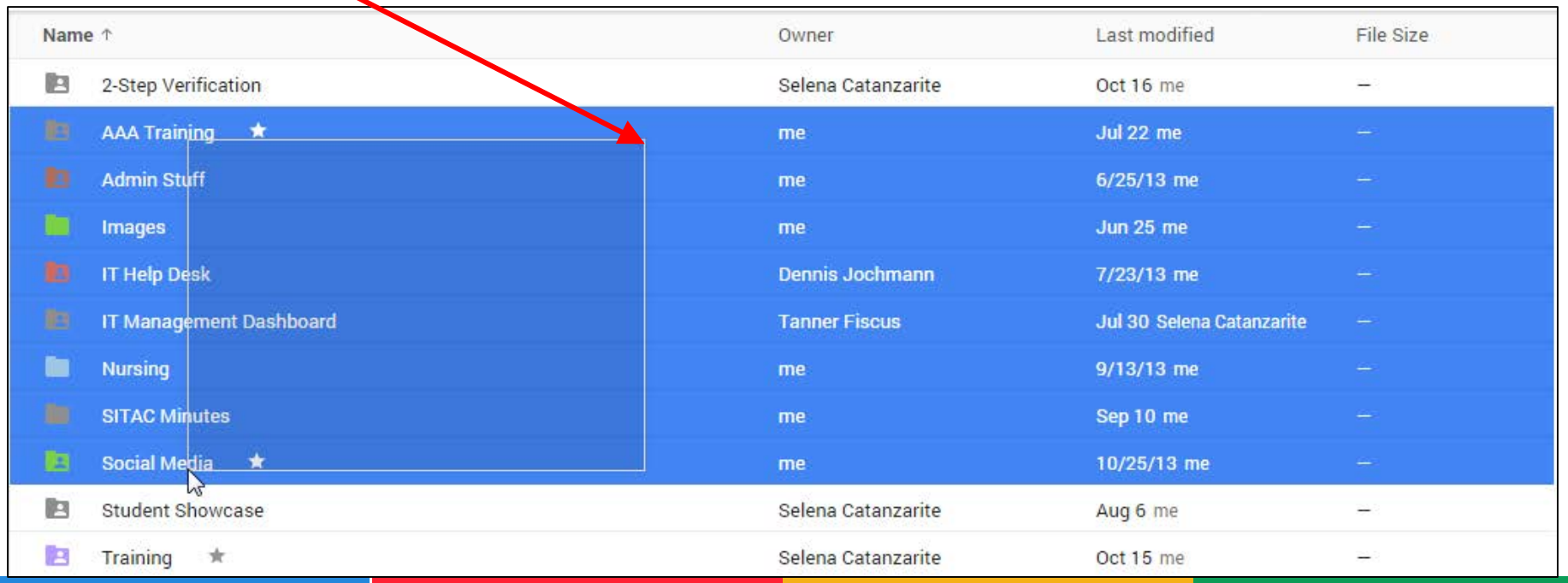
OR

- You can click and drag to highlight multiple files/folders
- BUT make sure you click in the white area and not on a file/folder name because then you might accidentally just drag one file
- Example on next slide

Selecting Multiple Files/Folders

- Here is an example of how clicking and dragging would work, if you have ever selected icons on your desktop, it's the same concept

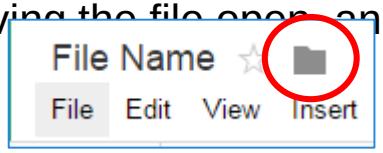
Click and hold down starting here, then drag to select the desired files/folders



Moving Files/Folders

- You can:
  a. Click and drag files to move them

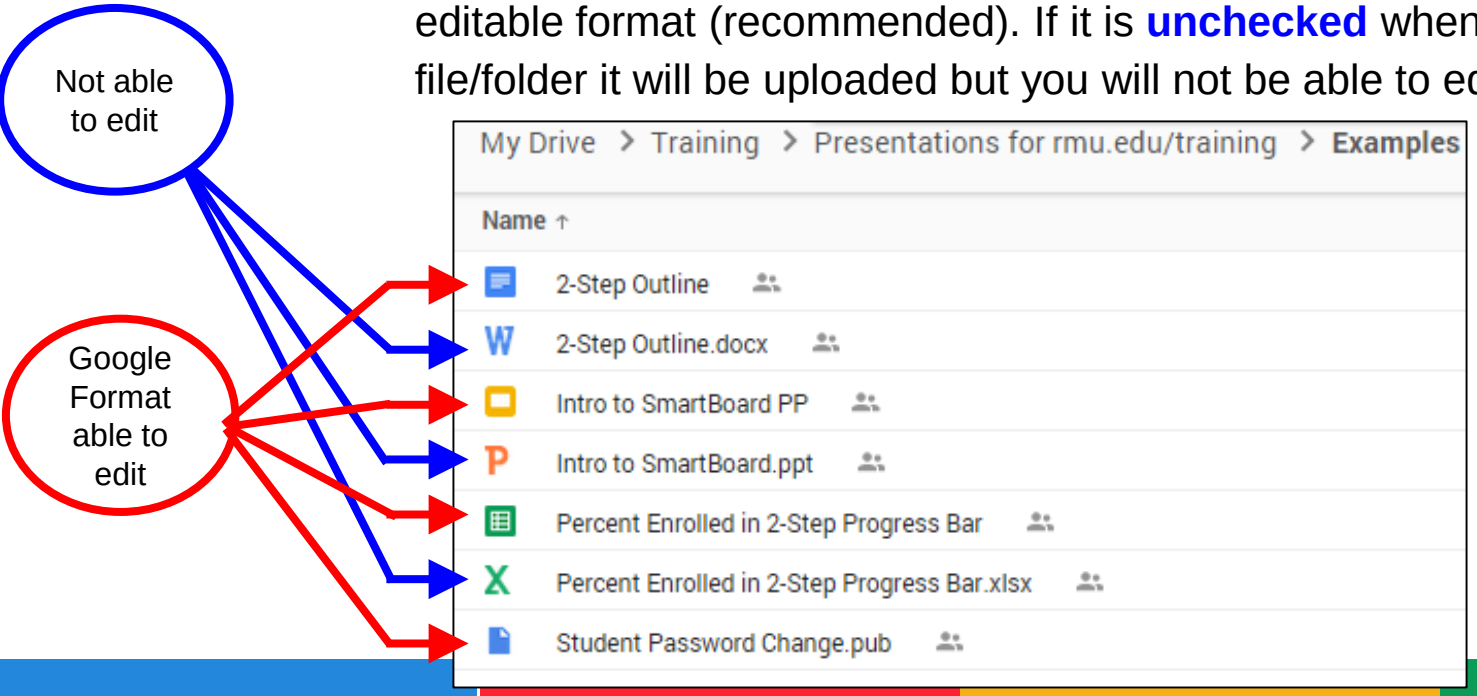
  a. Select one or multiple files/folders then click at the top right and “Move to...”
     - From here you can expand or collapse files by double clicking and select the location where you would like to move your selected file/document
     - You can also create a new folder from this menu

  a. The last way to move a file is by having the file open and at the top left beside the name of the file click the folder icon. 

     - From here you will have the same capabilities as described above, select the location where you would like to move the file/document and select move.

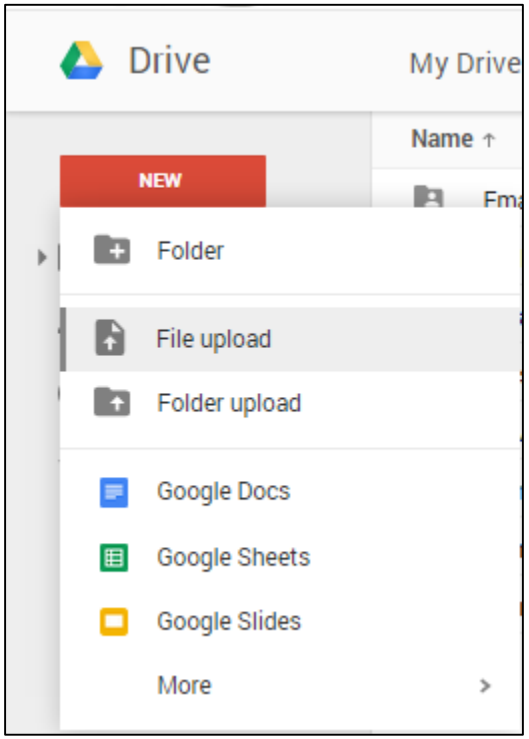
Upload Settings

- Uploaded files/folders can either be converted to Google's format or kept in their original. It is common for formatting issues to occur when converting files with complex formulas/graphics.
- There are 2 ways to upload using Google Drive:
  - Click the cog/gear icon in the top right, click “Settings”, and check the box that says “Convert uploaded files to Google Docs editor format”
    - If the box is **checked** you file/folder will be uploaded as a Google Docs editable format (recommended). If it is **unchecked** when you upload a file/folder it will be uploaded but you will not be able to edit the file.



Uploading a File/Folder

- You can upload documents from your computer onto Google Drive
  - Click the red “New”
  - “Upload file” or “Upload folder”
  - Search your computer for the file/folder you wish to upload

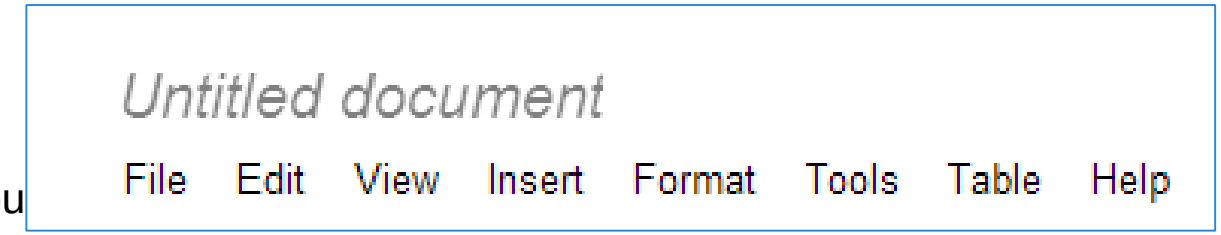


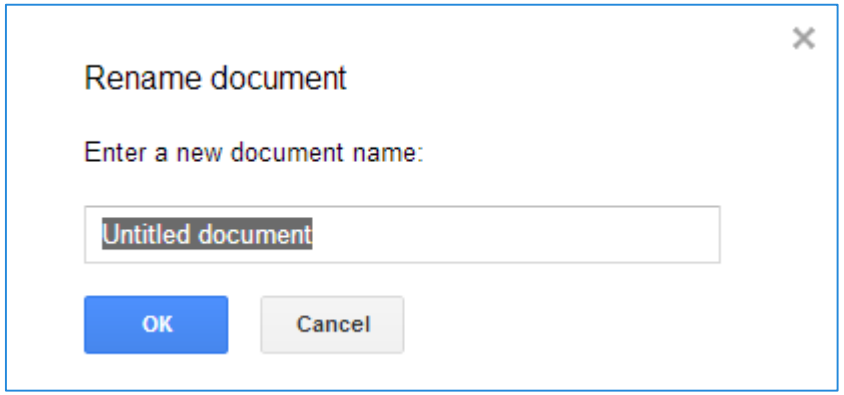
Creating a Document (or Folder)

- Click on the red "New" button to choose a type of file to create (or folder):
  - A "Google Doc" is comparable to Microsoft Word
  - "Google Slides" is comparable to Microsoft PowerPoint
  - "Google Sheet" is similar to Microsoft Excel
  - "Google Forms" allows you to create forms for data entry (surveys)

Naming a Document

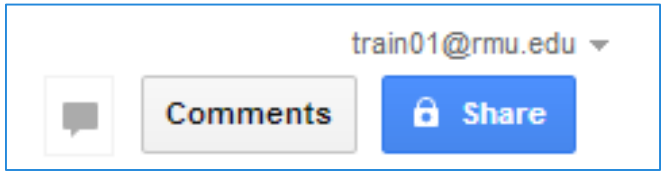
- To name an already created document, click on the italicized "Untitled document" on the top-left of the screen
- You





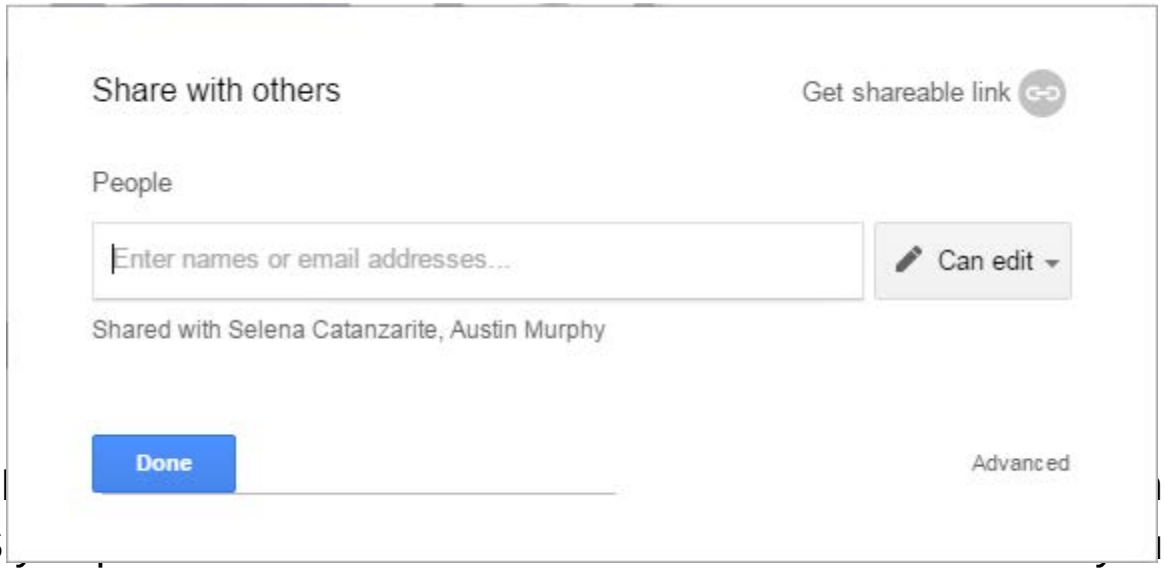
Sharing a Document

- To access sharing settings for a document, click on the blue "Share" button on the top-right of your document



Sharing a Document: Adding One

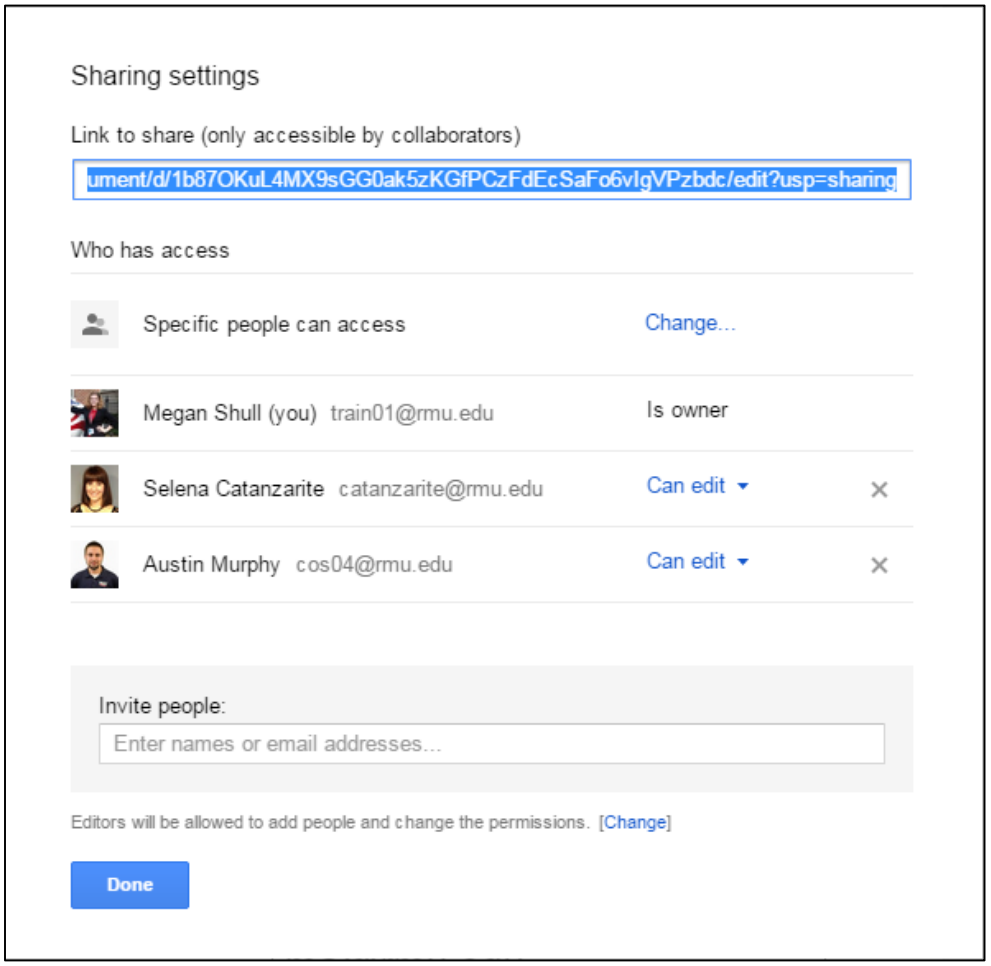
- Clicking on "Share" will bring up this window:



- By defaul anyone, UNLESS do this then the file you create will be automatically shared with the same people.

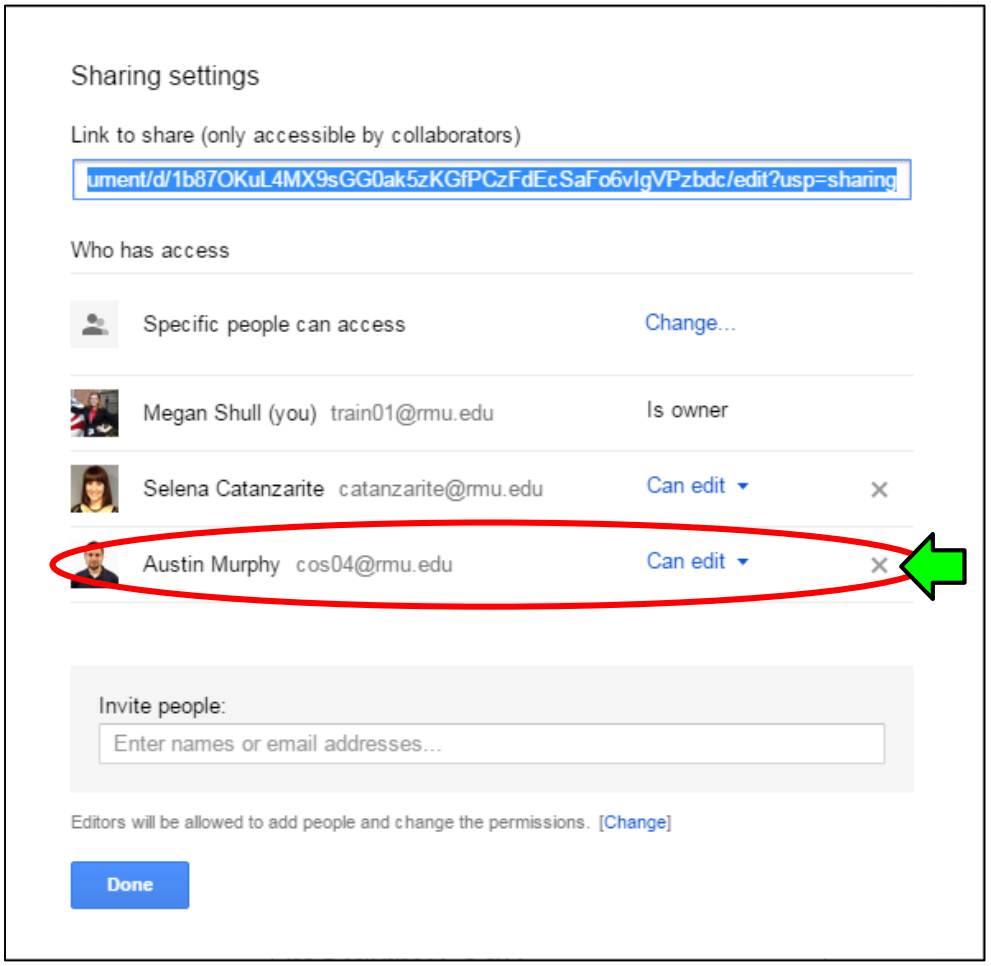
Sharing a Document: Advanced

- To view more advanced settings click the word “Advanced” at the bottom right.
- You will see the screen to the right:
- What can you do from here:
  - Add people
  - Change someones rights
  - Revoke file rights
  - Get a link to share the file
  - Change the rights of editors



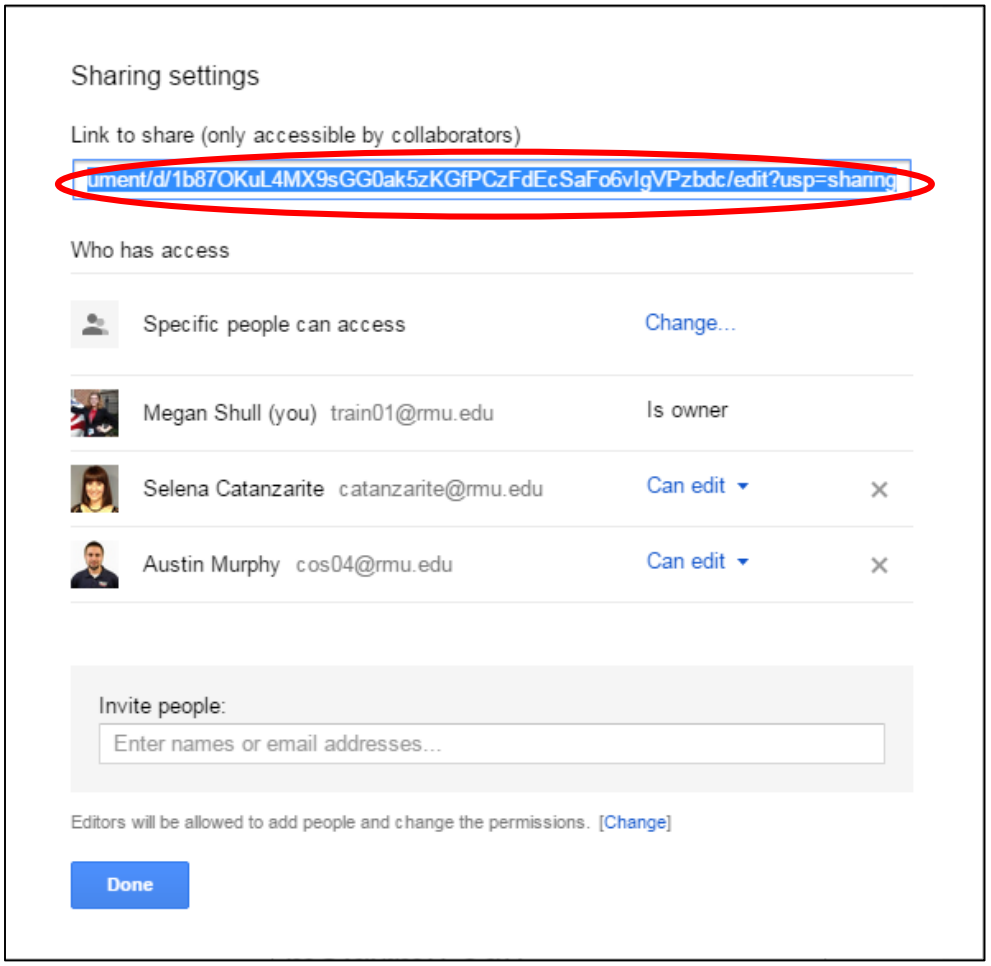
Revoking Access from a File/Folder

- In this example, if I wanted to revoke access from Austin Murphy all I need to do is click the grey X to the right of his rights.
- you can choose to “Save” or “Cancel” if you have made a mistake.



Sharing a File via a Link

- If you want to share a file with someone you can simply send them the link as shown to the right.
- However, if you do this the person needs to have permission to view, edit, or comment so still be sure to add them here, in the share settings.



Sharing a Form via a Link

- A form is basically Google's version of a survey, and when individuals complete this form their answers will be recorded in a Google Sheets file.
  - Example:

- If you want to **share a form** with someone you can simply send them the link, this is different than **sharing a file**.
- When you create a form at the top you will have these settings, which allows the form to be seen by anyone from RMU as long as they are logged in to their Google Account.

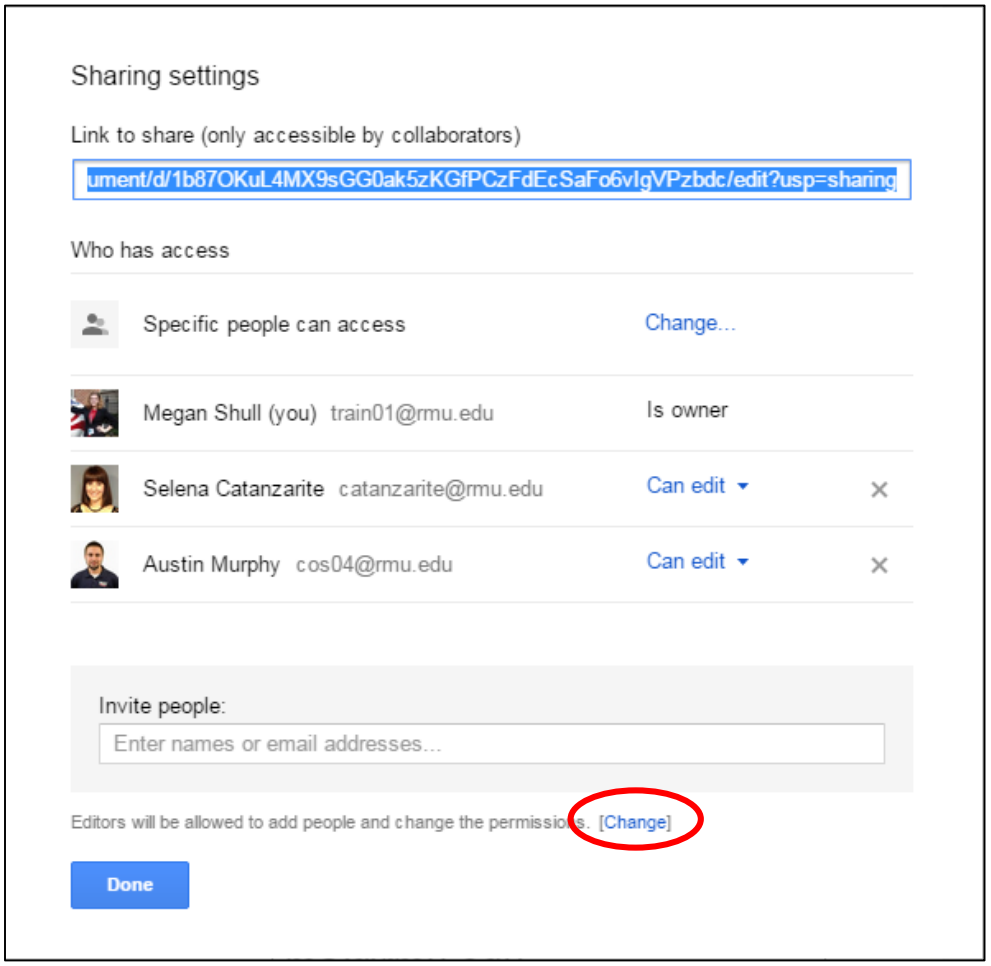
Sharing a Form via a Link

- A form is basically Google's version of a survey, and when individuals complete this form their answers will be recorded in a Google Sheets file.
  - Example:

- If you want to **share a form** with someone you can simply send them the link, this is different than **sharing a file**.
- When you create a form at the top you will have these settings, which allows the form to be seen by anyone from RMU as long as they are logged in to their Google Account.

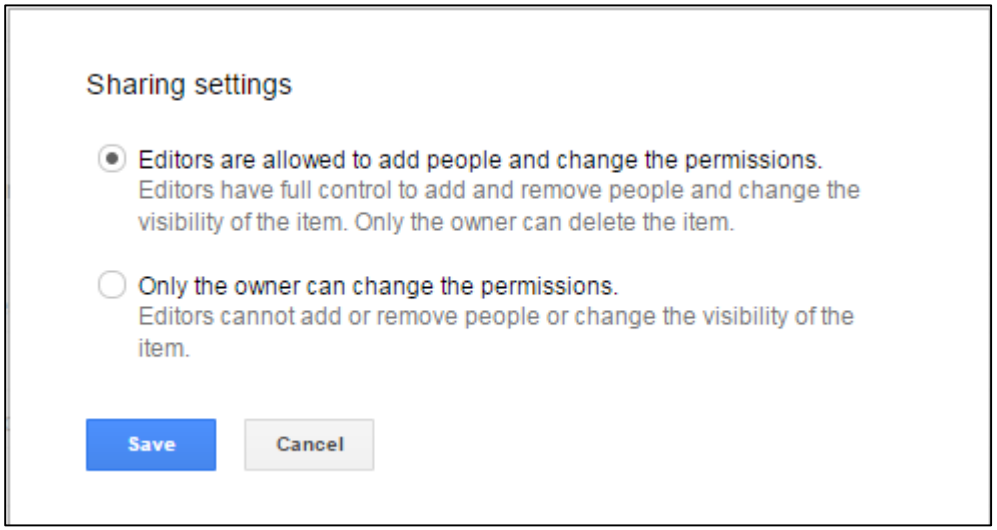
Changing Editors Rights

- If you want to give multiple individuals the right to edit the file but do not want them to have any other rights such as the ability to:
  - Add collaborators
  - Revoke access
  - Change others visibility
- Click “[Change]” at the bottom
- View next slide...



Changing Editors Rights

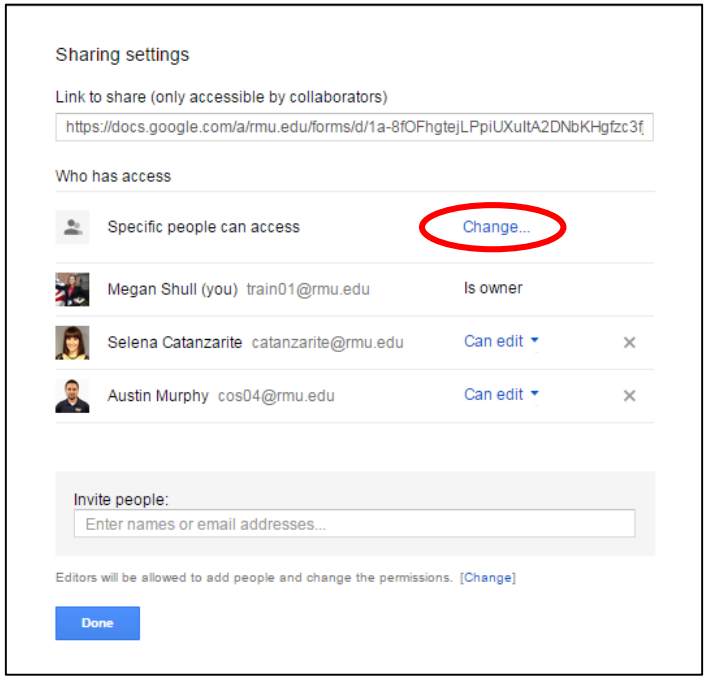
- You will see this screen:



- Here you can choose what rights you want your editors to have, it’s basically all or nothing. When finished click “Save”

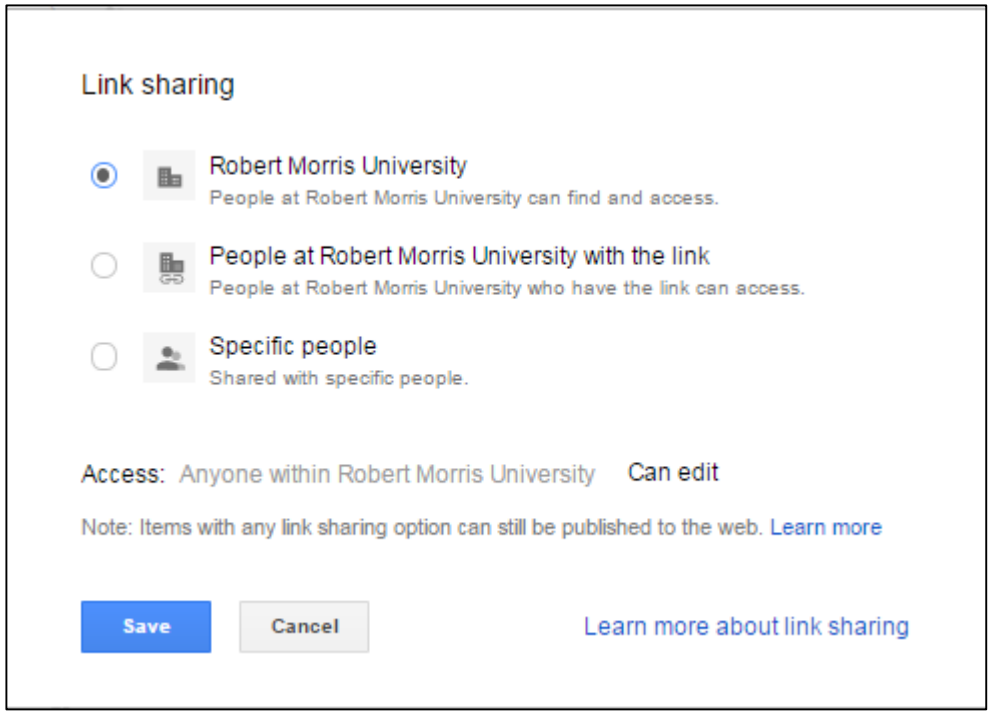
Link Share Settings

- To change your link sharing click “Change” when in the share settings:



Link Share Settings

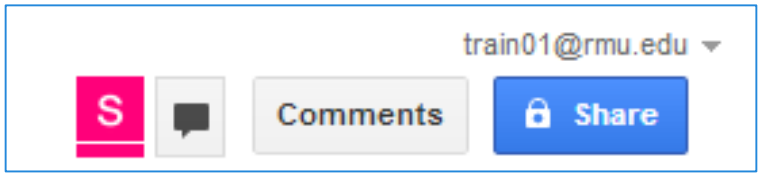
- You will see this box:



- From here you can change the settings of what will happen when you share a link with someone and who exactly can access what.

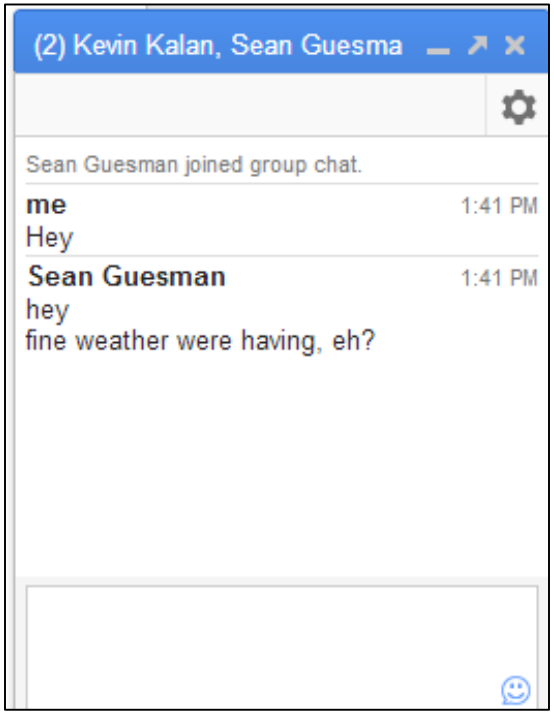
Collaboration

- One of the biggest features of Google Drive is real-time collaboration with other users
- Others in the document will be shown at the top right of the screen as colored blocks, sometimes with a letter, or sometimes with their Google profile picture displaying.
  - In this example the pink “S” is representing Selena.
- You can access group chat by clicking the speech bubble on the top right as shown below



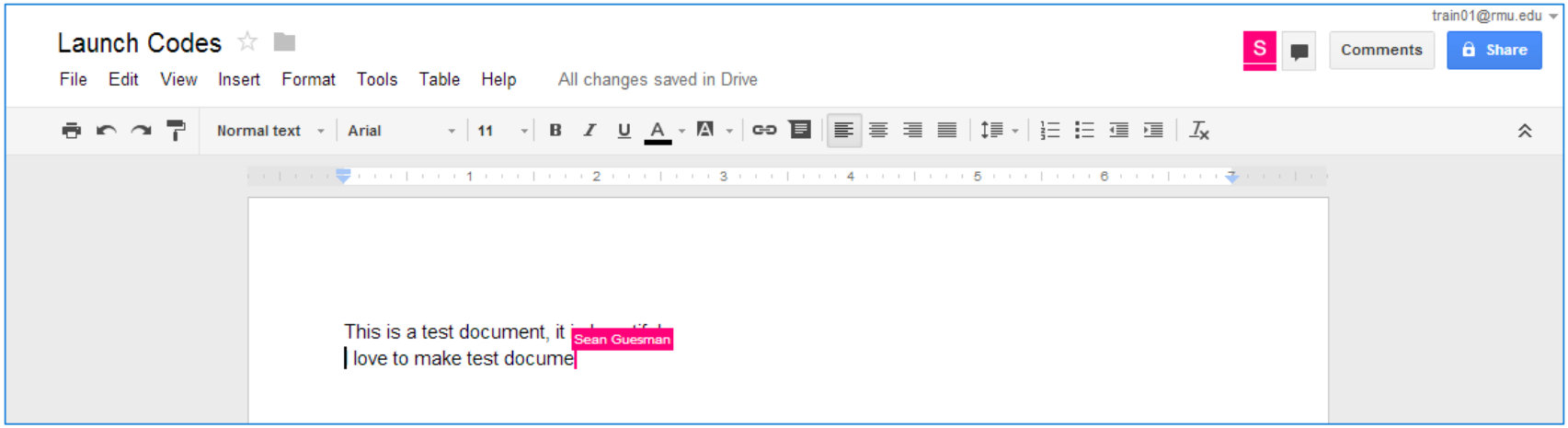
Collaboration (cont...)

- Chats between you and other collaborators will appear in a chat window on the bottom right of the screen
- The chat history in Drive does not save



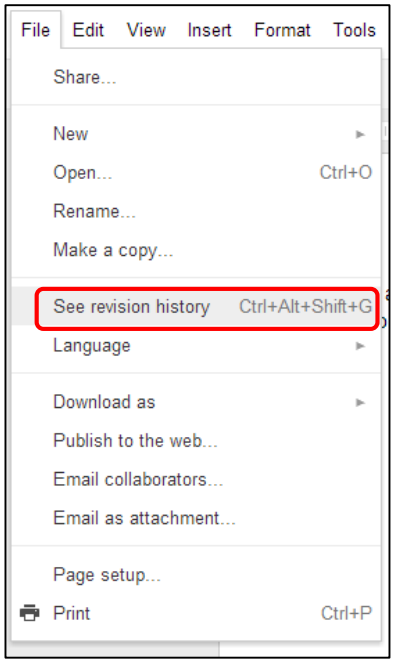
Collaboration (cont...)

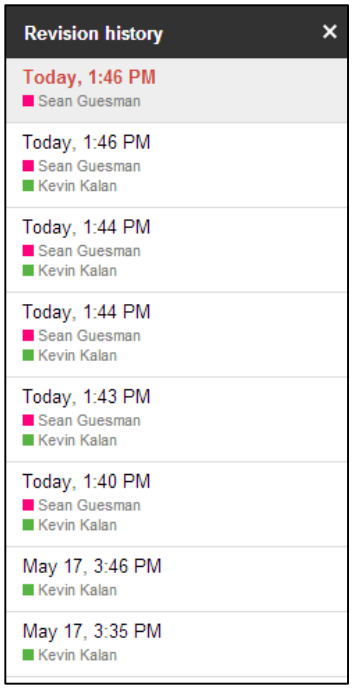
- When editing a document with others, you will be able to see what changes they are making and where their cursor is
- All changes are automatically saved



Collaboration (cont...)

- All changes made to a document can be reverted by going to "File" and then "See revision history"
- You can choose any revised edition of the document to view or revert to





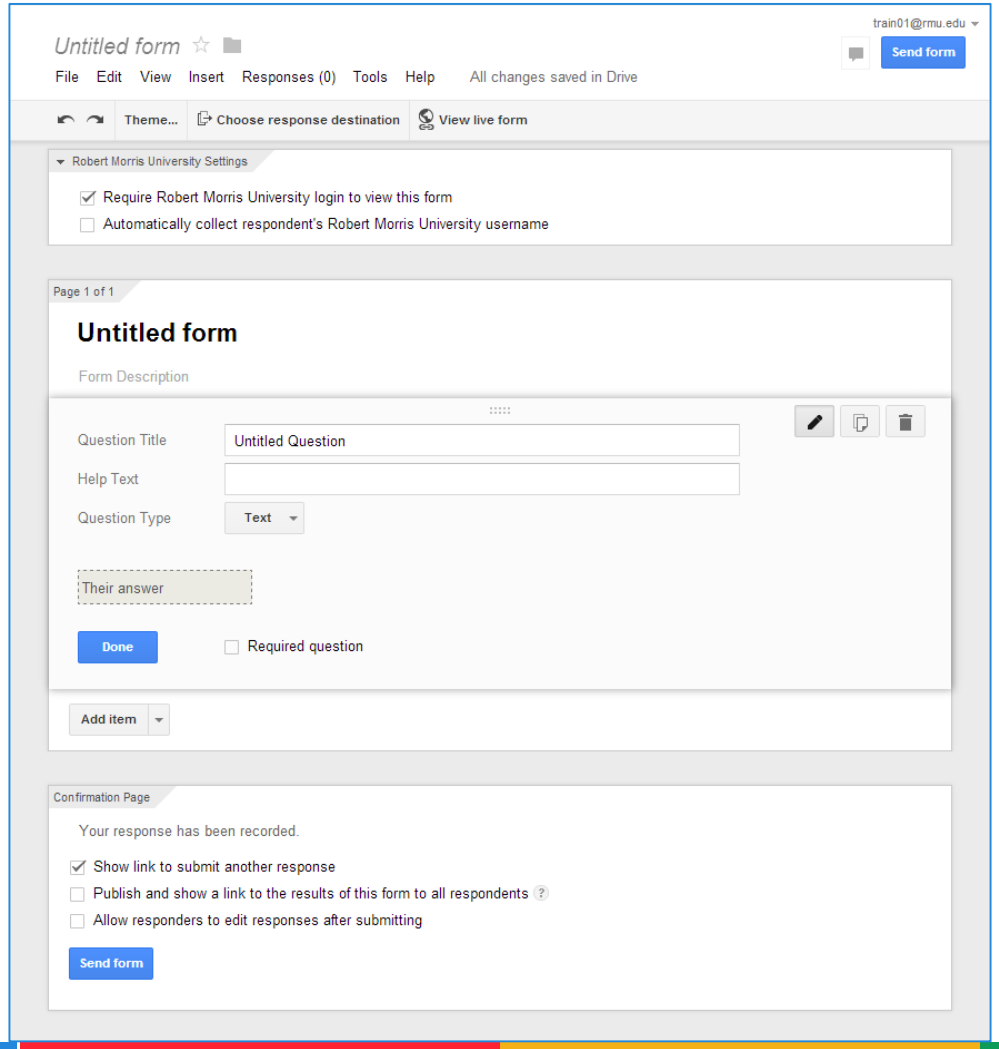
Collaboration (cont...)

- You can place comments on parts of a document
- They can be used for many things, such as marking mistakes for future fixes
- Comments will be highlighted on the document and will show on the right-side of the screen until resolved

Create a Form

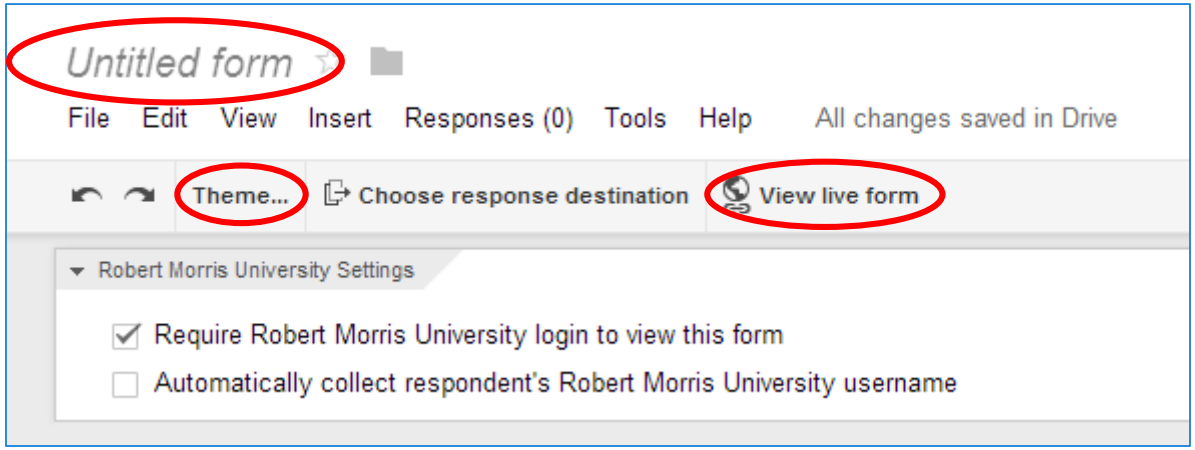
- One of the more unique and useful types of documents is the Form
- This allows you to create surveys (or any type of data entry) easily
- Results are shown on a spreadsheet and/or graphically
- To create a form:
  - Click on the red "New"
  - Then “More”
  - And "Google Forms"

Untitled Form



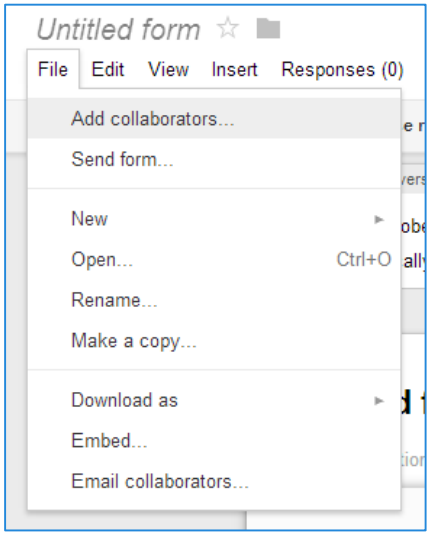
Forms (cont...)

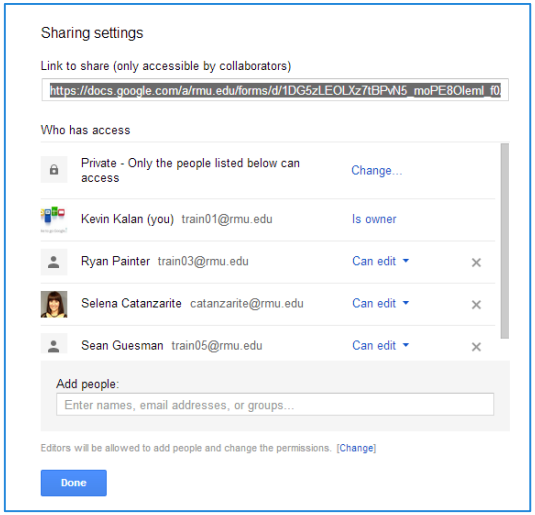
- On the top-left, you can name your document (this will be the name seen within your Drive and on the survey)
- You can choose a theme for your form by clicking on "Theme"
- You can view the live form (what it will look like to responders)



Forms (cont...)

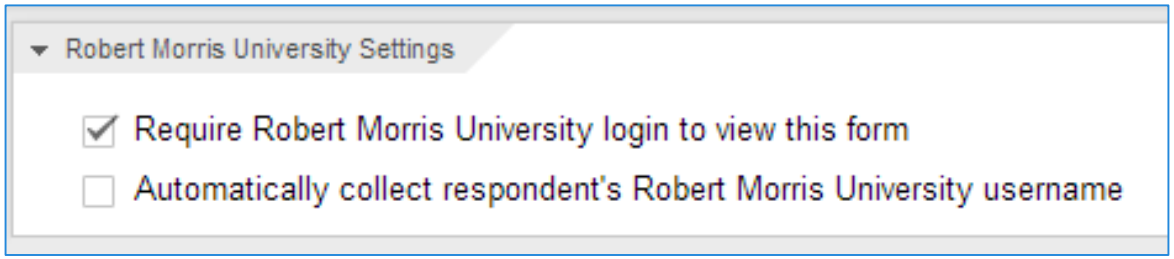
- To add collaborators, click on "File" and then "Add collaborators..."
- You will be prompted to add people (like sharing on other types of documents)





Forms (cont...)

- You can require users to be logged in to respond
- You can automatically collect respondents' usernames

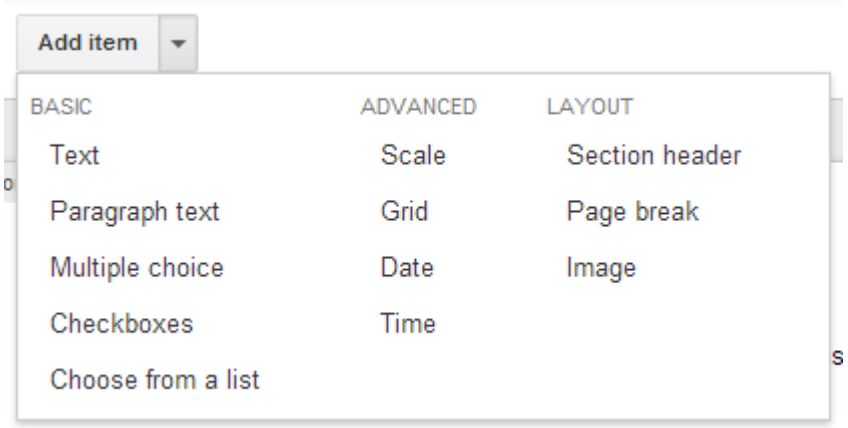


Forms (cont...)

- If you named your document already, the Form title will be the same
- You can change the Form title here (the document name will stay the same)
- You can add a description of the form here

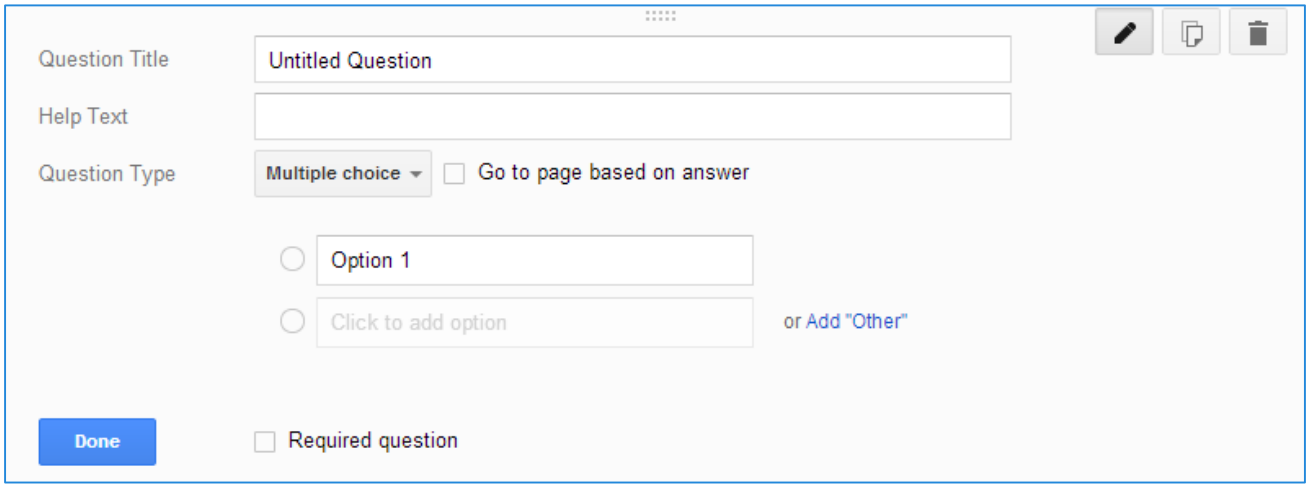
Questions

- There are 5 basic and 4 advanced types of questions
- At the bottom of your questions, there will be an option to add another item
- If you click on the arrow to the right of "Add item," you can select what type of question you would like next



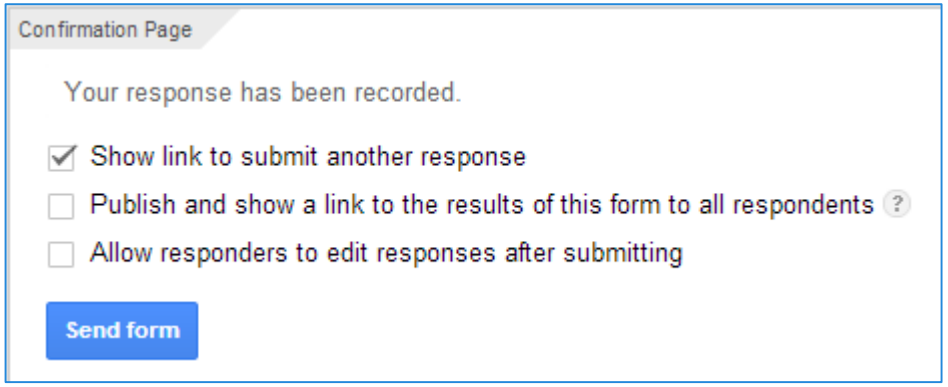
Questions

- Input your question under "Question Title"
- Add any relevant help under "Help Text"
- You can also choose what kind of question this will be by clicking on the box next to "Question Type"



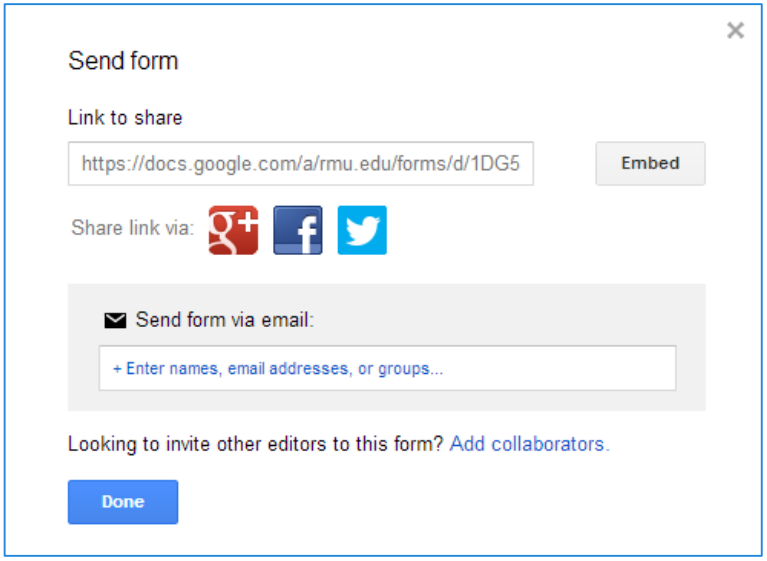
Confirmation Page

- The confirmation page is what your respondents will see after submitting their answers
- You can edit the message by clicking where it says "Your response has been recorded" and edit the text
- You can publish the results and allow responders to see them
- You can allow responders to edit responses after submitting



Sending this Form

- Click on the blue "Send form" button found at the top-right of the screen
- You can send people the link by copying and pasting
- You can share directly via: Google+, Facebook, and/or Twitter
- You can send the form in an email



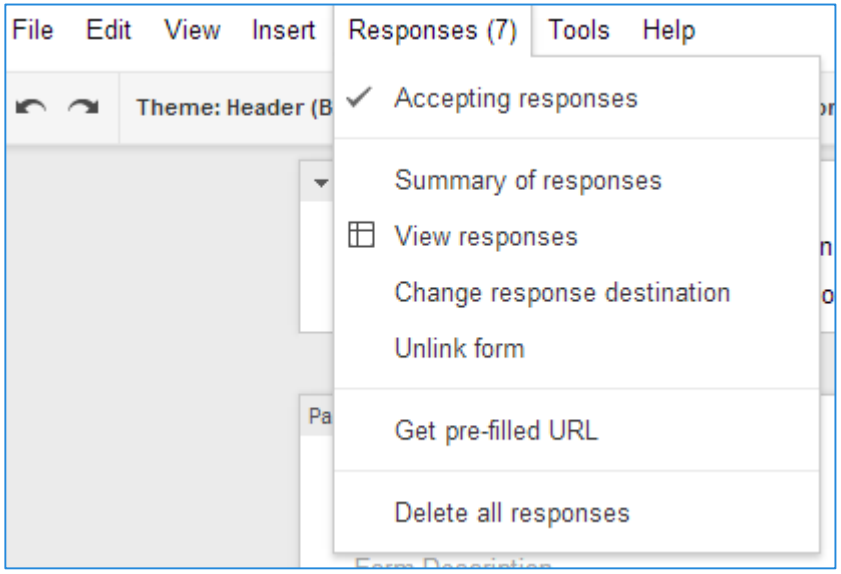
Viewing Responses

You have 2 ways to view responses when people fill out your form:

- Click on "Responses" near the top to view responses, then “Summary of responses” will show a graphic representation of all results

OR

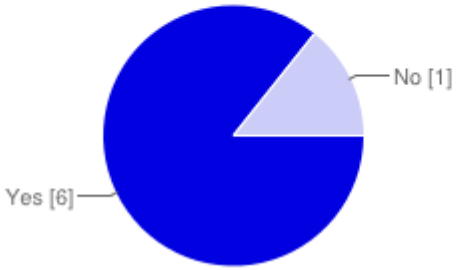
- “View responses” will open the linked spreadsheet where you can view the responses one by one, and filter your results



Summary of Responses Example

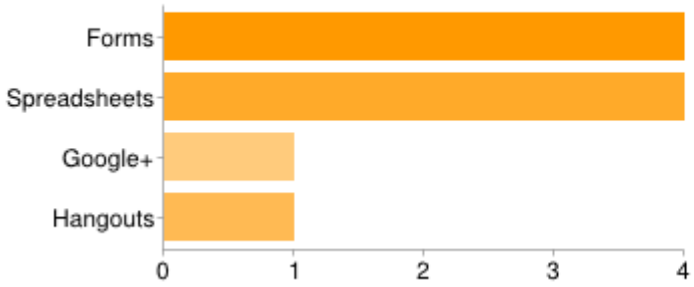
Summary

Google Drive



Yes	6	86%
No	1	14%

About what topics would you like to learn?



Forms	4	40%
Spreadsheets	4	40%
Google+	1	10%
Hangouts	1	10%