

USING TECHNOLOGY (CHROMEBOOKS) TO ORGANIZE AND MAINTAIN INFORMATION

Videos

Google Drive Basics: A Tour of Your Drive

Cult of Pedagogy

YouTube - Sep 25, 2015

Google Drive Basics: Working with Others

Cult of Pedagogy

YouTube - Sep 25, 2015

Google Drive Basics: Managing Files and Folders

Cult of Pedagogy

YouTube - Sep 25, 2015

Steps: **Explore, Create and Share**

1. Go to www.google.com
2. Click sign in
3. Type in district email and end with (.net) not .us
4. Type in password (your district email password)
5. Click on Google apps on the upper right hand corner of the page
6. Click on Google Drive (explore)
7. Click on new and scroll to Google Docs and choose blank document. Type in a sentence. Click on untitled document and name it **Google Doc One**
Note: Anything done in google drive is automatically saved
Once titled, you may share this Google Doc with others and give permissions to only view and or edit by clicking Share and adding an email. 😊
8. Now, click on My Drive. You should see your document on the page.
9. Click on New and scroll to More and click on Google Forms
10. Click on Untitled Form and type **All About Me**. Type in **What is your full name?**
11. Click on Multiple choice and then click on Short Answer
12. Click on Star to identify this special document.
13. Now, click on My Drive. You should see your document on the page.

Steps: **Managing Files and Folders**

1. Click on New folder and title it **Google Docs**, click Create
2. Click and drag your document into the folder.
3. Click on New folder and title it **Google Forms**, click Create
4. Remember that you starred this document for easy access. Find document and drag it into your folder
5. You are now able to manage files and folders. Great Job!