

MONROE PUBLIC SCHOOLS



Google Drive

Quick Start User Guide

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What is Google Drive on the web?

You can store and access your files from anywhere with the Google Drive on the web. There are two versions of Google Drive on the web – a new version and a classic version. You can choose between the classic look and the new look by clicking on the settings icon and choose “Experience the new Drive.” Here’s how to get started with the new look of Google Drive on the web:

How to Log On to Google Drive on the web

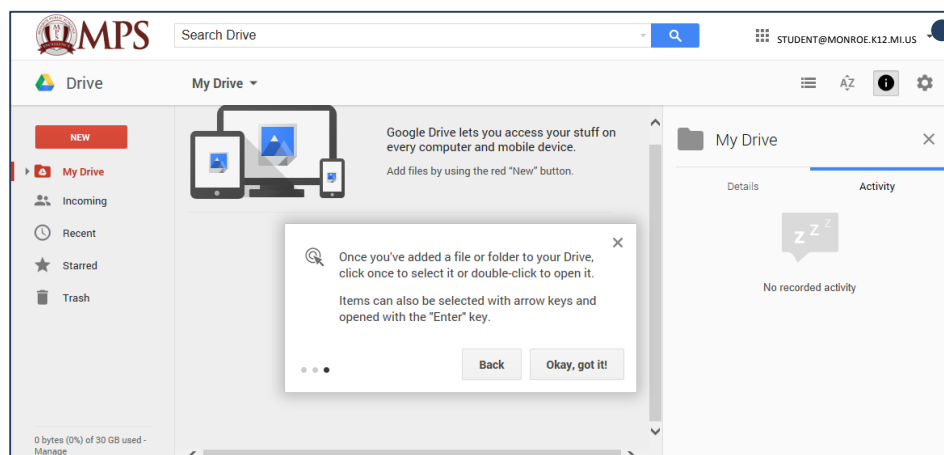
You can log on to Google Drive on the web from any Computer located in the district, simply double click this shortcut on your desktop.



You can also enter this link <https://accounts.google.com> into the web address bar. Either way, you must enter your **full MPS email address and password** to sign into Google Drive.

Google Drive sign in screen

Home Screen



If your screen does not look like the one to the left, you can get the new look of Google Drive by clicking the **Settings** menu and choose **Experience the new Drive**.

On the Left-hand Side Navigation you will find

New: Easily create, add, or upload files or folders by clicking on the **New** button.

My Drive: Everything in your Google Drive on the web that you've created in the Google Docs editors, files that you have uploaded, or folders you created.


Incoming (Classic version called "Shared with me"): All of the files and folders that have been shared with you. You can move them to "My Drive". You won't see files shared to a mailing list or files set to "Anyone with the link" or "Public" unless the file has been shared directly to your email address.


Starred: Items that you've marked with a star that you feel are important.


Recent: All of your private and shared files that you've opened in reverse chronological order.


Trash: Everything that you've placed in the Trash. You can only trash items that you own.


On the Right-hand Side Navigation you will find

Google Bar: Located at the very top, link to your Google+ profile and the  Apps pop-up menu. This menu contains links to the Google Apps enabled for the school district.

View Mode Icon: Click  List and Grid mode to see a list or thumbnail of your files and folders.

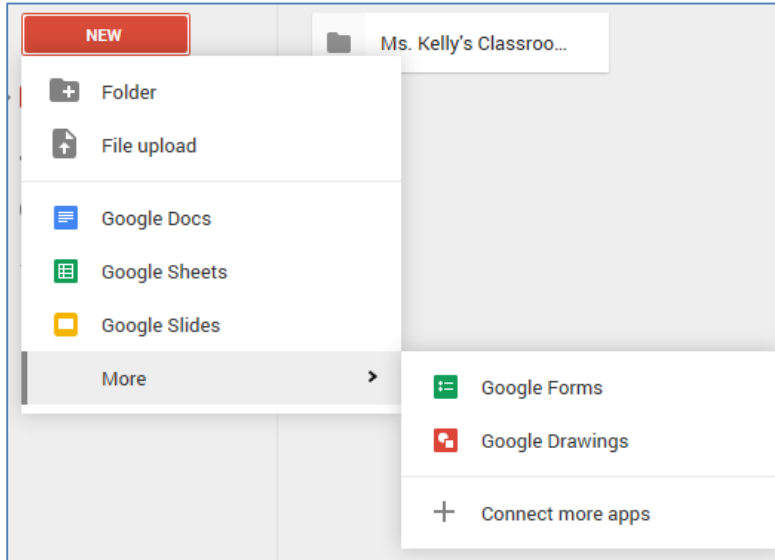
Sort Icon: Click  to sort your files in a number of different ways to easily find and keep track of them.

Hide/View Details Icon: Click  to show or hide the right-hand side navigation pane.

Settings Icon: Selecting the settings  icon allows you to adjust your Google Drive and other Google Portal settings.

New

Easily create files and folders or upload files by clicking on the **New** button.



How to Create Folders

1. Select **My Drive** from the sidebar.
2. Click the **New** button.
3. Select **New Folder**.
4. Give your folder a name and then click **Create**.

How to Create Documents

1. Select **My Drive** from the sidebar.
2. Click the **New** button.
3. Click the **Docs**, **Sheets**, **Slides** or click **More** that matches the type of file you want to create. For example, open Google Sheets to create a spreadsheet.

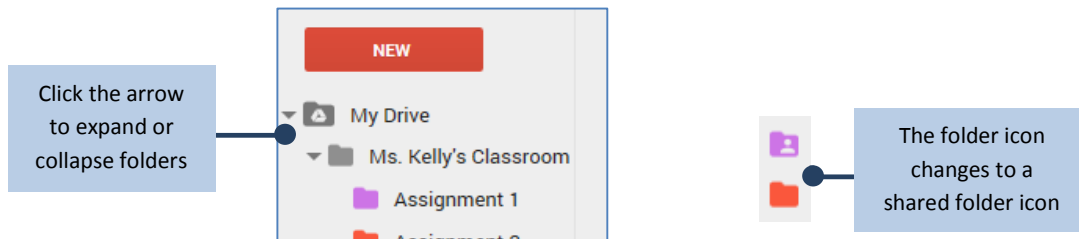
How to Upload Documents

1. Select **My Drive** from the sidebar.
2. Click the **New** button.
3. Select **File Upload**.
4. Select the file you would like to upload.

My Drive


“**My Drive**” is the section in Google Drive on the web where you rename, edit, save, or move to the trash files and folders. “**My Drive**” includes:

- Google Docs, Sheets, and Slides that you've created
- Files that you've uploaded
- Folders that you've created or uploaded
- In the new view of **Google Drive on the web**: Any shared file(s) that you've added to **My Drive** from **Incoming**.
- In the classic view of **Google Drive on the web**: Any shared files(s) that you've added to **My Drive** from **Shared with me** or **All items**.



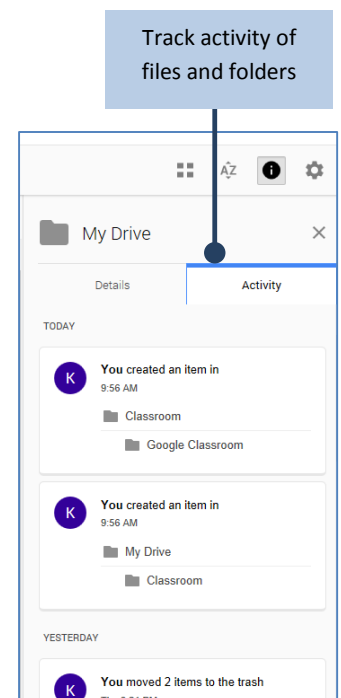
Track Activity of Files and Folders in My Drive

In Google Drive on the web you can keep track the activity of specific items that have been created in or uploaded. If Details/Activity in the right-hand navigation pane is not displayed:

1. Click the  **More actions** button
2. Click **View details**.

To track activity of files or folder in **My Drive**:


1. Click **My Drive** in the left-hand side navigation.
2. Then click on **Activity** in the right-hand navigation pane to view changes made to files and folders.

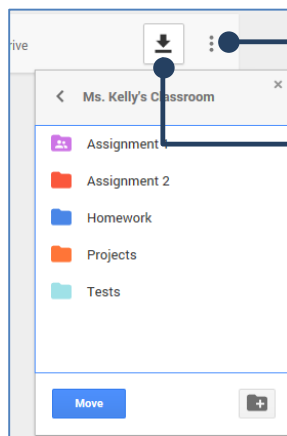
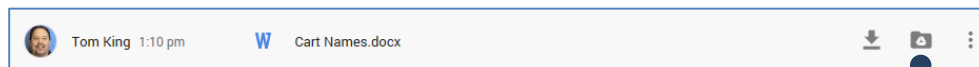


Incoming

Add Files to “My Drive”

Here’s how to add something to **My Drive** from **Incoming** in the Google Drive:

1. Click **Incoming** in the left-hand side navigation.
2. Hover over a file and click the  **Add to My Drive** icon.
3. From the pop-up menu, select a folder or create a folder, then click **Move**.




Click **More Actions** icon for additional options.

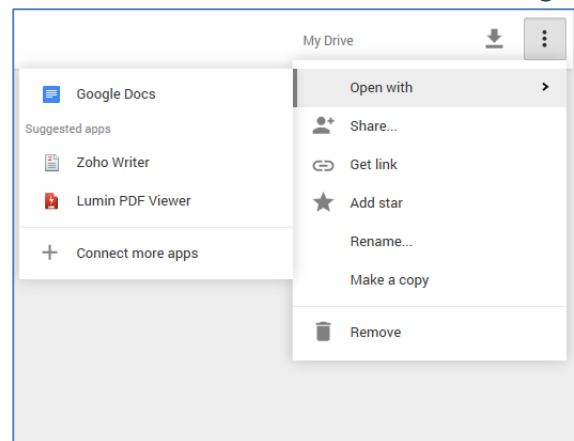
Click the **Download** icon to add file to your computer.

Click the **Add to My Drive** icon to add the file to My Drive.

Click **More Actions** icon to access more options.

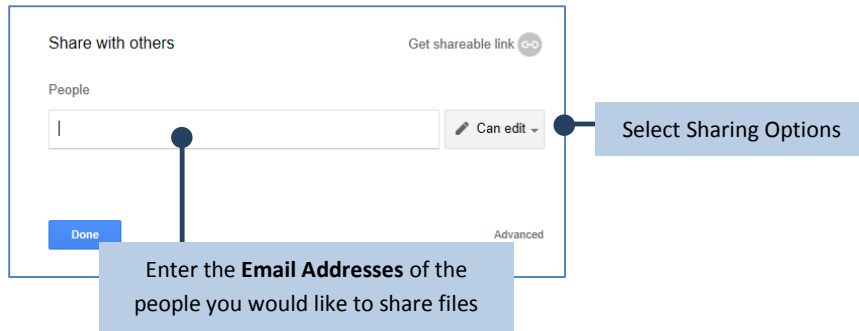
More Actions

In the new Google Drive, hover over a file in **Incoming** and click on the  **More Actions** icon to easily share, rename, copy, or remove a file.



How Do I Share Files or Folders?

When you share a folder with someone, the permissions you give to users (can edit, can comment, or can view) are also applied to all the files and folders that are contained within the folder.



Any time content is added or changed in these folders, students will *immediately receive the changes* or the *newly added content* in their Drive. **No notification is sent to users when content is added to shared folders.** You will need to make your students aware when you put new files in these folders.

How to Share Folders and Documents with your Students or other People

Sharing a folder is useful if you plan to share multiple files routinely with the same person or group of people. For example, this could include a **project** you are working on, or a **handouts folder**, or an **assignment drop-box folder**.

1. Open **Drive**, or a file or folder you want to share
2. To Open the sharing box:
 - **While you have a file open:** Click **Share** in the top-right corner.
 - **While you have a folder selected:** Click the **Share** button in the top-right.
 - **From your file list in Drive:** Select the name of a file or folder and click the **Share** button at the top. You must select the icon for the file.
3. Under **People** in the sharing box, type the email addresses of the people or group you want to share with.
4. Choose the type of access you want to give these users by clicking the dropdown arrow to the right of the text box:
 - **Can edit:** Users can edit the file or folder and share it with others (Like a Student Dropbox for turning in assignments - Editing Rights for Teacher and Student).
 - **Can comment:** Users can view and add comments to the file or folder, but cannot edit it.
 - **Can view:** Users can see the file or folder but can't edit the comment on it. (ex: Teacher ONLY Editing Rights)
5. Click **Done**.


Printing in Internet Explorer

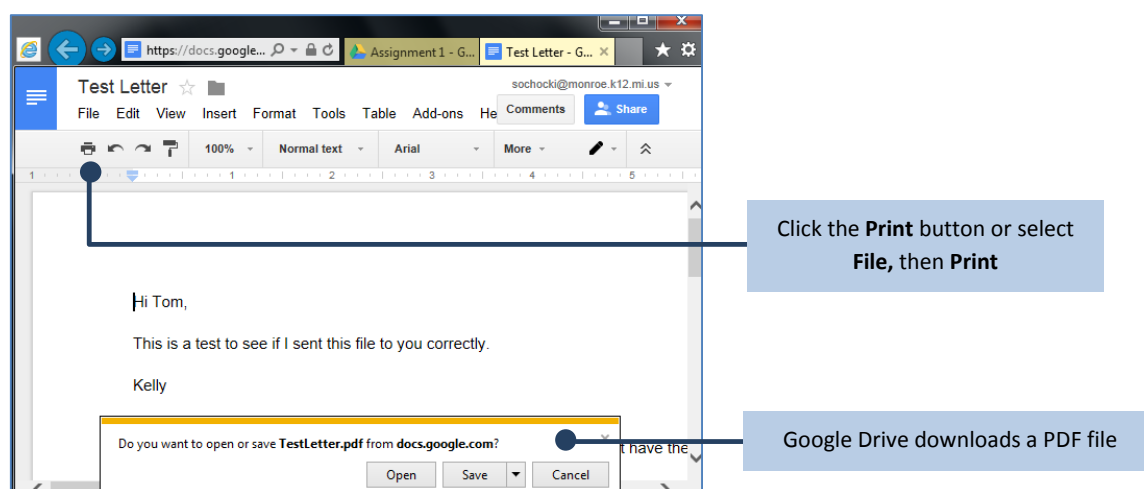
Print preview will vary depending on which type of Google doc you are viewing. Sometimes it is available as a menu option, while other times it is shown in the Print dialog box. You can also change the printer settings to modify the page layout and formatting before sending the file to the printer.

To Print a PDF in Google Drive on the web

1. Locate and select the **PDF document** you want to print.
2. Double-click the document and it will open in a new tab in your browser.
3. Click the **Print** button. The Print dialog box will open.
4. In the **Print** dialog box, select your printer and set your print options for **number of copies, page size, and orientation**.
5. Click **Print** to send the PDF file to the printer.

To Print Documents in Google Drive on the web

1. Locate and select the document you want to print in Google Drive on the web.
2. Double-click the document and it will open in Google Docs in new tab in your browser.
3. Click the **Print** button. When the download is complete, the Downloads dialog box will appear.
4. Click **Open**. The document will open as a PDF file.
5. Click **File** or the  **Print** button from the PDF file. The Print dialog box will open.



6. In the **Print** dialog box, select your printer and set your print options for **number of copies, page size, and orientation**.
7. Click **Print** to send the PDF file to the printer.

Printing in Chrome, Firefox, or Safari

If you want a hard copy of Google Docs, Sheets, or Slides, you can print them directly from Chrome. Google Drive will generate a PDF to print from when using any other browser.

Print Directly in Chrome

Print a document, spreadsheet, or presentation

1. Open the document you want to print.
2. Go to the **File** menu.
3. Click **Print**.
4. Make any necessary changes to the selected printer, number of pages and copies, margin size, and other options for the document.
5. Click **Print**.

Print in Firefox, Safari or any other Browser.

To print a document in Firefox or Safari browsers, Google Docs, Sheets, and Slides will first download a copy of your file as a PDF for you to print.

1. Open the document, spreadsheet, or presentation you want to print.
2. Go to the **File** menu.
3. Click **Print**.
4. A PDF file containing your document will automatically download. When the download completes, open the PDF file.
5. In your PDF viewer, go to the **File > Print**.
6. Choose your print settings from the menu that opens.
7. Click **Print**.

Saving Edits to your Documents

Your edits are automatically saved in Google Drive, no need to press a save button. All the files are accessible from any internet enabled device. Android and iPhone have Google Drive apps that allow you to view and edit your files straight from your smartphone or tablet.

