A 7th Grade "How To" Guide for Google Drive

What is Google Drive
They are applications that Google provides--kind of like Word or Pages but on the internet.

Documents (and Folders)
Spreadsheet
Presentation
Forms (like surveys)
Drawings

Revision Rules:
Anything you do on Google Apps can and will be monitored by the teacher and Techy Becky. This means you need to use appropriate language and be respectful of other people's work at all times. Any changes made in the applications can be seen by the teacher and we will know which student made the changes. If you abuse the school's technology, you will use access to it.

How to Create a New Document:

1. Log into your email account
2. In the top right corner of your screen, click the little box of boxes and a menu option will pop down.
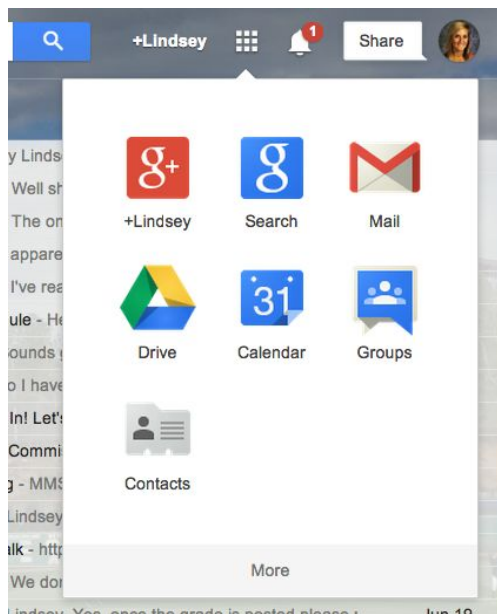
3. Click the Colorful Triangle that says "Drive" Underneath It
4. A new window will open. Now, click the CREATE button found on the left side.
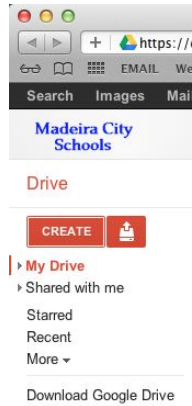
5. Drop down to the application you want to create (in this case, Document)

6. Title the Document using whatever title the teacher tells you. If the teacher doesn't tell you, you should ask. Otherwise it will be titled "Unknown Document" and be lost among your other files.

For today's activity, title your document: **"First Name Last Name Practicing Google Drive"**

In your newly titled document, write one sentence about your **something you did this summer.**

7. Share it with other members of your group by clicking the blue SHARE button in the top right corner.
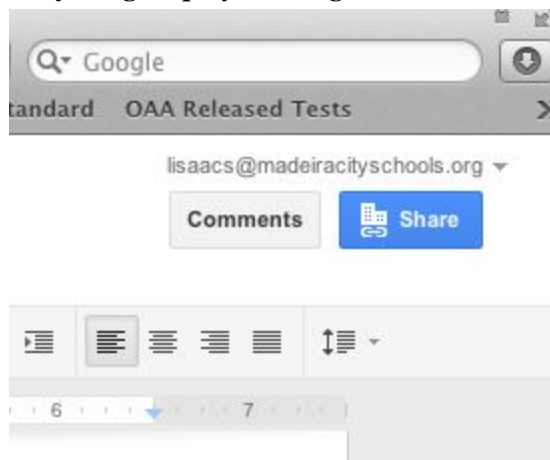
7. This screen will pop up:
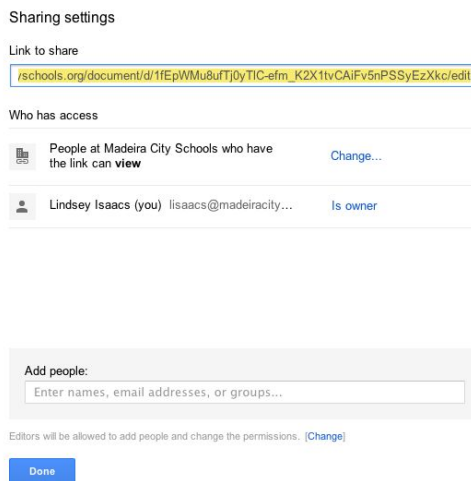
In the bottom where it says, ADD PEOPLE, you type in the first and last name of the students or teachers you

want to share it with. Their names should already be programmed in and should drop down below. Click the person's email address from the drop down menu and it will add it to the list. When you have typed all the email addresses you want to share it with, press DONE.

8. You can also edit the privacy settings and give people the ability to edit (or not edit) your document. Once you type a new document member's name in, these options will pop up:
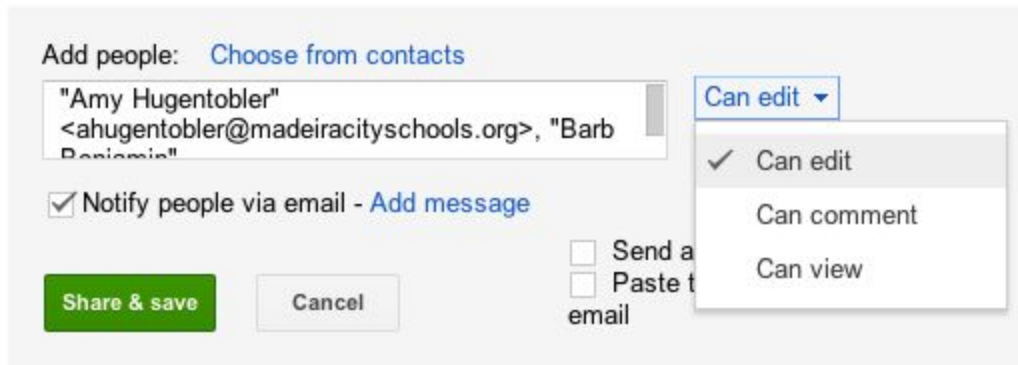
CAN EDIT: Means everyone on that last has equal editing power on the document
CAN COMMENT: Means people on that list can't change the words in the document, but they can add comments to the side.
CAN VIEW: Give those people the ability to ONLY look at the document, and not interact with it in any way.
When you are finished with this step, push SHARE AND SAVE.
For today's activity, choose the CAN COMMENT option.

9. You will notice that at the top center of every Google App it says, in gray writing, ALL CHANGES SAVED. You don't have to automatically save on Google Docs, but you want to make sure it says ALL CHANGES SAVED before exiting the screen. It updates after every change.

Now, open your partner's document. You are going to comment on what they wrote by using the COMMENT feature. Here's how:
- Highlight what they wrote
- While it is still highlighted, go up to the menu bar and push INSERT
- Scroll down to COMMENT
- Write something nice in response to their summer sentence

Once your group as all shared their Practice Documents when each other and commented on it, call me over and I will approve you to go onto the next activity.


How to MAKE A COPY of a Document in Drive

Many times teachers will have a specific way of organizing a document and they want you to copy that layout in your document. Here's how to do that:

1. Go to your Google Drive
2. To the right of the screen there is a list of categories, click the one that says, "Shared with Me."
3. Find the document your teacher as shared with you that he/she wants you to use to make a copy. *(You can*

also find this in your email because they would have shared the document with you in your email too.)
For this activity, find the document I shared with you titled: **Goals Activity MAKE A COPY**

2. Once you have it open, go to the FILE tab in the top left corner, then go down to Make a Copy.
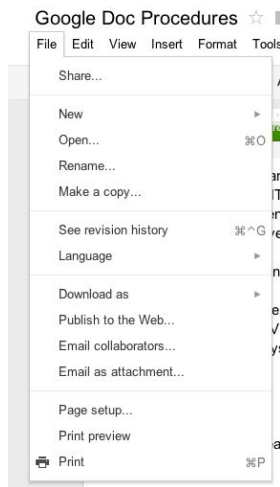
3. Google Drive will make you re-title the document before you can continue, make sure you use whatever specific title the teacher as told you to use. When done, push OK.
For this activity, rename your document: **FIRST NAME LAST NAME Goals Activity**

4. This will automatically make a copy of that document and put it in your Google Drive. Now the doc is yours and you can make changes to it.
For this activity, fill in your GOALS and
Share it with **your** LA teacher (Michele Tuchfarber or Lindsey Isaacs) when you are done.

How to Create Folders for your Classes in Google Docs:

1. Log into your Google Drive
2. Important: To be sure you are creating a folder in "My Drive" make sure the "My Drive" folder is selected (meaning it is red like the picture shows below). If you haven't selected "My Drive" the folder will go somewhere else.
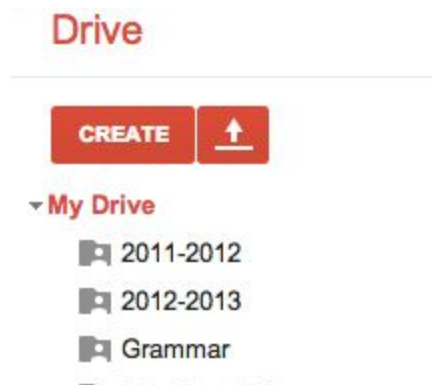
3. Click the CREATE button and then click the FOLDER option.
4. Add a Folder for each of your classes (Math, LA, Science, History, Music Media, etc)

Call me over when you are done with this so I can double check your folders are correct.

How to Print from Google Docs:

1. When you are finished with a page, put the mouse in the middle of the document and push command and P at the same time.
2. Make sure you have selected "MS_7th_BLACKANDWHITE" as your printer. This is the one in the team room that you should use for most of your printing needs.

DON'T ACTUALLY PRINT TODAY!! Once you have seen the printing screen, push the ESC button so we don't waste paper.