



Google Drive Made Easy: Instructor's Manual

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Introduction

Google Drive

We would first like to thank our Old Dominion Instructors for participating in the implementation of Google Drive into our academic faculty. Google Drive is an online tool available to both students and academic faculty as a way of creating, saving, and sharing one's work online. By using Google Drive, students and faculty will always be prepared to present their work to whomever is interested, be it professional schools for prospective ODU seniors, or assessment bureaus when conducting evaluations. The beauty of Google Drive lies in its constant abilities to be both accessed by and shared with only whom the owner designates.

Purpose

The purpose of this guide is to directly address any and all foreseen anxieties/ questions that one might have throughout the beginning of the Google Drive implementation into the classroom. We will teach you the majority of the ins and outs of the system, explain what is required of faculty in order to be considered compliant, as well as outline further areas of exploration once the basics have been mastered. We will also include tips and tricks throughout, as well as run through several different scenarios that you are sure to see throughout your Google Drive experience

The short answer is that we, as academic faculty, have no choice; but this should not deter us from embracing this new direction that we've been forced to take.

To be very clear, Google Drive is NOT taking the place of Blackboard in the academic setting. True, Blackboard is a terrific tool for both students and educators; but its limits lie in its intentions. Blackboard was never meant to house work indefinitely, and is in fact designed to purge any data older than two years, which is why Blackboard is insufficient in portfolio creation or in archiving academic work.

Unlike Blackboard, Google Drive houses data indefinitely, making it ideal in the creation of online portfolios for both students and teachers. Different from a website, such as Wordpress, which is completely public, Google Drive is more like a virtual flash drive, but more secure.

Versatility...

Not only does Google Drive allow for collaborative projects and the ability to house and share one's work but also the possibility for use as an academic facilitator on multiple levels.

When used properly, Google Drive can:

- work to help organize course materials
- share materials
- protect materials
- receive submissions
- even promote/ stimulate group projects.

Accessibility...

For students without access to Microsoft Word, Excel, or PowerPoint at home, with Google Drive, all they need is an internet connection.

Any student or faculty member with an ODU Gmail account already has access to Google drive. There is no sign-up section or tedious creation process. By being a student or faculty member, you are already halfway there!

From a student perspective, when working on group projects, there is no need to exchange emails or phone numbers. One student can create a Google file or folder and invite the rest of the group and from that point

on, members of the group can add their own personal contribution at any time. The same can even be applied to faculty members if coordinating with another faculty member or working on a group conference.

Imagine group work that is actually productive by allowing each student to work individually on a shared document that they can see, contribute to, and edit in real time.

We promise it isn't bad and only a little painful. So don't worry, and let's get started!

Getting Started:

Log in:

Believe it or not, you already have a Google Drive account! To access your ODU Google Drive Account, **go to www.drive.google.com > log in as you would your ODU account** (Ex: username: jsmith001@odu.edu, password: [ODU password]) > **log in again.**

Navigating The Site:

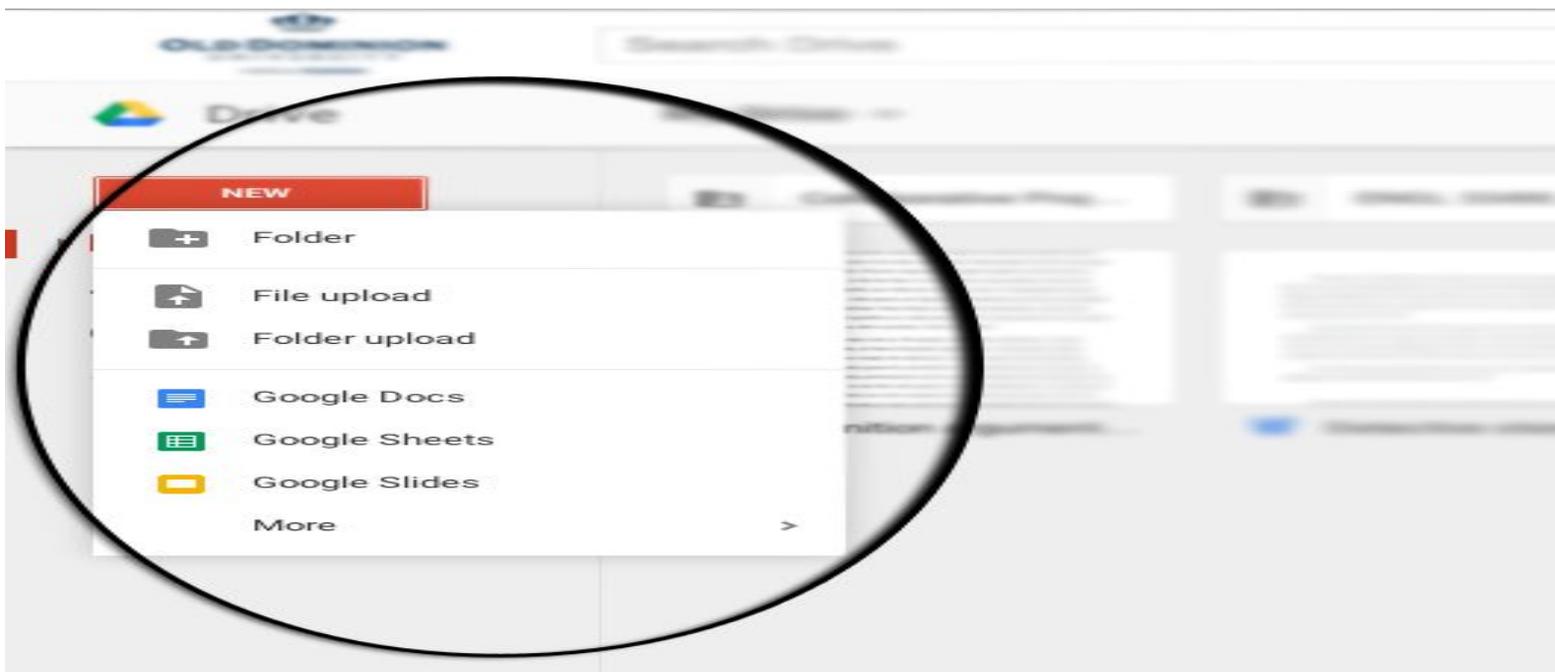
Create Folders:

This could be done one of two ways:

- 1) Task your students to create their own folder and have them share it with you.
- 2) Create a folder for each individual student.

It is highly recommended that you choose the latter to ensure that organization has been done properly. By creating folders for each one of your students and sharing it with them so that they have access, you're investing the hour that it might take you at your computer with the television on to ensure that the semester goes smoothly and prevents your inbox from being inundated with "John Doe added 'Why Russia is a Bad Place Essay' to your folder" x 1000 emails.

Step 1: From your Google Drive account, click the "My Drive" tab to the left and then **click the orange "New" > "Folder"** above the "My Drive" tab to add the folder to your Google Drive [we'll go over folder permissions in a moment], then name the folder in whatever way works best for you, as long as it is organized!



Step 2: Once your course folder is created, click “New” > “Add Folder” again and name this folder after one of your students. Repeat this process for each student, until each one of your students has their own folder.

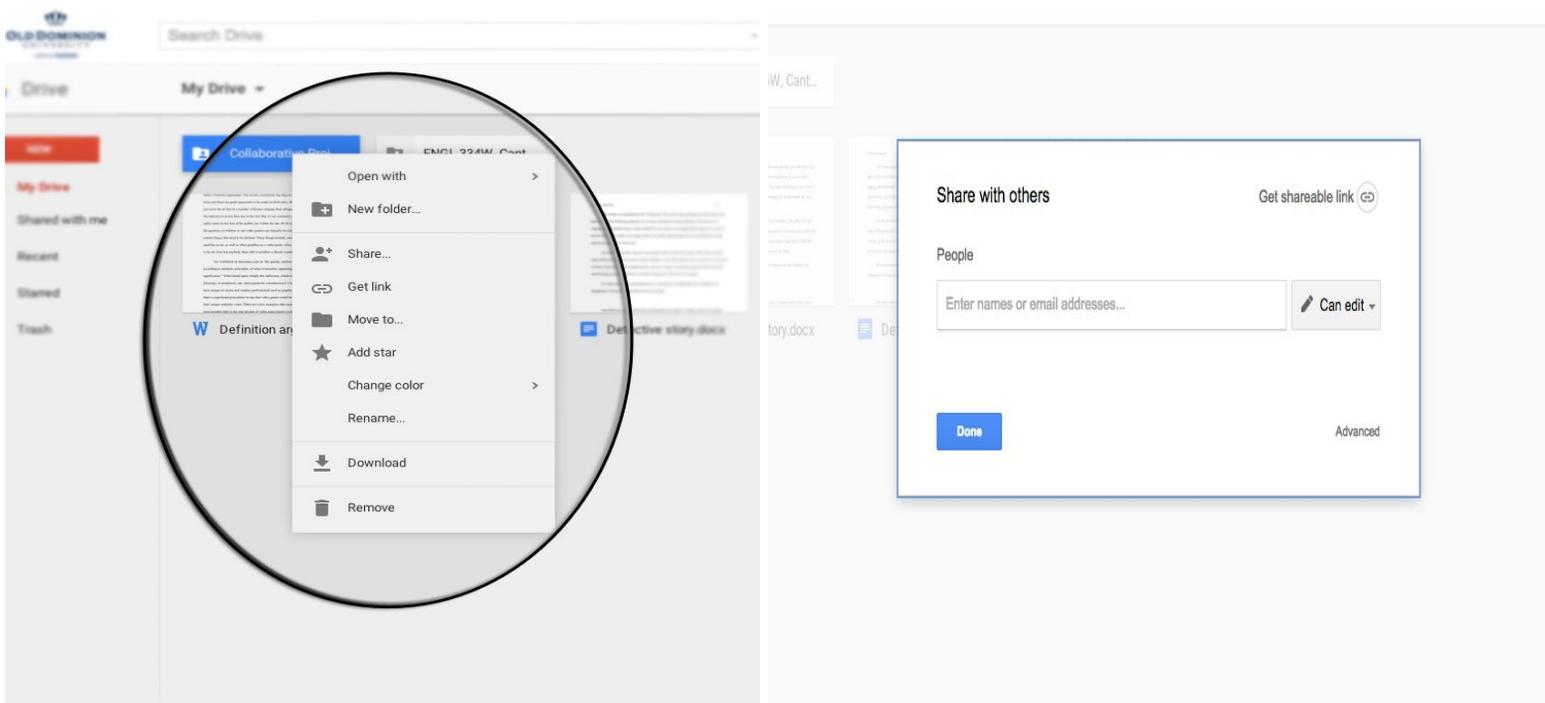
Step 3: Once each student is designated their own folder, click the back button in order to view all of your personal folders > click the course folder that you created to show all student folders. If continuing with the example given in the recommendation, you would click “English 334W: Technical Writing”

Recommendation: Especially for those who teach the same course frequently, it’s recommended that you organize your courses by semester year. For example, “ODU Spring 2015” > “English 334W: Technical Writing” > (Folder) Bobby J., (Folder) Jane S., (Folder) Eric C., and so on...

Sharing folders:

To make this process go more smoothly, it is recommended that you print out a copy of your student roster with ODU user IDs handy.

Step 1: Right-click one student folder > click “Share” and then type in that student’s ODU email address to share that folder with them. **NOTE:** Before submitting, make sure that the box to the right of the student’s email address shows “can edit” so that they will be able to contribute to the folder. Once completed, the gray folder icon next to the student’s name in their folder should now display a man inside of the folder to indicate that the folder has been shared. [Repeat this step for each student].



TIP: To ensure that you shared the folder properly, click the folder to enter it, and look to the top right of your screen. **If the folder is properly shared, you should see two circles in the top right of the screen. Hover your cursor over each circle to show who the folder is shared with.** It should display your name and the student’s name as well as the permission “Can Edit.”

Uploading Files:

In order to maintain a well-thought out workspace, it’s important to reduce the amount of emails one will inevitably receive. Google Drive can be used to cut these questions off at the pass:

When is X assignment due?.....”it’s in the Syllabus”

How many days am I allowed to miss?.....”it’s in the Syllabus”

When is our next exam?.....”it’s in the Syllabus”

Now, with the integration of Google Drive, course documents are readily accessible to everyone without the hassle of having to find it on Blackboard *and* they become searchable.

All that needs to be done is to click **“ODU Spring 2015” > “English 334W: Technical Writing”** Once you’re in your class folder, click **“New” > “File Upload” > [find your document that you would like to upload] > [open the document in Google Drive] >click the blue “Share” button in the top right > [share your document with the class, but be sure to select “Can Edit” and change to “Can Read” next to each student’s name]**

Frequently Asked Questions (FAQs):

Q: *"Do I have to use Google Drive for every aspect of my curriculum?"*

A: No. In fact, that's not what we are insinuating. We understand that this could be a big change in terms to how you have taught your curriculum in the past so we do not expect you to stop using Blackboard and use Google Drive for everything. Google Drive can be good for group projects, portfolios, or even uploading assignments whether you are a student or a faculty member. But, you can still use Blackboard for grading or uploading course documents. It really is completely up to each individual on how they choose to balance out the usage of Google Drive versus Blackboard.

Q: *"Are my files and my student's files safe and secure inside Google Drive?"*

A: There are multiple ways to ensure that all of your files are safe and secure within Google Drive. First, any files you upload or make changes to are automatically saved within the drive but here are a few ways to secure that information:

- For your files and folders, choose the appropriate sharing setting - private, anyone with a link, or public
- in order to ensure that only people you wish to view the files will be the only one's who can view them.
- If you are on a public or shared computer, you should **not** install Google Drive on your MAC/PC!
Anyone with access to the computer would be able to open and view your files.
- If you share a computer or just don't want others to view your information, make sure you **sign out** of your google drive after every session.

Q: *"Who else has permission to access my files?"*

A: The only people who have access to your files are the one's you share them with. **Check and double check sharing settings before uploading your files or folders!** No one should have access to your files and folders unless you 1) shared them with an individual or 2) are sharing your computer with another individual and are staying logged into your personal drive.

Q: *"Does Google allow students to maintain the rights to their papers?"*

A: This refers back to privacy and making sure that the sharing setting is set to where it needs to be - **private, anyone with a link, or public**. It has been noted that there is a concern that students are worried their grades/work will be viewed or influenced by a third party. Typically, this is due to departmental assessment and not for student grades. In shared folders between a student and their professor, sometimes another name may be there but it is strictly for viewing purposes and students work will not be tampered with nor will their grade be influenced by said third party. To restate, the biggest concern is to ensure that students and even faculty members share their files and folders **only** with the people they want to view the document.

Q: *"Should Google Drive be utilized **only** by courses taking place in a computer lab?"*

A: We can understand how some may think this but Google Drive can be beneficial in any setting! Computer labs do seem more sufficient considering the students will have Google Drive right at their fingertips to participate in a step by step walkthrough in order to understand the system better but Google Drive works just as well outside of the computer lab setting.

For example, with group projects, more often than not, students will learn the system through each other.

Appendix I: Scenarios

1) Your Student Just Deleted Her Entire Folder:

"Professor, I don't know what to do, I just logged in and my folder is gone! Please help!"

Because things don't just disappear, it's much more likely that the student deleted their folder. Never fear! Now that you're a Google Drive professional, all you need to do is advise them to:

Search in the "Search Drive" section on the top of the page for the name of their document

2) You or Your Student Cannot Load Google Drive

Google Drive has been found to work best with the following browsers:

- Google Chrome
- Mozilla Firefox
- Safari

Internet Explorer is NOT recommended