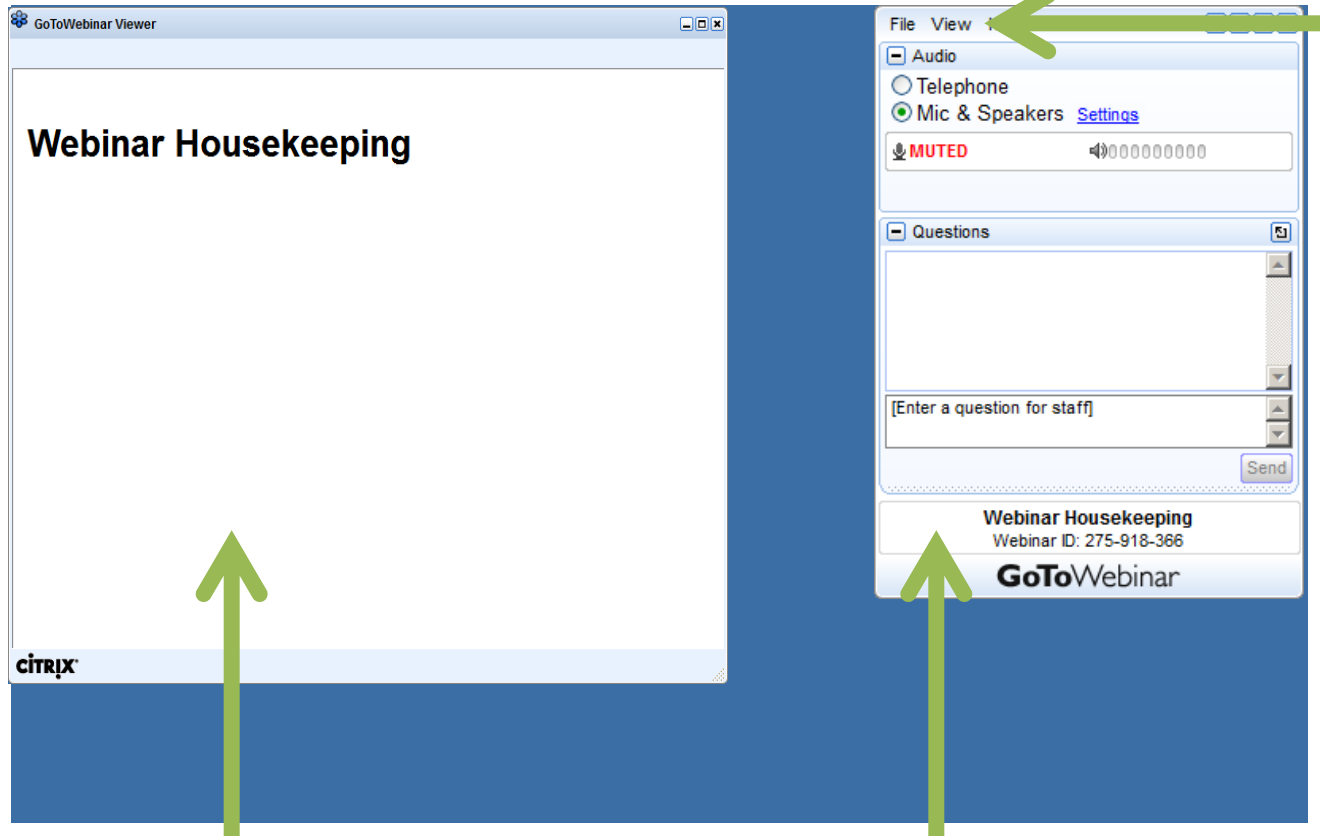


WEBINAR HOUSEKEEPING TIPS



Your control panel may collapse automatically when you don't use it.

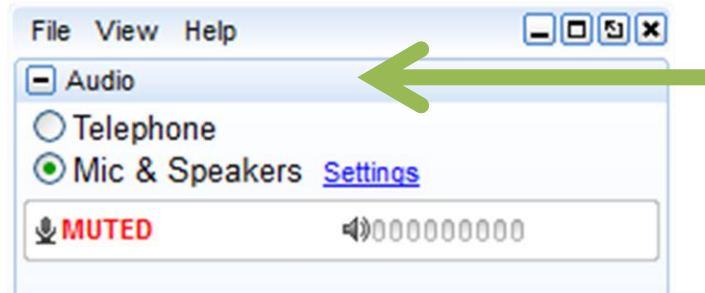
To keep it open, click the "View" menu and uncheck "Auto-hide Control Panel".

Webinar viewer

Your control panel

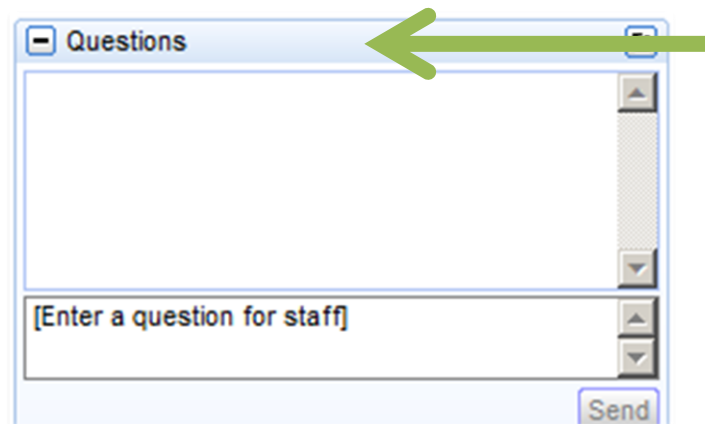


WEBINAR HOUSEKEEPING TIPS



For audio, we choose “Mic & Speakers”. If you don’t have microphone you can simply listen in. The “Telephone” option is disabled.

Note: Your audio will be muted during the session.



You can submit questions and comments via the Questions panel or you can ‘raise your hand’ to be unmuted for verbal questions. There is no option to chat between participants.

Note: Today’s presentation will be recorded.



Google Drive – Save everything, Share anything



AlphaPlus #TechTuesdays webinars
techtuesdays.alphaplus.ca



ABOUT THE PRESENTER



- In the field for over 20 years
- Lately focusing on tech coaching
- Facilitates presentations and workshops on the practical application of digital technology for teaching and learning

Maria Moriarty
Information Resource Officer at AlphaPlus
mmoriarty@alphaplus.ca



WEBINAR OVERVIEW

- Housekeeping tips
- Tour of Google Drive
- Examples of how Google Drive can be used in a literacy program
- Links and resources
- Feedback and upcoming webinars

Main objective:
Explore the usefulness of Google Drive for you and your program 😊



What is Google Drive?



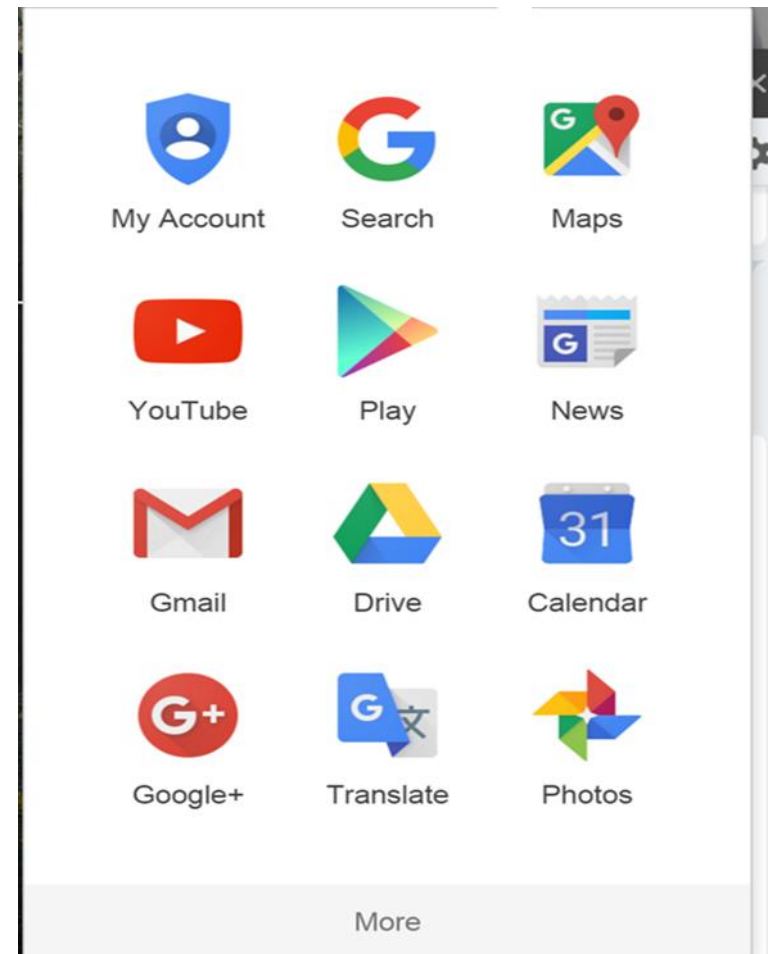
- ✓ free service from Google (30 GB storage)
- ✓ store files online and access them anywhere using the cloud
- ✓ access to free web-based applications for creating documents, spreadsheets, and more



Setting up Google Drive

All you need is a
Gmail or Google
Account

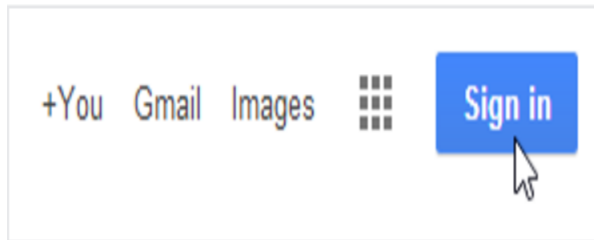
Through Google Drive
you have access to a
suite of tools



Get a Google Account

To create a Google account:

1. Go to www.google.com. Locate and select the **Sign in** button in the top-right corner of the page.



If you have a Gmail address you already have a Google Account



Using Google Drive

Go to:

<http://drive.google.com>

OR

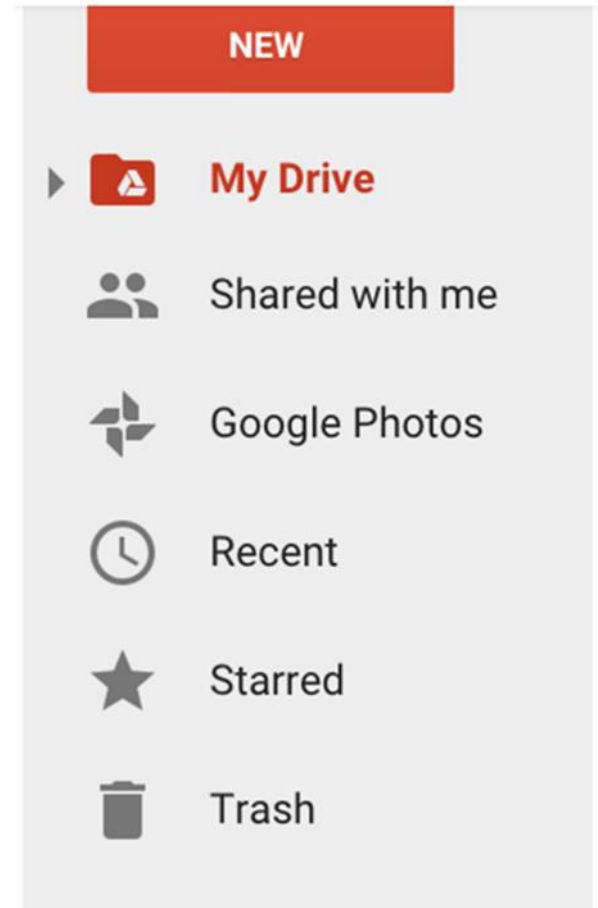
Click



Near the top –right on any Google page

Then

Click Drive



Google Drive on all your Devices

See your files
everywhere






Add files to Drive from your PC and they sync with your other devices — automatically.

Download for PC



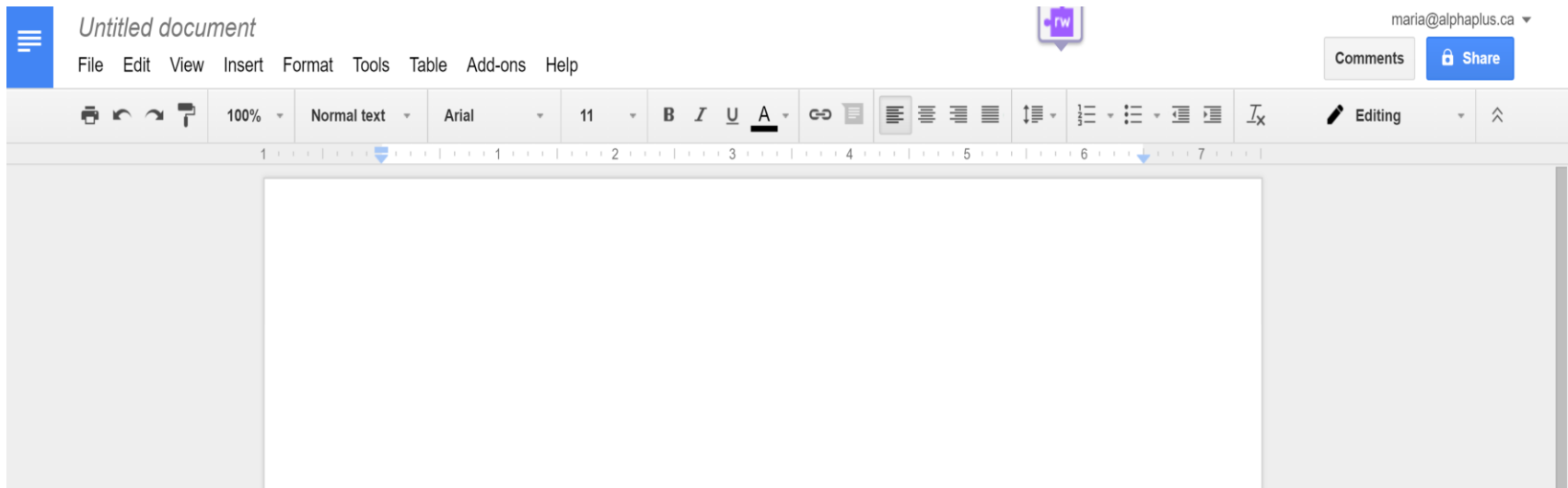
Working with Google Drive

Google Drive gives you access to a suite of tools that allows you to **create** and **edit** a variety of files, including **documents**, **spreadsheets**, and **presentations**. There are five types of files you can create on Google Drive:

-  **Documents:** For composing letters, flyers, essays, and other text-based files (similar to Microsoft Word documents)
-  **Spreadsheets:** For storing and organizing information (similar to Microsoft Excel workbooks)
-  **Presentations:** For creating slideshows (similar to Microsoft PowerPoint presentations)
-  **Forms:** For collecting and organizing data
-  **Drawings:** For creating simple vector graphics or diagrams



Google Docs



Google Forms

The screenshot displays the Google Forms editor interface. At the top, a purple header bar contains a back arrow, the text 'Untitled form', and icons for a palette, eye, and settings, along with a 'SEND' button. Below the header, a white panel shows 'QUESTIONS' and 'RESPONSES' tabs. The main area features a large 'Untitled form' title and a 'Form description' field. A question card is visible, titled 'Untitled Question', with a 'Multiple choice' type selector. It includes two radio button options: 'Option 1' and 'Add option or ADD "OTHER"'. At the bottom of the question card are icons for copy, delete, and a 'Required' toggle switch. A vertical toolbar on the right side of the question card contains icons for adding a new question, text, image, video, and a list icon.



Google Sheets

The screenshot displays the Google Sheets interface. At the top left, there is a green icon representing a spreadsheet and the text "Untitled spreadsheet". To the right of this, the user's email address "maria@alphaplus.ca" is visible. Below the title bar, a menu bar includes "File", "Edit", "View", "Insert", "Format", "Data", "Tools", "Add-ons", and "Help". On the far right of this menu bar, there are "Comments" and "Share" buttons. Below the menu bar is a toolbar with various icons for undo, redo, undo redo, currency symbols, font settings (Arial, size 10), bold, italic, text color, background color, grid, zoom, and other functions. The main area is a grid with columns labeled A through L and rows numbered 1 through 9. Cell A1 is currently selected, indicated by a blue border.



Google Slides

The screenshot displays the Google Slides web interface. At the top left, the title "Untitled presentation" is shown next to a yellow square icon. Below the title is a menu bar with options: File, Edit, View, Insert, Slide, Format, Arrange, Tools, Table, and Help. To the right of the menu bar are buttons for "Present", "Comments", and "Share", along with the user email "maria@alphaplus.ca". A toolbar with various editing tools is positioned below the menu bar. The main workspace shows a single slide with a large text box containing "Click to add title" and a smaller text box below it containing "Click to add subtitle". On the right side, a "Themes" sidebar is visible, showing three theme options: "Simple Light" (white background), "Simple Dark" (black background), and "Simple Dark" (blue background). Each theme preview includes the same title and subtitle placeholders.



Google Hangouts



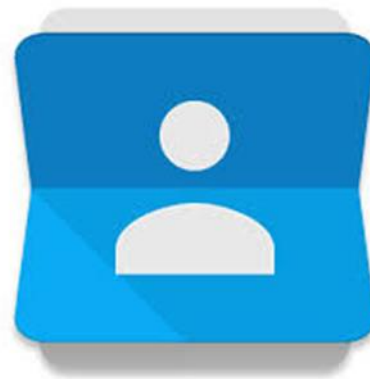
Let's Go to Google Drive



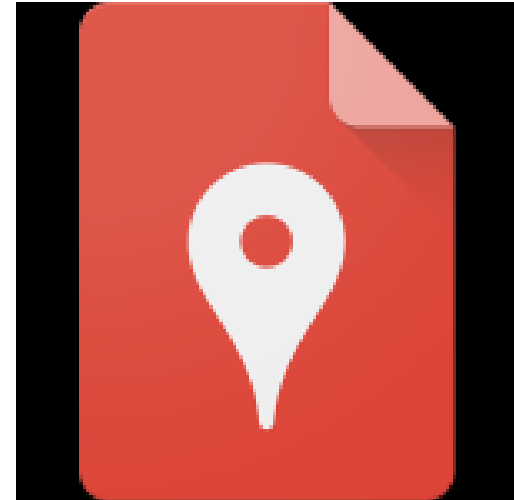
Using Drive in your program

- Administration?
- To save student work?
- To work collaboratively?
- To create surveys and quizzes?
- To create, store and share lesson plans?

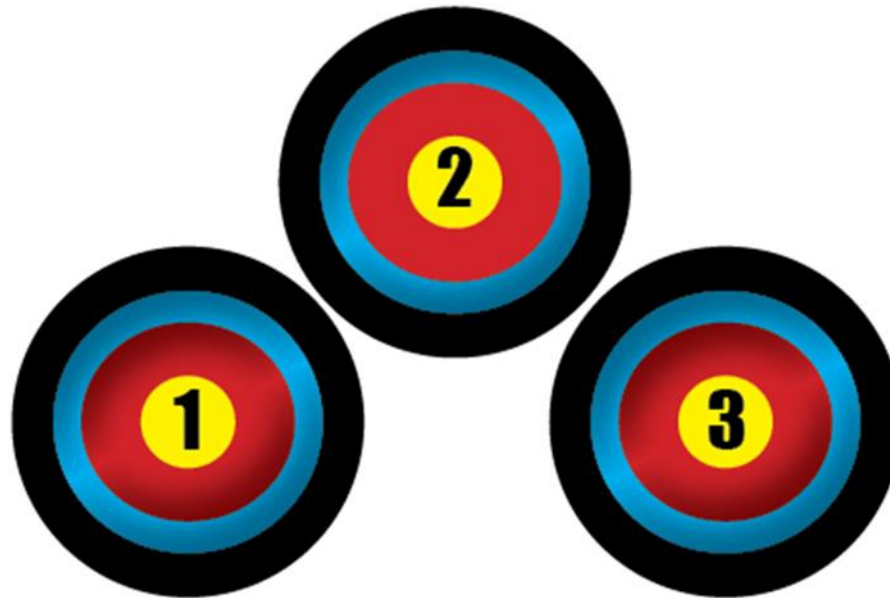
Google Photos, Google Groups, Google Contacts



Google Drawing & Google My Maps



How will you use Google Drive?



Google Drive Tips & Tricks

Get Started with Google Drive

<https://apps.google.com/learning-center/products/drive/get-started/>

GCF Learn Google Drive Tutorials

<http://www.gcflearnfree.org/googledriveanddocs>

Google Drive Help Centre

<https://support.google.com/drive/?hl=en#topic=14940>

Google Docs Templates

<https://docs.google.com/document/u/0/?showDriveBanner=true#>

Google Sheets Templates

<https://docs.google.com/spreadsheets/u/0/>

Google Forms Templates

<https://docs.google.com/forms/u/0/>

Google Slides Templates/themes

<https://docs.google.com/presentation/u/0>



YOUR FEEDBACK

<http://fluidsurveys.com/s/googledrive/>



UPCOMING WEBINARS

<http://webinars.alphaplus.ca>

