

CB: Google Drive I

Lesson Plan

Students will learn how to use basic features of Google’s online storage and document services.

Lesson Objectives

At the end of the class, the student will:

* Know how to access their account.
* Be able to create a new document and perform basic word processing.
* Upload files to store on Google drive.
* Share files and folders on Google Drive with other Google account holders.

Lesson Prep Work

(30 min, at a minimum, prior to student arrival)

* get in early to test for technology failure, because it will happen :-)
* Save a Fake Resume template and a couple pictures to the desktop of each computer
* print handouts

Lesson Prerequisites

* Computer Basics: Gmail or equivalent skills
* An active Gmail account

Lesson Outline

The lesson is completed in one (90) minute class session.

Before Class Begins

Ask students to sign in to their email accounts before class begins. You might catch a couple people who have problems signing in before it eats into your class time.

*(5)* Introduction

* Introduce instructor, students.
  + Ask students at introduction: What have you already heard about Google Drive?
* Let students know it’s okay to take phone calls, but ask them to put their phone on vibrate and answer calls outside the classroom.
* Inform students that they can sit back and watch if the class is too advanced.
* Inform students they can go to the bathroom, they don’t need permission.
* Show order in which class will happen. Explain scope of class.

*(5)* What is Google Drive?

* *Explanation*
  + Drive is Google’s cloud storage, document creation and editing tool.
    - *Teacher’s Tip: It is useful to define the “cloud”. Students are often flabbergasted to learn that it simply means “online”.*
  + It can be used to store, create and share files.
  + Think of it as an online flash drive with a suite of office software.
* *Activity: Brainstorm what kinds of files you would want to save on a flash drive.*
  + If students need guidance, offer:
    - Resume
    - Pictures
    - Songs
    - Other important documents
  + Inform students that you can save the exact same files on their Drive account as well!
* *Activity: Brainstorm what kinds of files you DON’T want to save on the internet.*
  + If students need guidance, ask them what information needs to be kept private.
  + While Google will try to keep your content private, Drive is still a cloud application. Despite every precaution Google might take, they are still vulnerable to attack.
  + Don’t store files there like:
    - Password lists
    - Copies of official IDs (unless you are traveling out of the country)

*(10)* Sign into Accounts

* Students Who Don’t Have Gmail Accounts
  + *Explanation*
    - Even if you don’t have a Gmail account, you can still open a Google account.
    - We don’t have time to do this in this class however.
    - We will use some dummy accounts instead of having you sign up.
    - If there is time at the end of class, the instructor can come around and help students who need to sign up.
* Students Who Have Gmail Accounts
  + *Explanation*
    - Google Drive is a free app that comes with a Google account.
    - If you have a Gmail address, you already have a Google Drive account; you just may have never accessed it.
  + *Activity: Students open their Google Drive accounts.*
    - Step 1 – Open a web browser.
      * *Teacher’s Tip: Encourage all students to use the same browser as you. Some of the processes and text look different in different browsers. To keep students from getting lost, try to all use the same browser.*
    - Step 2 – Students who are not already signed in, go to gmail.com and sign in.
      * *Teacher’s Tip: You could use this as an opportunity to run through the process of signing into email accounts again. REVIEW!*
    - Step 3 – Click on the app tray in the upper right corner of the screen.
    - Step 4 – Click on Drive.

*(5)* Basic Navigation and Layout

* *Explanation*
  + Students who have never used Google Drive before will have some setup features they may need to run through.
  + They may also not have any files or folders which the Teacher’s account likely will.
  + Google Drive is set up similar to most other websites.
* *Point out various features of Google Drive*
  + Left hand side = navigation between folders and create new documents.
  + Middle column = actual files and folders.
  + Left side (optional) = detailed information about your Drive*.* 
    - *You can close out of this by clicking on the (i) at the top.*
  + View button at top.
  + Search bar at top.
    - *Teacher’s Tip: You may want to cover this portion by asking students what looks familiar from their Gmail accounts. This will encourage students to start making connections across interfaces.*

*(15)* Working with Google Docs

* Create a New Document
  + *Explanation*
    - One of the benefits of working with Google Drive is that it comes with a free suite of office software. You can access this software just by logging into your account!
    - Today, we will look specifically at the word processing software, which is a program that allows you to type up documents like letters or Fake Resumes.
    - I encourage students who are familiar with Excel and PowerPoint to look at Google’s versions of each of them.
  + *Activity: Open a New Google Document.*
    - Step 1 – Click on Create.
      * *Teacher’s Tip: Point out the options in the list. Spreadsheet is for Google’s version of Excel and Presentation is for Google’s version of PowerPoint.*
    - Step 2 – Click on document.
      * Point out that the document opened in a new tab. They can click on the Drive tab to get back to their list of documents.
* Title the Document
  + *Explanation*
    - Always name documents with something that identifies what they are about. This helps you find the right document when you are looking for it in the future. For example, name a Resume with “Resume” in the title somewhere. If you just call it “thing”, you’ll never find it when you’re applying for jobs.
    - If you have multiple version of a document, use dates to organize them and find the most recent version of the document. For example, as you update your Fake Resume for new job searches, you may not want to delete the old one. Give the Fake Resume a title like [FirstName LastName Fake Resume Year Month Day].
  + *Comprehension Check & Activity: students help you title the following documents.* 
    - a cover letter for job searches
    - a contacts list
    - an application for an apartment
      * *Teacher’s Tip: You may want to include the First Name and Last Name on your cover letter and apartment app. That way, when you email them off, people can easily see who they belong to and don’t have to dig for the information.*
  + *Activity: Give the document a title.*
    - Step 1 – Click on Untitled Document above the menu bar.
    - Step 2 – Type in your document title. For this class, I use Fake Resume.
      * *Teacher’s Tip: I use Fake Resume so it doesn’t get confused with their real resume in the future.*
    - Step 3 – Click on OK.
      * *Teacher’ Tip: Point out that Google automatically saves all changes as you make them.*
* Add Text to the Document
  + *Activity: Type text into the document.*
    - Step 1 – Click anywhere on the blank paper.
    - Step 2 – Ask students to type their first name and last name at the top of the page.
      * *Teacher’s Tip: Point out the automatic saving again.*
    - Step 3 – Hit the Enter key.
    - Step 4 – ask students to type in their phone number and their email address on the line below their names.
      * *Teacher’s Tip: If students are uncomfortable typing in their actual information for some reason, feel free to come up with a fake character: e.g. Buffy Slayer; 505-333-9292; death2vampires@gmail.com*
* Formatting Text
  + *Explanation*
    - Google Docs has a basic text formatting tool bar.
  + *Activity: Examine Font and Paragraph Alignment.*
    - Step 1 – Highlight the student’s name.
      * *Teacher’s Tip: Any time you need to make any changes to text on the screen, the first thing you need to do is HIGHLIGHT it! This is an incredibly useful skill.*
    - Step 2 – Make the student’s name pretty! I suggest Arial Black and size 18.
    - Step 3 – Highlight all the text on the page.
    - Step 4 – Center the text on the page.
    - Step 5 – Highlight just the email address and phone number.
    - Step 6 – Make it pretty! I suggest Arial, Bold, size 14.
* Backspace, Delete, and Undo
  + *Explanation*
    - Sometimes we want to get rid of text or correct a mistake. To do that, we have several keyboard buttons to help us.
    - First, we need to click on the word we want to delete.
    - Backspace allows us to remove characters that are behind our insertion point.
    - Delete allows us to remove characters in front of our insertion point.
  + *Activity: Keyboard buttons and Undo.*
    - Step 1 – Click in the middle of the student’s last name.
    - Step 2 – Use backspace and delete to get rid of the text.
      * *OH NO! We didn’t mean to do that! Now we have to duplicate all of our work! Unless…*
    - Step 2 – Click on the undo button.
      * *MAGIC!*
  + *Review: Pop Quiz! Ask your students:*
    - How do you change the font of a piece of text?
    - What does the backspace button do?
    - How do you fix a mistake you just made?

*(5)* Navigation Between Documents and Google Drive

* *Explanation*
  + When you open new documents or files saved to Google Drive, they actually open in a new tab. This allows you to have several documents open at once!
  + When you’re done editing your document, you don’t need to close the browser to get back to your Drive.
* *Activity: Go back to Drive by clicking on the tab.*
  + Step 1 – Point out the open tabs in the browser.
  + Step 2 – Click on the tab for My Drive.
    - *Teacher’s Tip: It is likely worthwhile to point out that there is a close tab ‘X’ on each tab. Tell students to click in the center of the tab to avoid accidentally closing their document.*
  + Step 3 – Go back to your document by clicking on the tab with your document title in it.
* *Activity: Go back to Drive by closing the document.*
  + Step 1 – Point out that each tab has an x on the right side of it.
  + Step 2 – Click on the x for your document.
    - *Teacher’s Tip: Some enthusiastic students will click on the x to close out of the software. It may be useful to emphasis that this is not the x to click on.*

*(5)* Downloading

* *Explanation*
  + You may need to download a Google document for any number of reasons. Some common ones are:
    - Attaching a Fake Resume to a job application.
    - Viewing files that Google doesn’t have compatible software for (e.g. videos).
    - Backing up files. You always want to store copies of important documents in as many places as possible.
      * *Teacher’s Tip: You can use the pneumonic device* LOCKSS *– lots of copies keeps stuff safe.*
    - Printing. If you try to print from a Google doc, your prints tend to get wonky or have the web address of the document printed with them. Downloading the document first is the best way to ensure a quality print.
  + *Teacher’s Tip: Downloads can look just slightly different depending on the web browser you are using. We will use Mozilla Firefox in our class.*
* *Activity: Download the Fake Resume you have been working on in class.*
  + Step 1 – From the Drive homepage, right click on the document.
  + Step 2 – Click on Download…
    - *Teacher’s Tip: Downloads will automatically be converted to Word docx.*
  + Step 3 – Use the dialog boxes to save the file to the desktop.
* *Comprehension Check: students download the document to their desktop again, this time, they change the name to Name Fake Resume.*
  + Instructor walks around the room to assist students who get stuck.

*(10)* Uploading

* *Explanation*
  + Downloading means to take something from the internet (the cloud) and copy it onto something you can touch, like your computer or a flash drive.
  + Uploading means to copy something from your computer (or flash drive…) and putting it on the internet.
  + Uploading a file to Google Drive means to take a copy of it from your computer and store it in your Drive account.
* *Group Discussion: What do you think are the pros and cons of using online storage?*
  + Pros:
    - It is accessible from any computer that has internet access.
    - If your computer catches on fire, you won’t have lost everything!
    - You can share it with other people.
    - Simultaneous editing.
    - FREE!
  + Cons:
    - It is still online, so it’s not as secure as storing the file on your computer.
    - You will also need an internet connection to access your files.
    - Your internet goes down, you don’t have access.
    - You forget your password, you don’t have access.
* *Activity: Upload the Fake Resume template from the desktop to your Drive account.*
  + *Teacher’s Tip: It’s useful to show students the document we are going to be uploading on the desktop before you actually start this process. That way they can see why we are navigating to the desktop.*
  + Step 1 – From the Drive home screen, click on the NEW button.
  + Step 2 – Click on File Upload.
  + Step 3 – Use the dialog box to navigate to and select the Fake Resume template on the desktop.
    - *Teacher’s Tip: Ask students if the dialog box that comes up looks familiar? It should! This is a really standard dialog box that you will see in Windows to help you find files you want to access.*
    - *Point out the upload box that appears on the right side of the screen. We can see the document upload there.*
  + Step 4 – Click on the document in your Drive to open it.
    - *Teacher’s Tip: Point out that you can edit the document in Google Drive using Google Docs.*
  + Step 5 – Click on the x in the upper right corner of the page to close out of the document.
* *Activity: Upload a picture from the desktop.*
  + Step 1 – Click on the upload button.
  + Step 2 – Click on Files.
  + Step 3 – Use the dialog box to find the pictures saved on the desktop.
    - *Teacher’s Tip: Point out that just like you aren’t limited in the types of files you save to a flash drive, you aren’t limited in the types of files you upload to Drive. You can even store pictures and movie files there.*
  + Step 4 – Select several pictures and click on Open.

*(10)* Organizing Files

* Search
  + *Explanation*
    - As you create and upload more documents into your Drive, you will need some help finding the documents you want to work on.
    - To find a document, you can use the search function in Drive.
    - Finding documents is easiest when you know how to name documents you create so you can search for them easily in the future.
  + *Activity: Rename the Fake Resume Template uploaded from the desktop.*
    - Step 1 – right click on the Fake Resume template.
    - Step 2 – click on Rename.
    - Step 3 – name the document FirstName Lastname Fake Resume Date
  + *Activity: Search for the Fake Resume template in your Drive.*
    - Step 1 – Click in the search field.
    - Step 2 – Type in Fake Resume.
      * *Teacher’s Tip: Point out that as you are typing, Google tries to return search results to make it easier on you. Also, point out that it found the Fake Resume template because Fake Resume was in the title.*
* Delete Content
  + *Explanation*
    - Your Drive has 15 GB of space for free. Unless you start uploading songs and videos, it is likely you will never run out of space.
    - However, you might wish to delete some items just to keep your Drive uncluttered.
  + *Activity: Delete the Fake Resume file you created at the beginning of class.*
    - Step 1 – Right click on the file.
      * *Teacher’s Tip: It might be useful to review the difference between click and right click from Getting Started.*
    - Step 2 – Click on Delete.

*(5)* Homework

* *Explanation*
  + There are always resources to help you with technology.
  + Completing your homework is necessary to fully understand and incorporate the things we learned in class.
* *Activity: Find tutorials on GCFLearnFree.org.*
  + Step 1 – Go to GCFLearnFree.org
  + Step 2 – Click on Technology.
  + Step 3 – Click on Using the Cloud.
  + Step 4 – Assign for homework that students go through the lessons on Google Docs and Google Drive.

**(5)** **Conclusion**

* Go over handout, review material, and emphasize contact info & further resources on handout.
* Any questions? Final comments?
* Remind patrons to practice; assign take-home-practice - remind them they can ask for help
* Remind to take survey.

Appendix

Topics to be covered in Google Drive II

* Organizing Files
  + Folders
  + Stars
* Collaborating
  + Sharing Files
  + Sharing Folders
  + Revision History
* Converting Files
* Syncing folder
* Mobile App