



ACT
Government

Education and Training



GOOGLE DRIVE:

Guide for Students
and Teachers



Your classroom resources online, anywhere at any time.

This guide will introduce you to Google Drive, which provides unlimited online cloud storage as part of the Google Apps for Education platform provided by the Directorate. It will provide you with all you need to store and share your resources with teachers and your students from anywhere on any device.

Google Drive

Google Drive can be the one place you store all your teaching and learning resources. It's accessible from any device with a modern browser and has unlimited storage space. It's just like your USB flash drive...that can't be lost...or become full...ever.

Your Drive is also connected to Google Classroom, Sites, Docs and other apps, so you can easily store your resources here with a simple drag and drop and then share with others.

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Welcome to Google Apps for Education

About Google Apps for Education

Google Apps for Education (GAFE) is a cloud-based system offering online productivity tools for classroom collaboration. GAFE provides students and teachers with unlimited cloud storage in Google Drive, Docs, Sheets and Slides. GAFE also provides student email and other modern online communication tools.

Starting up

Open a web browser and go to the Digital Backpack webpage:

<https://backpack.ed.act.edu.au>

Logging on

Teachers

Enter your SchoolsNET username (firstname_lastname) and password.

Click "Logon".

Students

Students who have returned their parent/care consent form will use their SchoolsNET username (student number) and password.

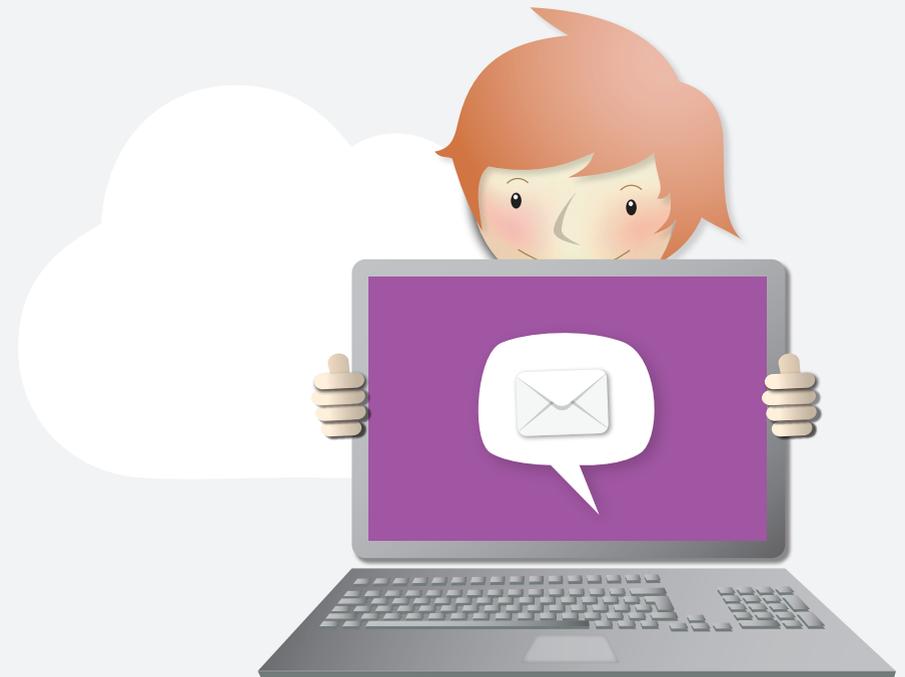
Click "Logon".

When the Backpack page launches, click the Google Drive icon.



Benefits

- With Google Drive, you have:
- Unlimited storage capacity for your teaching and learning resources.
- Your resources within reach from any smartphone, tablet, or computer. So wherever you go, your files follow.
- Storage for any type of file such as documents, audio, video and specialised filetypes from any computer program.
- Options to easily invite others to view, download, and collaborate on all the files you want—no email attachments needed. No multiple versions lost in your email.



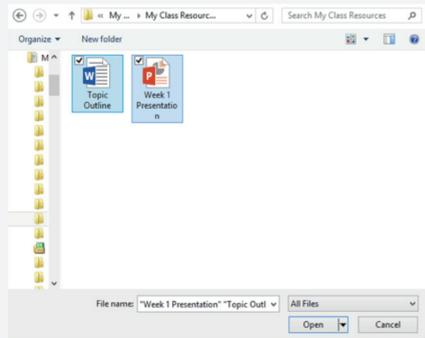
Upload files and folders to Google Drive

There are two ways to upload files to Google Drive:

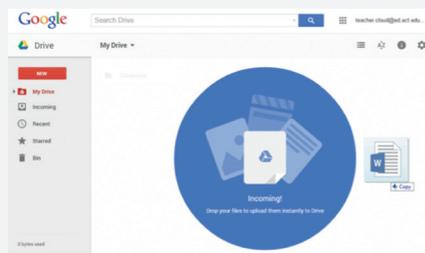
Drag-and-drop files: If you're using the latest versions of Chrome or Firefox, you can simply drag-and-drop files directly from your computer into Google Drive. You can even drag-and-drop files directly into folders or sub-folders.

To drag and drop content into your Google Drive, do the following:

1. Go to Google Drive via the Digital Backpack, or go to <http://drive.google.com> and login with your email address (@ed.act.edu.au or @schoolsnet.act.edu.au).
2. Locate and select the file/s or folder/s in your computer.

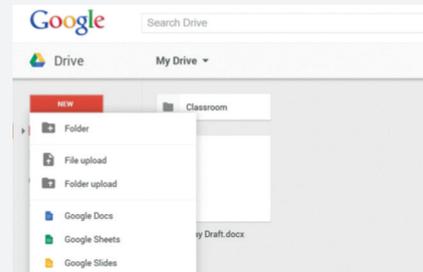


3. Drag the selected items into the browser, inside the **My Drive** window of your Google Drive.

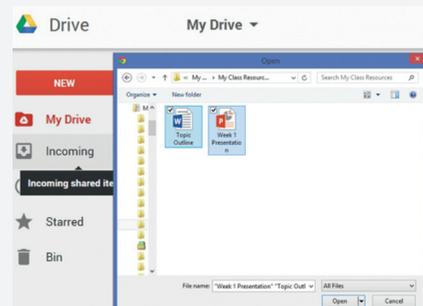


To **upload a file or folder** from within Google Drive:

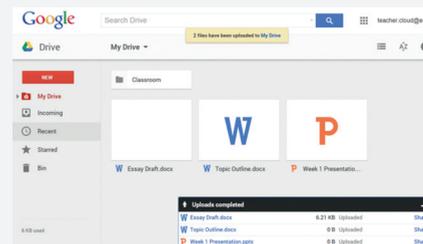
1. Open <http://drive.google.com>
2. Click the New button and select File upload or Folder upload from the drop-down menu.



3. Select the file you'd like to upload. To select multiple files, press Shift or Ctrl(PC)/Command(Mac) and click all the files to upload.

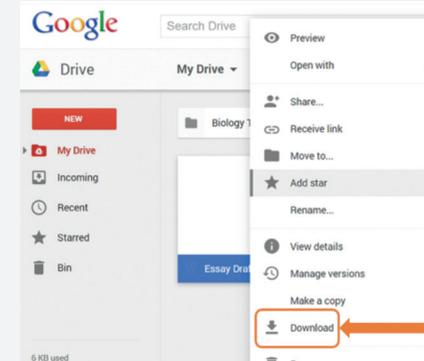


4. You'll see a box that shows the progress of your file upload. Click on the file name to open the file or close the box by clicking the X in the upper right corner.



Download Files and Folders

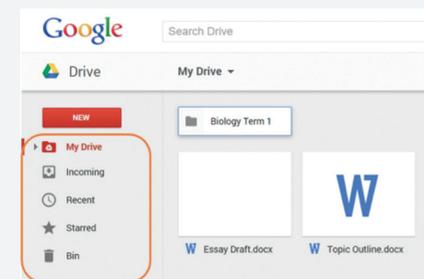
1. Go to **My Drive**
2. Right click the file or folder you want to download, then click **Download**.



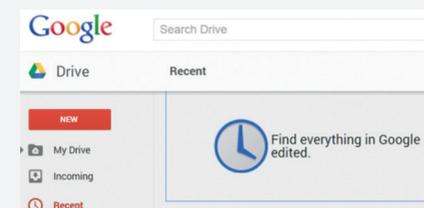
View, organise and search your drive

The menu on the left of your Drive presents a number of ways your drive can be viewed and organised.

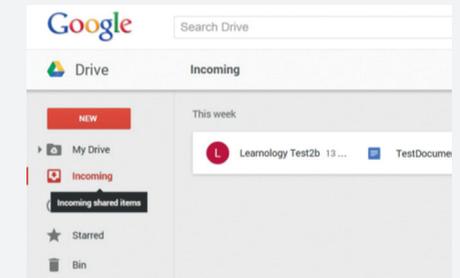
My Drive shows everything in your Google Drive that you've synced, uploaded, and created in the Google Docs editors



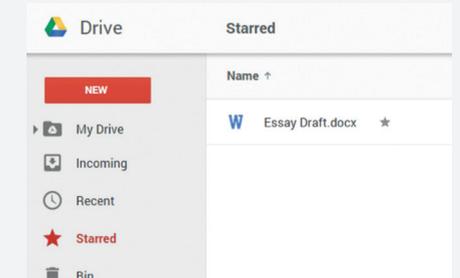
Recent shows all of your private and shared files that you've opened in reverse chronological order.



Incoming shows all of the files and folders that have been shared with you

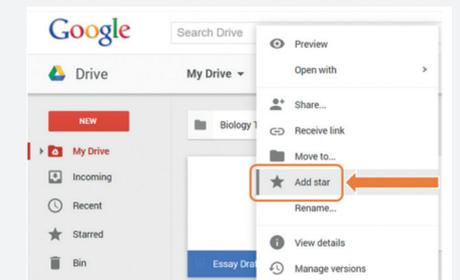


Starred shows all files that you have marked with a star.



The purpose of "**starring**" a file is to mark it as important and make the file easier to find.

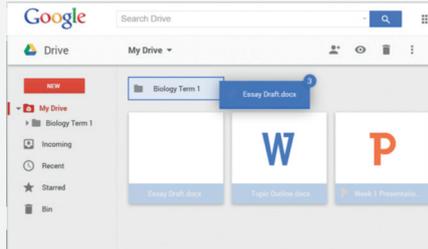
To add a star to a file, right click on the file you wish to star in your Google Drive, then click **Add star** from the menu



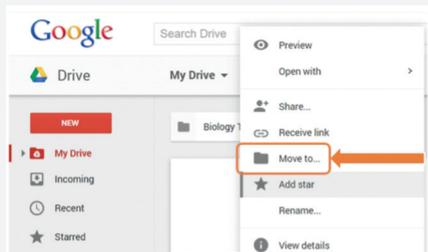
Move Files in your Google Drive

To move files in your Google Drive to another folder, you can either:

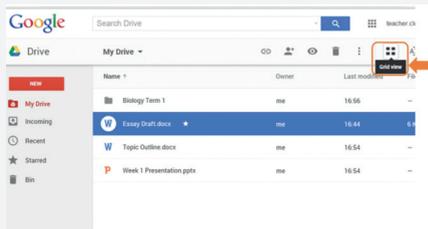
1. Select the file/s from your Drive, then drag to the new folder if it is visible, or



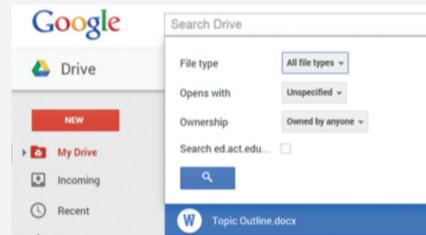
2. Right click on the selected file/s in your drive, then select **Move to...** from the menu



To change the view style in your **Drive**, click the view icon in the upper right of your screen and select between **Grid view** or **List view**



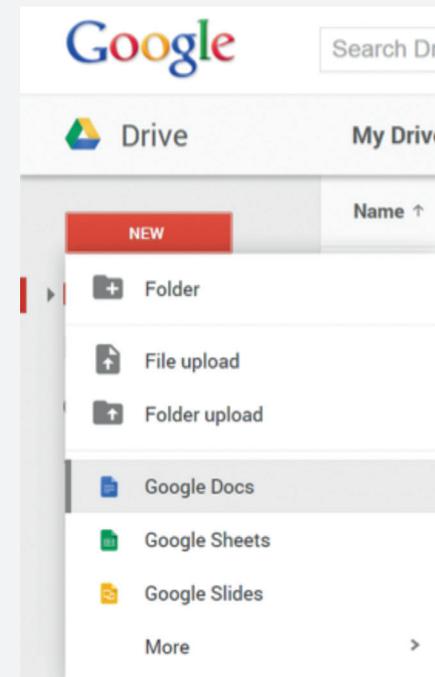
To search your Google Drive, click the **Search Drive** bar at the top of the screen and type keywords, or select the small down tab on the right of the search bar to bring down further options.



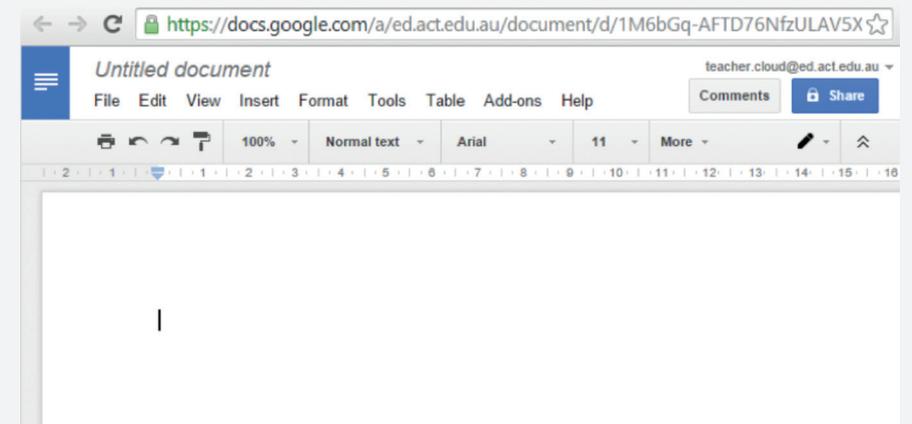
Create a new Doc, Sheet or Slide from Google Drive

Google Drive integrates seamlessly with Google Docs, Sheets, Slides and the other office web applications by Google.

1. Go to <http://drive.google.com>
2. Click **NEW**, then select the document type you wish to create.



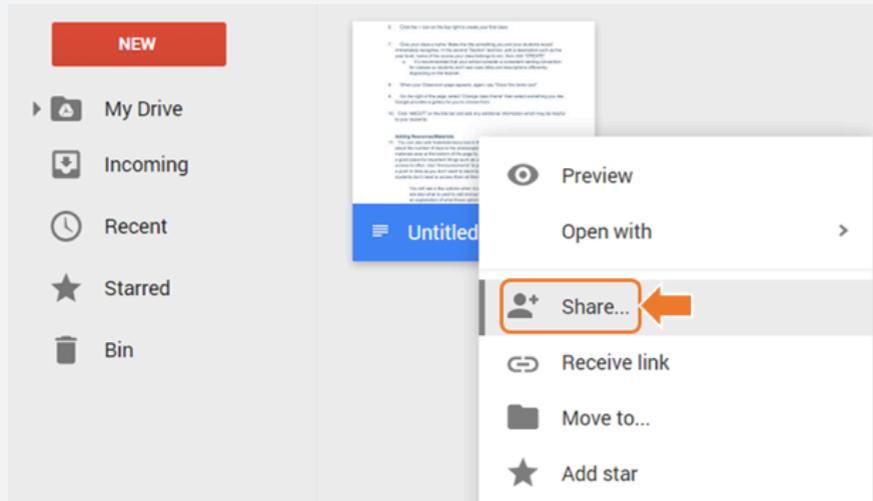
3. This will open up a new tab to the docs, sheets or slides window as a new untitled document.



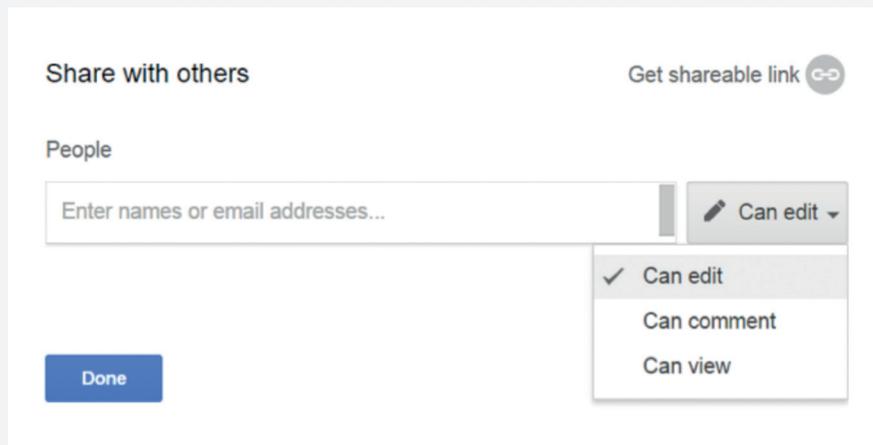
Share Files from Google Drive

To share the file or folder in your Google Drive, do the following:

1. Go to <http://drive.google.com> and locate the file or folder you want to share.
2. Right click the file/folder and select Share... from the menu



3. Enter the email address of those you wish to share with and in the drop-down menu, select the permissions you would like to set for them.



4. Click Done

Sharing with Google Groups

Google Groups for Business makes sharing with groups of people far easier. When you share with a Google Group, the content is always available for the current members of the group.

For example, if a teacher shares a folder with a class group, the content is always accessible by the current student members of the class.

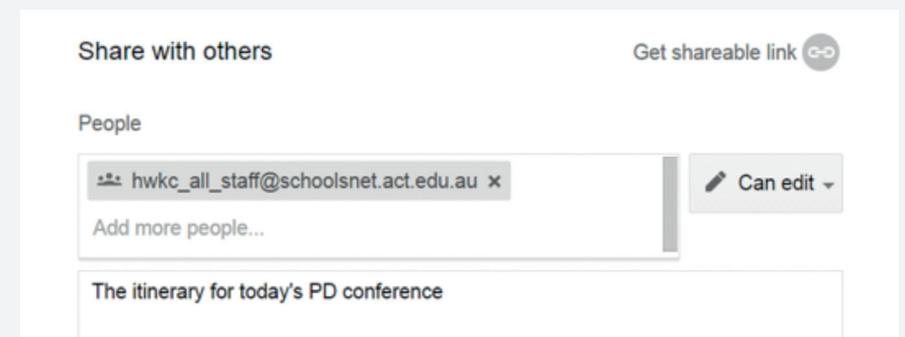
The Directorate has already created Google Groups for every teacher. The class, unit, cohort, all student and all staff groups sync with MAZE each night to keep the group members up to date.

Group Name	If I was a teacher at Hawker College:
XXXX_all_staff@schoolsnet.act.edu.au	HWKC_all_staff@schoolsnet.act.edu.au Is the group email for all staff at my school
XXXX_all_students@schoolsnet.act.edu.au	HWKC_all_students@schoolsnet.act.edu.au will Is the group email for all students at my school
XXXX_all_year_YY@schoolsnet.act.edu.au	HWKC_all_year_11@schoolsnet.act.edu.au will Is the group email for all Year 11 students at my school
XXXX_class_[class code]@schoolsnet.act.edu.au	HWKC_class_450B2S2@schoolsnet.act.edu.au will Is the group email for all students in my line 4 class
XXXX_unit_[unitcode]_[unit_title]@schoolsnet.act.edu.au	HWKC_unit_934578_media@schoolsnet.act.edu.au Is the group email for all students in my Introductory Photography unit.

Note: Students are able to use the XXXX_class group only. All other groups are restricted to teachers only. However, both students and teachers can create their own collaborative groups using Google Groups for Business: <http://groups.google.com>

To share files or folders with your Google Groups, do the following:

1. Select the file or folder you want to share. Right click and select Share... from the menu
2. Enter the email address of the group you want to share with and select the appropriate permissions from the dropdown menu.

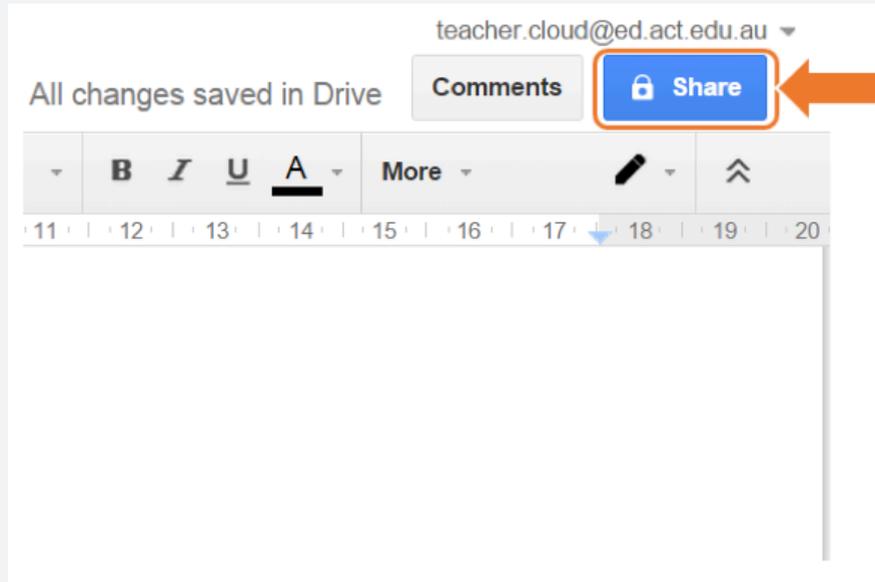


Share from within a Google Doc, Sheet or Slide

One of the biggest benefits of Google Docs, Sheets and Slides is the ability for co-editing of documents live in the browser. Up to 50 people can edit or comment on a document, spreadsheet, presentation or drawing at the same time!

To share the open document you're working on:

1. click the blue **Share** icon in the upper right corner of your document

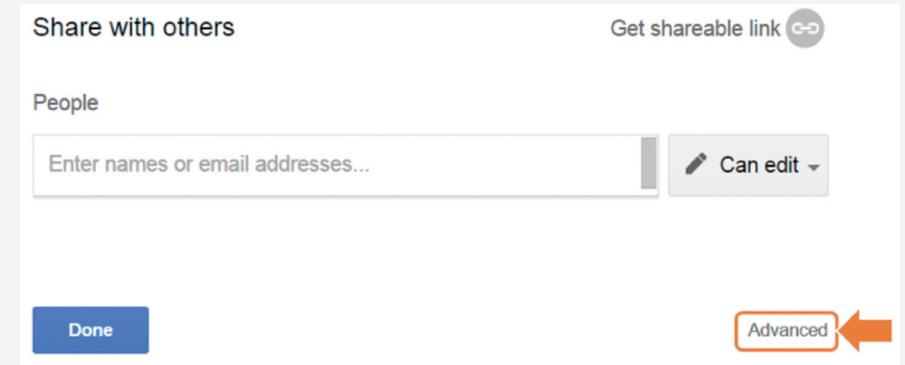


2. Enter the email addresses of the individuals or groups you want to share the document with and click **done**, or click **Advanced** to share with a link.

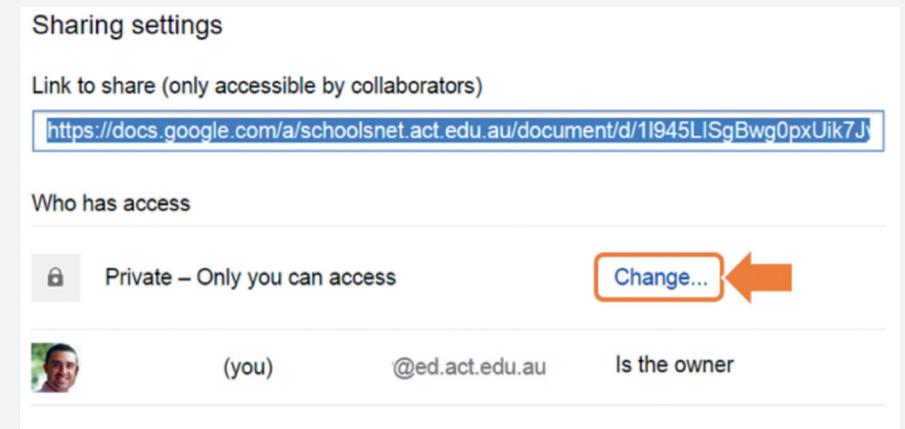
Share a link to your file or folder

Google provides some additional sharing options, such as providing a link you can distribute to people who you have allowed access to.

1. Select the file or folder you want to share from your Google Drive. Right click and select **Share...** from the menu.
2. Click **Advanced** in the bottom right corner of the **Share with others** window.



3. The **Sharing Settings** window will open and provide you the access link.
4. Under the heading **Who has access**, click **Change**.



5. The Link sharing window will give you the available options for accessing an item shared with a link.

Link sharing

-  **On – ACT Education and Training Directorate**
People at ACT Education and Training Directorate can find and access.
-  **On – People at ACT Education and Training Directorate with the link**
People at ACT Education and Training Directorate who have the link can access.
-  **Off – Specific people**
Shared with specific people.

6. Under these options, you can also change the permissions to view, edit or comment.

Access: Anyone within ACT Education and Training Directorate

Can view ▾

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

Save

Cancel

[Learn more about link sharing](#)

7. Select the appropriate permissions and click save.

8. Copy the link and paste it wherever you want your collaborators or audiences to click and access it.

Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/a/schoolsnet.act.edu.au/document/d/11945LISgBwg0pxUik7J>



Support

See your School's ICT Coordinator or IT Officer.

Should your ICT Coordinator or IT Officer be unable to resolve the issue, they can log a request with the Shared Services ICT Service Desk.

Self Help

Free online training is available from the Google for Education training page.

<https://www.google.com.au/edu/training/get-trained/>

Support for all other areas of Google Apps can be obtained via the Google Help Center.

<https://support.google.com/>