

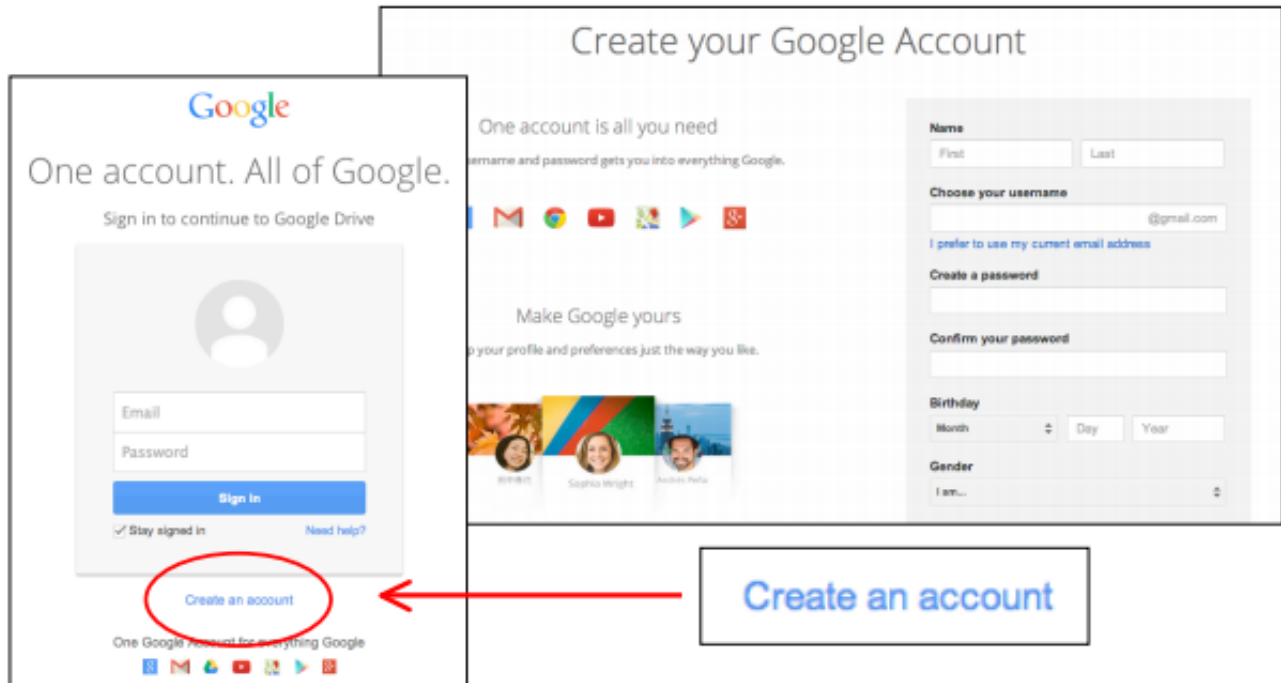
Beginning Google Drive

Student Handout: Assignment #1

1. Type drive.google.com into the web address bar.

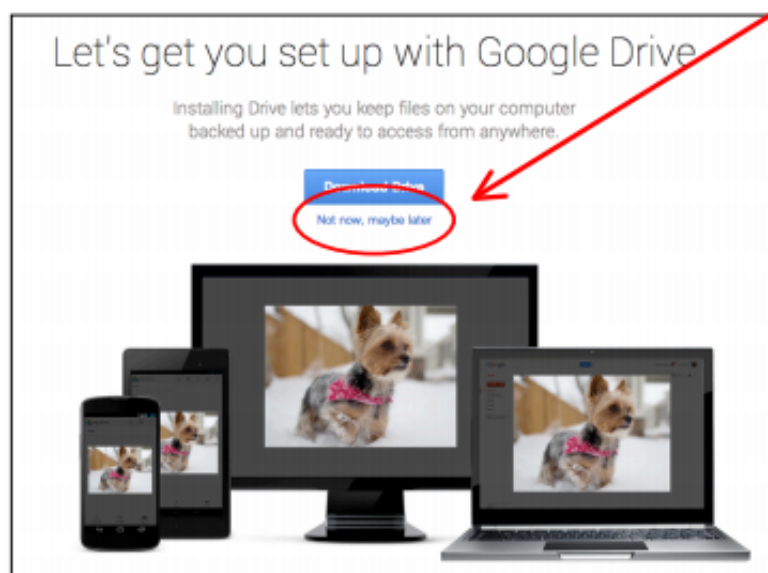


2. If you already have a Google account, sign in with your email address and password. If you do not, click create an account and fill in the appropriate information.




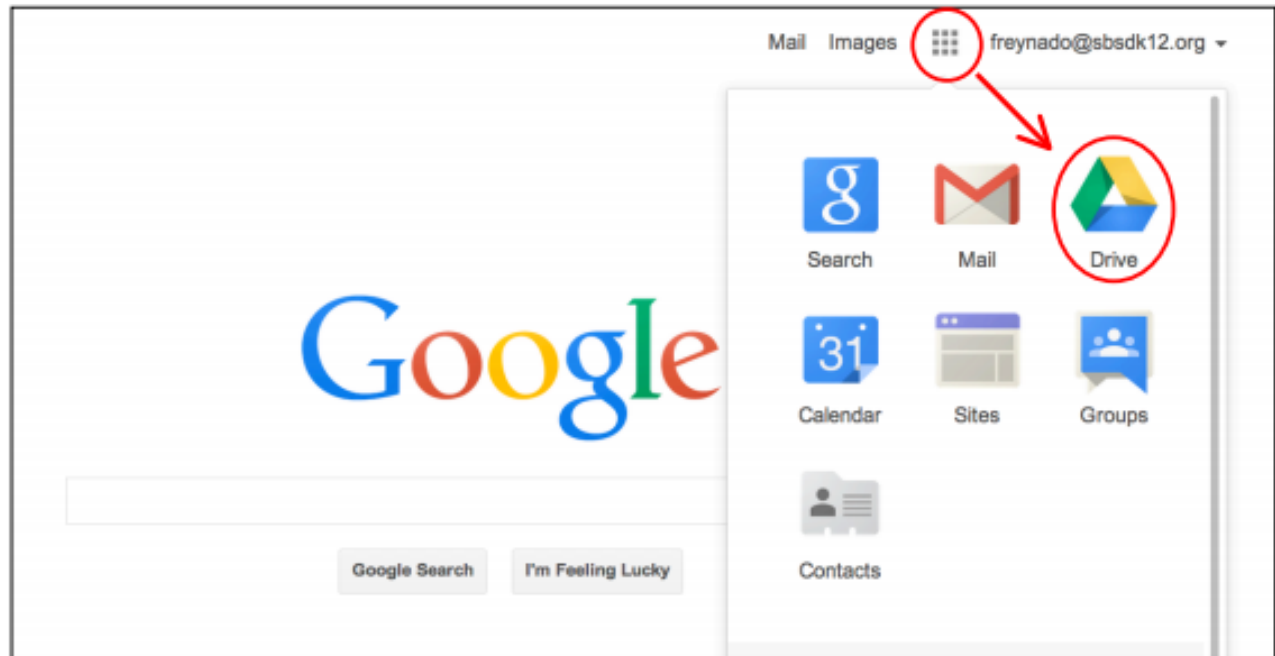
The screenshot shows the Google Drive sign-in page. On the left, there is a sign-in form with fields for Email and Password, a Sign In button, and a 'Create an account' link circled in red. On the right, there is a 'Create your Google Account' form with fields for Name (First and Last), Choose your username, Create a password, Confirm your password, Birthday (Month, Day, Year), and Gender. A red arrow points from the circled 'Create an account' link to a separate box containing the text 'Create an account'.

3. If you've already set up an account, then you'll be directed straight to your drive and see a list of all your files. If this is your first time setting up a drive account, then you will be asked if you would like to download drive. Let's skip this for now and click [Not now, maybe later](#)

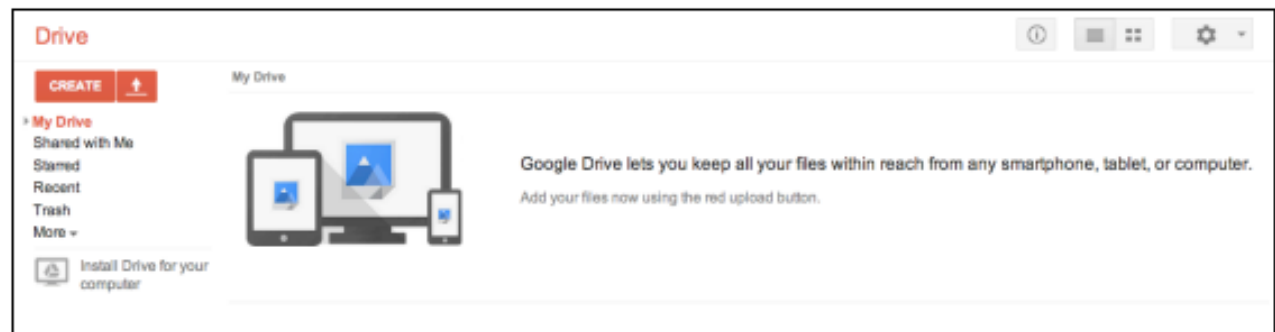


The screenshot shows a dialog box titled 'Let's get you set up with Google Drive'. Below the title, it says 'Installing Drive lets you keep files on your computer backed up and ready to access from anywhere.' There are two buttons: 'Download Drive' and 'Not now, maybe later'. The 'Not now, maybe later' button is circled in red. A red arrow points from this button to the text 'Not now, maybe later' in the previous block. Below the buttons, there is an image of a smartphone, a tablet, a desktop monitor, and a laptop, all displaying a photo of a dog.

(In the future, you can also access Google Drive through the Google Apps Icon  and dropdown menu on the Google Homepage.)




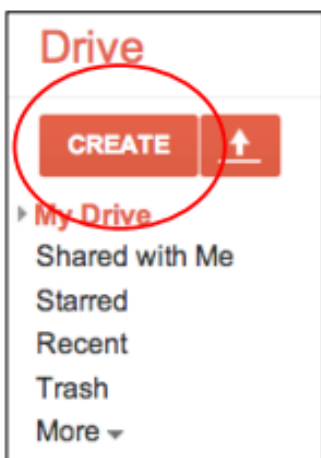
4. You should arrive at a screen that looks like this:



This is the homepage for your drive. Remember:

- Your Drive is a home for all your files. You'll never have to worry about losing your files to a hardware crash!
- Sync files to Google Drive and access them anywhere you can connect to the Internet.
- Creating documents in Google Docs is very similar to creating documents in Microsoft Word, except in Google Docs:
 - All changes you make to the document are saved automatically!
 - There are ample opportunities to share your ideas and collaborate with your classmates and teachers

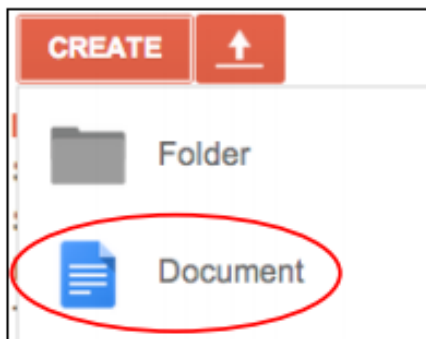
5. Now it's time to create a file in Google Drive. Click **CREATE**  on the top left-hand corner of your screen.



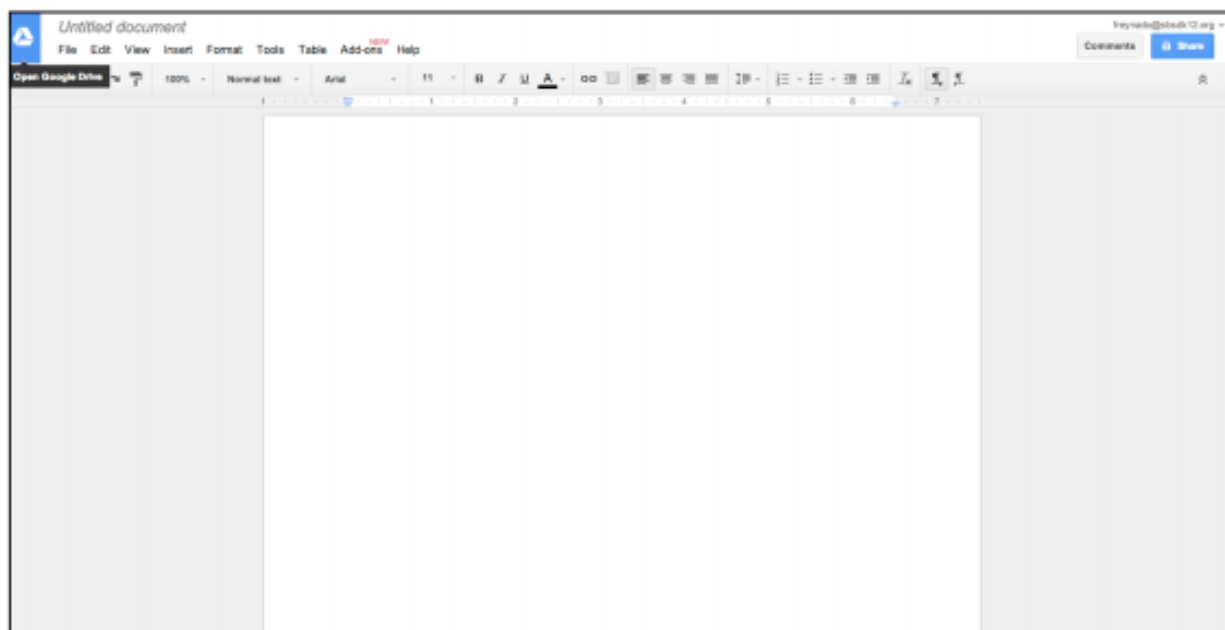
List six (6) different types of items you can create:

- 1) Folder _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

6. Click on the document icon to begin creating your first document.



7. Your screen should now be showing a blank document that looks like this:



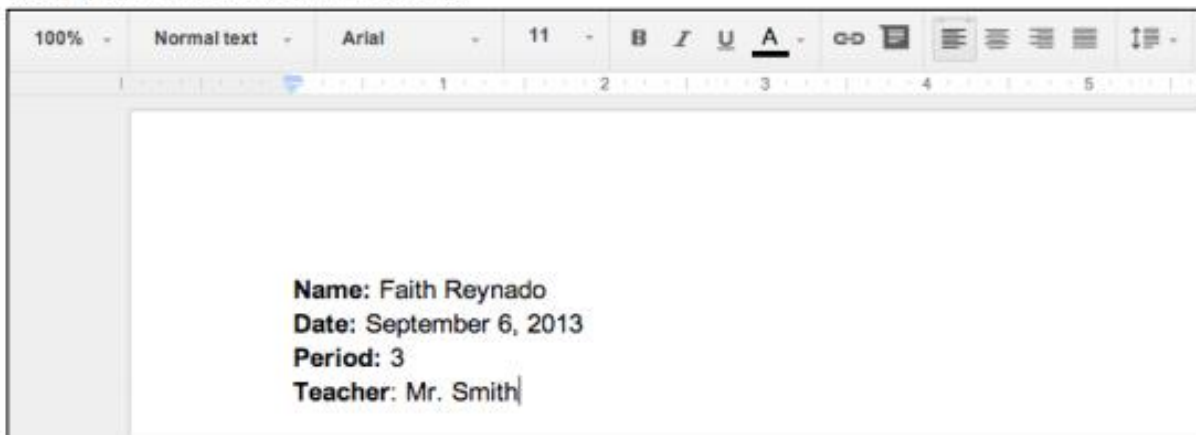
8. Click once on the portion labeled **Untitled document** located in the top left-hand corner of your screen and **rename** the document with your last name, followed by Assignment #1 (For example: Reynado Assignment #1).




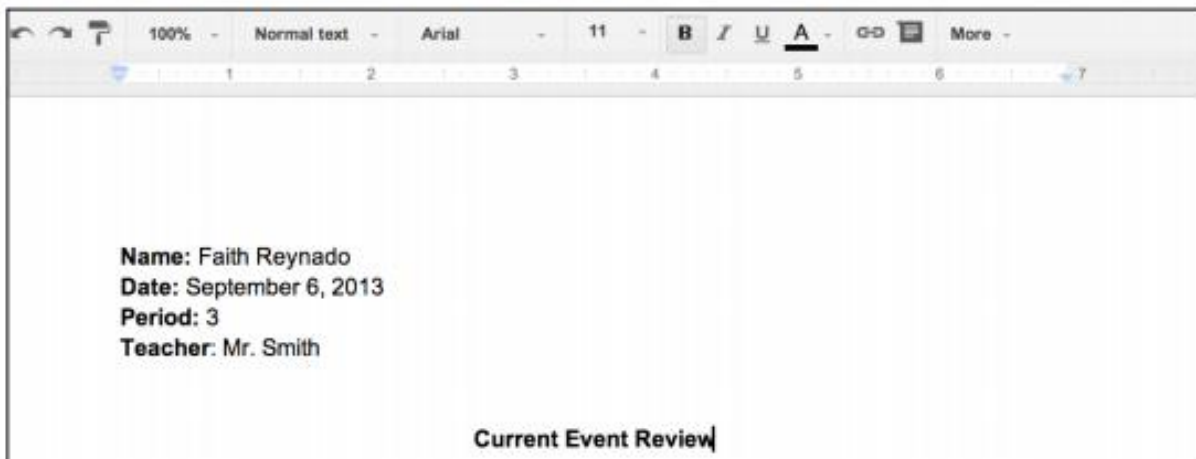
9. In the body of the document, type the following heading in the upper left-hand corner:

- Name
- Date
- Period
- Teacher

Bold **B** these headings, and then fill in the appropriate information. (Note: The information you provide should not be bolded).



10. Press Enter three times, and then type the words "Current Event Review". **Bold B** and center  this title. (Please note that the title **MUST** be centered using the appropriate button.) Do NOT continually press space bar or tab until the title *looks* centered.)



11. Open another tab or window and open one of the following news sites:


- <http://www.huffingtonpost.com>
- <http://www.cnn.com>
- <http://news.google.com>
- <http://www.bbc.com/news>

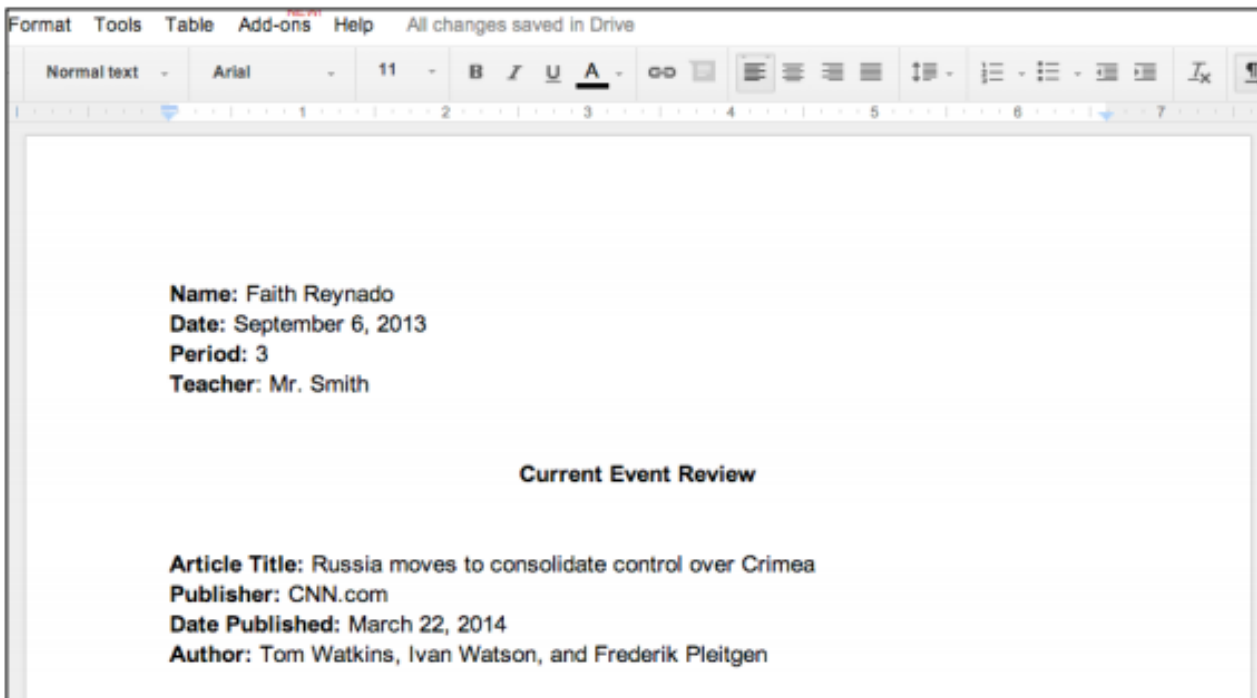
THE HUFFINGTON POST



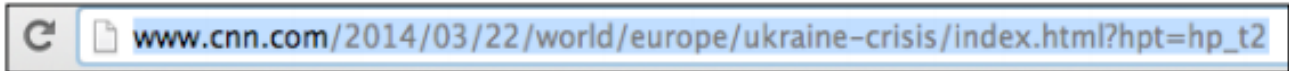
12. Choose one of the top stories or headline articles. Then, go back to your Google Doc and type the following subtitles:

- Article Title
- Publisher
- Date Published
- Author

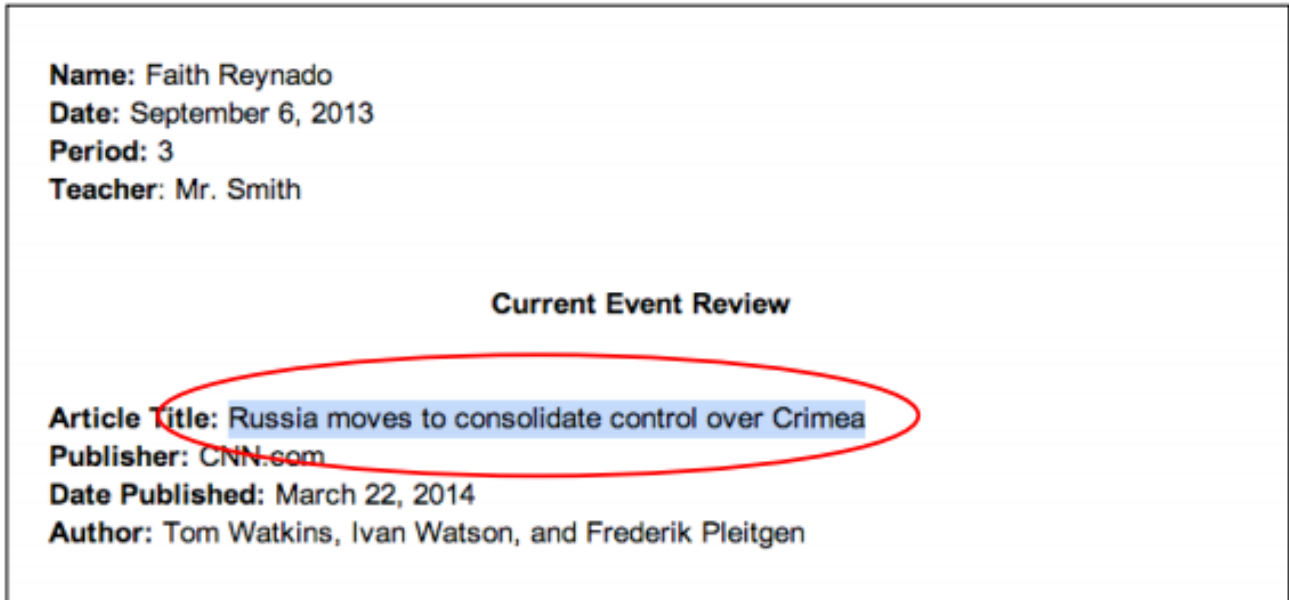
Bold **B** and left-align  these subtitles below the heading. Then fill in the appropriate information for whichever news article you chose (this information should not be bolded).



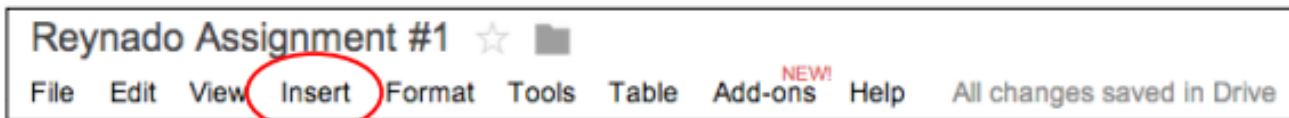
13. Now, copy the URL for the news article you have chosen.



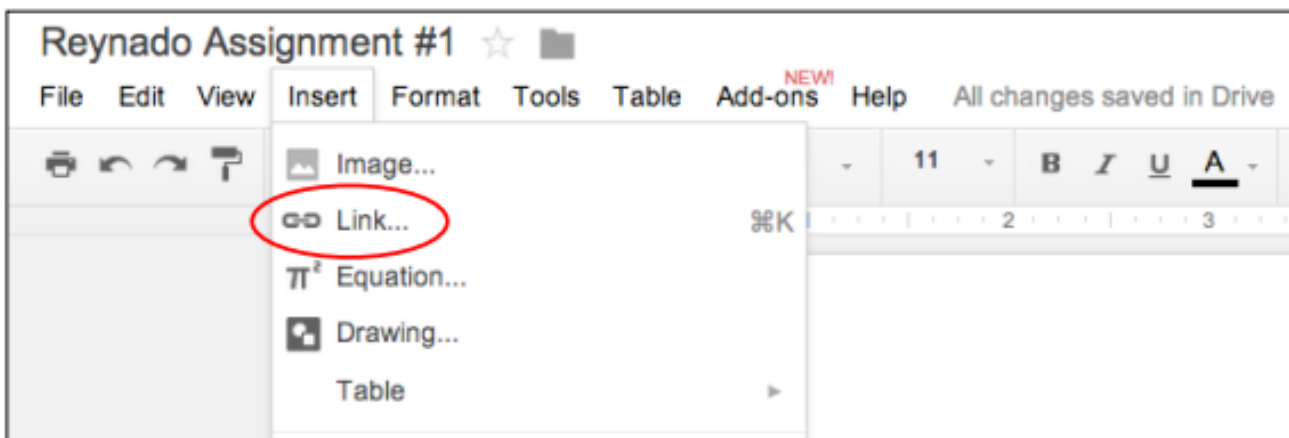
14. Go back to your Google Doc and highlight the article title.



15. Go to your toolbar and click on Insert.



16. From the dropdown menu, click Link.



17. You will now have the opportunity to paste the link that you copied of your news article to your text in this Google Doc. Paste the link you copied earlier into the highlighted field. Then click Apply.

Article Title: Russia moves to consolidate control over Crimea
Publisher:
Date Published: Text Russia moves to consolidate control over C
Author: To Link Paste a link, or search

Article Title: Russia moves to consolidate control over Crimea
Publisher:
Date Published: Text Russia moves to consolidate control over C
Author: To Link urope/ukraine-crisis/index.html?hpt=hp_t2

Name: Faith Reynado
Date: September 6, 2013
Period: 3
Teacher: Mr. Smith

Current Event Review

Article Title: [Russia moves to consolidate control over Crimea](#)
Publisher: CNN.com
Date Published: March 22, 2014
Author: Tom Watkins, Ivan Watson, and Frederik Pleitgen

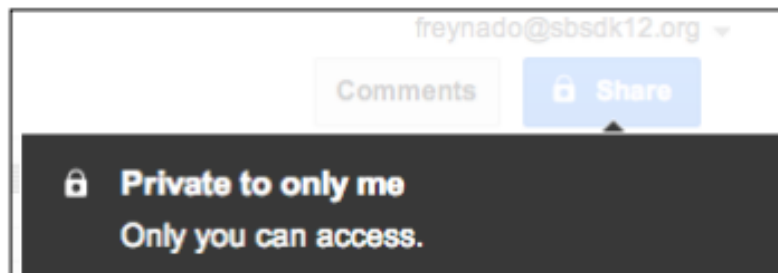
Your Article Title is now linked to the website it came from!


18. For the last step of this assignment, you will submit your document to me by sharing the Google Doc. Look to the top right-hand corner of your screen and click on Share.

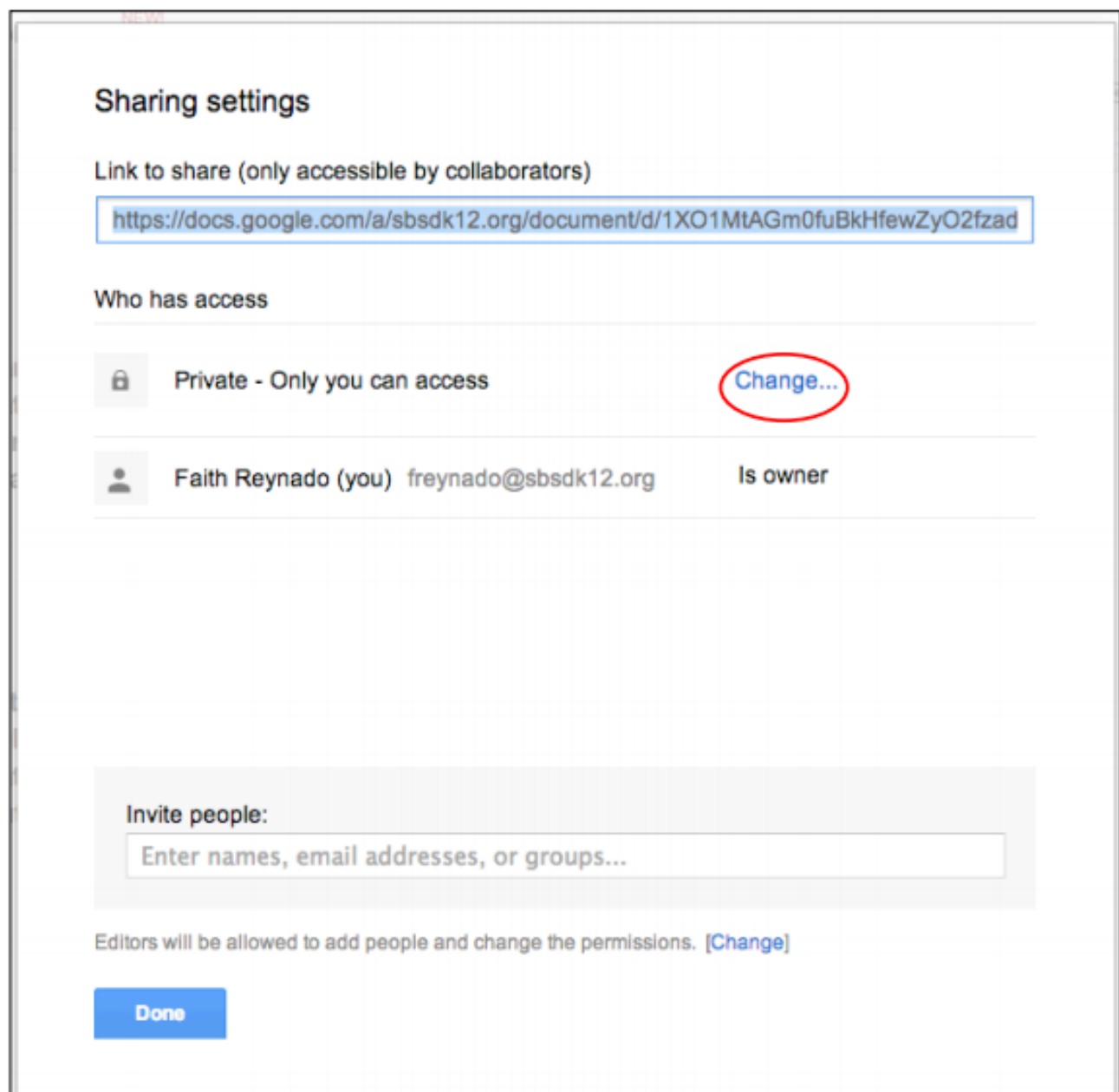
freynado@sbsdk12.org

Comments

Note that the only person that has access to this document right now is you.








19. This window contains the link to your document and shows who has access to it. This area will allow you to change who has access and/or invite others to view/edit your document. Click Change next to "Private-Only you can access" and **change the access** to "anyone who has the link can access" and click  at the bottom left-hand corner of the window.



Sharing settings

Visibility options:

-  **Public on the web**
Anyone on the Internet can find and access. No sign-in required.
-  **Anyone with the link**
Anyone who has the link can access. No sign-in required.
-  **sbunified.org**
People at sbunified.org can find and access.
-  **People at sbunified.org with the link**
People at sbunified.org who have the link can access.
-  **Specific people**
Only people explicitly granted permission can access.

20. Click **Can edit** and list the three options you have to give others when you invite them to share your document.

- 1) can edit
- 2) _____
- 3) _____

21. Now submit this assignment to me by typing my email address (_____) in the "Invite people" field and clicking Send.

Invite people:

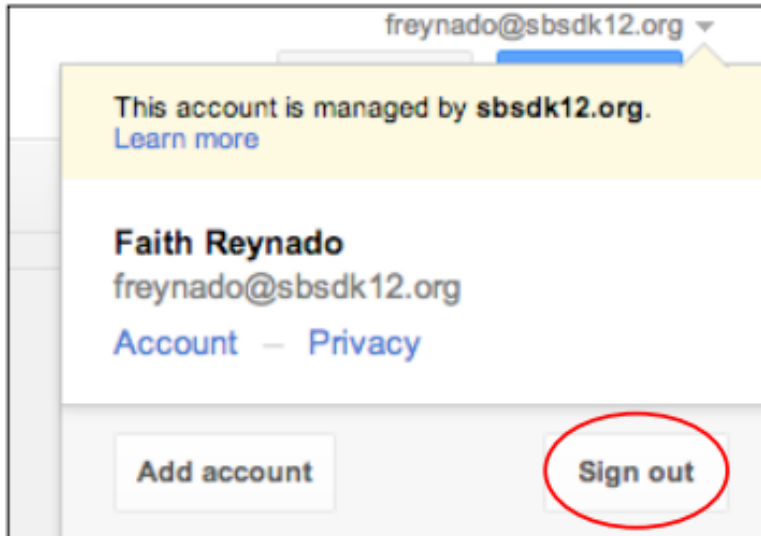
Can edit ▾

Notify people via email - Add message

Send

Send a copy to myself
 Paste the item itself into the email

22. As always, remember to sign out when you are finished with your session!



Congratulations! You have now created and shared your document. We will continue with your article review and further practice using Google Docs in Assignment #2.

Grading Rubric

Student Name: _____

Step # 5 (Creating Documents): _____ / 3 Points

Step # 8 (Renaming Your Document): _____ / 1 Point

Step # 9 (Document Heading with Proper Formatting): _____ / 3 Points

Step #10 (Main Title/Heading): _____ / 2 Points

Step #12 (Article Review Subtitles with Proper Formatting): _____ / 4 Points

Steps #14-17 (Inserting Article Link): _____ / 5 Points

Step #19 (Changing Access): _____ / 2 Points

Step #20 (Editing Options for Invited to Share): _____ / 2 Points

Step #21: (Sharing with Me): _____ / 3 Points

Total: _____ / 25 Points