# COLLABORATING IN GOOGLE DRIVE

# CREATE A SHARED FOLDER AND COLLABORATE WITHIN IT

Click on the links below to jump to:

Access Google Drive through your student email account.

Create and share a folder.

Access the shared folder.

Upload files to share. (Including image & video files)

Create a google document.

Export file to a word document.

Create a google presentation.

Set the dimensions.

Export file to a .pptx or .pdf.

#### ACCESS GOOGLE DRIVE THROUGH YOUR STUDENT EMAIL ACCOUNT.

Your student email account is through Google, so get started by simply logging into student email.

#### USE THE APPS GRID AT THE TOP LEFT TO ACCESS GOOGLE DRIVE.

Cal State San Marcos		× ۹	+C	hris	•	
Mail -	□ <sup>↓</sup> C More <sup>↓</sup>					
COMPOSE	🗌 📩 📄 me	You have submitted your assignment submission for test1 - Clicker trainin	8	8+		
Inbox (68)	🗌 📩 📄 me	You have submitted your assignment submission for group assign - Click	Search	+Chris	Sites	- 11
Starred	🗌 📩 📄 me	You have submitted your assignment submission for test2 groups - testing				- 11
Important Sent Mail	Google Calendar	Reminder: turnitin - Part 1 @ Sun Sep 14, 2014 8:37am - 9:37am (http://cc.		31		- 11
Drafts	🔄 📩 🕞 Google Calendar	Reminder: assignment @ Sun Aug 17, 2014 7am - 8am (http://cc.csusm.ec	Mail	Calendar	Drive	- 11
▶ Circles More ▼	🗌 📩 🕞 Google Calendar	Reminder: Exam 1 @ Thu Jul 17, 2014 12am - 11:59pm (http://cc.csusm.ec				
	🗌 📩 🕞 Google Calendar	Reminder: Examen 5 - Capítulo 15 @ Thu Jul 3 11:55pm - Fri Jul 4, 2014 1:	Docs	Sheets	Slides	- 11
Chris Q	Google Calendar	Reminder: Oral Assignment 5 -Granted @ Wed Jul 2, 2014 6:30pm - 7:30p				
Enabling "last seen" lets × your contacts see you're online Learn more	🗌 ☆ 🕞 Google Calendar	Reminder: Final exam @ Wed Jul 2 12am - Thu Jul 3, 2014 11:59pm (http:/		More		

#### CREATE AND SHARE A FOLDER.

One member of the group will set up a Folder in Google Drive and share that folder with all group members.

#### CREATE A FOLDER. <u>File Edit View History Bookmarks Tools Help</u> 11 Course: Spring 2015 KINE 3... × M Inbox (68) - cctr11@couga... × 🔥 My Drive - Google Drive × + ← ▲ https://drive.google.com/a/cougars.csusm.edu/#my-drive 🔻 😋 🔍 Search ☆自∔合三 🗿 Most Visited 🧶 Getting Started 🗌 Save to Mendeley 🗌 New Tab -- Q +Chris 🎹 🔘 🕂 😫 Cal State San Marcos Drive ① ≡ ∷ ✿ -× Try the new Drive. Folder We've been working hard to create a clean, fast, fresh experience for you. Take me to the new Drive Learn more Document ACTIVITY Presentation TITLE OWNER -LAST M.

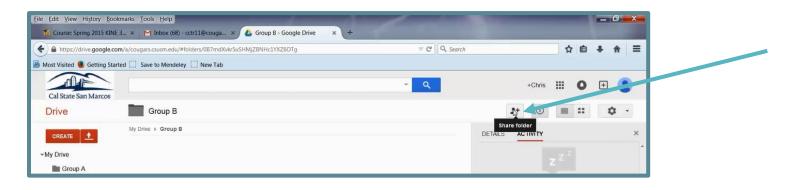
#### NAME THE FOLDER.

ash ore =	Group A			1 4:04 pm me		
	Chris Tester's Test Presentation	New folder	×	4/8/14 me	C	You created 2 items in 4.04 PM
		Please enter a name for the new folder:				My Drive
		Group A				Group A
		Create Cancel				Chris Tester's Test Pres.
				J		

#### CLICK INTO THE FOLDER.

	marks Tools Help × M Inbox (68) - cctr11@couga × 🔥 My Drive - Google Dr	ive × +		_ 0 _ X
	Va/cougars.csusm.edu/#my-drive	₹ C Q Sea	rch 👌 🖨	+ * ≡
Most Visited 🧶 Getting Starte	ed 🔲 Save to Mendeley 🗌 New Tab			
Cal State San Marcos		- Q	+Chris 🗰 🚺	± 😩
Drive			◎ ■ ∷	¢ -
CREATE ★ →My Drive Group A	Try the new Drive. We've been working hard to create a clea	in, fast, fresh experience for you.	Take me to the new Drive	×
Group B Shared with Me	My Drive		ACTIVITY	×
Group B Shared with Me Starred	My Drive	OWNER - LASTM	AC TIVITY TODAY	×
Shared with Me		OWNER I LAST M me 4.04 pm me		×
Shared with Me Starred	. πιε			×

#### CLICK THE SHARE ICON.



#### ENTER EMAIL ADDRESSES OF ALL TEAM MEMBERS AND HIT "SEND."

Be sure to leave the "Can edit" access when inviting your group members to the folder.

Shared with Me		No recorded activity
Starred		
Recent	Share with others Get shareable link	
Trash		
More +	People	
Install Drive for your	😩 jsim@csusm.edu × 📓 cctr12@cougars.csusm.edu × 🖌 Can edit -	
computer	cctr04@cougars.csusm.edu	
	Add a note Send Cancel Advanced	

Don't know the email addresses of your group members? You can find them listed in your class in Cougar Courses by using the "Participants" link in the Navigation block. You can also search by their names in the search box on <u>www.csusm.edu</u>.

### ACCESS THE SHARED FOLDER.

Group members invited to join the folder will receive an email notification with a link to open the folder.

COMPOSE	Group C - Invitation to collaborate	ē Ø
Inbox (71) Starred	Jane Sim (via Google Drive) jasim@csumb.edu via doclist.bounces.google.co 4:37 PM (0 minutes ago) 🕸 💽	r -
Important		
Sent Mail	Jane Sim has invited you to <b>work in</b> the following shared folder:	
Drafts		
Circles	Group C	
More - Chris - Q	Open	

In Google Drive, the folder can be found by clicking the "Shared with Me" link on the left.

Cal State San Marcos Drive CREATE 1		Try the new Drive.	
Shared with Me Starred Recent		We've been working hard to create a clean, fast, fresh experience for you.	Take me to the new Dri
Trash More <del>↓</del>	🗆 🚖 📭 Grou	ρ C	Jane Sim 4:37 pm

# UPLOAD FILES TO SHARE.

Upload image and video files to the shared folder.

#### CLICK INTO YOUR GROUP'S SHARED FOLDER.

Cal State San Marcos	۹		+Chris
Drive	🖾 Group C	С	<b>_+</b> ()
CREATE ▲	My Drive > Group C	DETAILS TODAY	ACTIVITY
Group A Group B Group C		С	You added an ite 4:45 PM

#### CLICK THE UPLOAD ICON TO ADD FILES.

<u>File Edit View History Bookmarks Tools Help</u>		
🎁 Course: Spring 2015 KINE 3 🗴 🎽 Inbox (70) - cctr11@couga 🗴 🔥 Group C - Google Drive 🛛 🗙 🕂		
🗲 🔒 https://drive.google.com/a/cougars.csusm.edu/?tab=mo#folders/0B1fHOg_ejXAofnNNaURaZGR5SkxqV0o2ZFc3bW9DemtvaGRIWkIJNHdx 🔻 🖱 🔍 Search		
A Most Visited 🧕 Getting Started 🗌 Save to Mendeley 🗌 New Tab		
Cal State San Marcos		+Chris
Drive 🔤 Group C		+ 1
CREATE     My Drive → Group C       ✓ My Drive     Files	DETAILS	
Group Enable folder upload	C	<b>You</b> created 2 item Jan 30
Group C		Group C
MY Group's Folder		Group C's
NEW FOLDER FOR GROUF		🗖 Untitled pr
Shared with Me		-

### CREATE A GOOGLE DOCUMENT.

Create a Google Document in order to collaborate on a written paper.

#### CLICK INTO YOUR GROUP'S SHARED FOLDER.

Cal State San Marcos		<b>√</b> Q	+Chris
Drive	🚢 Group C		C 🖛 🛈 [
CREATE ▲	My Drive 🕨 Group C		DETAILS ACTIVITY
Group A Group B Group C	-		C You added an ite 4:45 PM My Drive

#### CREATE A DOCUMENT.

<u>File Edit View History Bookma</u>	irks <u>T</u> ools <u>H</u> elp				
The Course: Spring 2015 KINE 3	× M Group C - Invitation to coll × 👍 Group C -	Google Drive × A Shared with me - Goo	ogle × +		
+ https://drive.google.com/a	a/cougars.csusm.edu/?usp=folder#folders/0B1fHOg_ejXAofr	NNaURaZGR5SkxqV0o2ZFc3bW9DemtvaGRIWk1JN	NH 🤝 😋 🔍 Search		合自
Most Visited 🥑 Getting Started	Save to Mendeley New Tab				
Cal State San Marcos		Ŧ	٩		+Chris III O
Drive	🚨 Group C		<b>Q</b>		<b>±</b> + ① ■ <b>∷</b>
CREATE Folder	Try the new Drive	nate a clean, fast, fresh experience for you.			Take me to the new Drive
Document	rive 🕨 Group C			DETAILS	ACTIVITY
Presentation	ΠΤLΕ	OWNER -	LAST M		
Spreadsheet	The Intilled presentation Shared	me	4:49 pm me	TODAY	
Form				C	You added an item to 4:45 PM

#### CONFIRM SHARING.

Recent		
Trash	Create in a shared folder?	Jane Sim created an item 4 36 PM
More +	The created item will have the same sharing permissions as the selected folder.	Group C
Computer.	Create and share Cancel	No recorded activity before January 30, 2015

### COLLABORATE WRITING THE DOCUMENT.

Type content and add comments.

#### EXPORT FILE TO A WORD DOCUMENT.

When your group is ready to submit the paper, export it as a Word Document. Double check formatting after exporting. Then, it's ready to submit in Cougar Courses or however you've been instructed to submit your assignment.

Share		Arial - 11 - B I U A - co □ ■ ■ = = = 1	· ≟ · ≟ · ⊡ ⊡ I <sub>x</sub>
New	F	1	lan an <b>6</b> an an tha <b>√</b> a <b>7</b> an an tha
Open	Ctrl+O		
Rename			
Make a copy			
Move to folder			
Move to trash			
See revision history	Ctrl+Alt+Shift+G		
Language			
Download as	•	Microsoft Word (.docx)	
Publish to the web		openDocument Format (.odt)	
Email collaborators		Rich Text Format (.rtf)	
Email as attachment		PDF Document (.pdf)	
Page setup		Plain Text (.txt)	
Print preview		Web Page (.html, zipped)	

### CREATE A GOOGLE PRESENTATION.

You can create a Google Presentation to collaborate on a visual project, such as a poster project, or to create presentation slides.

#### CLICK INTO YOUR GROUP'S SHARED FOLDER.

Cal State San Marcos	~	٩	+Chris
Drive	🚢 Group C		<b>_</b> + (i)
CREATE ▲	My Drive 🕨 Group C	DETAIL	
Group A Group B Group C		C	You added an ite 4:45 PM

#### CREATE A PRESENTATION.

<u>File Edit View History Bookmark</u>	ks <u>T</u> ools <u>H</u> elp			
The Course: Spring 2015 KINE 3	🗙 📉 Group C - Invitation to coll 🗴 🕹 Group C - Google Drive 👘 🗙 🔥 Shared with me - Google 🗴 🕂		_	
+ https://drive.google.com/a/	cougars.csusm.edu/?usp=folder#folders/0B1fHOg_ejXAofnNNaURaZGR5SkxqV0o2ZFc3bW9DemtvaGRIWk1JNH 💌 C 🗌 🔍 Search			☆
Most Visited 🥹 Getting Started [	Save to Mendeley New Tab			
Cal State San Marcos	<b>~</b> _ ્		+Chris	
	🗷 Group C	С	<b>*</b> + (i)	=
CREATE	My Drive 🕨 Group C	DETAILS	ACTIVITY	
Folder		TODAY		
Document		C	You added an it 4:45 PM	em to
Presentation			My Drive	
Spreadsheet			Group	C
Form		۲	Jane Sim create 4:36 PM	ed an
Drawing			Group C	

### CONFIRM SHARING.

Recent		
Trash	Create in a shared folder?	Jane Sim created an item 4 36 PM
More +	The created item will have the same sharing permissions as the selected folder.	Group C
Install Drive for your computer	Create and share Cancel	No recorded activity before January 80, 2015

# CHOOSE A THEME.

You are prompted to first choose a theme. You or your teammates can always change the theme later.

				•
Simple Light	Simple Dark	Light Gradient	Dark Gradient	=
Swiss	Modern	Lesson Plan	Biz	
Khaki	l abel	Spotlight	Paper Plane	
Import theme			Slide size: Widescreen 16	
OK Cancel	Show for new presentatio	ns		

# SET THE DIMENSIONS

If you are collaborating on a poster, you can use these instructions to set up the proper page dimensions.

# CLICK FILE, PAGE SET UP.

Eile Edit View History Bookmarks Tools Help	ed with me - Google 🗙 🕴 🕂		x
A https://docs.google.com/a/cougars.csusm.edu/presentation/d/17HfH_Ctnoa-ZKOmnE7tu_tmahPoYu6290Wbh2Nv4Ks/edit#slide=id.p      C      Q Search		☆自↓ 俞	=
Most Visited  Getting Started  Save to Mendeley New Tab		cctr11@cougars.csusm.edu	
Untitled presentation 🚖 🖿 File Fedit View Insert Slide Format Arrange Tools Table Help All changes saved in Drive	Present 👻 🕻	Comments Share	
Share 📓 - 🔪 - 📳 Background Layout - Theme Transition		*	
1 New			
Open Ctrl+O			
Rename			
Make a copy			
Move to folder			
Move to trash     Import slides			
			- 11
See revision history Ctrl+Alt+Shift+G			- 11
Language			- 11
Download as Publish to the web Email collaborators	4:4		- 11
Publish to the web			- 11
			- 11
Email as attachment.			
Page setto			
Print settings and preview Click to add subtitle			
Print CtrI+P			

#### CLICK THE ARROWS FOR MORE OPTIONS.

Page setup Widescreen 15:9 OK Cancel	* dd title
<u> </u>	

# CHOOSE CUSTOM.

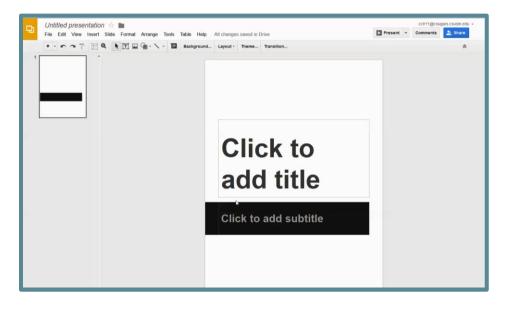
Clic	x Standard 4:3 Widescreen 16:9 Widescreen 16:10 Custom
	Custom

SET IT TO THE APPROPRIATE SIZE FOR YOUR POSTER.

Clic	Page setup Custom ÷ 30 × 40 Inches ÷
Click to a	

#### NOW YOU HAVE A POSTER TO CREATE.

Now you can change the theme, change the format, add text, add images, etc.



# EXPORT FILE.

Download your presentation or poster as a .pdf or .pptx.

<u>File E</u> dit <u>V</u>	(iew History Bookmarks Tools Help			And in case of the local division of the loc
Th Course	e: Spring 2015 KINE 3 🗶 M Group C - Invi	tation to coll 🗙 🛛 🚵 Group C - Goo	ogle Drive 🛛 💭 Untitled presentation - Go 🗙 🍐 Shared	with me - Google 🗙 🕂
🗲 🔒 http	ps://docs. <b>google.com</b> /a/cougars.csusm.edu/pres	entation/d/17HfH_Ctnoa-ZKOmnE7tu_	tmahPoYu6290Wbh2Nv4Ks/edit#slide=id.p 🛛 🦁 🔍 Search	☆ 自
🙆 Most Visit	ed 🧕 Getting Started 🗌 Save to Mendeley	New Tab		
	ntitled presentation 🚖 🖿 e dit View Insert Slide Format /	Arrange Tools Table Help A	II changes saved in Drive	Comments Comments
	Share	Background	Layout - Theme Transition	
1	New			
	Open Ctrl+O			
	Rename			
	Make a copy			
1 I I I I I I I I I I I I I I I I I I I	Move to folder			
Í	Move to trash			
	Import slides			
	See revision history Ctrl+Alt+Sbit+G			
	Language		Click to	
	Download as	Microsoft PowerPoint (.pptx		
	Publish to the web	PDF Dehument (.pdf)	add titla	
	Email collaborators	Scalable Vector Graphics (.svg)	add title	
	Email as attachment	PNG image (.png)		
	Page setup	JPEG image (.jpg)		
	Print settings and preview	Plain Text (.txt)	Click to add subtitle	
÷	Print Ctrl+P			

If printing a poster: Save the .pdf or .pptx file to a thumb drive to bring to the Student Help Desk for printing. (There is a fee for printing and a 3 business day turn-around.)