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.

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	🗌 📩 🕞 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.

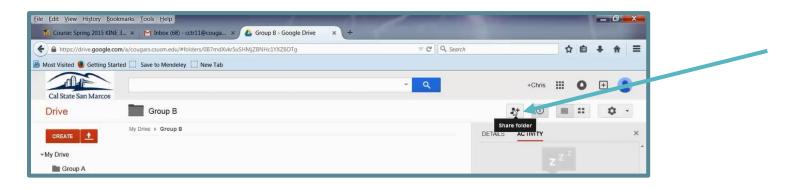
NAME THE FOLDER.

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CLICK INTO THE FOLDER.

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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 work in 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.	
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Trash More ↓	🗆 🚖 📭 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.

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Drive	🖾 Group C	С	_+ ()
CREATE ▲	My Drive > Group C	DETAILS TODAY	ACTIVITY
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CLICK THE UPLOAD ICON TO ADD FILES.

<u>File Edit View History Bookmarks Tools Help</u>		
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CREATE A GOOGLE DOCUMENT.

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

CLICK INTO YOUR GROUP'S SHARED FOLDER.

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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.

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Email collaborators		Rich Text Format (.rtf)	
Email as attachment		PDF Document (.pdf)	
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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.

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CHOOSE A THEME.

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

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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.

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CLICK THE ARROWS FOR MORE OPTIONS.

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CHOOSE CUSTOM.

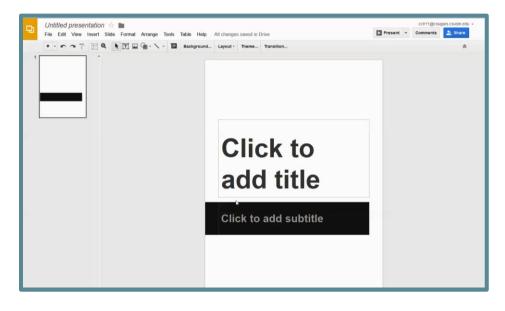
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	Custom

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.

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	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.)