

CREATING GOOGLE DRIVE ACTIVITIES FOR COLLABORATIVE STUDENT PROJECTS

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THE BASICS

Google Drive is a free online office suite created and maintained by Google, Inc. Its flagship programs are Google Docs (a word processor), Google Sheets (a spreadsheet program), and Google Slides (a presentation program). Several other minor products (Google Forms, Google Drawings, Google My Maps, etc.) are also part of the official suite, and many third-party products can be accessed through Drive as well.

Google Drive is accessed via a web browser (on PCs/Macs) or via mobile apps (on iOS/Android). Where Google Drive differs most substantially from Microsoft Office is that it makes collaboration very easy: everyone working on a project can edit the same document at the same time, and a built-in chatroom feature enables the participants to coordinate their efforts. The online nature of Google Drive also means that teachers do not need to “collect” work (it is always visible to the teacher!) and teachers can monitor student work live as it happens.

BUT MY INSTITUTION DOESN'T USE GOOGLE DRIVE OR GOOGLE APPS FOR EDUCATION (GAPE)!

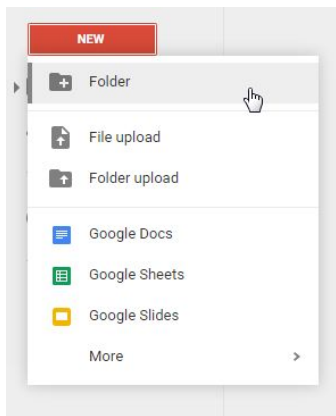
Neither does ours. Although it simplifies and streamlines things if all students have official school Google accounts, this is not necessary. Teachers can deploy Google Drive in curricula even if *no* students have Google accounts. Students do *not* need to create or log into a Google account to edit documents on Google Drive if the documents are properly configured to allow this.

CREATING A GOOGLE ACCOUNT FOR YOURSELF

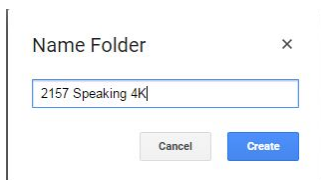
1. In your web browser, go to <https://drive.google.com>
2. Click the “Create Account” link near the bottom of the screen.
3. Enter the requested information on the account creation screen. **NOTE:** Because students will be able to see your Google account name, I strongly suggest using a “professional” account name (such as mine, bill.c.price@gmail.com) rather than a silly or classroom-inappropriate name.

SETTING UP A GOOGLE DRIVE FOLDER FOR A CLASS OR PROJECT

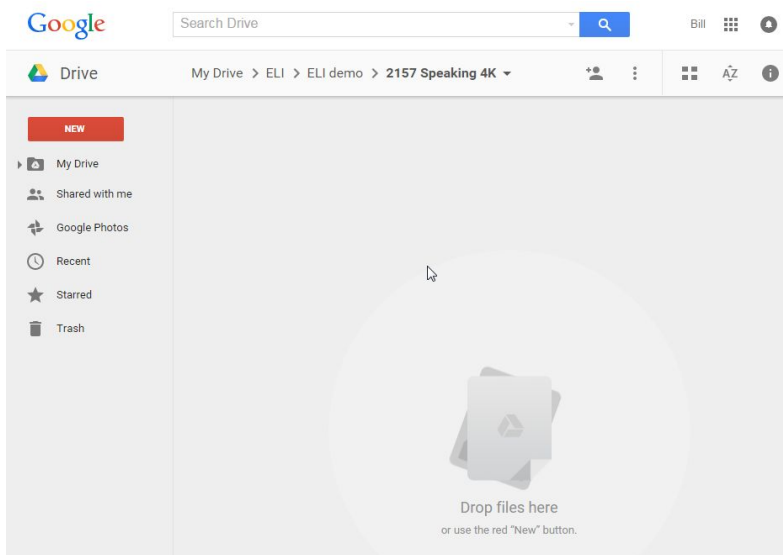
1. In your web browser, go to <https://drive.google.com>
2. Log into your Google account if prompted. Because students **will** see your Google account name, I strongly suggest using an account dedicated to professional purposes rather than using a private personal account. See “Creating a Google Account for yourself” above if you wish to create a new account.
3. In Google Drive, go to New > Folder to create a folder for your class. This will help you keep project files organized.



4. Give the folder an appropriate name. You may wish to make just one folder for all of a class's files; you may wish to make multiple separate folders for every individual project; or you may wish to follow some other type of organization.

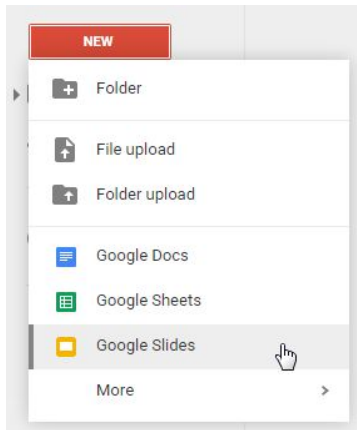


5. Click into the folder you created. You should see a screen like this:

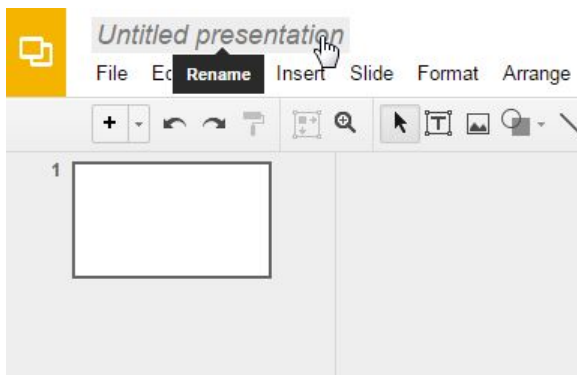


SETTING UP THE PROJECT FILE(S)

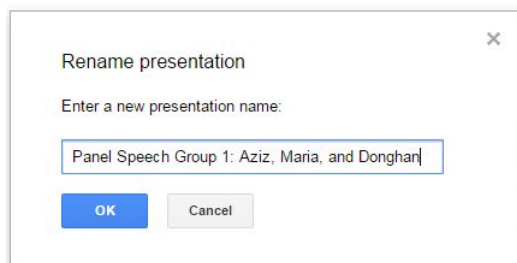
1. Now it's time to create the project documents for your students! These are essentially the "blank slates" students will do their actual work on. Go to **New** and select the kind of document you want your students to make. In this case, I have chosen **Google Slides** (which is a presentation program similar to PowerPoint).



2. Click on the "Untitled presentation" heading to change the filename.



3. Give the file a descriptive name. For example, you could include the name of the course, the name of the project, a group number, and/or your students' names.

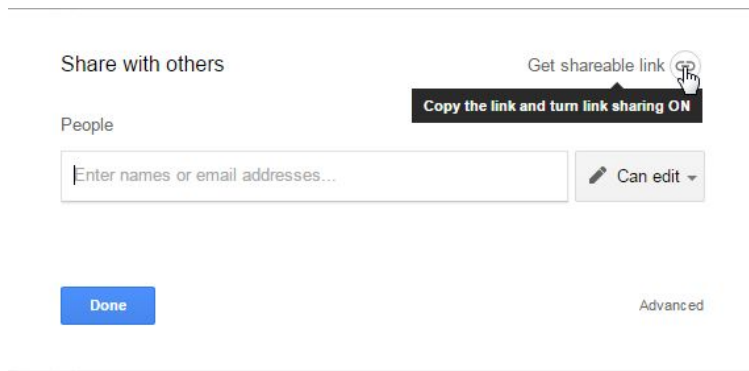


4. Go to File > Share...

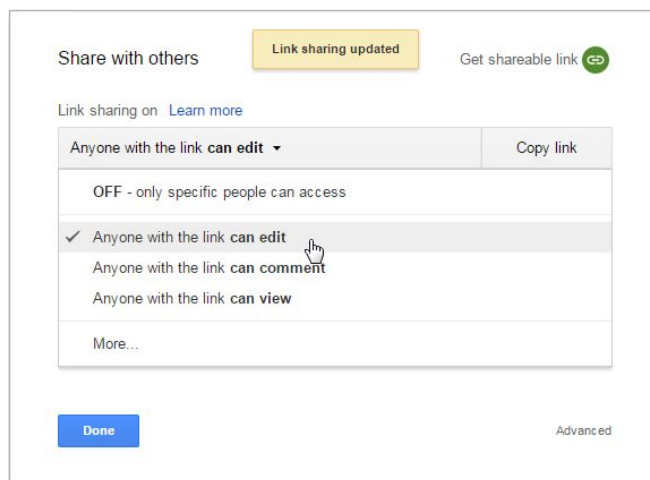


Note: Steps 5, 6, 7, and 8 below assume that your students do NOT have Google accounts and that your institution does NOT have a subscription to Google Apps for Education. If your students **DO** have school-provided Google accounts, you can simply type your students' information into the box that says "Enter names or email addresses" and then click "Done."

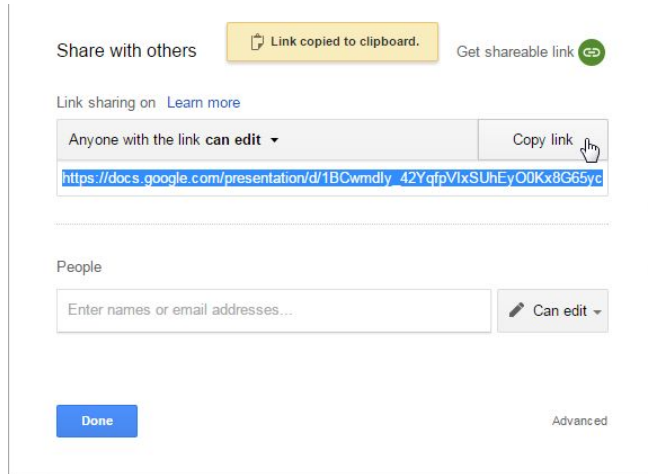
5. Click on the "Get shareable link" button in the top-right of the popup box.



6. This is **VERY IMPORTANT**: Click on the "Anyone with the link" dropdown box and choose the "Anyone with the link **can edit**" option.



- Now, click the “Copy link” button to copy the address of the document. After you have copied the link, you can paste it anywhere you need to, such as to email it to students.



- E-mail the link to the individual students who will be working on that project. In this example, this document was for Aziz, Maria, and Donghan.

Example:

To: Aziz, Maria, Donghan

From: your teacher

Subject: Your Panel Speech presentation

Dear Aziz, Maria, and Donghan,

Please click on this link to work on your panel presentation together:

https://docs.google.com/presentation/d/1BCwmdly_42YqfpVixSUhEyO0Kx8G65yc-14P2rcdiZM/edit?usp=sharing

Best,

Your ELI Teacher

- Repeat steps 1-8 for your other student groups 😊

MONITORING OR COLLECTING STUDENT WORK

- There is no need for students to “submit” anything to you. To monitor or collect student work, simply go to Google Drive (<https://drive.google.com>) and navigate to the files you created for your students. Open a file to view it. You can watch live as students do their work, or if it is time for the presentation, all you need to do is open the file and click “Present” to get students ready to go.
 - There is one small exception to this workflow: Savvy users of Google Drive can configure the website to let them work on a document while not connected to the internet, such as while on the bus or train. This introduces some *potential* complications and points of failure, especially for group projects, but we have not actually experienced any problems with this feature.

