# Using Google Drive

Google Drive is a form of cloud computing, which means it is "carried out on servers that are accessed through the Internet, rather than on one's own personal computer" ("Cloud Computing," 2013). This reduces demands on your personal devices and gives you extra storage capacity, ready access to your files from multiple devices, easier facilitation of collaborative work, and prevents your files from being lost should your personal device be compromised.

Some programmes require the use of cloud computing for assessment purposes.

Note that the below applies to the online version of Google Drive. You can also download the Google Drive app for your devices, which will allow you to save and access files without having to use an internet browser.

### Access **https://drive.google.com**

You can also access it using the Google App button found in the top right of the Chrome browser. It is a good idea to use Chrome as it will generally work more smoothly with Drive than other browsers.
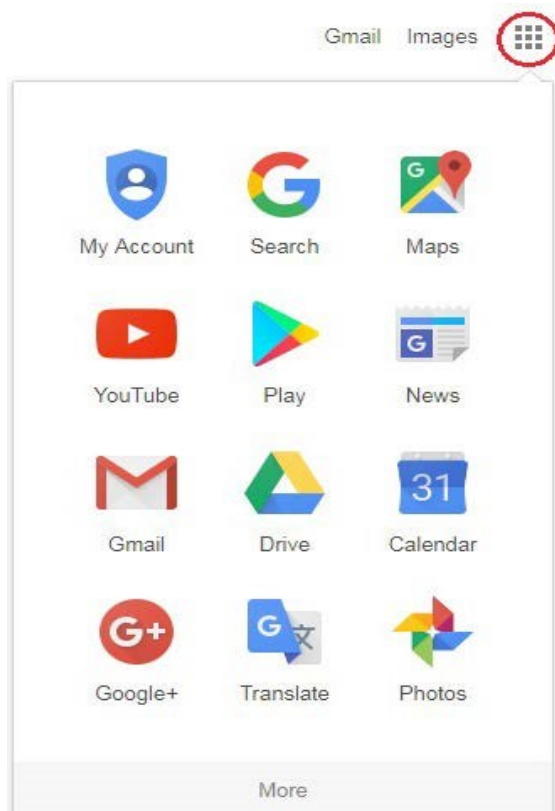
If you have a Gmail account, you can login to Drive with the same email/password. Otherwise you can create a new account.
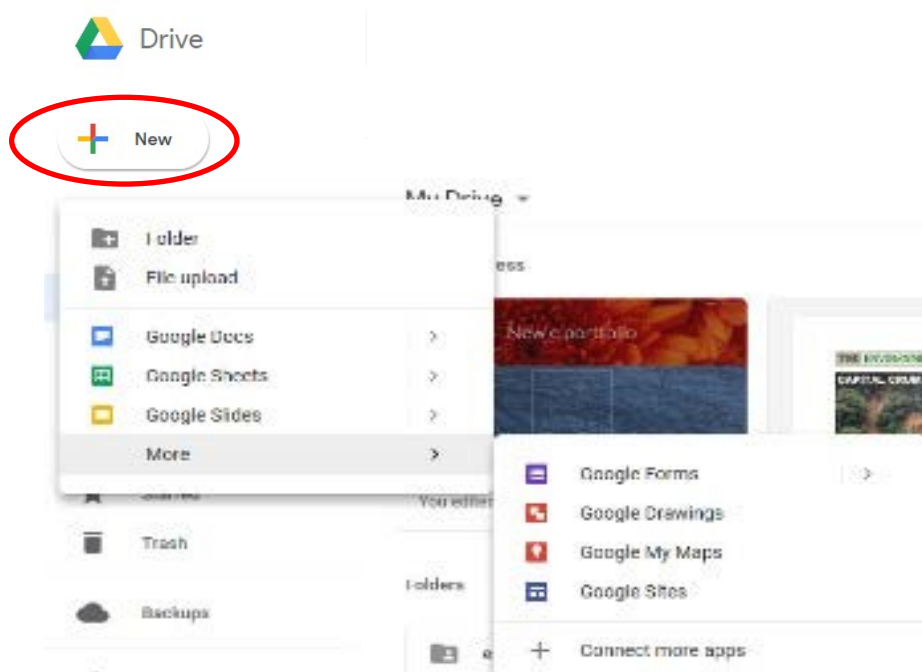
Uploading

Use the upload options under the **New** button or click and drag your files into your Drive.
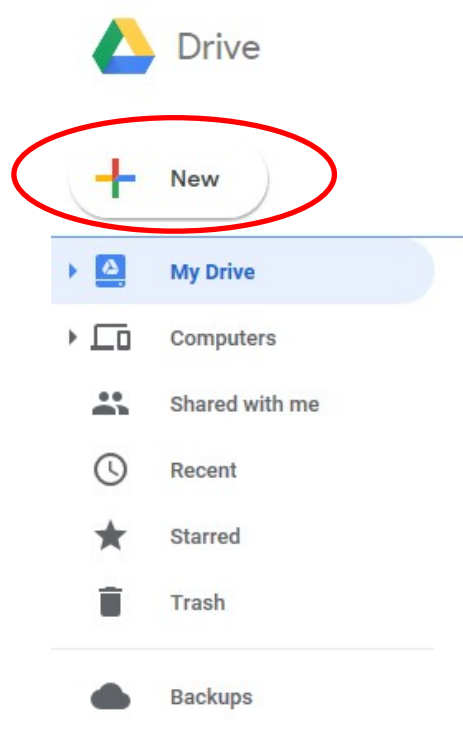

Creating Files

Use the **New** button and select the type of file you want to create.

Google Drive has its own versions of **Word (Docs), Excel (Sheets), and PowerPoint (Slides**), which are similar to the Microsoft versions but lack some functionality and you may face the odd compatibility issue from time to time. For example, if your assignment has been created in Google Drive, you will need to download it as a Word doc or PDF before submitting it to EIT Online.

The Google Sites application is what you would use if required to create an E-portfolio for your course. Your tutors should provide you with further information and arrange a library tutorial for this if required.

After creating a new file, click the title to change it to something appropriate. Your work will be saved as you type.
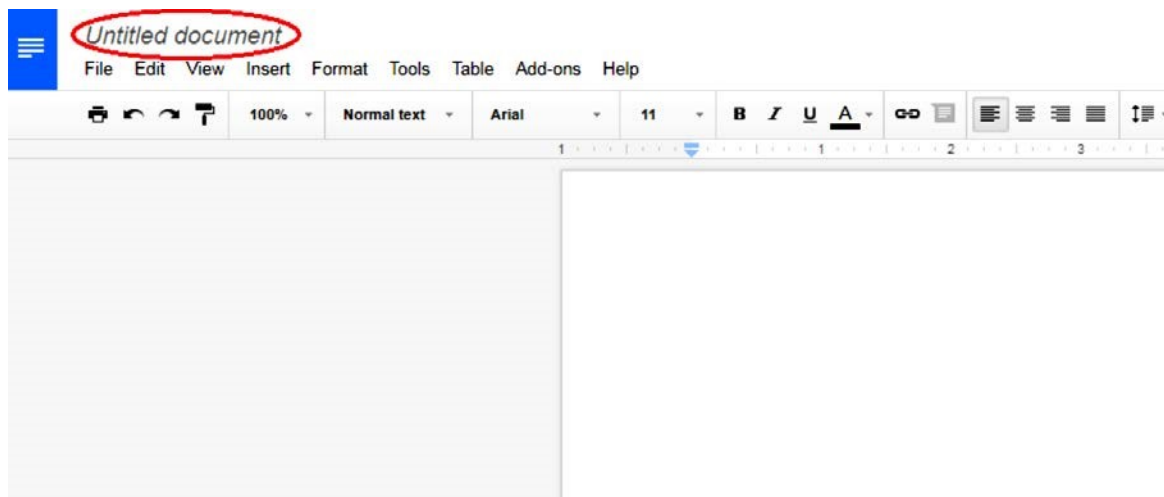
Downloading and Other Options

**Right clicking** on a file will provide you with various options to download, move, share, etc.
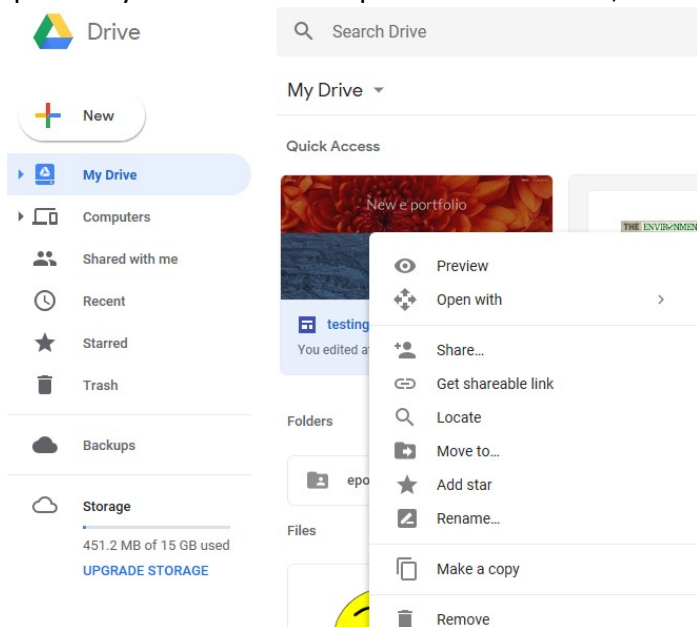
Sharing

Selecting **Share** from the above options allows you to give other people access to your file. This could be for group work or for sharing with your tutor for assessment purposes.
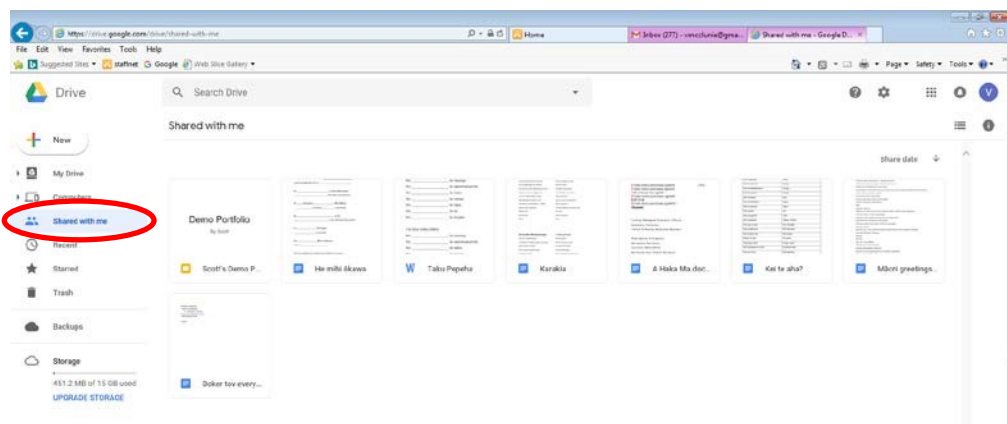
You can get a link for people to use or you can invite them via email. You can also select whether they can edit the file or only view it.
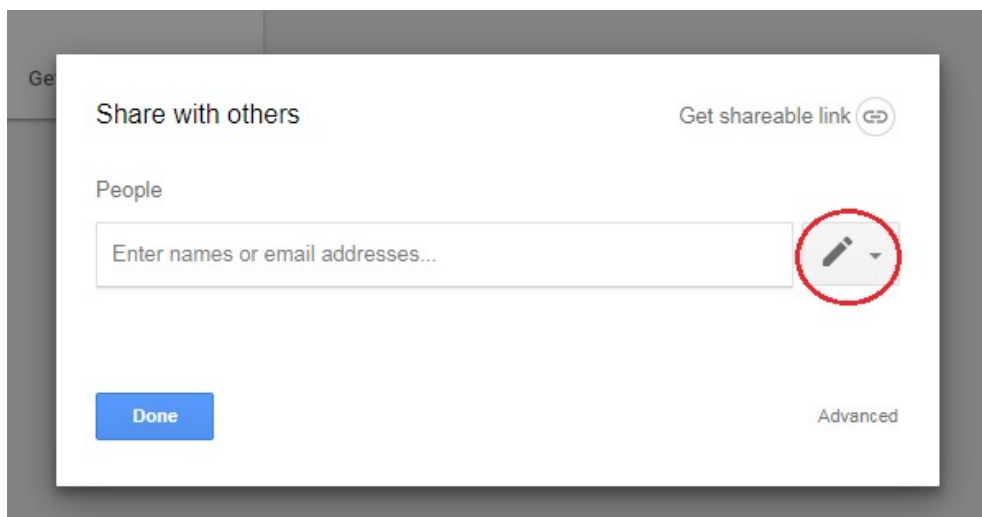
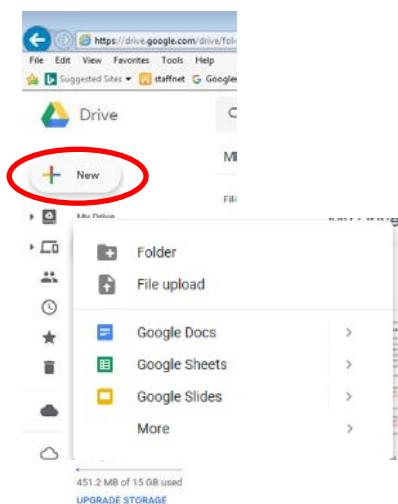The share option is also available while working on a file.
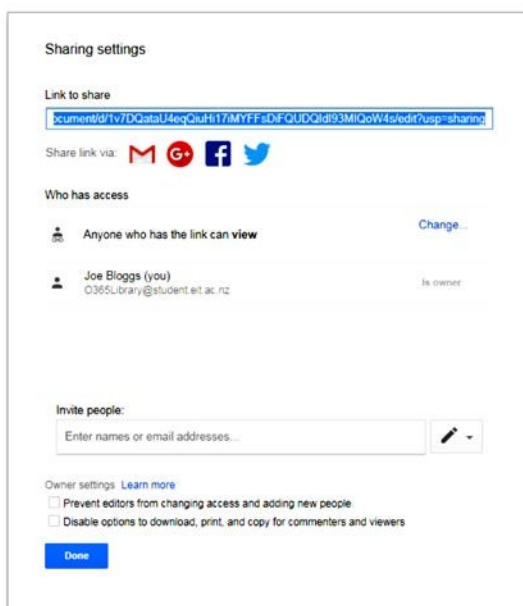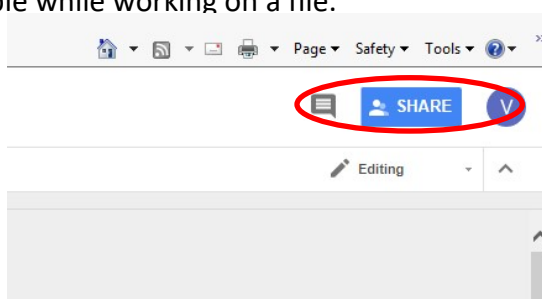
NB: if files have been shared with you, they will be in the **Shared With Me folder** rather than My Drive. You can move them into My Drive if you wish.
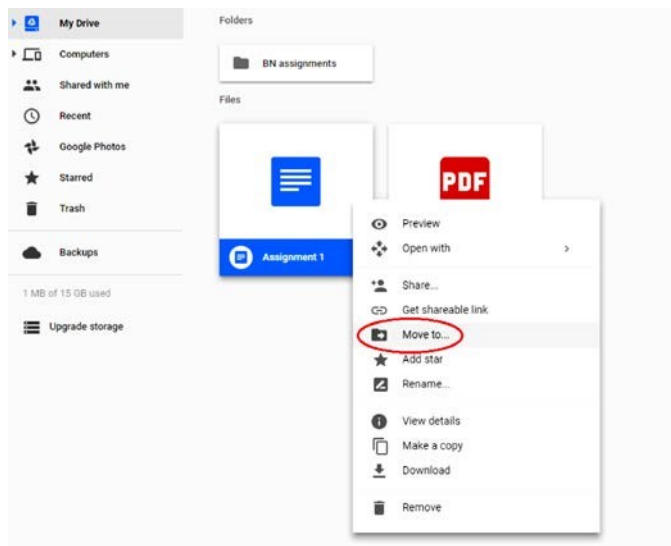
Organise

Use the **New** button to create folders.

Click and drag files into folders or right click on a file and use the move option.

If you are using Google Drive for assessment purposes, it can be a good idea to set up a folder for your course and share the folder with your tutor. Sharing a folder is the same process used for sharing files. Any files you then place in the folder will automatically be shared.

Check with your tutor if the requirements around using cloud computing for your assessment are not clear.
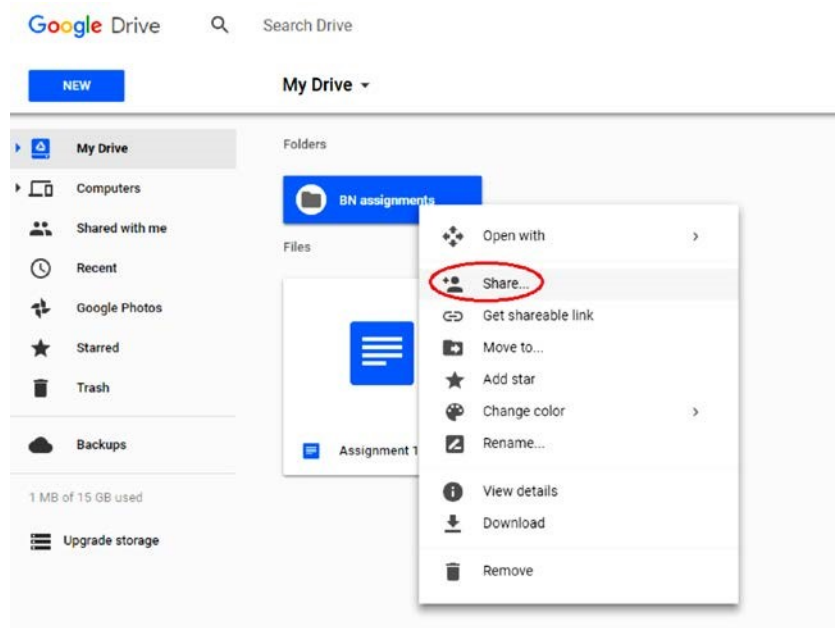
Google Drive Apps

In addition to the web computer version, there is also an app for Google Drive that can be used on your mobile devices. This allows you to upload files from a mobile device to your Google Drive and then access these on the computer version, and vice versa.

Much of the layout and functionality is the same in both versions, and you can also download apps for Google Docs, Sheets, and Slides to work on documents from Google Drive on the go. Examples of the Android smartphone apps for Google Drive and Google Slides are below.
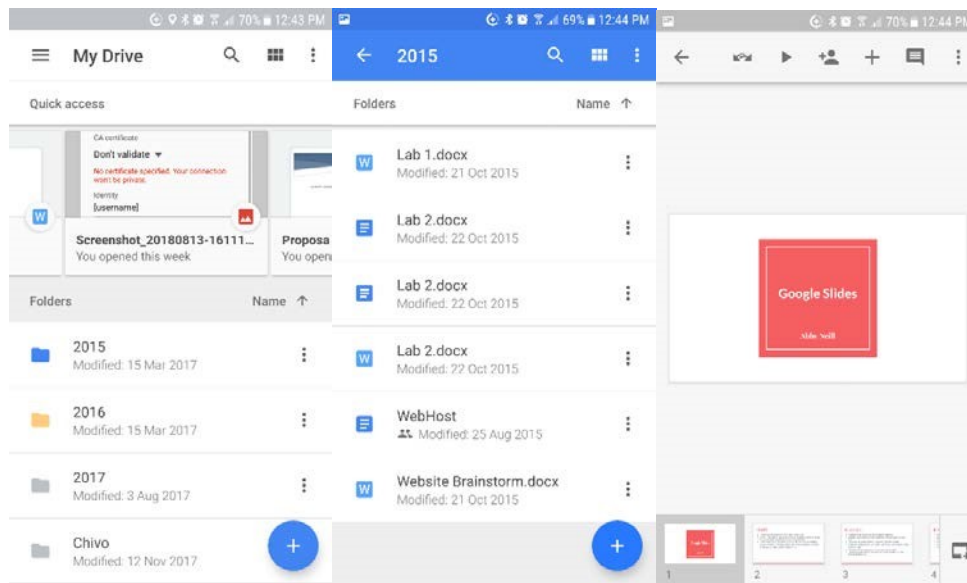
References

Cloud computing. (2013). In D. Downing, *Barron's business guides: Dictionary of computer and internet terms.* Barron's Educational Series.