CCEE - Google Suite Beginner

April 20, 2020—April 29, 2020
4:00 PM-4:45 PM

Online

California Collaborative for Educational Excellence
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Google Fan
Task: Docs

Google Drive
- Make a New Folder in Drive
- Move a Folder
- Share a Folder
- Change Color
- Different Views in Drive
- Search in Drive

Google Drive
- Create a Workspace
- Add and Remove files from Workspace
- Delete a Workspace
- Start a Shared Drive
- Add members to Shared Drive
- Roles in a Shared Drive
Classroom Scenarios

Scenario # 1

You are collaborating on a big project with four other teachers. You want to organize a place to keep all the work you do.

1) Make a new folder and title it “TEAM PROJECT 2019/2020”
2) Add a folder in “TEAM PROJECT 2019/2020” and title it “Resources”
3) Add another folder called “Presentations”.
4) Share the folder with a colleague
5) Add a new Document in the “Resources” folder.
SCENARIO # 3

Your principal has asked you to lead a team of teachers on a special project for the school. You want to make a Drive that everyone can contribute to.

1) Make a new Shared Drive
2) Add team members
3) Create two folders inside the Shared Drive
4) Add your Administrator as a “View Only” member
5) Move a Document to the Shared Drive

SCENARIO # 4

You are working on a big Professional Development day with multiple presentations.

1) Make a new Workspace and name it “PD Day!”.
2) Add two Slides or a Document you have made.
3) Rename the workspace
Choose Your Own Adventure

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CLICK HERE for the Survey
CREDITS

Special thanks to the people who made and released the

✘ Presentation template by SlidesCarnival