

Google Drive - Best Practice Suggestions

Student File Storage

- Recommend that FMHS students use their FM google drive account for file storage rather than FM file servers.
- Provides easy access to files at home and school and on any internet connected device (phone, tablet, laptop, computer).
- Eliminates the need to use Citrix and FM Home Access.
- Accounts remain active until graduation so students can save files from year to year as needed.

Create Contact Groups

- Recommend that teachers create a contact group for each of your classes to make it easy to share files and folders throughout the year.

Teacher File Sharing

- Better and easier than using district shared folders.
- Teachers can create folders for each of their classes in Google Drive and share the folder with students in that class giving them View Only access. (Share with students by using the Contact groups you set up)
- Teachers can then add files and sub-folders to this folder and students will receive the documents instantly.
- Sub folders and specific files can be given different rights (for example a specific file can be set to allow students to edit, view only, or comment only).
- This works great for use with committees and curriculum work with colleagues too.

File Collaboration

- With Google drive you can create Google documents/presentations and invite others to edit and collaborate on the same document.
- This is great for group work and projects. Everyone always has the most up to date document and multiple people can edit the same document at the same time.
- Editors can see who is currently working and even chat in real time or leave comments for all editors.
- Teachers can easily view the revision history to see who has contributed what to the document/presentation.

Drop Box

- Students can turn in assignments by simply sharing the document with the teacher.
- Teachers can add comments and suggestions to the document and grade it digitally.
- I recommend requiring students to use a specific naming system (something that will make it easy to identify without having to open the file), and to provide the teacher with Editing privileges.
- Receiving Shared Files/Folders – when a file or folder is shared with you it will show up in the folder “Shared with Me”. I recommend moving needed files into one of your Google drive folders to keep things organized.