

# USING GOOGLE DRIVE FOR COLLABORATIVE STUDENT PROJECTS

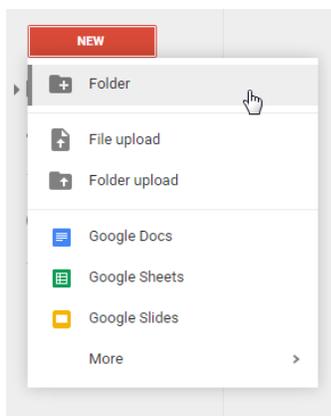
PREPARED BY BILL PRICE, 6/11/2015

## THE BASICS

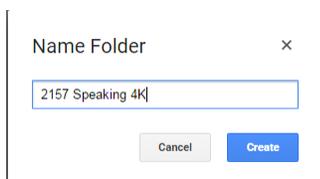
Google Drive is a free online office suite created and maintained by Google, Inc. The program is accessed via a web browser (on PCs/Macs) or via mobile apps (iOS/Android). Where Google Drive differs most substantially from Microsoft Office is that it makes collaboration very easy: everyone working on 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.

## SETTING UP A FOLDER FOR A PROJECT

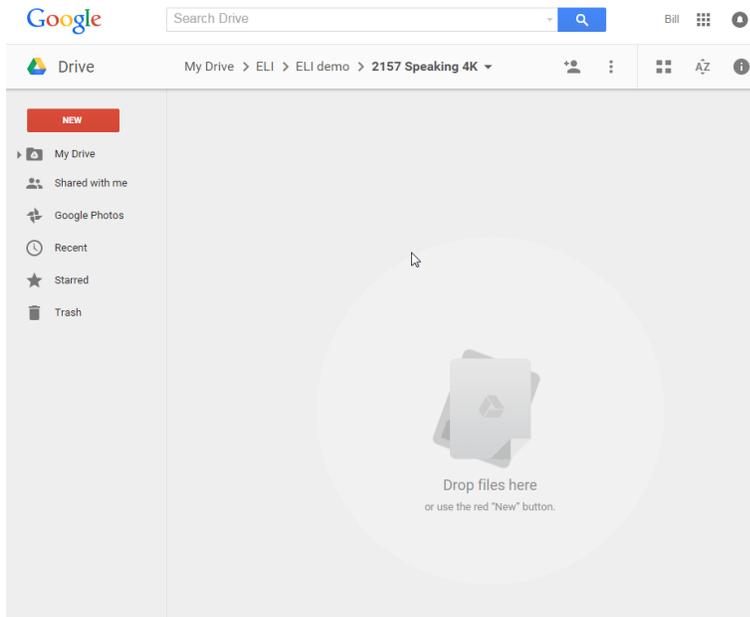
1. In your web browser, go to <https://drive.google.com>
2. Log into (or create) a Google account if you need to. Because students will see your Google account name, I strongly suggest using a “professional” account (like my bill.c.price@gmail.com) rather than a personal account with a silly name.
3. 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.

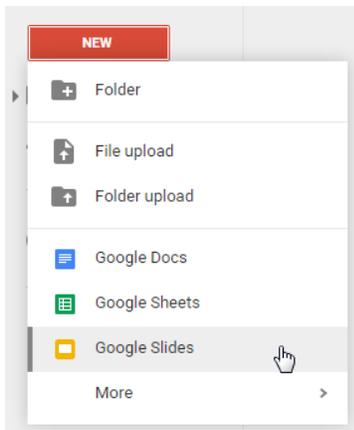


5. Click into the folder. You should see a screen like this:

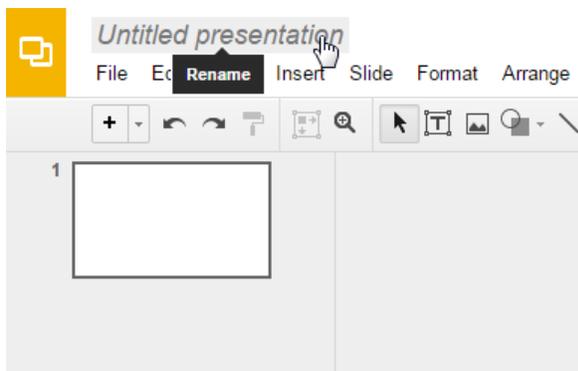


## SETTING UP THE PROJECT FILES

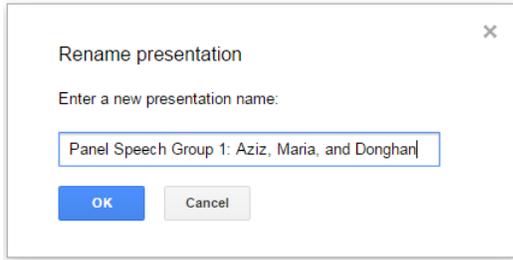
1. Now it's time to create the documents for your students! Go to **New** and select the kind of document you want your students to make. In this case, I have chosen **Google Slides** (which is similar to PowerPoint).



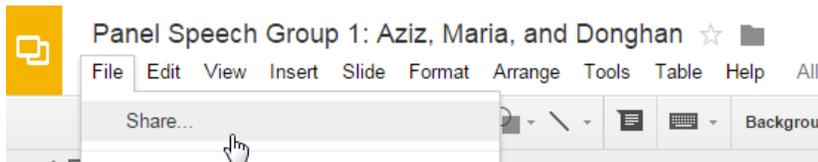
2. Click on the "Untitled" heading to change the filename.



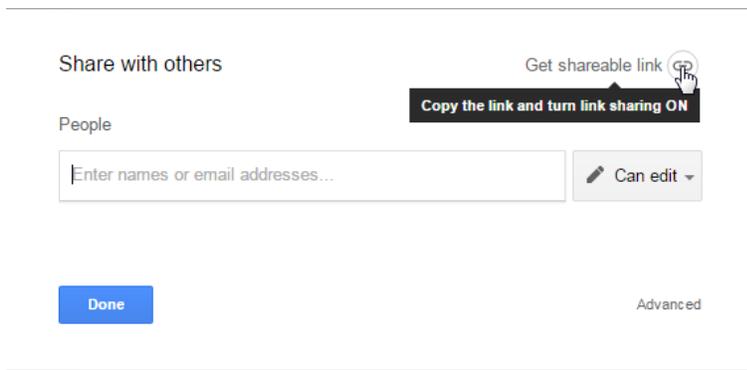
3. Give the file a descriptive name. I suggest including the name of the project, a group number, and your students' names. You may also want to include your course (e.g., Speaking 4K 2157) to be extra safe.



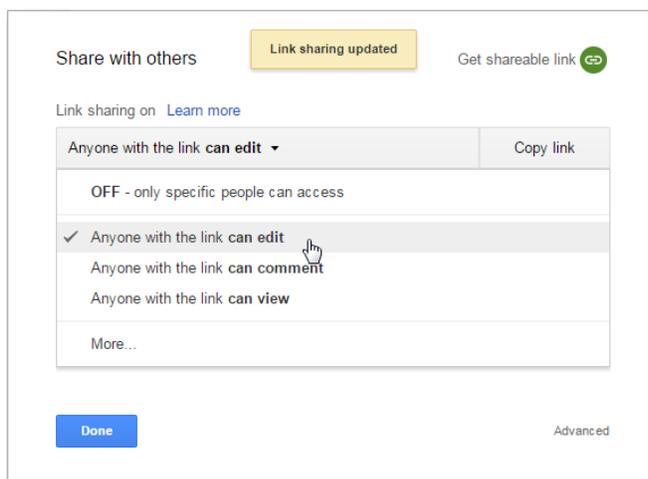
4. Go to File > Share...



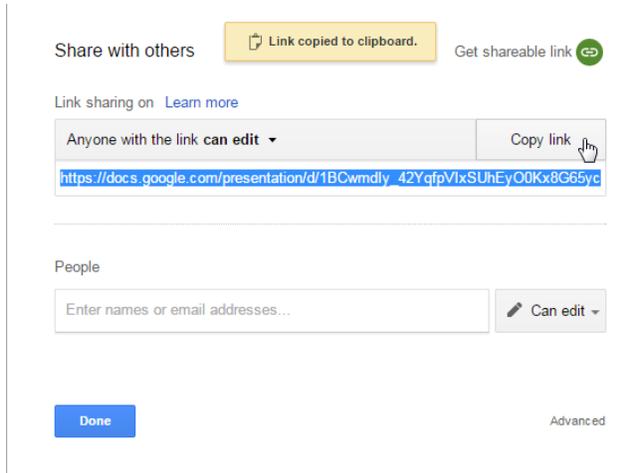
5. Click on the "Get shareable link" button in the top-right of the popup box.



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: ELI 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\\_42YqfpVlxSUhEy00Kx8G65yc-14P2rcdiZM/edit?usp=sharing](https://docs.google.com/presentation/d/1BCwmdly_42YqfpVlxSUhEy00Kx8G65yc-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.