Google Drive - PFL Portfolios Quick Tips

For all PFL scholars starting Fall 2013 portfolios will be maintained through your Google Drive. For those PFL scholars who came in using iwebfolio please feel free to keep using that portfolio platform to compile and share documents , especially if you have already uploaded and maintained documents there. See the PFL Portfolio Requirements page for information about iwebfolio for those using that service. If you want to switch over to using Google Drive – especially if you have yet to upload to iwebfolio – feel free to do so. You might find it easier to share your documents with your mentors on Google Drive even if you are uploading documents to your iwebfolio, as faculty mentors will be able to access the documents you share with them over their own Gmail accounts.

Your campus email accounts have access to Google Drive (known as Drive) where your portfolios will be maintained. Drive allows you to create and upload the required documents to each folio as well as to easily share your documents with your faculty mentors to receive feedback when required.

Accessing your Drive is easy. Simply, sign in to your campus email account as you normally would. On the landing page you might see a link to DRIVE which will take you to your Drive folders. Also, within your Gmail account, you can access your Drive by clicking on the "Drive" link in the top menu bar at the top of the page. You can also access drive by entering drive.google.com and signing in to your account.

Once you're in your drive you will be able to upload documents from your hard drive, create your own Google documents and control the sharing of these documents with PFL administrators and your mentors and peers.

You will see a shared PFL folder that contains separate folders for PFF, PFP and PFL resources. The PFL resources folder will have various, optional readings and resources that we think you might find useful to your progress in PFL or as a graduate student in general. The PFP and PFF folders contain their respective 12 folios complete with an outline of requirements for each folio, the particular portfolio requirements, and directions and guidelines for working with your faculty mentors when applicable. You will upload the required documents to the corresponding folio folder here.

When uploading documents to the portfolios please create a folder for your documents for each individual folio with your full name as a title for the folder. Please give your individual documents specific titles that correspond to the requirement they are fulfilling. The default shared setting is to share with everyone in the PFL program, but you have the ability to change the shared settings to control who sees your materials (see below). Please be sure that you are always sharing the folders and files you create and upload with pfl@uncg.edu so the PFL coordinator and administrators can access them and check them.

For information on creating new documents and uploading documents to your drive folders keep reading. This information is largely taken from the Google Drive "Help" page found at https://support.google.com/drive/?hl=en#topic=14940. This is a good place to start looking for

detailed answers to your questions about Drive. Also, Drive is highly customizable with many helpful options that are covered in detail on these pages, so if you want more information about customizing your Drive or other options, such as syncing it with your computer, or working on your tablet I encourage you to browse these pages.

To upload files from your hard drive click on the red upload button:

This will prompt you on whether or not you want to upload individual files or folders. Once you click on those options a popup menu will appear where you can upload documents from your hard drive as you would to an email. You will see the file appear in the folder once it is uploaded. You will be able to change the visibility and sharing access. See below for more information on this process.

You can also create a document in drive using Google docs.

To create a new document, go to your Drive, click the red **Create** button, and select **Document** from the drop-down menu. As soon as you name the document or start typing, Google Docs will automatically save your work every few seconds. At the top of the document, you'll see text that indicates when your document was last saved. You can access your document at any time by opening your Drive at http://drive.google.com. To save a copy of a document to your computer, you can download it. In your document, go to the **File** menu and point your mouse to the **Download as** option. Select one of the following file types: HTML (zipped), RTF, Word, Open Office, PDF, and plain text. Your document will download to your computer.

Now that you've created your Google document, you can share it with your friends, family, or coworkers. You can do this from your Drive or directly from the document.

- From your [Drive](#), select the document you want to share (you can also select multiple documents), and click the **Share** button.

- From your document, click the blue **Share** button in the top right of the window.

Then, follow these instructions:

1. Under "Add people," type the email addresses of people you want to share your document with. You can add a single person or [a mailing list](#).

2. To the right of the list of names, select "Can view," "Can edit," or "Can comment" from the drop-down menu.

3. If you'd like to add a message to your invitation, click **Add message** and enter some text.

4. Click **Share & save**. To skip sending an invitation, deselect the option 'Send email notifications (recommended).' Your collaborators and viewers will still be able to access the document from their Drive, but won't receive an email invitation.

In the 'Sharing settings' dialog, you can also see who has access to your document, change the level of access people have, remove editors, commenters, and viewers, and change your document's visibility option.

Details on the sharing settings are below (taken from https://support.google.com/drive/answer/2494886?p=visibility_options&rd=1# & https://support.google.com/drive/answer/2494822 & https://support.google.com/drive/answer/2494891?hl=en&ref_topic=2816927)

# Sharing settings overview -

Share your files and folder with exactly whom you want.

Google Drive lets you share your files and folders with exactly whom you want at whatever level of access you choose.

- Collaborate in real time with colleagues, classmates, or friends
- Stop sending email attachments and start sharing
- Control who sees and edits your files with visibility options and access levels
- Easily share your work with lots of people

Sharing settings

Sharing settings is your master control for a particular file or folder.
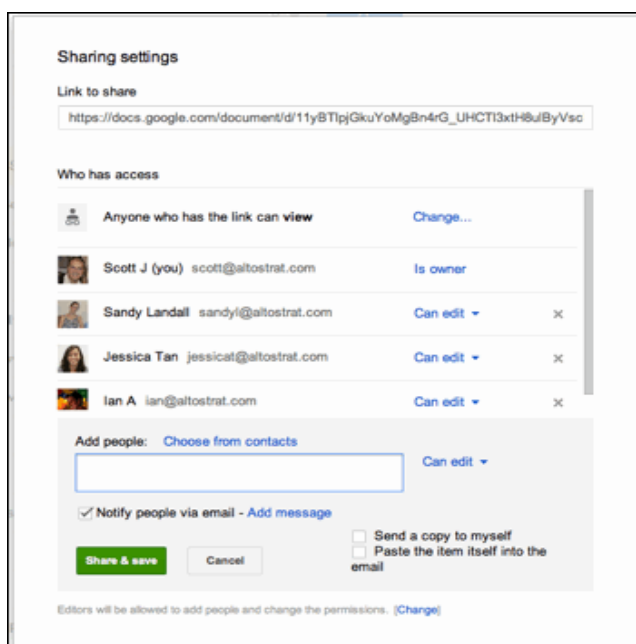
You can pick a **visibility option** for each item in your Google Drive that you want to share and an **access level** for each person or group of people that you've shared something with.

In addition to choosing something's visibility option and access level, you can also do the following:

- Grab the link of a file or folder to share with someone
- See who has access
- Add collaborators (editors, commenters, or viewers) by name or mailing list
- Remove collaborators or change someone's access level
- Transfer ownership of your file to someone else

Visibility options

Visibility options let you control how people access your files and folders. Anything that you create, sync, or upload in Google Drive starts out as private.
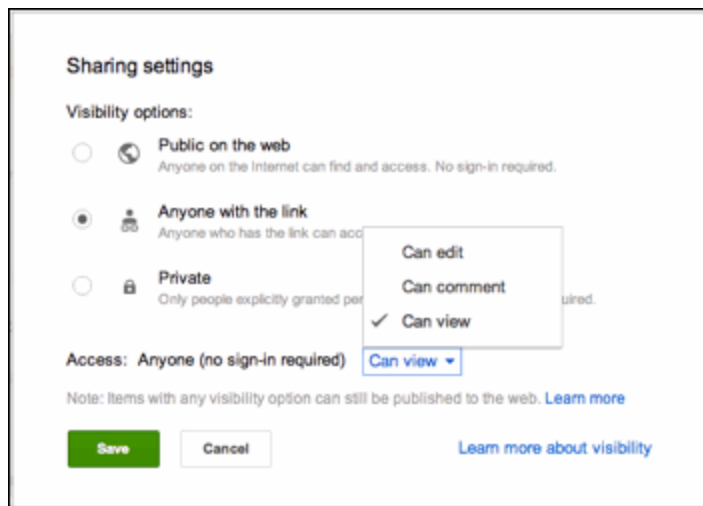
PRIVATE - When you create a private document, you're the only person with access to it. From there, you can give access to other people. Anyone trying to access the document will have to sign in to their Google Account to verify that they have access to the file.

Private is the best setting for your personal documents, like a list of contacts, or a resumé. It's also a good option if you want to collaborate with a small circle of people. For example, you and a friend or family member could work together on a private letter or taxes.

ANYONE WITH THE LINK - Something set to **Anyone with the link** is like an unlisted phone number. Another person can only view it if they have the exact URL of the document, file or folder. If you also select the "Allow anyone to edit" option, anyone with the link will also be able to edit your document. Since sign in isn't required, viewers and editors may show up as anonymous.

Anyone with the link is a great setting if you want to give easy access to information to a bunch of people and the contents of the document aren't sensitive. For example, if you're a college professor and you want to share a syllabus and a book list with your students, you could put that information into a document set to "anyone with the link" and send your students the link.

PUBLIC - Choose **Public** if you want something to be available to anyone. Public documents and files can show up in search results, and anyone who finds the web address of the document can access it. If you also select the 'Allow anyone to comment' and/or 'Allow anyone to edit' options, anyone who finds the document will also be able to view, comment and edit your document.

Public on the web is a great setting if you're trying to get the word out about something. For example, you could create a flyer for a concert, save it as a public document, and post a link to it on your blog.

Access levels

Google Drive has several different access levels when you share files and folders. If you create, sync, or upload a file, you're the **owner** of that item (unless you've transferred ownership). There are three levels of access for collaborators: **Can view,** ,**Can comment** (Google documents, spreadsheets, and presentations only), and **Can edit**.

OWNER

- Edit Google documents, spreadsheets, presentations, and drawings
- Invite more editors, commenters, and viewers
- Delete files and folders
- Remove access for any collaborator
- Transfer ownership to another person
- Upload and delete file versions (synced or uploaded files only)
- Add and remove something from a folder

EDITORS

- Edit Google documents, spreadsheets, presentations, and drawings
- Invite or remove other collaborators, if the owner has given editors this permission
- Download or sync something to another device
- View the list of other collaborators
- Make a copy of something to save in Google Drive
- Upload and delete file versions (synced or uploaded files only)
- Add and remove items from a folder

- Editors can't permanently delete a file or folder.

VIEWERS

- View files and folders
- Download or sync something to another device
- Make a copy of something to save in Google Drive
- Viewers can't permanently delete a file or folder, nor can they change something's sharing settings.

## COMMENTERS (Google documents, spreadsheets, and presentations only)

- Comment on Google documents, spreadsheets, and presentations
- View documents, spreadsheets, and presentations
- Download or sync the document, spreadsheet, or presentation to another device
- Make a copy of a document, spreadsheet, or presentation to save in Google Drive
- Commenters can't permanently delete a file or folder, nor can they change something's sharing settings.

How to share

With Google Drive, you can share files — like documents, images, and PDFs — without having to email them as attachments. Sharing is as easy as indicating which email addresses or mailing lists should have access to a given file.

Share a file with an email address or mailing list

1. Go to drive.google.com.
2. Check the box next to the file or folder you'd like to share.

3. Click the [icon] Share icon.

4. Choose a visibility option: "Private," "Anyone with the link" or "Public on the web."
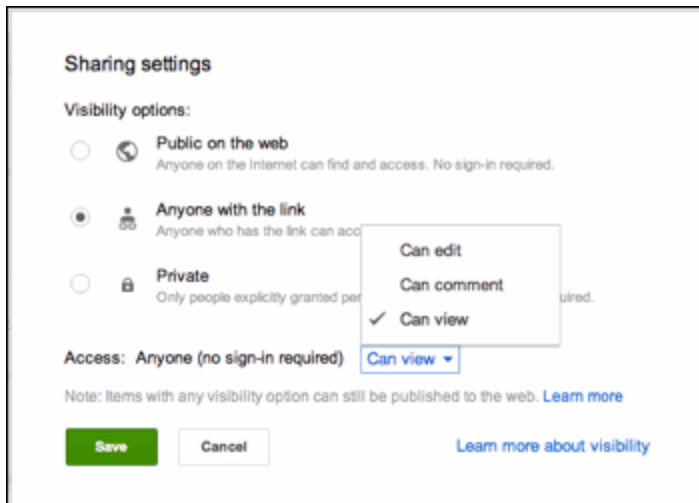
5. Type the email addresses of the people you want to share with in the text box below "Add people." You can add a single person, a mailing list, or choose from your contacts.

6. Choose the access level from the drop-down menu next to each collaborator: "Can view," "Can comment," or "Can edit."
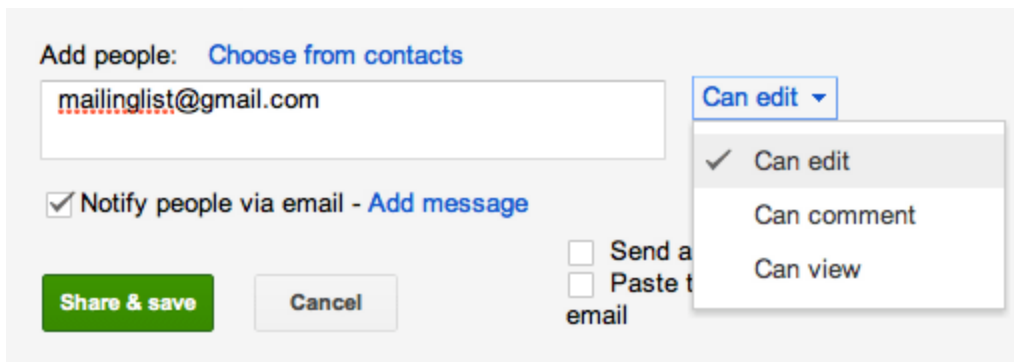
7. Click **Share & save**.

Sharing something with a mailing list? If you're sharing with a group containing more than 200 members, don't skip notifying people by email. Your fellow mailing list members need to directly click the link in the email notification in order for a shared item to show up in their "Shared with me" folder.

Send a link to a shared file

If you've set a file or folder to "Anyone with the link" or "Public," you can send the link to another person and they'll be able to access it.

1. Go to drive.google.com.

2. Check the box next to the file or folder you'd like to share.

3. Click the Share icon .

4. Copy the link at the top of the sharing settings.
5. Send the link to another person or mailing list in an email or chat.

Send a file as an email attachment

Google Drive eliminates the need to send files as email attachments, but if you absolutely must, here's how:

1. Open the file you'd like to share.
2. Go to the **File** menu, and select **Email as attachment...**.
3. Select a file type from the drop-down menu.
4. Enter the email addresses of the people to whom you'd like to send the file. If you'd like, you can also add a subject and a message.
5. Click **Send**. Recipients will receive the file as a downloadable attachment in the format you've selected.

Tips for sharing in Google Drive

Notify people when you share something

Whenever you share something with someone, they'll receive an email notification to let them know they have access and can retrieve what you shared the next time they sign into Google Drive. Prefer not to notify them? Uncheck the "Notify people via email" box.

Add lots of collaborators quickly by sharing with a Google Group
Rather than type your collaborators' email addresses one-by-one, add an entire Google Group. Each member of that Google Group will have access to whatever you've shared, including people who are added to the group after you've shared something. This option isn't available for mailing lists that aren't Google Groups.

Share lots of files at once
If you want to share multiple items with your collaborators, move them into a folder and share the folder, with them. Since you're sharing the folder, that's their key to access. They'll be able to access whatever's stored there or lose access if you remove something that they don't already have access to.