

# LEEDS BECKETT UNIVERSITY GOOGLE DRIVE HANDBOOK

INC: GOOGLE DOCS, SHEETS & SLIDES

# PRODUCED BY: DISTANCE LEARNING UNIT

www.leedsbeckett.ac.uk

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# **Google Drive Staff Guidance**

Staff are required at all times to adhere to the University or Faculty/Service policies and procedures at all times. Staff are also reminded to observe the guidelines with regards to representing our University and data protection.

https://www.leedsbeckett.ac.uk/staff/files/NN\_Disciplinary\_Rules.pdf http://www.leedsbeckett.ac.uk/public-information/data-protection/

With the inclusion of Google Drive staff now have 30GB of cloud storage in addition to the file storage areas already provided by our University. This document is intended as guidance in how to use the various storage areas, but each user should ensure that they are aware of their own responsibilities to safeguard data and undertake any required data protection training.

- 1. Google Drive can be used for document collaboration & development but should not be used as a destination for any business critical documents.
- 2. It is recommended that any final version documents be downloaded from Google Drive as Word or PDF files for storage in a networked file area such as H Drive.
- 3. H Drive (and other established Service/Faculty storage areas) should remain the location where all business critical documentation and resource that other Leeds Beckett staff need access to are placed. (This storage area is backed up by IMTS).
- 4. P Drive is a personal storage area and should be a location for non critical documents unique/personal to you that do not need to be accessed by others. (Although these may also now be placed in Google drive for ease of access if you prefer.)
- 5. C Drive is your local non networked drive which can only be accessed from the desktop machine which it is on (This storage area is NOT backed up by IMTS and is for storing files locally on the machine).

Staff should not be using any other third party cloud storage systems for the management and/or storage of data and documents relating to their work at Leeds Beckett.

#### Google drive installation guidance.

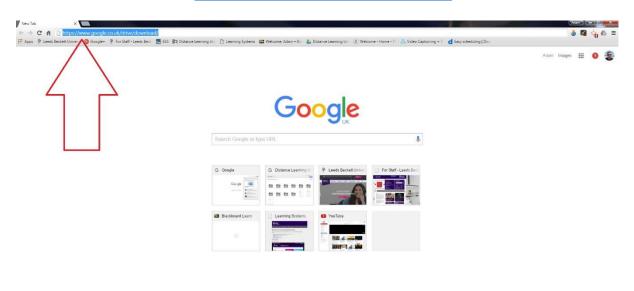
Google Drive can be accessed through a web browser in order to access files remotely and this is the recommended way to use the service. However it is also possible to install Google Drive on to your local PC so that it works like a hard drive which syncs with the cloud (web) version of your Google Drive.

The installation of Google Drive should only be made on University owned hardware and not personal hardware and that access to this hardware should be protected with a password/passcode mechanism to safeguard any sync data.

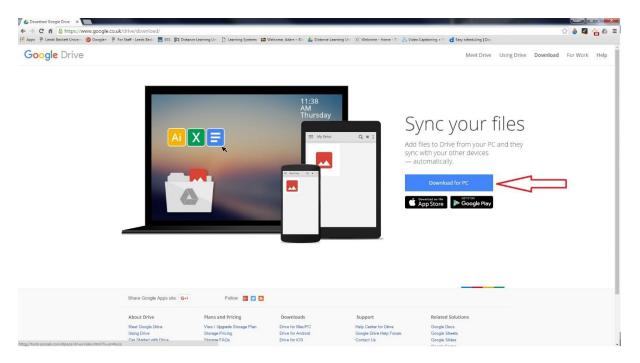
# **Google Drive Installation**

#### Installation of google Drive via the website

1. In your search bar type https://www.google.co.uk/drive/download and press enter



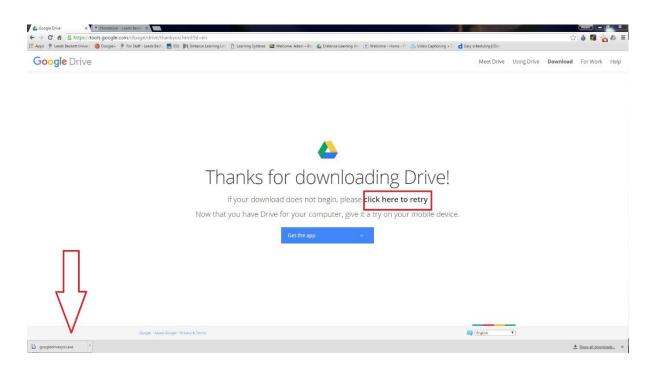
2. The Google Drive website will appear and click on Download for PC



3. Click on Accept and Install



4. You should get a Googledrivesync.exe file download if not click on the writing Click here to retry



5. Open up the downloaded file and click on **Run.** 

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#### Installation of Google Drive via Software Centre

1. Firstly press start and type in software Centre and click onto the program



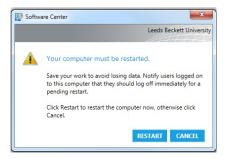
2. Tick Google Drive (MSI) and Click on install selected

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Jabra Direct		Application		19/01/2016	Available	
Cutlook Disable Shared Cache	- Fix	Application		11/03/2015	Available	
Outlook Sent Items Fix		Application		09/02/2016	Available	
Panopto Focus Recorder		Application		14/09/2015	Available	
Plantronics Hub		Application		19/01/2016	Available	
Polycom BToE Connector		Application		21/01/2016	Available	
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Right Click Tools - AET		Application		14/05/2015	Available	
SkypeFix_KB3114351		Application		07/01/2016	Available	
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3. Wait for it to install and it will inform you that a restart of the computer is necessary. Press restart at the bottom to restart your computer.

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4. Once you have closed all your programs and saved everything click on Restart.



# **Uploading files to Google Drive**

If you are intending on using Google Docs for collaboration purposes we recommend that you create the document in Google Docs from the very start, instead of uploading into Google Drive.

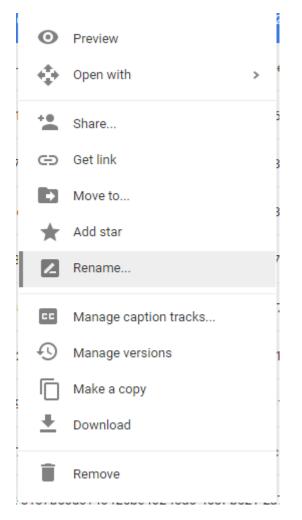
- 1. Go to Google Drive <u>http://drive.google.com</u>
- 2. Sign in with your Leeds Beckett staff account that is sync to Google

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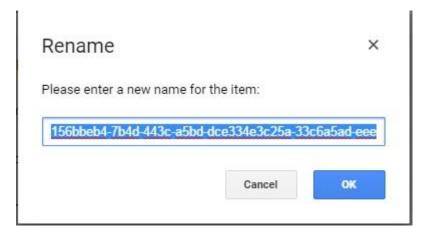
**3.** Navigate to the folder you wish to upload into (If you are not the folder owner, this will be in your '**Shared with me'** section.

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4. If you wish to rename a folder or file, right click on the folder/file and go down to **Rename**.

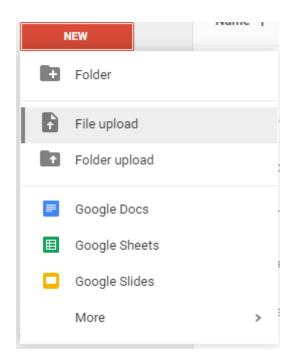


5. Enter the new name for the file/folder and click on **OK**.



#### Method 1

1. Click on the new button in the left hand corner and go down to either file upload or folder upload.



2. Navigate to your folder/file and click on open

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		Open 🔽 Cancel

3. Your file/folder should upload into your planted folder and you should get a message bar in the right hand corner to confirm it has uploaded.

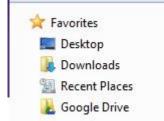
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#### Method 2 (Ensure you have Google drive installed on your PC/Mac)

- 1. Open up the folder where your files currently reside
- 2. Highlight all the files/folder that you wish to upload into Google drive, right click and click on copy

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👌 Music	📕 HSS	20/01/2016 13:22	File folder		
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3. Open up Google drive in your favourites section



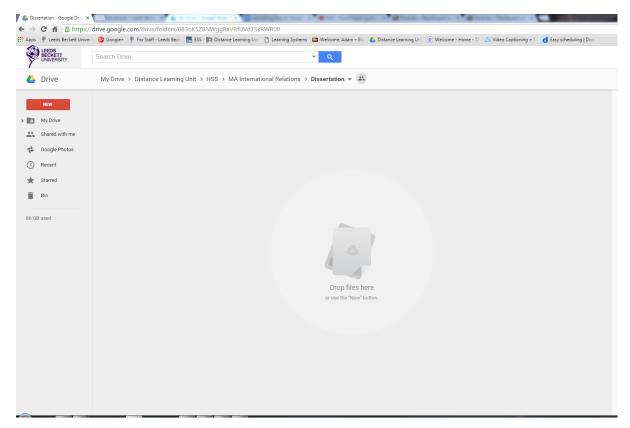
4. Find the folder you wish to upload into. Right click and click on paste.

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Computer	ae418de4-a473-48d	10/03/2016 13:27	MP4 Video	259,544 KB		
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Removable Disk (F:)	bec68d32-e444-412		MP4 Video	590,437 KB		
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	Viev Sort Gro Refr Cus Past Unc Sha Sha Nev	w is by up by esh tomize this folder te te shortcut to Delete re with red Folder Synchronic	Ctrl+Z			

5. Your files should upload into the designated folder. It can take time to sync properly with the Google drive web format.

#### Method 3

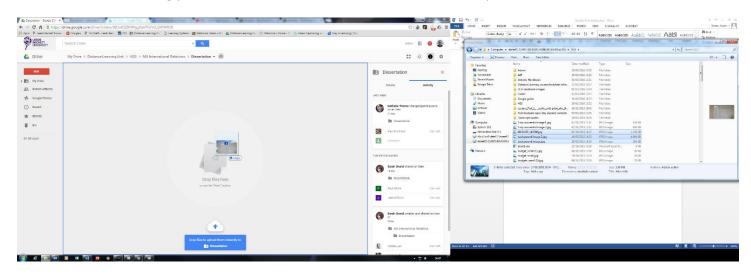




**2.** Open up your folder, left click and Highlight all the documents/files you wish to upload onto google drive.

🖌 🗸 🕨 🕹 🕨 Computer 🕨 s	storer01 (\\HY1-DATA20\HOME20\USERS\s) (P:) +	DLU 🕨			_
Organize 👻 🔚 Preview	Print Burn New folder				
🔆 Favorites	Name	Date modified	Туре	Size	
Desktop	Admin	29/03/2016 17:20	File folder		
Downloads	AET .	10/03/2016 13:23	File folder		
Recent Places	Delivery Handbook	31/03/2016 11:01	File folder		
🔏 Google Drive	Distance Learning courses factsheet infor	27/03/2015 15:17	File folder		
	DLU handbook images	01/03/2016 12:04	File folder		
Libraries	Events	14/03/2016 12:53	File folder		
Documents	鷆 Google guide	31/03/2016 14:33	File folder		
J Music	🕌 HSS	20/01/2016 13:22	File folder		
E Pictures	Lecture_Part_1audio_only.plain_doc_fi	16/12/2015 18:03	File folder		
🚼 Videos	퉬 Post Graduate open day student contacts	05/03/2015 13:55	File folder		
	퉬 Transcript quotes	20/03/2015 14:38	File folder		
💺 Computer	🔜 7-zip successful image 1.jpg	02/11/2015 11:51	JPEG image	126 KB	
🏭 System (C:)	7-zip successful image 2.jpg	02/11/2015 11:52	JPEG image	105 KB	
👝 Removable Disk (F:)	20151007_142709.jpg	07/10/2015 14:27	JPEG image	1,439 KB	
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storer01 (\\HY1-DATA20\F	🔊 background image.jpg	18/03/2015 14:39	JPEG image	204 KB	
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	🔛 budgets_small (1).jpg	06/11/2015 17:19	JPEG image	32 KB	
	🔛 budgets_small.jpg	29/10/2015 17:27	JPEG image	32 KB	
	🔁 C1_Assessment_General_Provisions.pdf	21/10/2015 13:28	Adobe Acrobat D	313 KB	
	🔁 C9AcademicIntegrity (2).pdf	21/10/2015 13:46	Adobe Acrobat D	528 KB	
	🕼 Changes on the course Production sheet	24/03/2015 15:49	Microsoft Excel W	11 KB	
	🖺 communication definition- thumb.jpg	06/11/2015 14:36	JPEG image	74 KB	
	Crane.jpg	29/10/2015 17:12	JPEG image	23 KB	
	Crosslisting diagram.docx	08/10/2015 11:45	Microsoft Word D	44 KB	
	CSR - thumb.jpg	06/11/2015 15:48	JPEG image	104 KB	
	Distance Learning courses factsheet infor	25/03/2015 17:35	Compressed (zipp	134 KB	
	Distance Learning Delivery Handbook.pdf	01/12/2015 13:31	Adobe Acrobat D	22,120 KB	
	Distance Learning Development Handbo	28/01/2015 13:48	Microsoft Word D	5,983 KB	
	Distance Learning Instructional Designers		Adobe Acrobat D	672 KB	
	Distance Learning Instructional Designers	18/03/2015 16:48	Adobe Acrobat D	764 KB	
	Distance Learning Instructional Designers	27/03/2015 17:24	Adobe Acrobat D	2,480 KB	
	Distance Learning Instructional Designers	19/03/2015 10:40	Adobe Acrobat D	2,535 KB 97 KB	
	Distance Learning Unit.isf	02/11/2015 14:20	Inspiration 9 Docu Outlook Item	97 KB 41 KB	
	DL Course Leaders Jan2016.msg DL Course Leaders.msg	13/01/2016 09:27 06/01/2016 12:52	Outlook Item Outlook Item	41 KB 76 KB	
	DL Course Leaders.msg DL Course List 6 March 15.docx	11/03/2015 11:40	Microsoft Word D	76 KB 22 KB	
	DLU Contacts.xlsx	25/03/2015 09:55	Microsoft Excel W	10 KB	
	DLU Contacts.xisx  DLU Development handbook 2nd ed.pdf	18/02/2015 11:09	Adobe Acrobat D	17,961 KB	
	Deo Development handbook zhd ed.pdr	10/02/2013 11:09	Auobe Actobat D	17,901 KB	

#### 3. Drag your files/folders over and hover them onto the Drop files here



4. Release and your files should automatically save in that folder of Google Drive.

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## How to check if your Google Drive has synchronized

1. If you install Google drive to your Computer you will find a Google Drive Icon in the action tray at the bottom right hand corner.



2. You need to make sure you are connected to the Internet to establish a connection to Google Drive.

What does each icon status mean.



Not connected to Google drive



Connected to Google Drive

Fully synced after upload



of file to Google Drive Uploading a file Still



syncing to Google drive



Not able to sync file to Google drive

# How to add files to "My Drive"

- 1. Sign into Google Drive using your staff Login
- 2. On the Left Click Shared with me.

	NEW
	My Drive
	Shared with me
란	Google Photos
()	Recent
*	Starred
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- 3. Click onto a file
- 4. Either at the top or right click and Click on Add to my Drive
- 5. The file should appear in your drive on your homepage of your Google Drive

⇔ ሄ o 👔 🗛 :	<ul> <li>Open with &gt;</li> </ul>
	Share
	CO Get shareable link
	Add to My Drive
	★ Add star
	Rename
	Make a copy
	👤 Download
	Remove

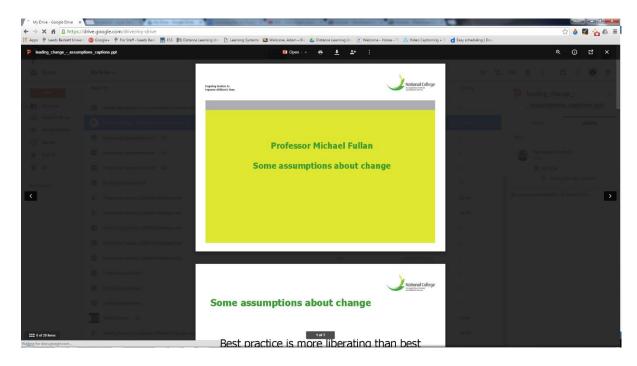
### Download a file/Pop out

**1.** Login with your staff account Double click on the file you want to either download or pop out into another tab.

(Double clicking on a google format it will automatically open up in a new tab. If you are opening another format it will have a pop out screen)

My Drive - Google Drive >	-			-	
	/drive.google.com/drive/my-drive 15 🕝 Google+ 💡 For Staff - Leeds Beck 🛛 📷 ESS 📭 Distance Learning Uni	🏱 Learning Systems 🔟 Welcome, Adam – Bla	A Distance Learning Uni (2) Welcome - Home - Th	🔥 Video Captioning + Tr 🛛 🖪	Easy scheduling J Doo
LEEDS BECKETT UNIVERSITY	Search Drive	τ Q			
占 Drive	My Drive 👻				
NEW	Name 个		Owner	Last modified	File size
My Drive	CLL		Learning Systems	5 Nov 2015 Adam Watson	-
Shared with me	Distance Learning Unit		Distance Learning	21 Mar 2016 Nathalie Thorn	-
Google Photos	Incident response		me	10 Mar 2016 me	-
Starred	PPTX by Week		Alison Munn	20 Nov 2015 David Spark	-
Bin Bin	benefits_of_teaching.mp4		me	18 Jan 2016 me	8 MB
6 GB used	🗉 Cross Cultural Human Resource Management 🚢		me	3 Mar 2015 Uma Sivakumar	-
	EMBA Course Induction and Information		me	23 Jan 2015 me	-
	Events Management- Impacts and Risks in Event Management	<u>**</u>	me	14 Jan 2015 Nathalie Thorne	-
	🗉 Events Management- Course Induction & Information 🚢		me	23 Jan 2015 me	-
	P leading_changeassumptions_captions.ppt		me	12:56 me	185 KB
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	Production Update Test		me	16 Jan 2015 me	-
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	X Production Update_JSRDRAFTchanges.xlsx		me	15 Jan 2015 me	28 KB
	Production Update_JSRDRAFTchanges.xlsx		me	15 Jan 2015 me	-

2. Either Click on open which opens up the file in the designated program or click on the **down arrow** download button which downloads the file and is saved in your downloads folder.





3. If you are in the folder view format and you click open a document and click on the **Pop out button to have the list of options above or if it is a google format option it will open it up in a new tab** 



## Creating a new Google doc/Sheets/Slides in Google Drive

1. Firstly login with your staff account and find the folder you are looking to create a new Document in and click on **New**.

	Leeds Beckett Univers	🚱 Google+	For Staff - Leeds Beck	💀 ESS 📗 Distance Learning U	Uni 🗋 Learning Systems	📧 Welcome, Adam – Bla	🝐 Distance Learning Uni	(2) Welcome - Home - Th	👃 Video Captioning + Tr	C Easy scheduling   Doo
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_	Google Docs		2f8df-d89f-4115-9eb5-bda	a74361a76f-dcb52e74-ee4b-41fa	i-b5ce-2ee341a0749e.mp	04	me		10 Mar 2016 me	696 MB
_	Google Sheets Google Slides		3f5a8-a619-482a-82b1-cb	7bd841b18d-b7a4c810-5c96-4e	e5-8aae-6a519293c7c6.n	np4	me		10 Mar 2016 me	247 MB
	More	>	ae1e4-bc80-49ea-b5f7-f41	173710609c-fe05ddbf-964e-4299	9-9423-98a027c315eb.mp	p4	me		10 Mar 2016 me	475 MB
		459	74bc7-2185-49a6-a8de-c1	10d6d1a02b8-acca7988-739c-4c	ba-8f32-86736da2da4f.m	1p4	me		10 Mar 2016 me	142 MB
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		6ca	82c63-5931-4ded-a292-67	77549ad5e86-dc95cd9c-c057-45	93-8ece-1a5d3a4ac9b1.n	np4	me		10 Mar 2016 me	757 MB
		780	c102d-b904-4f86-9579-28	3727cc4f863-d6b30f76-9b42-412	9-9bea-9190103567bc.m	np4	me		10 Mar 2016 me	245 MB
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		bec	58d32-e444-412a-a7e3-8d	db25e13c55e-dc4affd5-643b-411	9-9af0-1005c18bb1a9.m	p4	me		10 Mar 2016 me	577 MB
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2. Click on either **Google Docs, Google Sheets** or **Google Slides** or scroll down to more for such as Google forms.

(If it is a shared folder and you are not the owner you may get a pop up box and click on ok)

Create in a shared folder?		×
The created item will have the same sharing permission	s as the selected folder.	
	Cancel	

- 3. Your document should then be created as soon as you start typing or saved the document with a new name it will automatically save in Google Drive in the folder you chose. (If you have created the wrong sort of document just close it or delete the file within Google Drive)
- 4. If you wish to give the document a name click in the left hand corner where it says **untitled document** and give it a new name.

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→ C f  https://docs.google.com/document/d/1GhqLZsGq0	DLskwvcID2Mj6B_57ZA0jk5RRchuO5Ctks8/edit	කි 💩 📓 👍 🕰
Apps 🖗 Leeds Beckett Univer: 🧿 Google- 🖗 For Staff - Leeds Beck 🌆 ESS 📱	🏽 Distance Learning Un 👘 Learning Systems 🔛 Welcome, Adam – Bis 👍 Distance Learning Un 🛞 Welcome - Home - Ti 🖧 Video Captioning + T 🗖 Easy schedulin	ng (Doc
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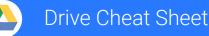
5. If you wish to share your document click in the right hand corner the **Share** button.

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File     Edit     View Interf. Format. Tools     Table     Add-ones     No     No	🔢 Apps 🤌 Leeds Beckett Univers 🥥 Google+ 🧚 For Staff - Leeds Beck 🔚 ESS 📭 Distance Learning Uni 🕐 Learning Systems 🖬 Welcome, Adam - Bis 🐇 Distance Learning Uni 🛞 Welcome - Home - Ti 💪 Video Capitoning + Ti 🔂 Easy scheduling I Do:	
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6. A pop up menu should appear. Type in people's names or email addresses and press **Send.** 

(Which often they should automatically appear, ensure it says Leeds Beckett in their email address).

Share with others G	et shareable link
People	
storer	🖋 Can edit 👻
"Adam Storer" <a.storer@leedsbeckett.ac.uk></a.storer@leedsbeckett.ac.uk>	
"Adam Storer" <a.storer@leedsmet.ac.uk></a.storer@leedsmet.ac.uk>	
Send Cancel	Advanced



drive.google.com

#### Keep all your work in one secure place with online file storage.

After you store your files in Google Drive, you can share them with others and access them on any computer, smartphone, or tablet. When you change or delete a file stored in one of these locations, Drive makes the same change everywhere else so you don't have to.

1	Click	N	iew to		a	Upload any files (such as PDFs, videos, and pictures) and folders from your computer.		
		+	Folder					
		ł	File upload		b	Create new docume	nts right in your browser.	
		<b>I</b> t	Folder upload			Description	Example uses	
		F	Google Docs			Text documents	Proposals, reports, shared meeting notes	
						Spreadsheets	Project plans, budget sheets	
			Google Sheets			Presentations	Pitch decks, training modules, team presentations	
			Google Slides			0		
		=	Google Forms			Surveys	Customer satisfaction surveys, group polls	
			More	>		Drawings	Flowcharts, diagrams, wireframes	

#### 2 Work with files you've stored in Drive.

Get link to file	Share files w	vith others	Preview files buying extra			le	
	Drive	My Drive 🔻		0 1	• Q	÷	Search for files
	NEW		eatsheet.pdf	<b>k</b>		>	Right-click a file or folder to:
See what other people shared with you	Shared with me				Move to	-	Move it to another folder Upload a new version or revert
View, restore, or permanently delete removed files	Trash			Ð	Manage versions Make a copy		to previous versions Make a copy
				<u>+</u>	Download	•	Save a copy on your computer

Click + to share your files and folders, then choose what collaborators can do. They'll also receive an email notification.

	Delete files and folders	Add and remove files and folders	Share or unshare files and folders	Edit Docs files	Comment or suggest edits in files	View files and folders
Can edit	X	X	X	X	X	X
Can comment					X	X
Can view						X

#### 4

#### Access your files from any device.

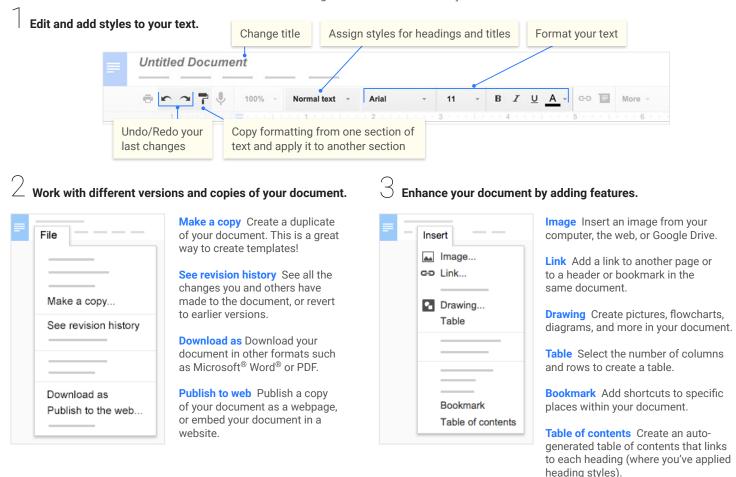
Browser or device	Requirements	How to access
Web browser (any device)	Install any web browser.	Go to <u>drive.google.com</u> .
Desktop computer	Install Google Drive for Mac/PC at https://www.google.com/drive/download/.	Open the Google Drive folder on your desktop
Mobile and tablet devices	Install the Drive app from the Play Store (Android) or App Store (iOS).	Open the Drive app on your smartphone or tablet.

docs.google.com

#### Create and simultaneously edit text documents with your team, right in your browser.

Write reports, create joint project proposals, keep track of meeting notes, and much more. All changes are saved automatically!

Docs Cheat Sheet

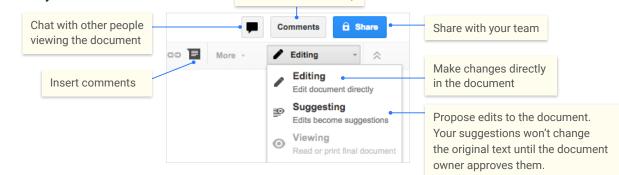


Share to share your document, then choose what collaborators can do. They'll also receive an email notification.
 Share or unshare Edit content directly Suggest edits Add comments

Can edit	X	X	X	X
Can comment			x	x
Can view				

 $\supset$  Collaborate with your team in real-time.

View comment history

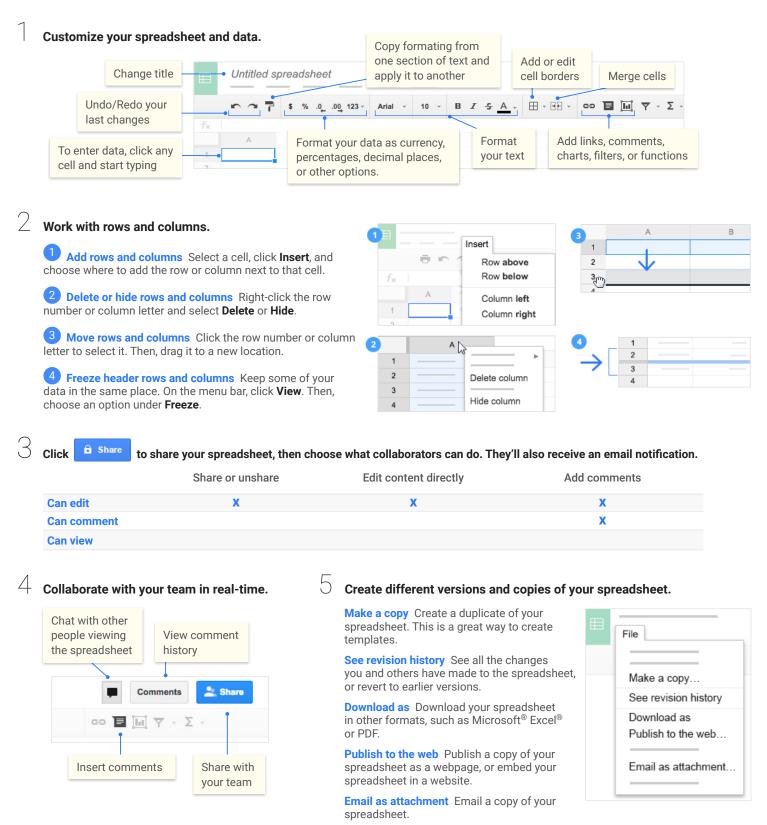




sheets.google.com

#### Create and simultaneously edit spreadsheets with your team, right in your browser.

Analyze data with charts and filters, handle task lists, create project plans, and much more. All changes are saved automatically!





# Sheets Cheat Sheet

sheets.google.com

# Work with functions

Your most important Excel functions exist in Sheets, too!

Function	Туре	Description
AVERAGE	Statistical	Returns the numerical average value in a dataset, ignoring text.
CHOOSE	Lookup	Returns an element from a list of choices based on index.
COUNT	Statistical	Returns the count of the number of numeric values in a dataset.
COUNTIF	Statistical	Returns a conditional count across a range.
DATE	Date	Converts a provided year, month, and day into a date.
DAYS360	Date	Returns the difference between two days based on the 360 day year.
FIND	Text	Returns the position at which a string is first found within text.
FINDB	Text	Returns the position at which a string is first found within text counting each double-character as 2.
IF	Logical	Returns one value if a logical expression is true and another if it is false.
INDEX	Lookup	Returns the content of a cell, specified by row and column offset.
INT	Math	Rounds a number down to the nearest integer that's less than or equal to it.
LOOKUP	Lookup	Looks through a row or column for a key and returns the value of the cell in a result range located in the same position as the search row or column.
MATCH	Lookup	Returns the relative position of an item in a range that matches a specified value.
MAX	Statistical	Returns the maximum value in a numeric dataset.
MIN	Statistical	Returns the minimum value in a numeric dataset.
NOW	Date	Returns the current date and time as a date value.
ROUND	Math	Rounds a number to a certain number of decimal places according to standard rules.
SUM	Math	Returns the sum of a series of numbers and/or cells.
SUMIF	Math	Returns a conditional sum across a range.
TODAY	Date	Returns the current date as a date value.
VLOOKUP	Lookup	Searches down the first column of a range for a key and returns the value of a specified cell in the row found.

# Slides Cheat Sheet

slides.google.com

#### Create and simultaneously edit presentations with your team, right in your browser.

Collaborate on professional pitch decks, project presentations, training modules, and much more. All changes are saved automatically!

#### Add and edit content in your slides. Untitled presentation Present Background... Layout -Theme... Transition... GÐ Change title Add a text box, image, Add or change slide backgrounds, Add a link Begin your shape, or line layouts, themes, or transitions presentation Add and organize slides. New slide Click + in the toolbar. Click 🔹 to choose a layout for the new slide. + -Move slide Drag the slide to a different position in the presentation. To move several slides at once, Ctrl+click multiple slides before dragging them. **Duplicate slide** Right-click the slide in the sidebar and select **Duplicate slide**. Duplicate slide Delete slide Delete slide Right-click the slide and select Delete slide. Work with different copies and versions of your presentation. Make a copy Create a duplicate of your presentation. This is a great way to File create templates! Import slides Add slides from another presentation to your current slide deck. Make a copy... See revision history See all the changes you and others have made to the presentation, or revert to earlier versions. Import slides ... See revision history Download as Download your presentation in other formats such as Microsoft<sup>®</sup> PowerPoint<sup>®</sup> or PDF. Download as Publish to the web Publish a copy of your presentation as a webpage, Publish to the web... or embed your presentation in a website. Email as attachment Email as attachment Email a copy of your presentation.

Click G Share

to share your presentation, then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Add comments
Can edit	X	X	X
Can comment			X
Can view			

# Notes

# LEEDS BECKETT UNIVERSITY

R



#### <sup>City Campus</sup> Rose Bowl

Broadcasting Place Calverley Building Calverley Building Cloth Hall Court Cloth Building Leslie Silver Building & Iw Northern Terrace Old Broadcasting House Portland Building Queen Square Queen Square Queen Square Rose Bowl Woodhouse Building

