

COLLABORATING IN GOOGLE DRIVE

CREATE A SHARED FOLDER AND COLLABORATE WITHIN IT

Click on the links below to jump to:

[Access Google Drive through your student email account.](#)

[Create and share a folder.](#)

[Access the shared folder.](#)

[Upload files to share. \(Including image & video files\)](#)

[Create a google document.](#)

[Export file to a word document.](#)

[Create a google presentation.](#)

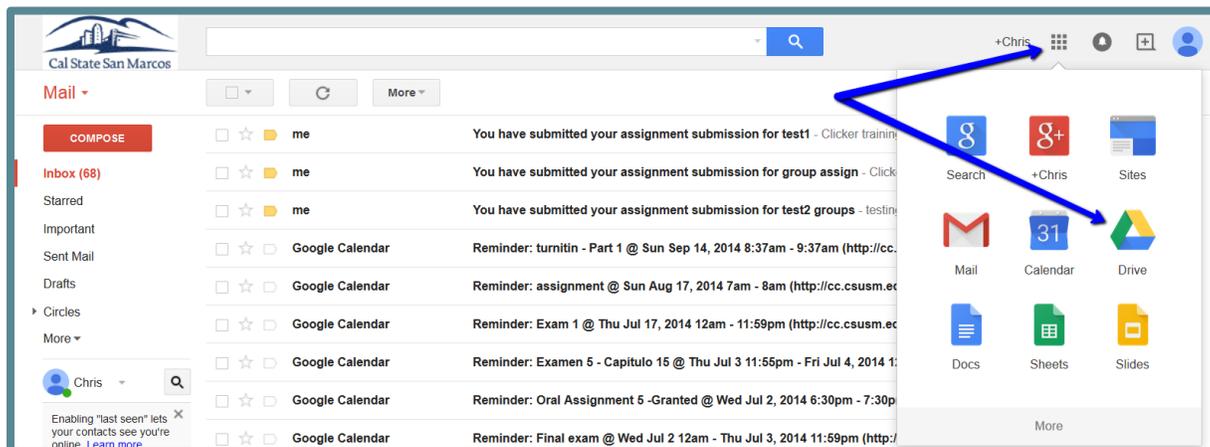
[Set the dimensions.](#)

[Export file to a .pptx or .pdf.](#)

ACCESS GOOGLE DRIVE THROUGH YOUR STUDENT EMAIL ACCOUNT.

Your student email account is through Google, so get started by simply logging into student email.

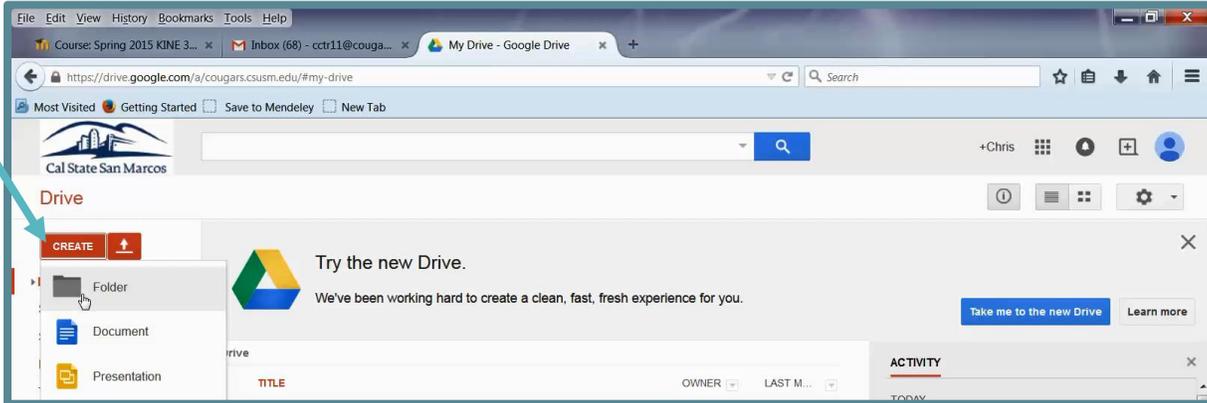
USE THE APPS GRID AT THE TOP LEFT TO ACCESS GOOGLE DRIVE.



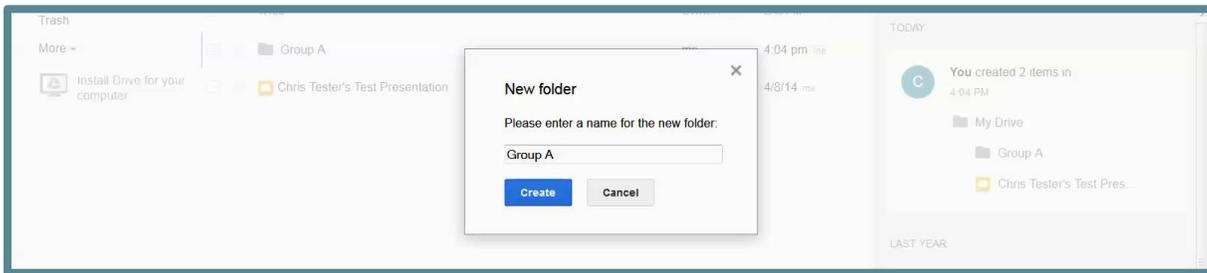
CREATE AND SHARE A FOLDER.

One member of the group will set up a Folder in Google Drive and share that folder with all group members.

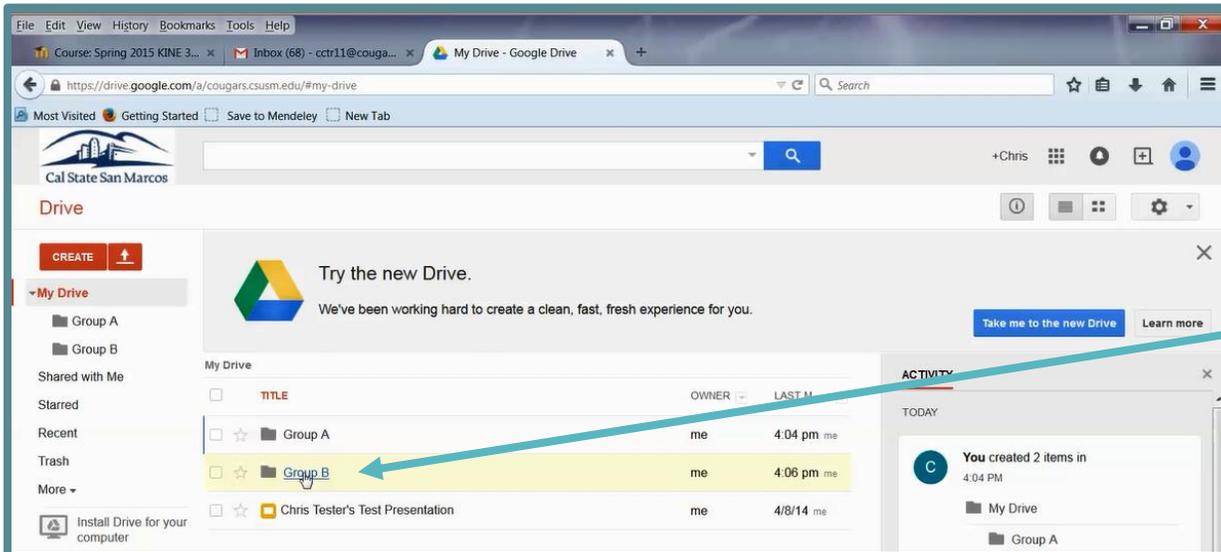
CREATE A FOLDER.



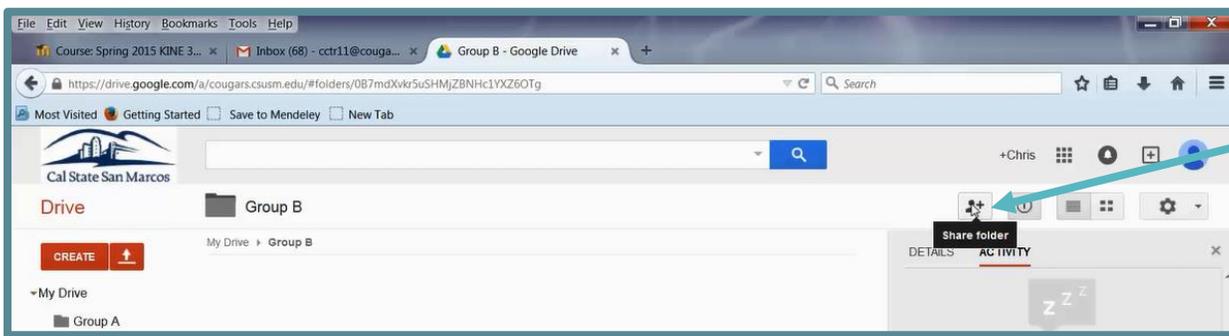
NAME THE FOLDER.



CLICK INTO THE FOLDER.

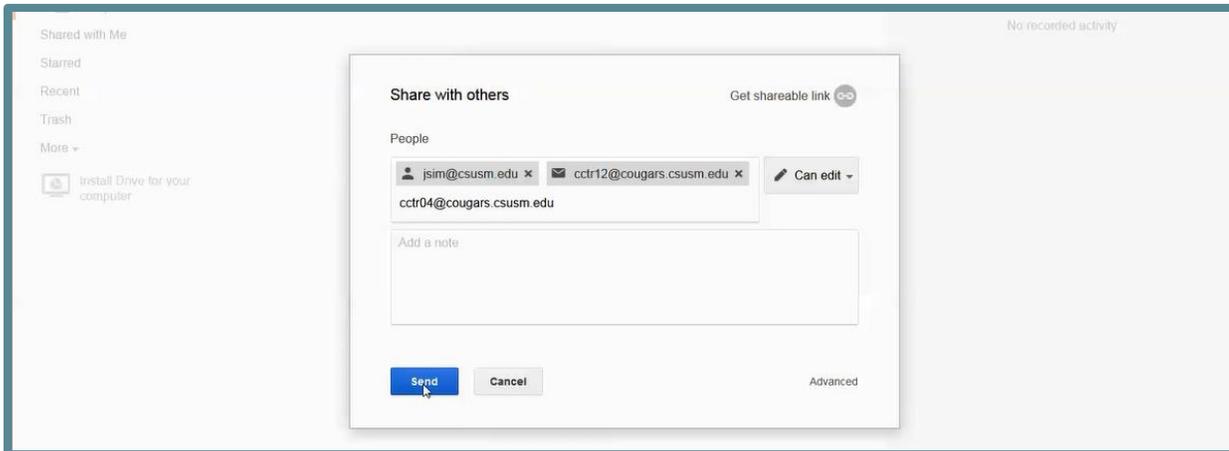


CLICK THE SHARE ICON.



ENTER EMAIL ADDRESSES OF ALL TEAM MEMBERS AND HIT “SEND.”

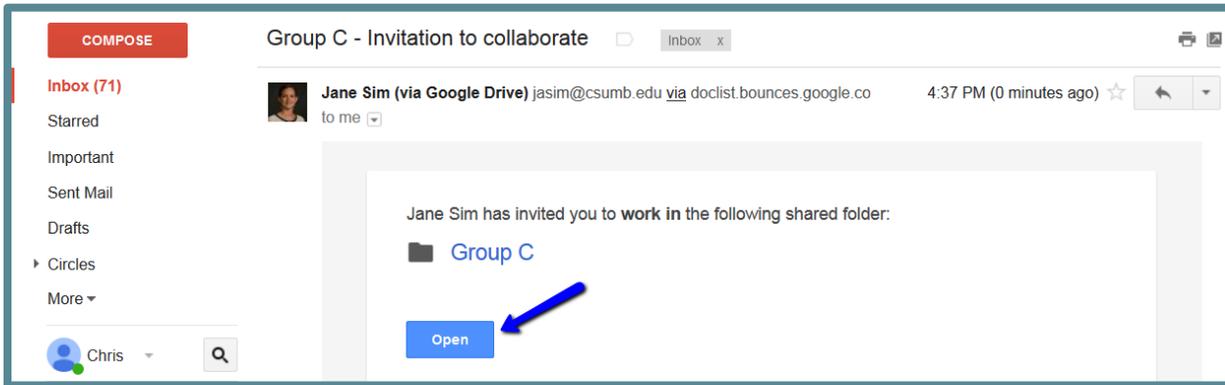
Be sure to leave the “Can edit” access when inviting your group members to the folder.



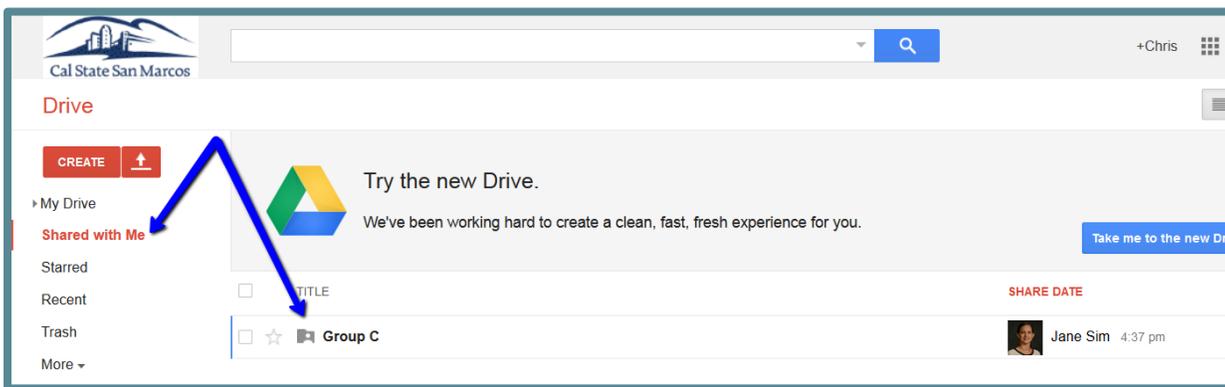
Don't know the email addresses of your group members? You can find them listed in your class in Cougar Courses by using the “Participants” link in the Navigation block. You can also search by their names in the search box on www.csusm.edu.

ACCESS THE SHARED FOLDER.

Group members invited to join the folder will receive an email notification with a link to open the folder.



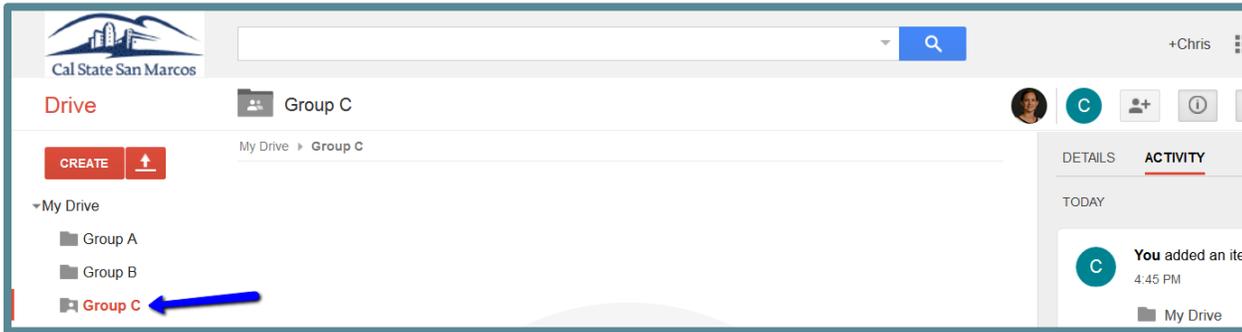
In Google Drive, the folder can be found by clicking the "Shared with Me" link on the left.



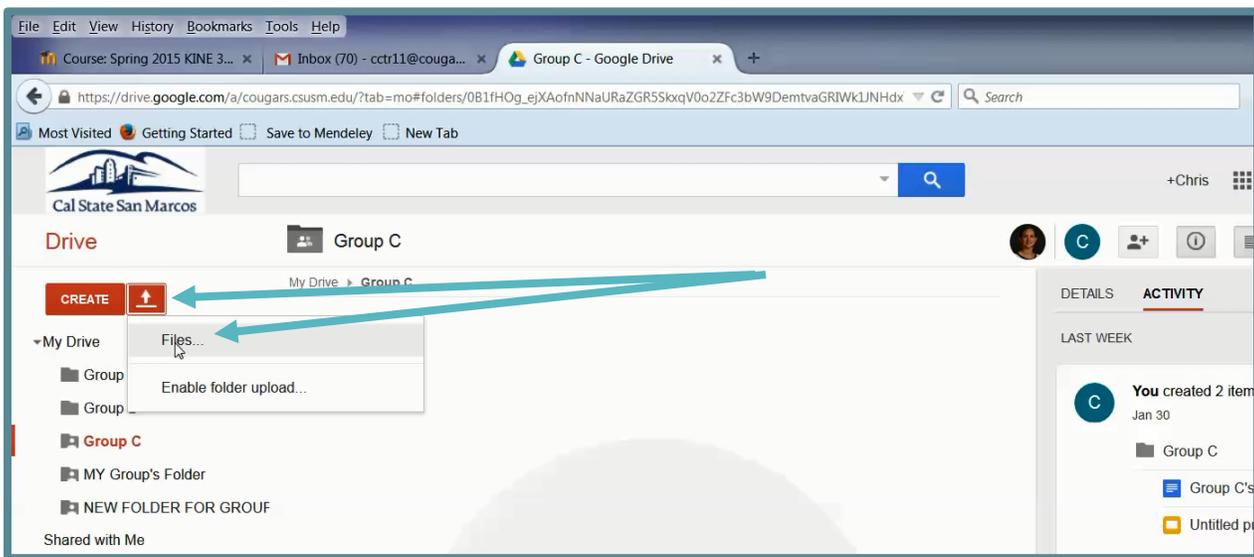
UPLOAD FILES TO SHARE.

Upload image and video files to the shared folder.

CLICK INTO YOUR GROUP'S SHARED FOLDER.



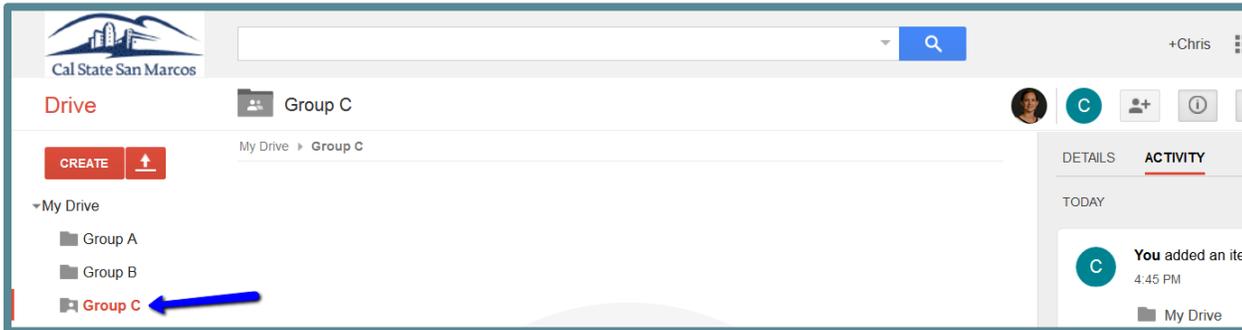
CLICK THE UPLOAD ICON TO ADD FILES.



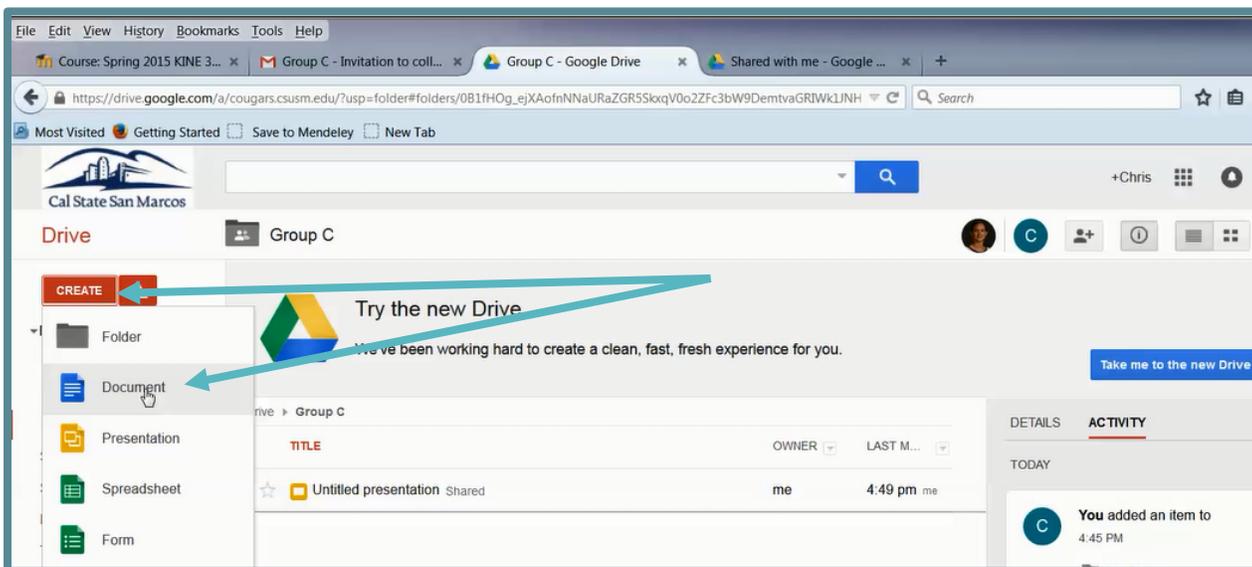
CREATE A GOOGLE DOCUMENT.

Create a Google Document in order to collaborate on a written paper.

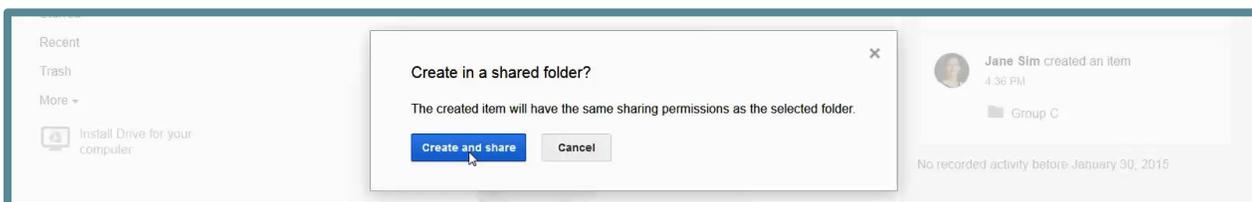
CLICK INTO YOUR GROUP'S SHARED FOLDER.



CREATE A DOCUMENT.



CONFIRM SHARING.

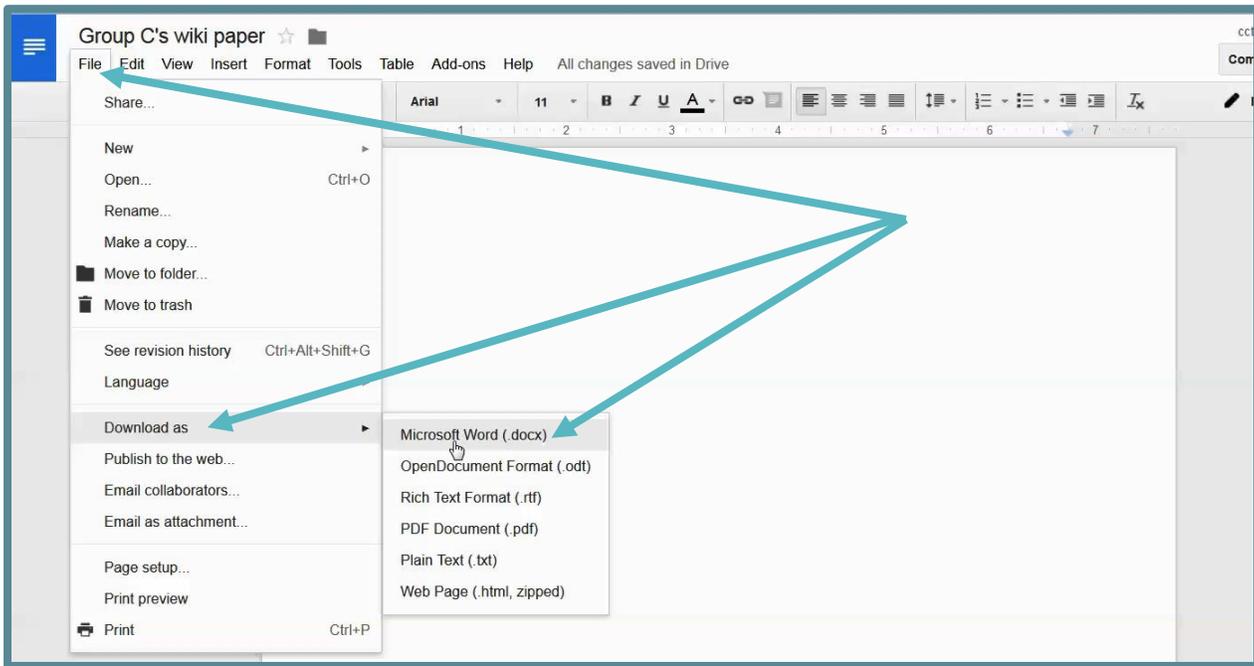


COLLABORATE WRITING THE DOCUMENT.

Type content and add comments.

EXPORT FILE TO A WORD DOCUMENT.

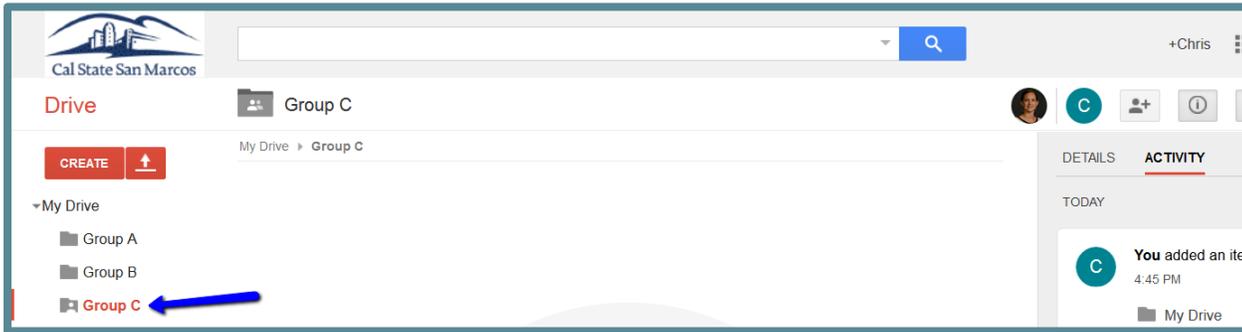
When your group is ready to submit the paper, export it as a Word Document. Double check formatting after exporting. Then, it's ready to submit in Cougar Courses or however you've been instructed to submit your assignment.



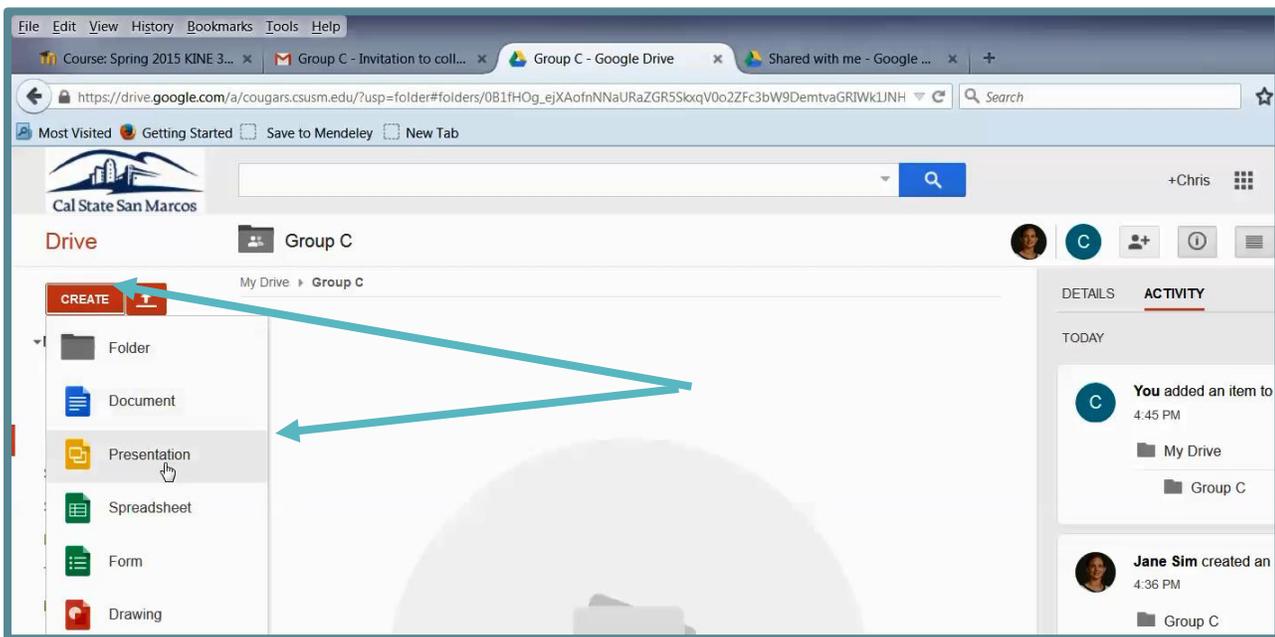
CREATE A GOOGLE PRESENTATION.

You can create a Google Presentation to collaborate on a visual project, such as a poster project, or to create presentation slides.

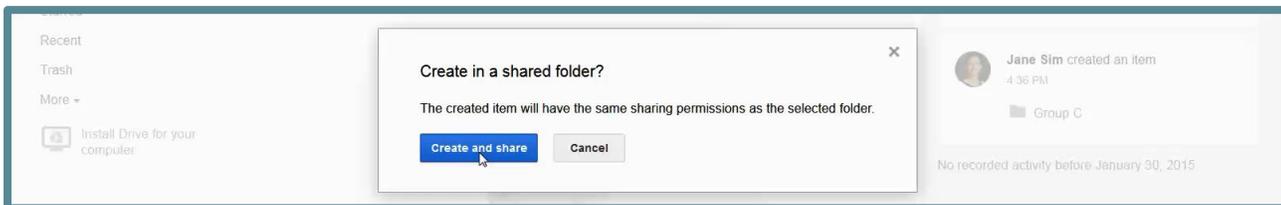
CLICK INTO YOUR GROUP'S SHARED FOLDER.



CREATE A PRESENTATION.

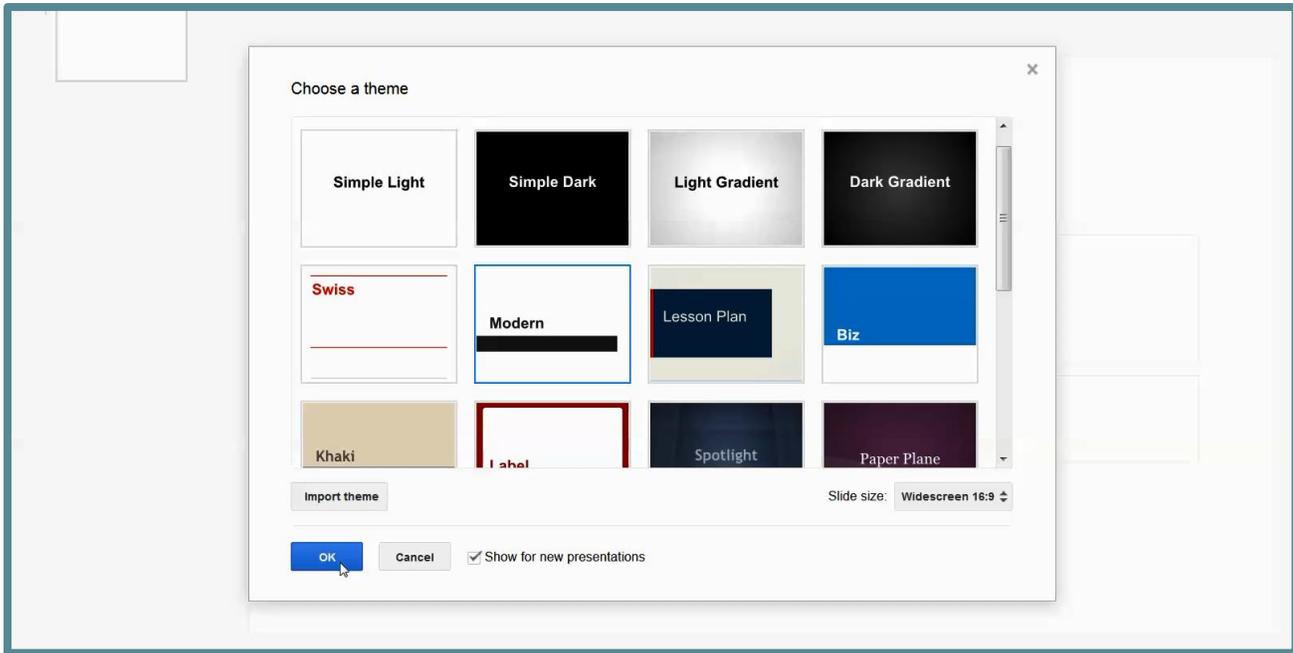


CONFIRM SHARING.



CHOOSE A THEME.

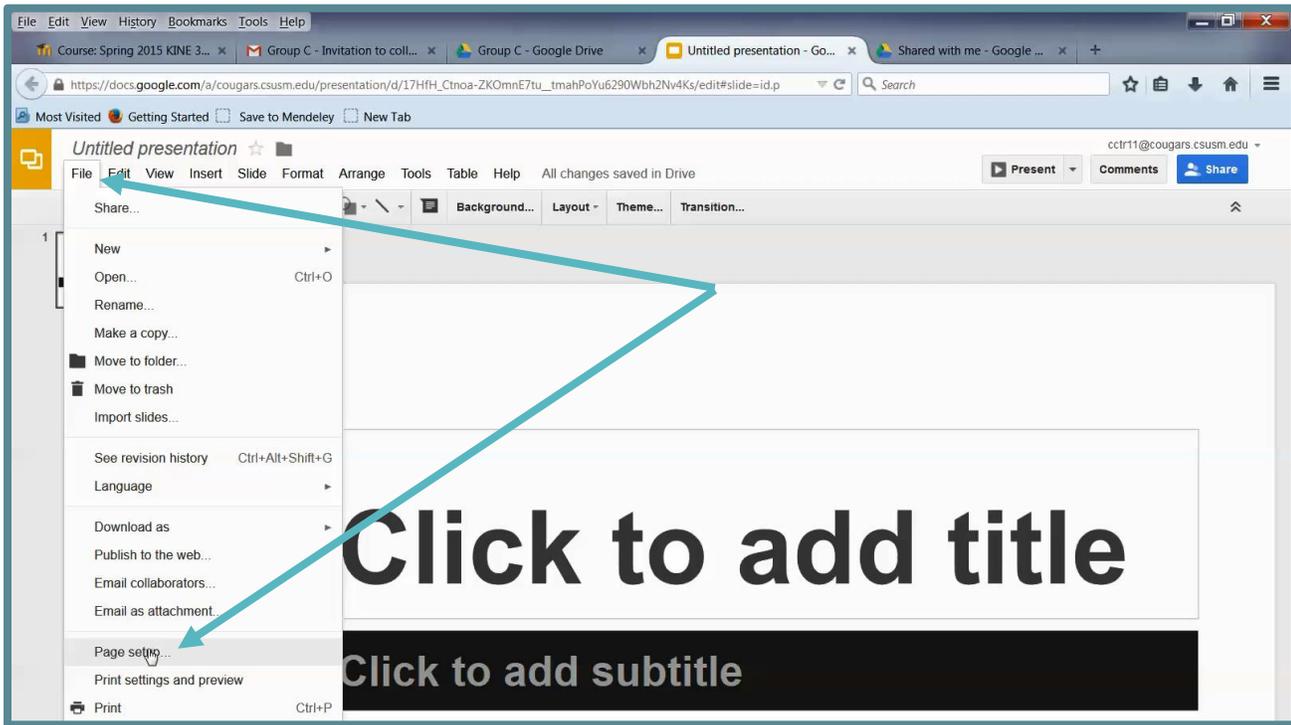
You are prompted to first choose a theme. You or your teammates can always change the theme later.



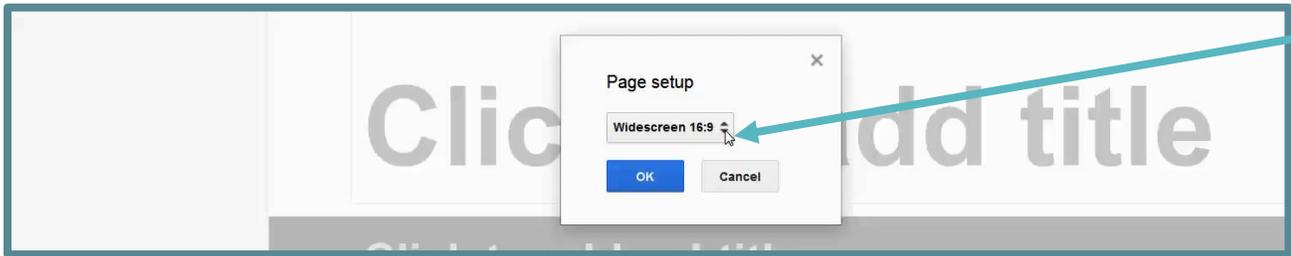
SET THE DIMENSIONS

If you are collaborating on a poster, you can use these instructions to set up the proper page dimensions.

CLICK FILE, PAGE SET UP.



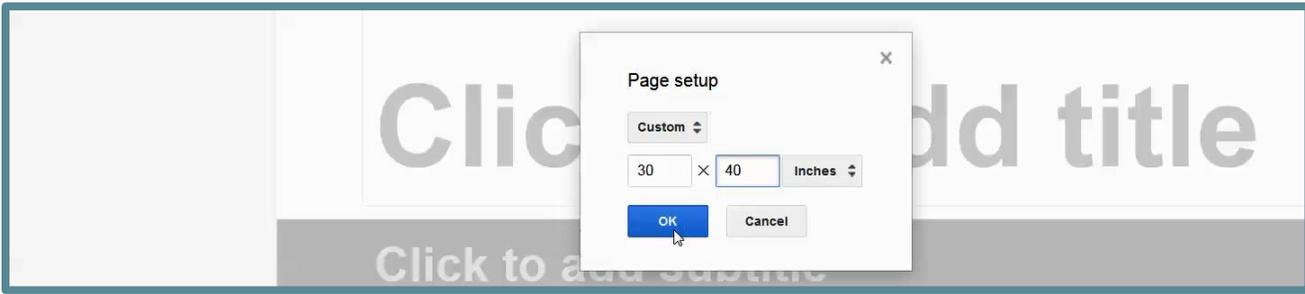
CLICK THE ARROWS FOR MORE OPTIONS.



CHOOSE CUSTOM.

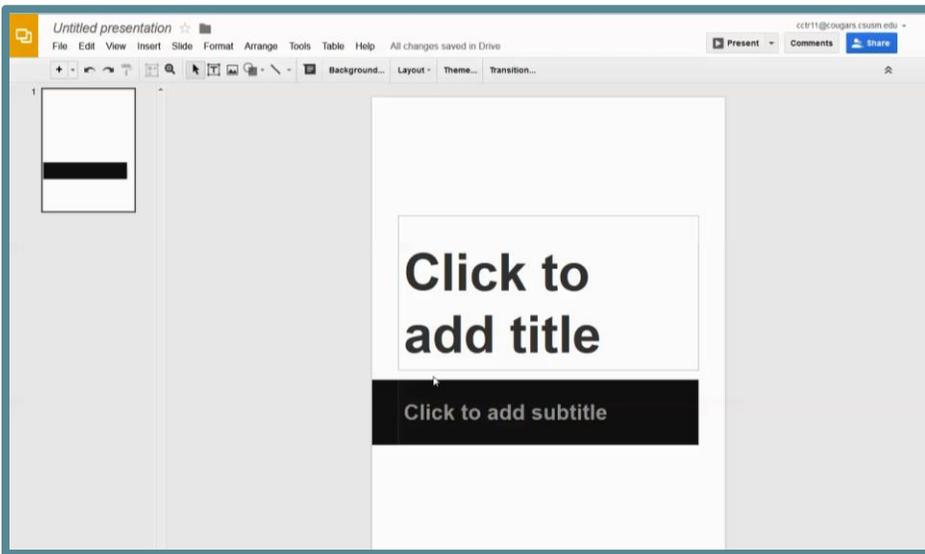


SET IT TO THE APPROPRIATE SIZE FOR YOUR POSTER.



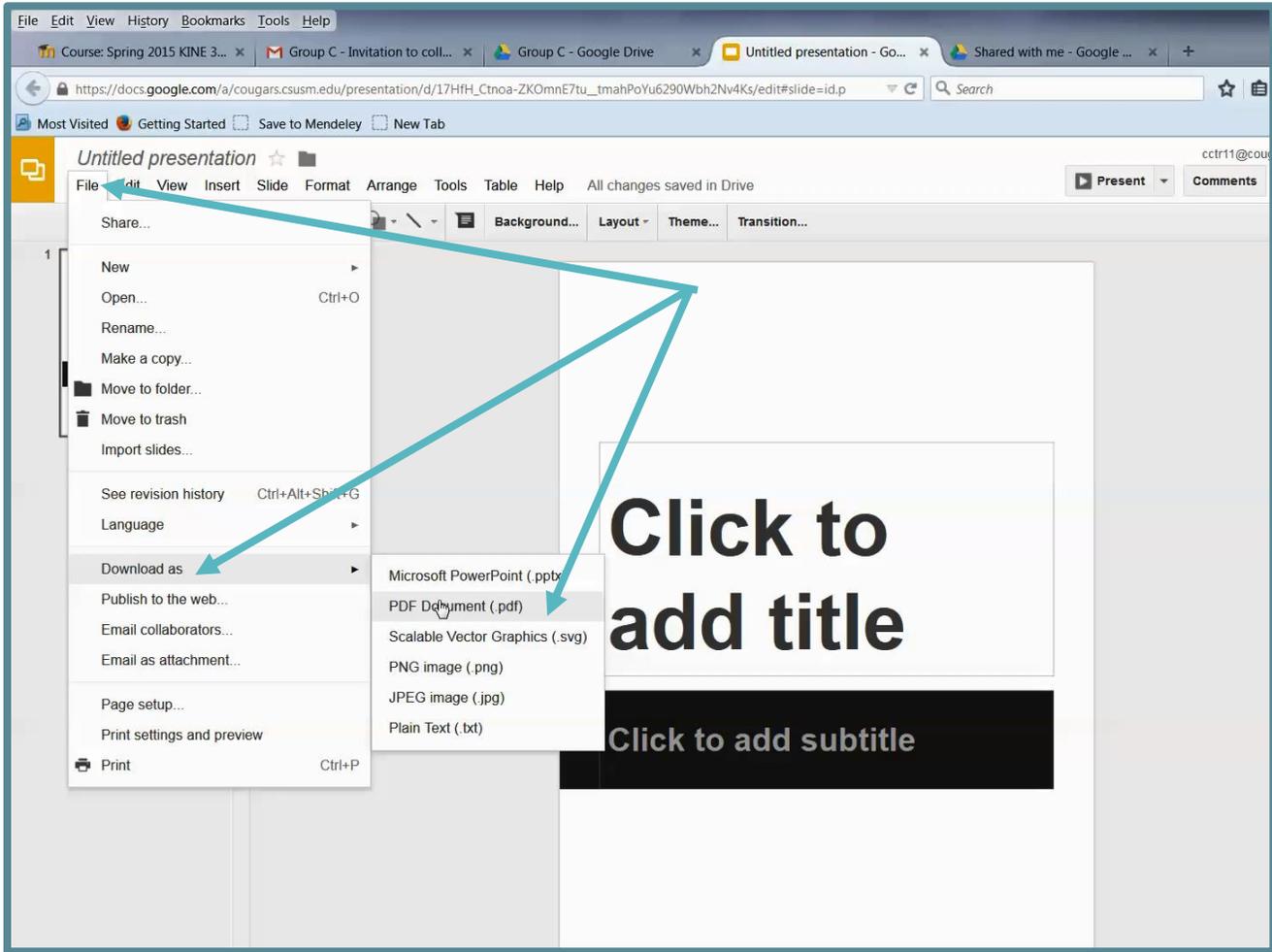
NOW YOU HAVE A POSTER TO CREATE.

Now you can change the theme, change the format, add text, add images, etc.



EXPORT FILE.

Download your presentation or poster as a .pdf or .pptx.



If printing a poster: Save the .pdf or .pptx file to a thumb drive to bring to the Student Help Desk for printing. (There is a fee for printing and a 3 business day turn-around.)