Using Google Drive as a Teaching Tool
Why Google Drive?

Many instructors use course websites like Moodle or WebCT to deliver course content, however there will be times when you want to:

● create a document or share a resource that is unsupported by the official class website
● share a powerpoint with your class that is too large for email or Moodle
● allow students to edit a document and track the changes
Access Google Drive at drive.google.com
How to use Google Drive

In order to use Google Drive, you will need a Google account, which you may already have if you use Gmail, Google+ or YouTube.

Once you activate your account and sign in, you can view video tutorials of how to use Google Drive.

N.B. Your students do NOT need to have a Gmail account for you to share docs with them.
How to use Google Drive
How to use Google Drive

You can create documents directly in Drive, or upload documents from programs like Microsoft Word.
Google Drive is especially useful for creating docs that your students can edit.
For the past few years as a TA, I've created a spreadsheet for my second year music history course that the students and I edit together. I create the spreadsheet with the composers and the names of pieces that the students need to learn. As we listen to music in class and the students answer questions, I demonstrate filling in some of the other columns.
You can share files so that your students can **view** the files, or so that they can **edit** them.

In my music class, I allow the students to edit the spreadsheet. After I've demonstrated using the doc a few times in tutorial, they begin to independently fill in information that they hear in lecture and use the spreadsheet as a study tool.
Adding Comments to Docs

Start a discussion.
Create and reply to comments to get feedback and make files more collaborative.

You and your students can also add comments to the documents so that you can answer their questions and they can comment on each other's work.
Uploading Large Files

I make slides from tutorial and guest lectures available on Google Drive by sharing a link that allows students to view the file.
Sharing files with Instructors

I can also keep track of things like attendance and marks in a secure location that is accessible from anywhere. The files are completely private, unless you choose to share them with fellow TAs or professors.
Make use of document templates

When creating documents directly in Drive, you can choose from several templates. And if you come up with a document that works for you, you can share the template with others.
Google Drive from any device

You can upload large files individually to your Google Drive on the web, or you can download Drive to your computer(s) and set up an automatic sync for certain files and folders.

Google Drive, like Dropbox and other web-based file sharing services, operates in the internet 'cloud' and allows you and your students to access and edit files from any computer or device.
Using Apps in Google Drive

Use Google-created apps to go beyond text documents and spreadsheets...

**Drawings**
Add some color to your documents, presentations, and websites with easy-to-use tools to create charts and diagrams.

- Create a new drawing
- Get the Chrome Web App

**Fusion Tables (experimental)**
Bust your data out of its silo! Combine it with other data on the web. Collaborate, visualize, and share. All your data organization is automatically saved and stored in Google Drive.

- Create a new table
- Get the Chrome Web App

**Forms**
Collect RSVPs, run a survey, or quickly create a team roster with a simple online form. Then check out the results, neatly organized in a spreadsheet.

**Apps Scripts**
Extend Google Apps and build web applications with this JavaScript cloud scripting language stored in Google Drive and run from Google's servers.
Using Apps in Google Drive

Or choose from an ever-expanding variety of apps that are compatible with Google Drive and Google Chrome.
Ideas for teaching with Google Drive

Get your tech-savvy students to turn data and concepts they learn in class into infographics, maps, timelines, videos, etc.

Their documents can be shared, edited and commented on by their classmates, and every edit and comment will be tracked.

The document will always be the most up to date version, no matter if you view it on the web or on your laptop, but you can also view the history of changes made to the document and who made them.
Ideas for teaching with Google Drive

Ask your students to create an essay outline or annotated bibliography that they share with you.

- You can make comments, suggest edits and view the changes they make as they develop their ideas.

Use scheduling apps to set up times to meet students and book your office hours.

Ask students who are constantly on their laptops in class to keep Drive documents open so you can monitor their progress in real time as they take notes.
With new apps being created daily, you can always find new tools to help you teach, grade, and interact with your students.

drive.google.com/start