Student Achievement Workshop
(Technology Series)

Google Drive

Student Achievement Workshop Series
Academic Support and Achievement Center
Mt. San Antonio College
6-101

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Overview:

By taking advantage of Google Drive, students have greater flexibility in getting things done. This workshop will introduce students to cloud computing and specifically Google Drive, and gives the advantages of using it.

Learning Outcomes:

Students will:

- Explain how cloud storage works
- Name three advantages to using cloud computing
- Define Google Drive and explain how it relates to cloud computing
- Know how to use Google Drive
- Access their Mt. SAC – Google Drive account
- Identify ways they can use Google Drive in their own lives

Google Drive – on the Cloud
What is the Cloud?

The Cloud is also known as G-Drive and air cloud. Basically, the Cloud is a way to store data, documents, music, photos, etc. on internet servers instead of your personal computer. There ae a few advantages to using the Cloud.

1. Your data is backed up in case your computer or device fails. You won't need to panic when your computer crashes because of lost files. If they are on the cloud, all you need to do is access your cloud account to get copies of those files.
2. Anything stored on the Cloud can be accessed from any internet-connected device, such as your computer, phone, tablet, or a public computer at a campus computer lab. That way, if you forget that important document for class, you can still access it while you are away from home.
3. It provides you with unlimited storage potential. You don't ever need to worry about using up the storage on your hard drive, and thus needing to delete files to make space, or upgrading your computer.
4. Some cloud computing applications, such as Google Drive, allow you to share documents with others. That way you can share your group project files with your classmates.
5. By using the Google applications available through Mt. SAC Mountie Mail, you will have free access to common applications such as word processing, spreadsheets, presentations, etc. without having to buy the software.

To see how the cloud works, watch the following video:
https://www.youtube.com/watch?v=gu4FYSFeWqg

Google Drive

Several tech companies offer Cloud computing, and it may be referred to by different names. For Google users, its cloud computing technology is called "Google Drive". It is initially free, but you can buy more storage space for a monthly fee.

Take a few minutes to watch this vide to see how Google Drive works:
https://www.youtube.com/watch?v=jWvKAYKlnnM

Google Drive/Google Docs at Mt. SAC

As a student at Mt. SAC, you have been given a student email account on Gmail. You can log into your email account through the portal using your user name and password. In the upper right-hand corner of your screen, you will see a link for "Mountie Mail". Click on that link to open your Gmail account. In the upper right-hand corner of that screen, you will see an icon that looks like a bunch of tiny boxes. That is the link to Google apps. Click on that link, then on the link for "Drive." This will take you to Mt. SAC's Google Drive account for you.

Sharing in Google Docs

If you choose to use Google Docs as your word processor, you can choose to share those documents with others on Google Drive. There are three ways to determine who you want to share your documents with: 1) Public, 2) Anyone with a link, and 3) Private. That way you can control who actually has access to your documents.

To learn more about sharing on Google Docs, watch the following video.
https://www.youtube.com/watch?v=POIR37Hmydg

Get the App

If you want to download Google Drive to your phone, there is an app for that. The following webpage has links for downloading. Google Drive is free to use, but you can upgrade to receive additional storage capacity at a fee.
https://www.google.com/drive/

Getting More Help

Still need help with Google Drive? Come to the Learning Lab (computer lab room) in Building 6, Room 101 and ask a technician for help.

If you still need more help, contact the Mt. SAC Help Desk at (909) 274-4357.
http://www.mtsac.edu/it/

Other Resources:

Do you not have access to the hardware and/or software you need to get your homework done? Don't stress because there is support for your technology needs.

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On Campus Computer Labs
Mt. SAC has several campus computer labs where you can use their computer equipment, software and print your documents. Most of these resources (except printing) are free for eligible students to use. Be sure to bring your student ID cards because most of these labs require it to use their equipment.

http://www.mtsac.edu/computerlabs/

Technology Purchase Discounts
Need to buy technology and/or software? CollegeBuys.org is a great resource for getting discounts on technology, software, and accessories.

http://foundationccc.org/CollegeBuys

Summary
Students can increase their flexibility in meeting technology requirements by using Google Drive as their cloud computing application. By storing files on Google documents, students don't need to worry about their computers crashing, forgetting to bring documents to school, and can collaborate with others online.

Reflection
What did you learn from this workshop?
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How can you use this information this week?
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