

# Google Drive at USC

NOTE: This is intended for a faculty audience with no prior experience with Google Drive

## WHAT IS THIS RESOURCE?

A simple introduction to the use of Google Drive and associated apps, including frequently asked questions, links to helpful resources, and sample uses of the most common apps for both faculty and students.

## HOW DO I USE IT?

When considering using Google Drive or one of the apps for the first time, review the sheet to minimize the learning curve. For practical suggestions on how to use Google Drive apps in your courses, examine the table of uses. For assistance, please contact CET (cet.usc.edu).

### What does Google offer?

You may know Google most commonly as:

* a search engine (“just google it”)
* an email provider (Gmail)
* a document creation, storage and sharing center (Google Drive)

Google Drive is now accessible using your USC email account login. It may feel strange, but you can actually log into Google Drive using your [USC email login information](https://login.usc.edu/login/login?spEntityID=https://shibboleth.usc.edu/idp/sp&service=&goto=https://login.usc.edu/sso/SSORedirect/metaAlias/USCRealm/idp?ReqID%3D_93397afd82f55a52e943d4f568514865%26index%3Dnull%26acsURL%3Dhttps://shibboleth.usc.edu/idp/sp/Shibboleth.sso/SAML2/POST%26spEntityID%3Dhttps://shibboleth.usc.edu/idp/sp%26binding%3Durn:oasis:names:tc:SAML:2.0:bindings:HTTP-POST).

### Google Drive access through USC login

You might be tempted to use your personal Gmail account (if you have one) to log into Google Drive, but you can separate your personal and work files by just logging in with your USC email sign-in (ttrojan@usc.edu) information instead. USC’s partnership with Google allows you to access all the benefits and features of Google Drive, but maintain your professional privacy by keeping your USC email attached to it. Remember that even though you are using your USC email account to login to Google, USC does not provide faculty with a USC Gmail account. You will only get access to Google Drive and select Google Apps with your USC login.

If you’re logging into Google Drive with your USC email address for the first time, you might want to read this [help sheet from USC ITS](https://itservices.usc.edu/googledrive/accessing/) first.

### What is Google Drive?

Google Drive is an online service (in the cloud) where you can create and store almost any type of file and share your files with others. It is similar to other online file storage options like DropBox or Box.net. In addition to your computer, you can also access your files on Google Drive using a smartphone or tablet.

One of the nice features of Google Drive is the integration of applications or “apps” (not really like the ones on your smartphone). Using these apps, you can create various kinds of documents as you could using Microsoft tools.

The apps inside of Google Drive provided through USC are:

* Document (similar to Word) called “Google Docs”
* Presentation (similar to PowerPoint) called “Google Slides”
* Spreadsheet (similar to Excel) called “Google Sheets”
* Form (similar to survey tools) called “Google Forms”
* Drawing (similar to Visio) called “Google Drawings”

Any document created using the apps on Google Drive can easily be shared with other faculty or students for collaboration, meaning more than one person can edit a document (even at the same time), and all updates are saved automatically. You don’t need to send files back-and-forth or save multiple versions. If you accidentally close something, it doesn’t matter because it’s auto-saved. You also don’t need to save anything on your desktop or flash drive because of this great feature that Google Drive is automatically saving to “the cloud” all the time. Saving to the cloud means that as long as you have an Internet connection, you can log into Google Drive from any device, anywhere, and see the latest version of the document you created and were working on.

### Google and Microsoft Office 365

One of Google Drive’s nice features is the ability to upload documents created with Microsoft Office, such as Word or Excel documents, and then view or edit them on Google Drive. You can also download Google Drive files into other formats, such as PowerPoint or pdf. If you don’t want to use Google Drive, USC also provides access to Microsoft’s Office 365 which is a cloud based platform similar to Google Drive. USC’s Office 365 “OneDrive” allows you to make, edit, share, organize, and save documents to the cloud. If your USC department is using Microsoft Office 365 to access USC email, then you have a OneDrive account. USC ITS provides more information on how to access and use your OneDrive.

### Google Drive for courses and student collaboration

Faculty and students can access their work in class, at home, or while commuting. They can also work with colleagues or classmates in other courses, institutions, or countries. The table below outlines just some of the features of each app in Google Drive and how you might like to use each for your courses or with your students:

| Google Drive app | Features | Possible faculty use | Possible student use |
| --- | --- | --- | --- |
| Google Docs | Create a document | * Create and share syllabi, assignment descriptions, or any other text-based document (even faculty meeting agendas/minutes or curriculum planning) without printing. * Grade papers by inserting comments, notes, and recommended revisions to give instant feedback. * Use “revision history” to track which students revised which parts of an assignment. | * Groups collaborate to write/edit or peer review a paper. * Write and share notes, study guides, or brainstorming. * Chat with a group inside the document while writing together. |
| Google Slides | Create a presentation | * Create and share lecture slides. * Give feedback on students’ slides before/after their presentation. * Track student participation to see which students contributed what to building their group presentation. | * Groups collaborate to make presentation, project, or speech slides. * Communicate with a professor to make changes to a presentation based on feedback. * Chat with a group inside the presentation while building it together. |
| Google Sheets | Create a spreadsheet | * Track, organize, visualize and share data with charts and graphs. * Create and share rubrics for assessing students. * Keep a backup gradebook to track student attendance, missing assignments, etc. * Track student participation to see which students contributed what to the group. | * Groups collaborate to visualize their data. * Chat with a group inside the spreadsheet while building it together. * Keep a personal record of your assignment grades. * Plan a budget for a case study or project. |
| Google Forms | Create a survey | * Collect data and information; receive an organized spreadsheet of responses. * Ask or quiz students. * Plan course events like field trips. | * Gather research project data. * Receive peer feedback. * Plan events like study sessions. |
| Google Drawings | Create a picture | * Make and share images and diagrams to insert into Docs, Sheets, Slides, and Forms. * Present heavy text information as infographics to make lecture content more visual. * Draw diagrams to improve students’ recall. | * Collaborate to make images and diagrams to insert into Docs, Sheets, Slides, and Forms. * Summarize course info like readings and notes into infographics or diagrams. * Edit and label images to demonstrate concept knowledge. |

### Google Drive help

You may access self-help for learning [how to use the Google Drive apps](https://support.google.com/a/users#topic=9917952) here.

Google also has specialized training for educators to show you how to use Google Drive with students.

### Costs and security

The Google Drive applications associated with your USC login are completely FREE for you and your students. You have unlimited storage, and data security and privacy.