**Computer Maintenance: File Back Up/Google Drive**

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| **Objectives** *Learners will be able to…* | **Materials** | |
| ***Computer skill:*** *recognize importance of file back up*  ***Computer skill:*** *identity types of file storage*  ***Computer skill:*** *upload a document*  ***Computer skill:*** *share a document* | **Make Student Copies**   * **Google Drive Activity**   **Props, Technology or Other Resources**   * Projector * Computer for every student * USB Drives | |
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| **Lesson Plan** | | Vocabulary |
| **Presentation: Backing Up Files**  Description: This presentation will introduce students to the concepts of file back up.  **Activity 1: Google Drive**  Description: Students will learn about Google Drive and practice creating and sharing documents with classmates. | | * Flash Drive * Hard Drive * Cloud * Google Drive * Upload * Share |

**Teacher Directions: Activity 1: Google Drive**

1. Navigate to drive.google.com. Log-in with the teacher email [comp.lit.opendoor@gmail.com](mailto:comp.lit.opendoor@gmail.com).
2. Instruct the class to follow and have them log-in with their accounts.
3. First, we will think of Google Drive as a way to back up files. A folder titled Sample Files has been loaded on the USB drives. Click the upload button, click on folder, and find the Sample Files folder to upload to Google Drive.
4. After the folder has been uploaded, open the folder and show how clicking on each of the documents opens them in a way that is similar to Word, Excel, and Powerpoint. Now have the students repeat this process of uploading and opening each of the sample files.
5. Let students know that they can use Google Drive to edit files created by Microsoft Office programs as well as create new documents, spreadsheets, and presentations. It is free to use, they can access the files anywhere with an internet connection, files automatically save, files can be shared with others to work collaboratively and files can be worked on at the same time.
6. Next, show students how to rename these sample documents. Have students give renaming a try.
7. Reiterate that in Google Drive it is not necessary to click save because it is done automatically for them. However, there may be times when students will want to save files to their computer. Explain to students how to download as, to save files to their computer. Then have students practice.
8. Now, we will use Google Drive to make a document. Have students watch how to create a new document. Go over the layout of Google Docs and show again how it is very similar to Microsoft Word by pointing a few of the most used buttons.
9. Students will now be completing an activity and the instructor should model the steps first. **See the Google Drive Activity**
10. Start by modeling steps 1-6 and then have students complete individually. Students should stop and wait after step 6.
11. Then model 7-10. When modeling include everyone’s email address when sharing the instructor’s favorite food. Students will work in pairs for these final steps.
12. All students shared their Favorite Food document with the instructor. Navigate to the shared with me section, so students can see all of their documents in there.
13. Finally, we will show collaborative work on a document. Open the instructor’s favorite food document. Instruct students to go back to the shared with me section and have them all open the instructor’s favorite food, too.
14. After all students have the document open, type Please type your name and insert another picture below as students are watching the real time editing on their computer screens.
15. Then ask all students to type their name and insert another picture at the same time. Wrap up by showing the finished product.

**Google Drive Activity**

1. Create a Google Document

2. Title your currently Untitled Document “Your Name’s Favorite Food” (example, Gray’s Favorite Food)

3. In the document, write your name, name of the class (Google Drive), and instructor’s name.

Hit “Enter”

4. In a text color other than black, type the name of your favorite food. Bold and underline the

text you just wrote and then hit “Enter”

5. Insert a picture of your favorite food. Find the picture using the Google Search function.

6. Resize your picture, so it’s bigger or smaller than the original.

**STOP - Wait for further instructions before continuing.**

7. Work with a partner to share your document. Click on the share button. Enter your partner’s email address (needs to be the gmail account they are using for Google Drive) and the instructor’s email address: [comp.lit.opendoor@gmail.com](mailto:comp.lit.opendoor@gmail.com) separated by a comma.

8. Return to the main page of Google Drive. Click on Shared with Me. You should now see your partner’s Favorite Food document. Click on it to open it.

9. Insert another picture of your partner’s favorite food using the Google Search function. Let your partner know when you’re done.

10. Once again, return to the main page of Google Drive. Click on your Favorite Food document to open it. You will now the see the new picture added by your partner!