

ACSI Accreditation Visit

**Using Google Drive for
Team Collaborative Work**

Getting Started

Search “Google Drive” or, if using Chrome, click the “Google Apps” icon. You will need a Google account.

The screenshot shows a Google search for "google drive". The search results include a link to "Google Drive - Cloud Storage & File Backup for Photos, Docs & More" and a card for "Google Drive" with the Google Drive logo circled in red. A red arrow points to the Google Apps icon in the top right corner of the browser window, with the text "First click the Google Apps Icon ->". Another red arrow points to the Google Drive logo on the search results card, with the text "Then click the Google Drive symbol". The bottom of the screenshot shows the Windows taskbar with various application icons.

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Secure | https://www.google.com/search?ei=ttyVWwXCNoXatQX38qqACA&q=google+drive+&oeq=google+drive+&gs_l=psy-ab.3.0i67k1j0i20i264k1j0i7.1490.1490.0.2110.1.1.0.0.0.78.78.1.1.0.0.1c1.64.psy-ab.0.1.76.0.mgoT8n7jQKo

Google google drive

All Books News Images Maps More Settings Tools

About 211,000,000 results (0.40 seconds)

Google Drive - Cloud Storage & File Backup for Photos, Docs & More
<https://www.google.com/drive/>
Get access to files anywhere through secure cloud storage and file backup for your photos, videos, files and more with **Google Drive**.

Google Drive
Google Drive is a free way to keep your files backed up and easy to ...

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Google Drive is a free way to keep your files backed up and easy to ...

Back up photos & videos
Automatically back up and sync your photos and videos to ...

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Meet Google Drive – One ...
Google Drive is a free way to keep your files backed up and easy to ...

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Drive File Stream - Google Backup and Sync - Drive for Mac/PC - ...

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Google Drive (@googledrive) · Twitter
<https://twitter.com/googledrive>

Your data is always up to date in #GoogleSheets. Just click on "All Changes Saved in Drive" to see changes or revert to previous versions. goo.gl/KbU4yH pic.twitter.com/8MkUJ0d...
1 day ago · Twitter

V is for view. Press the v to choose between grid or list in items view → goo.gl/VwuBbe twitter.com/alicekeeler...
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Working with PDFs & images? This powerful OCR feature in @googledocs can help you convert text & save time! www.techrepublic.com/ar...
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Google Drive
Downloadable software

Google Drive is a file storage and synchronization service developed by Google. Launched on April 24, 2012, Google Drive allows users to store files on their servers, synchronize files across devices, and share files. [Wikipedia](#)

Type of site: File hosting service
Users: 800 million (March 2017)
Launched: April 24, 2012; 5 years ago

People also search for View 15+ more

Classroom
Google Classroom

Dropbox

OneDrive

Google Photos

Google Sites

Feedback

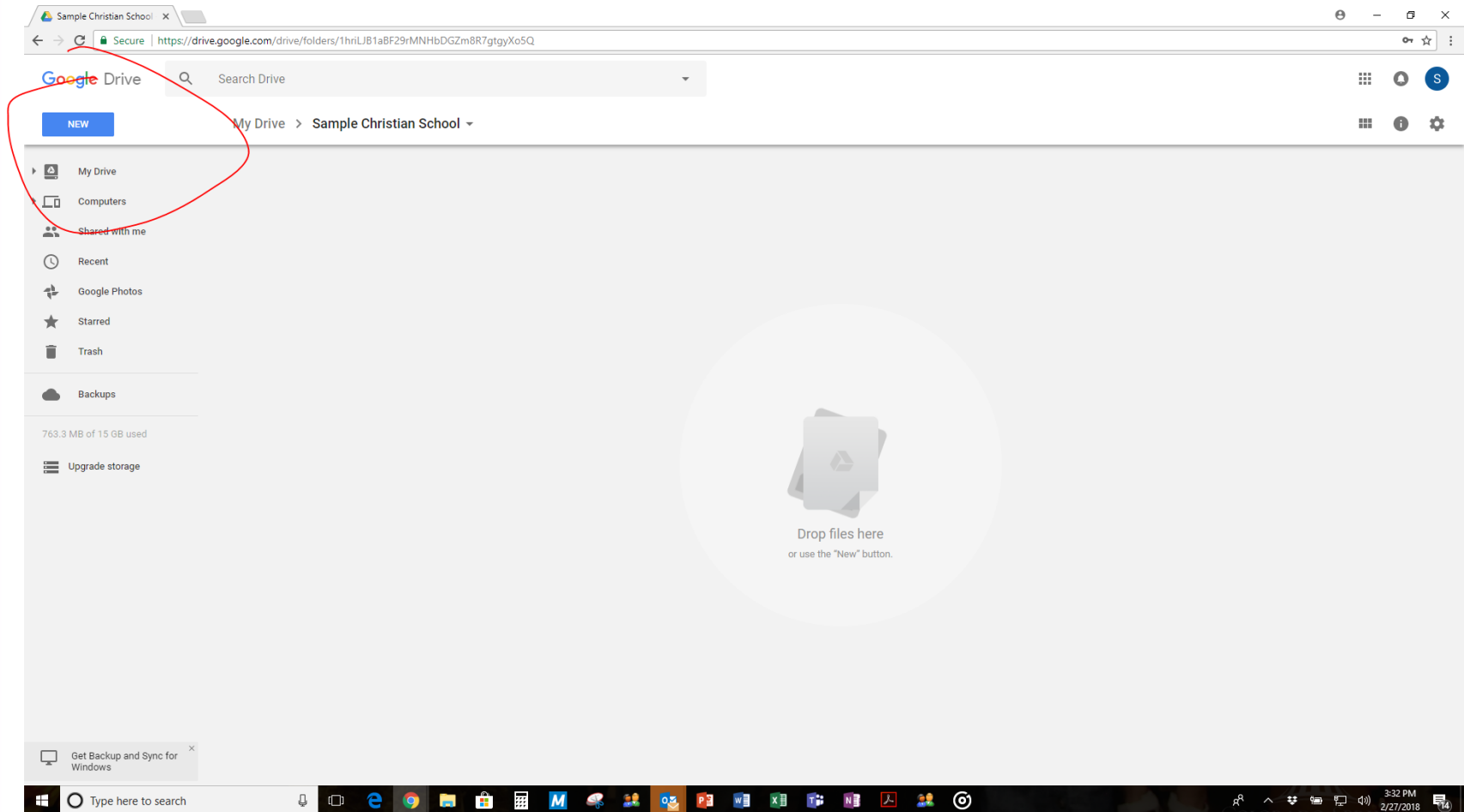
Google Drive - Android Apps on Google Play
<https://play.google.com/store/apps/details?id=com.google.android.apps.docs&hl...>
★★★★★ Rating: 4.4 - 2,494,612 votes - Free
Google Drive is a safe place for all your files and puts them within reach from any smartphone, tablet, or computer. Files in Drive – like your videos, photos, and documents – are backed up safely so you can't

Type here to search

3:34 PM 2/27/2018

Creating a Team Folder



Click “New Folder.” You will then be prompted to name your folder.



Adding Files

If utilizing Chrome or Firefox®, you can simply drag files from your desktop right to the folder. Otherwise, while in the appropriate folder, again click “New” and choose “File Upload.”



My Drive > Sample Christian School ▾

Name ↑	Owner	Last modified	File size
 REACH 2.1 Team Indicator Ratings Spreadsheet - EE-12, 4-27-17.xlsx	me	3:34 PM me	28 KB
 Team Visit Report WORD template 5-5-17.docx	me	3:35 PM me	25 KB

Adding Files (cont'd)

The two main collaborative files for a team visit are the “REACH Team Indicator Ratings Spreadsheet” and the “Team Visit Report WORD template” seen below in their “unconverted” state:

My Drive > Sample Christian School ▾

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Converting to Google Forms

In order to collaborate with team members in real time directly in the Google Drive, convert the spreadsheet and Word doc to Google forms. Open each file and you will immediately have the option to open in a Google form:

The screenshot shows a Google Drive interface with a spreadsheet titled "REACH 2.1 Team Indicator Ratings Spreadsheet - EE-12, 4-27-17.xlsx". A red circle highlights the "Open with Google Sheets" button in the top right corner. The spreadsheet content is visible on the left, and the right sidebar shows sharing options.

REACH 2.1 EE-12 Team Worksheet

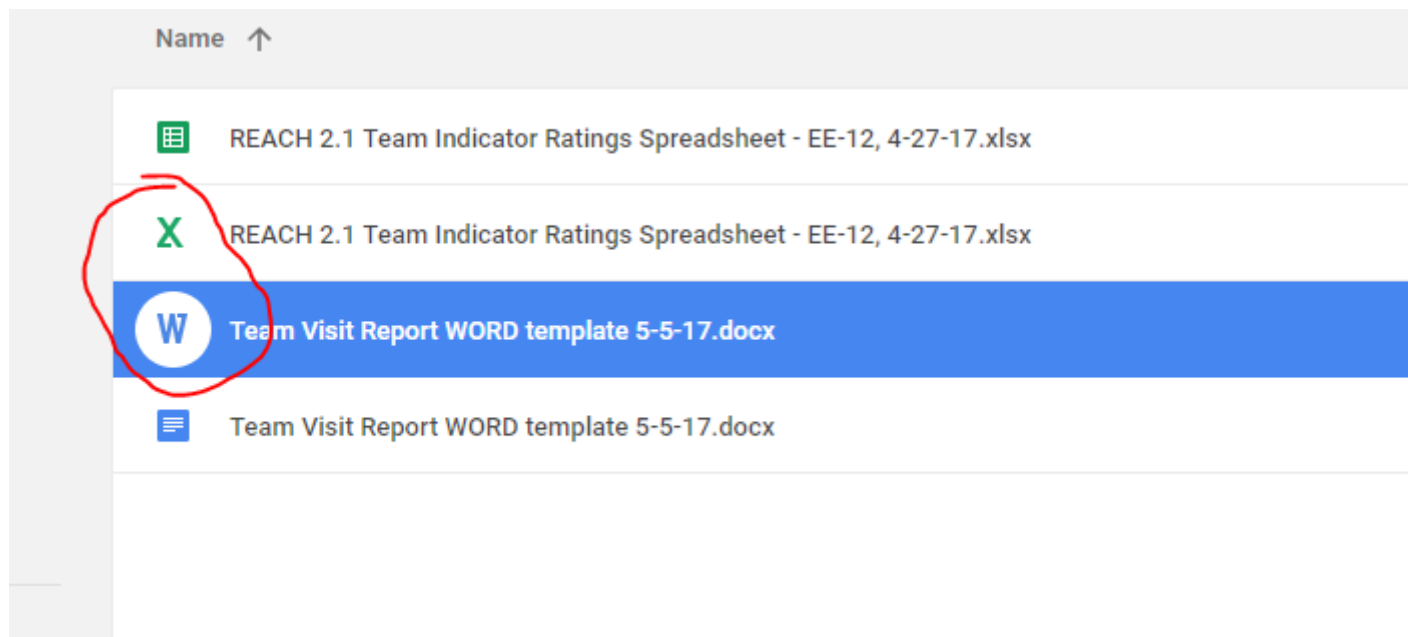
Columns can be added or removed depending on number of visiting team members. ~ Ratings in orange are EE indicators. ~ The worksheet labeled FOR THE SCHOOL may be shared with the school, if the school desires. ~ An asterisk (*) marks the Critical Indicators. ~ A double asterisk (**) marks Critical Indicators that must be met at the Compliance level.

Indicator	Visiting Team Member Ratings								Indicator Ratings		
	1	2	3	4	5	6	7	8	AVG (one decimal)	Whole Number	Strengths and Weaknesses to Note
1.1*									#DIV/0!	#DIV/0!	
1.2									#DIV/0!	#DIV/0!	
1.3*									#DIV/0!	#DIV/0!	
1.4									#DIV/0!	#DIV/0!	
1.5									#DIV/0!	#DIV/0!	
Standard Average									#DIV/0!	#DIV/0!	
2.1									#DIV/0!	#DIV/0!	
2.2*									#DIV/0!	#DIV/0!	
2.3									#DIV/0!	#DIV/0!	
2.4									#DIV/0!	#DIV/0!	
2.5*									#DIV/0!	#DIV/0!	
2.6*									#DIV/0!	#DIV/0!	
2.7*									#DIV/0!	#DIV/0!	
2.8									#DIV/0!	#DIV/0!	
2.9*									#DIV/0!	#DIV/0!	

Converting to Google Forms

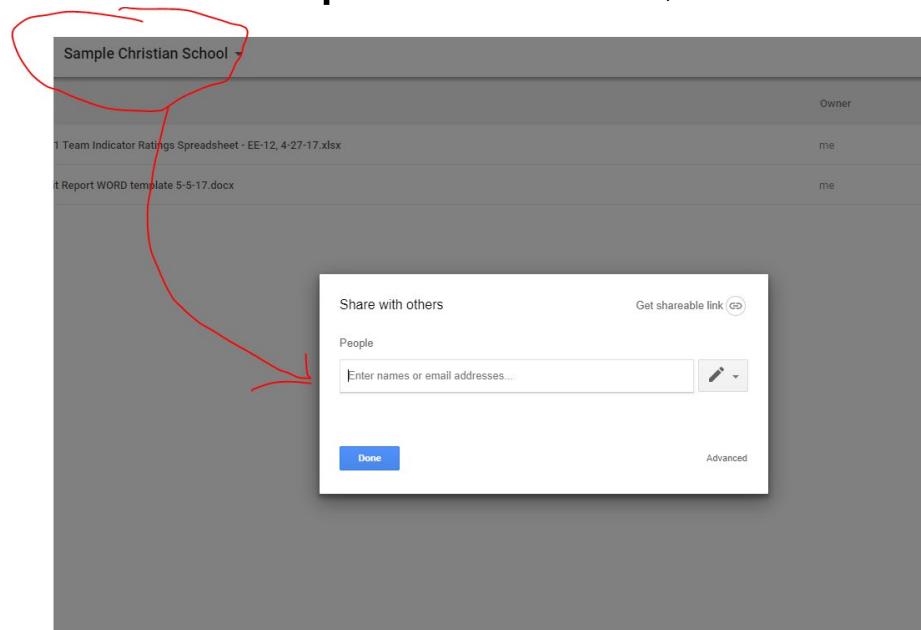
(cont'd)

Once the ratings spreadsheet and the Word template are converted into Google forms, you'll have both the original and the converted form of each. You can delete the original by right clicking and selecting "remove." (Delete the circled files)



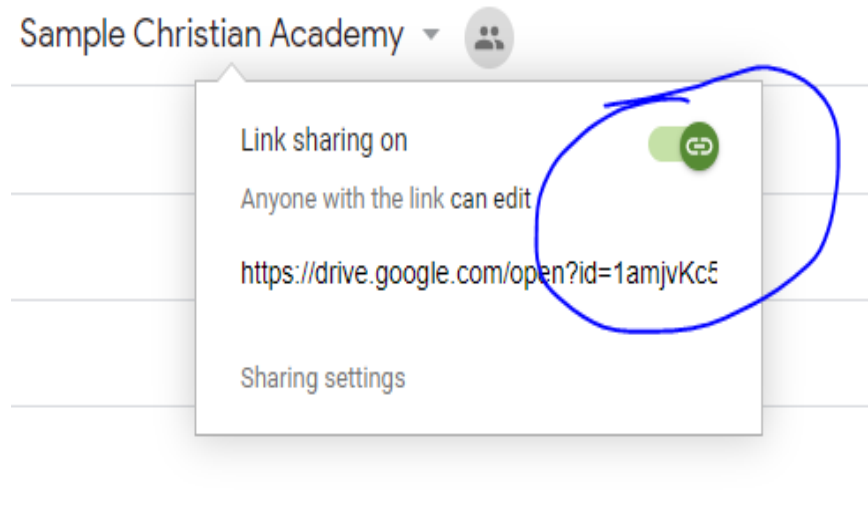
Sharing the Folder

At this point, you can share the folder with your team. There are two options for sharing: invitation via e-mail and a shareable link. Shareable link is probably the best option – especially if there are those on your team without a Google account. Click the folder name (circled) and select “Get Shareable Link.” You’ll have the option to determine permissions, illustrated on the next slides.



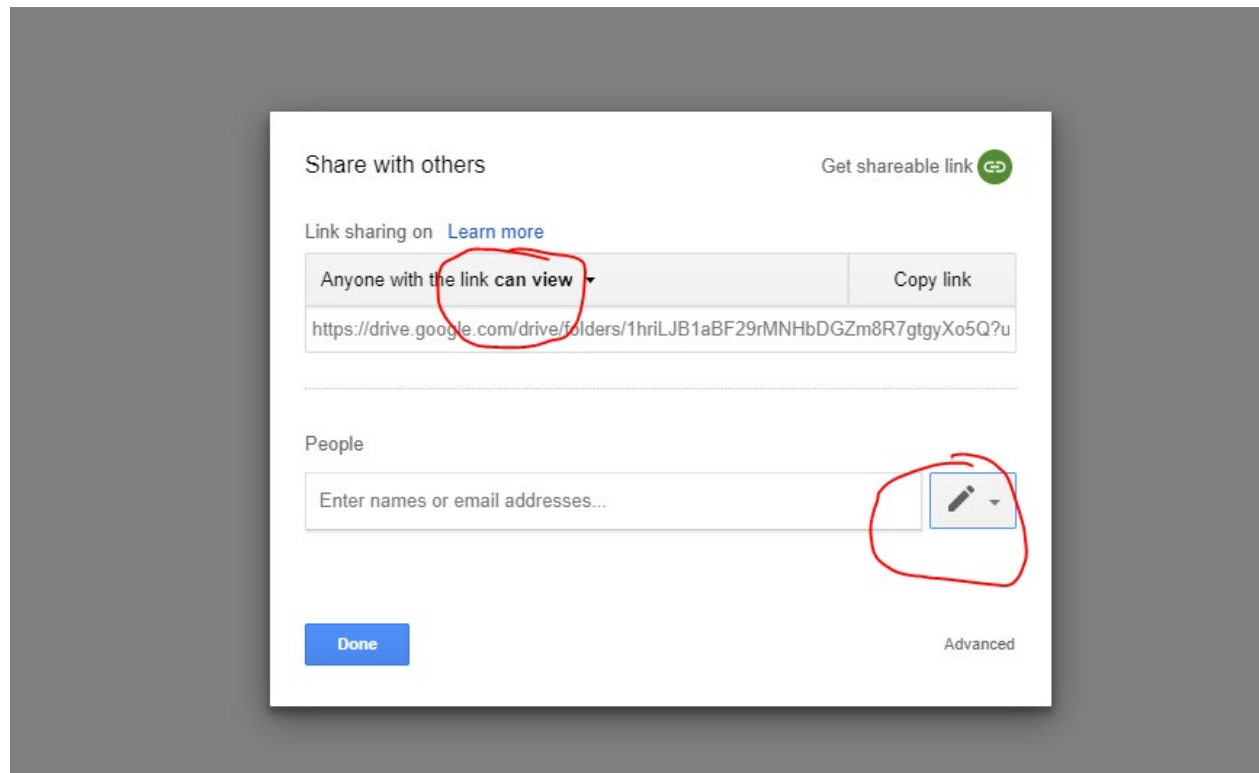
Sharing the Folder (cont'd)

Once you click “Get Shareable Link,” you’ll then see a screen here you’ll have to turn sharing “on.” (Green and to the right means sharing is “On.”)



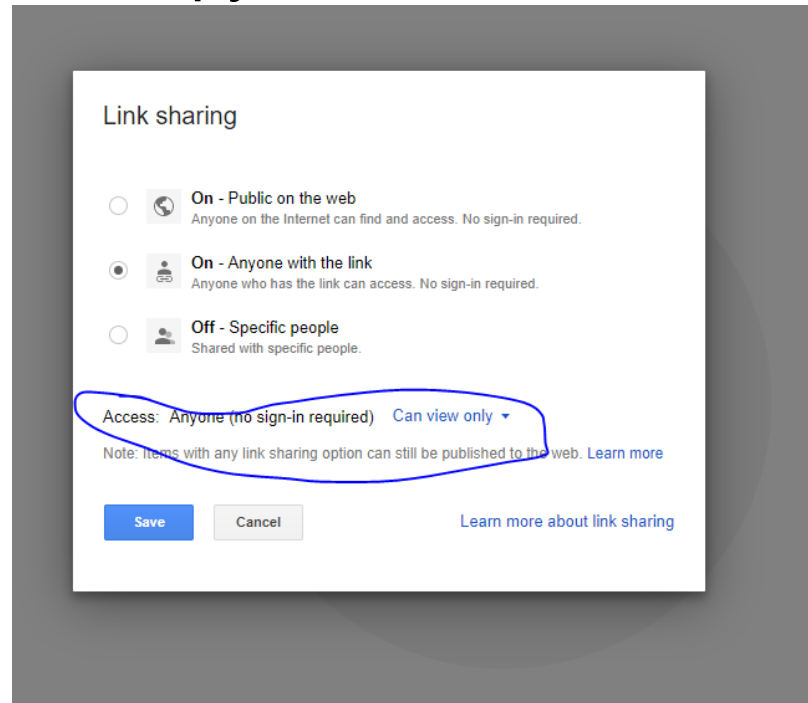
Setting Permissions

In order for team members to be able to collaborate and edit the documents together, they must be given permission to edit, not just view. Click the “Anyone with the link **can view**” to reveal a dropdown menu. Select “More”



Setting Permissions (Con't)

Once you have selected “More,” you’ll see a screen called “Link Sharing.” Here, you’ll need to change the Access from “Can view only” to “Can organize, add, etc.” Once you have changed that to allow editing, you can save that box, then copy the link and send it to team members.



History of Files

Another benefit of utilizing the Google Drive is that Google will keep a history of any edit made to each form. In order to access the history (and restore older versions if necessary), open the file and click the edit history link.

REACH 2.1 Team Indicator Ratings Spreadsheet - EE-12, 4-27-17.xlsx

File Edit View Insert Format Data Tools Add-ons Help Last edit was 26 minutes ago

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REACH 2.1 EE-12 Team Worksheet

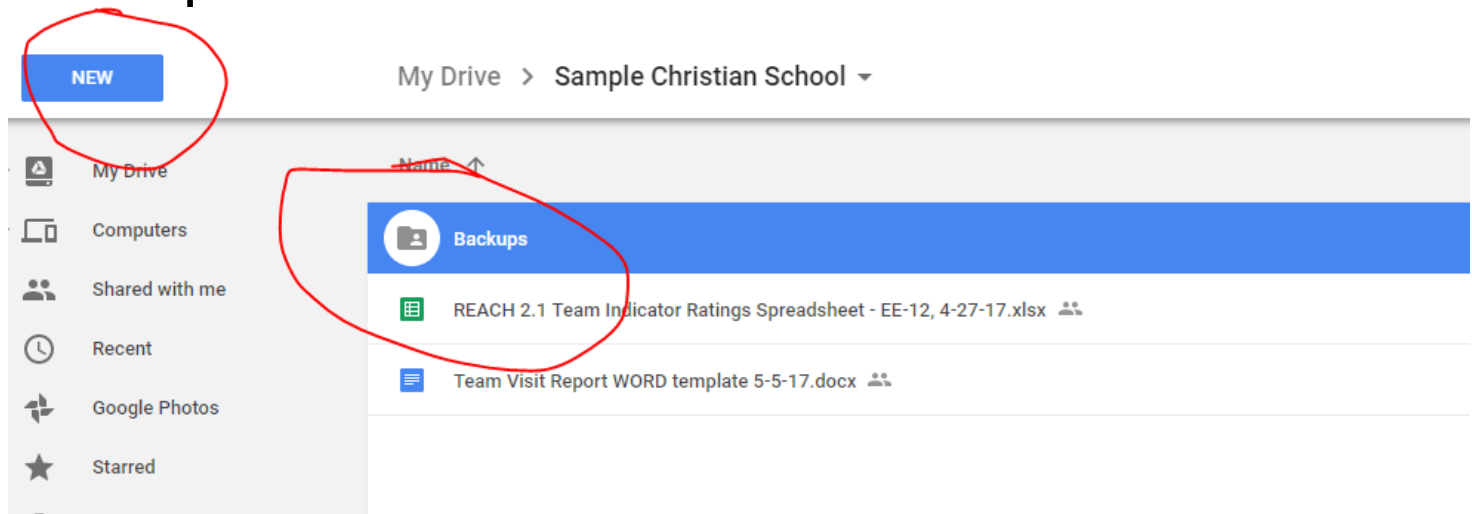
REACH 2.1 EE-12 Team Worksheet

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1.5									#DIV/0!	#DIV/0!	
Standard Average									#DIV/0!	#DIV/0!	
2.1									#DIV/0!	#DIV/0!	
2.2*									#DIV/0!	#DIV/0!	
2.3									#DIV/0!	#DIV/0!	
2.4									#DIV/0!	#DIV/0!	

Backup Forms

Another important suggestion is to regularly create backups of the forms on which the team is collaborating. This is most easily done by simply right clicking on a form and selecting “Make a Copy.” The duplicate version of the form can then be dropped into a folder titled “Backups” (or similar) that you have created by selecting “New” and “Folder” while within your team’s folder. Be sure to rename each backup copy (with date, time, etc.) so that all previous versions are retained.



Other Files

The two main forms on which the team will collaborate are the ratings spreadsheet and the visit report template. Other forms to add could include:

- The school's self-study
- Accreditation manuals and handbooks
- Previous visiting team reports for the school
- Other documents the school has provided separately
- A sample team report for reference
- Additional documents on which the team may collaborate (e.g. another Word doc just for commendations, recommendations, Majors, etc.)

Additional Training

For additional training on Google Drive, visit the [G Suite Learning Center](#).

