

# Google Drive and Related Apps: Faculty & Staff Resources

Here's some tips, tutorials, and inspiration for using Google applications:



## Google Apps for Education:

## Powerful Online Tools for Faculty & Staff

ITS offers a version of Google Apps for Education for our faculty and staff that provides unlimited storage via Google Drive, and campus-specific sharing options (including with students). Faculty and Staff will continue to use their existing Exchange email and calendar accounts, [accessible through Outlook](#).

Faculty & Staff can reach Google Drive by clicking the link in MyCanisius, under "My Applications" in the lefthand "Launchpad."

### Logging in to Google

**If you click the "Google Drive" link in MyCanisius (under My Applications) this will log you into your Canisius Google account.**

However, if you wish to log into your Google Drive through an app on a phone or tablet, you need to log in with (username)[@my.canisius.edu](mailto:my.canisius.edu).

On the righthand side of your Google Drive screen you will see an email address that is (username)[@my.canisius.edu](mailto:my.canisius.edu). But your Google Apps for Education/Canisius Google Drive account operates with and through (username)[@canisius.edu](mailto:canisius.edu) (no "my." is necessary in the address.)

However, (username)[@my.canisius.edu](mailto:my.canisius.edu) is an identifier Google uses for your Google Drive account, and can be useful to you. This is the identity you would use to set up your Canisius Google Drive to operate through a mobile app (on either Android or iOS).



Drive

- [The Basics of Google Drive for Faculty & Staff \(Start Here!\) - Transcript](#)
- [How Your Students Can Use Google Drive & Docs to Collaborate](#)
- [Troubleshooting: the "You Need Permission" page.](#)

### Managing Student Assignments using Google Drive

- [Simple Sharing with Classes via Google Drive.](#)
- [Secure Sharing with Classes via Google Drive..](#)
- If you share via Google Drive [install this video in D2L](#) for them to see.
- [Install a Google Drive-hosted Video into D2L](#)
- [How Your Google Account at Canisius Works \(and is different from Gmail and Student Accounts\)](#)
- [Basic Sharing in Google Drive \(for Administrative work\)](#)
- [Uploading Files and Folders](#)
- Create sharing links that allow recipients to directly:
  - [download the latest version of a Google Doc or Sheet as a .pdf](#)
  - [make a copy of the latest version of a Google Doc, Sheet, or Slides.](#)
- [More Resources for Teaching with Google Drive](#)
- [Use Google Drive to backup your local hard drive files.](#)
- [Export files/documents from G Suite Applications](#)
- [Add your Canisius Google Drive to your iOS device - iPhone or iPad](#)

**You can find many more tips at the [G Suite Learning Center](#).**



Docs

- [Dictate \(voice\) to type in Google Docs](#)
- [Install Google Docs into you D2L Course Space.](#)
- [Footnotes in Google Docs.](#)
- You and your students can easily [convert Google Docs to .docx](#) (Microsoft Word format) files.



Slides

- [Create an Auto-Advancing, Repeating Presentation in Google Slides](#)
- [Create Clickable Graphics using Google Slides](#)
- [Free Slides themes: http://www.slidescarnival.com](http://www.slidescarnival.com)

## Personal vs. GAFE accounts

Have you been using a Google account that you created previously? Did you create that Google account with your @canisius.edu email address on your own? [Click here](#) to understand the difference between Canisius Google and personal Google accounts, and how you can transition from one to the other.

For privacy and compliance with federal guidelines for educational records, see [Google's G Suite for Education site for privacy and security](#), and specifically their [Terms of Service](#).



Forms

- [Basics: Using Google Forms to Collect Data](#)
- [Some Basic Tips for Using Google Forms at Canisius College.](#)
- [Creating and Grading Quizzes in Google Forms & Sheets.](#)
- [A more comprehensive \(half-hour\) tutorial, that includes add-ons.](#)
- [Your students can create a text-adventure game, a form of interactive fiction.](#)
- [Swap an old data-collecting Google Sheet for a fresh, empty Google Sheet.](#)
- [Changing the Data-Collection Spreadsheet for a Google Form.](#)
- [Sharing Google Forms with Collaborators.](#)
- [Get Notifications from your Google Forms.](#)
- [Data Gathering Basics \(including Google Forms\)](#)



Sheets

- [Replace a data-collecting Google Sheet on a form.](#)
- [Sample Gradebooks](#) for Canisius Faculty and Education Majors. Maintaining a spreadsheet gradebook, in addition to your Desire2Learn Grades area, is handy both as a backup and for cross-checking your D2L Grades Tool setup and data entry.
- [Basic counting \(and other\) functions in Google Sheets.](#)



Drawings

- [Drawings and Diagrams](#)
- [Create Clickable Button Graphics for Websites, D2L pages, wiki pages, and other digital content.](#)
- [Create a poster/infographic](#)



Photos

Google explains the difference between storing photos in Google Drive, versus Google Photos, [at this page](#). A most important consideration for Canisius users is that **photos in Google Drive cannot be accessed in Photos, and vice-versa**. So if you wish to use Photos to organize and edit photos, know that they will not be available in Drive.

- [Intro to Google Photos for basic image changes.](#)

|   |   |
|---|---|
|  <p><b>Sites</b></p>         | <ul style="list-style-type: none"> <li>• <a href="#">Introduction to Google Sites</a></li> </ul>  |
|  <p><b>Hangouts Meet</b></p> | <p><a href="#">Use Hangouts Meet for simple Web Meetings and Conferencing</a></p>   |
|  <p><b>Calendar</b></p>     | <p><a href="#">Use Google Calendar for creating Appointment slots</a></p> <p><a href="#">Step-by-Step tutorial for adding Google Calendar to your Desktop Outlook Application</a></p> |

### Canisius Ed Tech Videos

Check out excellent [Google Drive](#) and [Sites](#) tutorials from produced by the Canisius Ed Tech Program, and the Center for Professional Development.



A list of text guides maintained by COLI, for both instructors and students.