

Accrediting Commission for Schools
Western Association of Schools and Colleges

WASC Google Drive (Docs) Training

Online documents with real-time collaboration

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Google Drive



Google Drive (previously Google Docs)

- **Google Drive (previously Google Docs)** is a free, Web-based word processor, spreadsheet, presentation, and form application offered by Google. It allows users to create and edit documents online while collaborating in real-time with other users.

Several months ago, we launched Google Drive: one place to create, collaborate, share and keep all your stuff. If you've used Docs in the past, Google Drive is the new home for all your files and folders including your Google documents, spreadsheets, and presentations.

This means all your files that were previously stored in Google Docs will now be available in Google Drive. If you haven't already started using Google Drive, you'll see a message to try it out the next time you visit docs.google.com. [Google website](#)

- Documents can be shared, opened, and edited by multiple users at the same time. You can keep track of changes (and of the person who made them), and even revert to an older version by using the Revision history.
- For more information about Google Drive go to drive.google.com.



Google Drive

- Google Drive is be the new home for Google Docs.
- Google Drive lets you do more than just store your files. You can also share files and edit them from any device.
- Google Drive uses powerful search capabilities to find what you need quickly.
- You can view over 20 file types in GD in your browser, including videos, even if your device doesn't run the file's original software.
- Google Drive lets you share documents in folders, and all new documents added to the folder take on the same share properties — which is nice.

Access everywhere, every device. Drive comes with [desktop and mobile apps](#), making it much easier to upload, sync and access your stuff from any device. Get Drive for [Android](#) and [iOS](#) and you can create and edit documents, open and share files, and upload photos and videos.

Find your stuff faster. Look for files by keyword and Drive searches everything — even text within scanned documents or images without any text at all. Drive also comes with a simplified navigation to help you better organize your files, and there's a new grid view to help you see thumbnails at a glance. [Google website](#)



Comparison between Google Docs and Google Drive

What's the same

- If you've used Google Docs, some things in Google Drive will be familiar.
- Create Google Docs by clicking the red **Create** button.
- [Share](#) with exactly who you want — without email attachments.
- [Search](#) or [sort](#) your list of files, folders, and Google Docs.
- [Preview](#) files and Google Docs.

What's changed

- Collections are now called folders.
- More things have been added to the Settings menu, including upload settings.
- The [left navigation](#) has new views:
 - **My Drive**
 - **Shared with me**
 - **Activity**
- The **Home** view is gone. Instead, use **My Drive** to organize all of your files, folders, and Google Docs.

More information about the differences between Google Docs and Google Drive can be found at <https://support.google.com/drive/bin/answer.py?hl=en&answer=2374855&topic=14941&rd=1>.



WASC GD Templates

- *WASC Focus on Learning, 2010 Edition*
- *WASC/CDE Focus on Learning, 2011 and 2012 Editions*
- *WASC Focus on Learning for East Asia (EARCOS), 2009 Edition*
- *WASC/Hawaii Department of Education, Joint WASC and Hawaii Department of Education Process (2006–07 Edition)*

The following GD templates are available:

- Previsit Preparation Worksheet Template
- Self-Study Visiting Committee Report Template
- Documentation and Justification Statement Template



WASC Self-Study GD Templates

- WASC Self-Study GD templates have been created but are not currently linked on our website; they will be available by Part One Self-Study Training in November:
- We will have two types of Self-Study Report templates:
 1. Self-Study in one file
 2. Self-Study Template split into sections:
 - Chapters 1 and 2
 - Chapter 3
 - Chapter 4, separate file for each category (A, B, C, D, etc.)
 - Chapter 5



Web Browser Recommendation

- Google Drive works on all browsers. The Chrome browser is always a good choice as it is a Google product and allows offline editing, a new feature currently only available on Chrome!
- To download the free Chrome browser, go to www.google.com/chrome.

The screenshot shows the Google Chrome download page. At the top left is the Chrome logo and the word "chrome". To the right are links for "Download", "Features", and "Help", and a language dropdown menu set to "English". Below this is the heading "Get a fast, free web browser" followed by the text "Google Chrome runs websites and applications with lightning speed." A large blue button labeled "Download Google Chrome" is prominent. To the right of the button, it says "It's free and installs in seconds For Windows XP, Vista, and 7". Below this are three bullet points: "Fast start-up" (Google Chrome launches in a snap), "Fast loading" (Google Chrome loads web pages quickly), and "Fast search" (Search the web right from the address bar). A link "Learn more about Google Chrome »" is at the bottom right. On the left, there is a screenshot of a Chrome browser window displaying the Google homepage with the search bar and "Google Search" and "I'm Feeling Lucky" buttons. At the bottom of the page, there are copyright and navigation links: "© Google · Privacy Policy · Help" and "Chrome · Chromebooks · Chrome Web Store · Chrome for Business".



Create a Google Drive Account

- You will need to create a Google account to use Google Drive if you don't already have one.
- You don't have to switch to Google mail, you can use your current email address to sign up. You will be prompted to create a password.

Google accounts

Create an Account

Your Google Account gives you access to Google Docs and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

Required information for Google account

Your current email address:
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password: [Password strength](#)
Minimum of 8 characters in length.

Re-enter password:

Stay signed in

Enable Web History [Learn More](#)

Get started with Google Docs

Location:

Birthday:
MM/DD/YYYY (e.g. "8/23/2012")

Word Verification: Type the characters you see in the picture below.

 &
Letters are not case sensitive.



Google Drive Templates on the WASC Website

Google Drive VC templates are linked on the Self-Study VC Chair page of the WASC website: [WASC Visiting Committee Materials/Templates -> Self-Study VC Chair: www.acswasc.org/vc_chair.htm](#).



WASC/CDE Focus on Learning Joint Process, California Public Comprehensive and Charter Schools (2011 Edition)

[WASC/CDE Focus on Learning Joint Process for all California Public Schools, including California Charter Schools, 2011 Edition](#)

Note: This section contains templates, samples, and reference materials for the WASC/CDE FOL 2011 Edition process only.

Visiting Committee Templates (Word or PowerPoint Format)

[Previsit Letter to Members: Initial Contact Letter Template](#)

[Previsit Letter to Members: Confirmation Letter Template](#)

[Previsit Preparation Worksheet Template](#) | **(NEW)** [Google Docs Template](#) [Google Drive Template](#) [Click here for information on how to use Google Docs.](#)

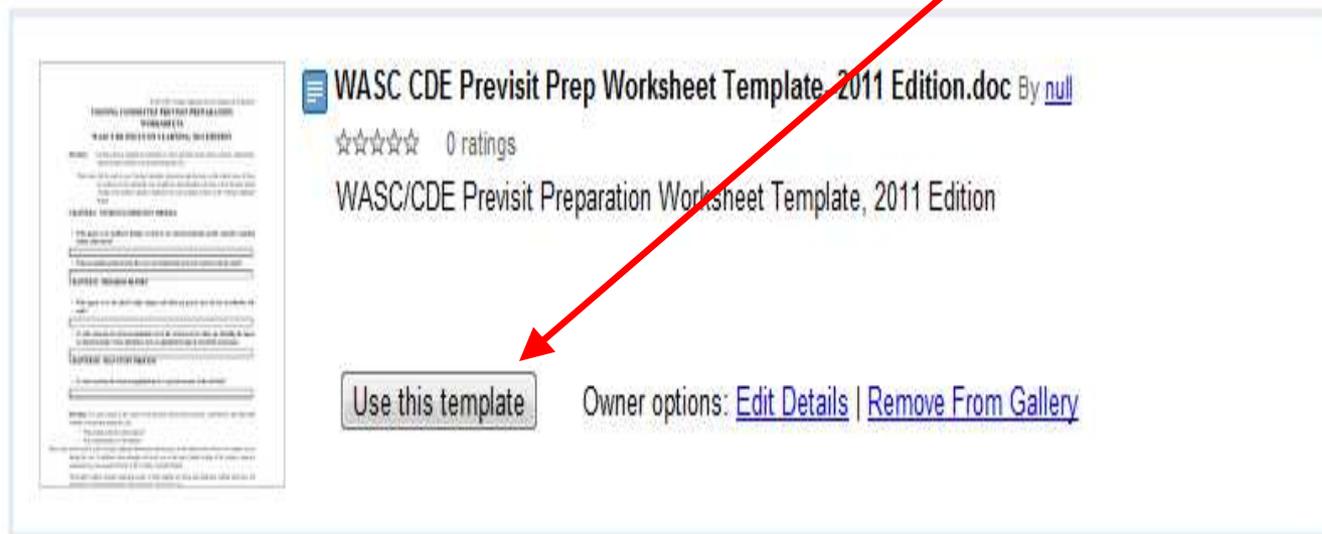
WASC CDE Previsit Prep Worksheet Template--2011 Edition By Cnewton
☆☆☆☆☆ 0 ratings
WASC/CDE Previsit Preparation Worksheet Template, 2011 Edition
Use this template Preview
Browse template gallery

Both Google Docs and Google Drive versions of the templates are available for now during the Google Docs/Drive transition.



Google Drive Procedures

- To use a template, click 
- If you are not already logged into GD you will be directed to a page to either sign in to Google or sign up for a new Google account.
- Once you are logged in you will see this page, select: 





Google Docs Procedures (cont.)

- The document will now open in Google Drive.
- Rename the document. Go to **File -> Rename...** and rename it with the name of the school you will be visiting.

Copy of WASC CDE Previsit Prep Worksheet Template--2011 Edition.doc ☆

File Edit View Insert Format Tools Table Help Last edit was made 2 minutes ago by cnewton

Share...

Publish to the web...

See revision history

Language

New

Open... Ctrl+O

Rename...

Make a copy...

Download as

Report abuse

Email collaborators...

Email as an attachment...

Page setup...

Print settings...

Print Ctrl+P

WASC/CDE Visiting Committee Previsit Preparation Worksheets

**VISITING COMMITTEE PREVISIT PREPARATION WORKSHEETS
WASC/CDE FOCUS ON LEARNING, 2011 EDITION**

Directions: Use these previsit preparation worksheets to write questions (notes) about concerns, clarifications, and observable evidence to be pursued during the visit.

These notes will be used in your Visiting Committee discussions and decisions on the critical areas of focus for evidence review during the visit. In addition, these thoughts will assist you in the more formal writing of the tentative narrative statements for your assigned sections of the Visiting Committee Report.

CHAPTER I: STUDENT/COMMUNITY PROFILE

What appear to be significant findings revealed by the student/community profile, especially regarding student achievement?

What are possible pertinent items that were not included that need to be explored with the school?



Google Docs Procedures (cont.)

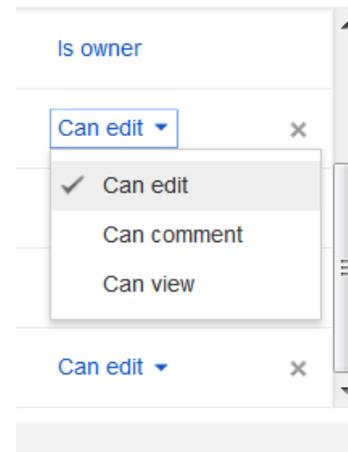
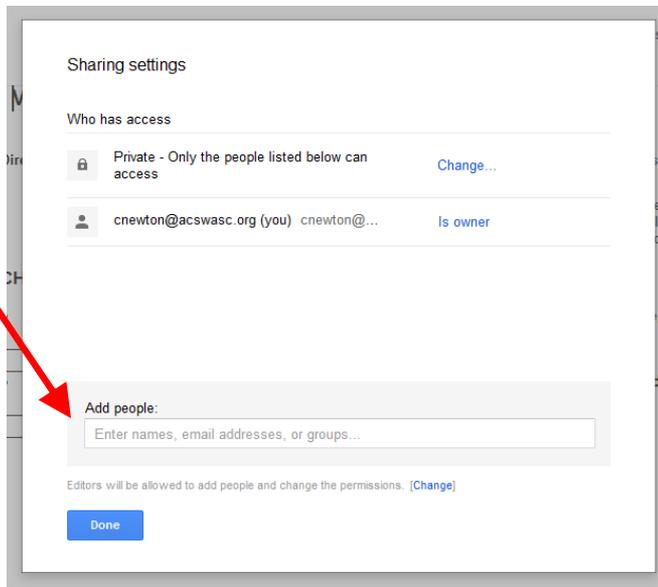
- To share the document with your team members, click on the **Share** icon on the upper top right side of the document.

A screenshot of a Google Docs interface. At the top, a dark navigation bar shows "You Mail Calendar Documents Photos Sites Web More" and the user's email "cnewton@acs-wasc.org" with a settings gear icon. Below this, the document title "Copy of WASC CDE Previsit Prep Worksheet Template--2011 Edition.doc" is displayed with a star icon. To the right of the title are "Comments" and "Share" buttons. A red arrow points from the text in the list above to the "Share" button. Below the title bar is a menu bar with "File Edit View Insert Format Tools Table Help" and a status message "Last edit was made 4 minutes ago by cnewton". The main editing area contains a toolbar with various icons for text formatting (bold, italic, underline, color, background color) and alignment. Below the toolbar is a ruler showing line numbers 1 through 7. The document content is centered and reads: "WASC/CDE Visiting Committee Previsit Preparation Worksheets" followed by "VISITING COMMITTEE PREVISIT PREPARATION WORKSHEETS" and "WASC/CDE FOCUS ON LEARNING, 2011 EDITION".



Google Docs Procedures (*cont.*)

- To add people, enter the email addresses in **Add people** field. You can set permissions: “can edit”, “can comment,” or “can view.”





Using GD: Tips and Suggestions

- You **do not** need to save your changes, they save automatically.
- It helps to ask your various collaborators to write in a specific color text so that you can easily identify who wrote what throughout the document.
- The chair will want to download the report back to Word before finalizing the document. Word has more sophisticated formatting tools than Google Drive does. Use GD to collaborate on the document itself, save the formatting issues to the Word version. It is easier to insert tables and graphs in Word. You can leave placeholders for tables or graphs in GD and then insert them while in Word.
- You can download documents from Google Drive to your desktop as Word, OpenOffice, RTF, PDF, HTML or zip files.



Google Docs Features

- Google Docs has a revision history pane that allows you to view all changes made to a document by each collaborator. Google Docs revision history lets you view and revert to earlier versions of your doc, and see which collaborators made edits to each of these versions. Select **File** -> **See revision** history to access.
- You can email your documents to other people as attachments.
- You can make comments throughout the document and “chat” with other people who are online at the same time.
- New feature just announced, you can now work off line.



Using Google Drive Offline

- You're able to view Google documents and spreadsheets even when you don't have an Internet connection.
- It only works on Chrome and you need to set it up.
- Offline access isn't currently available for every part of Google Drive.
- For more information, visit <http://support.google.com/docs/bin/topic.py?hl=en&topic=1628465&parent=1360868&ctx=topic> .



Comments Feature

- Comments are a handy way of adding notes to your regular document text and are visible to viewers and collaborators. These can be invaluable for communicating with collaborators about specific parts of the document, as well as making notes about changes you've made or would like to make. When you publish your document as a web page or print it, the comments will disappear.
- General comments can be made by clicking on the Comments icon at the top right of the screen.
- Anchored comments can be made by selecting text in the document and right click and select comment. This comment will be anchored to the text you selected.
- Comments can be replied to, creating a thread of the comments made.



How to Use the Comments Feature

- The Comments feature can be found on the top right corner of GD, next to the Share icon





Adding a Comment

- To add a comment to your document:
- Place your cursor where you'd like your comment to appear or highlight text that you'd like to comment on.
- Go to the **Insert** menu and select comment.
- Select the **Comment** icon.
- Type your comment in the box that appears to the right of the document and press the **Comment** button.
- To resolve a comment or discussion thread, click the comment and click **Resolve**.
- To view the comment history on a thread, including resolved comments, click the **Comments** drop-down menu in the upper right of your document and select **Show comment stream**.



Anchored Comments

- Here is an example of an anchored comment with several comments

The screenshot shows a Google Docs interface. The document title is "Copy of WASC CDE Previsit Prep Worksheet Template--2011 Edition". The document content includes the title "WASC/CDE Visiting Committee Previsit Preparation Worksheets" and "VISITING COMMITTEE PREVISIT PREPARATION WORKSHEETS WASC/CDE FOCUS ON LEARNING, 2011 EDITION". The directions state: "Use these previsit preparation worksheets to write questions (notes) about concerns, clarifications, and observable evidence to be pursued during the visit." Below this, there is a paragraph explaining the use of the worksheets. The document is divided into "CHAPTER I: STUDENT/COMMUNITY PROFILE" with two bullet points and corresponding text boxes for responses. On the right side, a yellow comment box is anchored to the directions text. The comment contains the text "Anchored text comment" and "You can reply to someone's comment etc." with "Edit Delete" options for each line and a "Reply to this comment..." input field.



Comments

- All comments (anchored and unanchored) can be viewed by clicking on the Comments icon.

SC CDE Previsit Prep Worksheet Template--2011 Edition ☆

Insert Format Tools Table Help All changes saved

Normal text Arial 10 B I U A - A -

WASC/CDE Visiting Committee Previsit Preparation Worksheet

VISITING COMMITTEE PREVISIT PREPARATION WORKSHEET WASC/CDE FOCUS ON LEARNING, 2011 EDITION

Directions: Use these previsit preparation worksheets to write questions (notes) about clarifications, and observable evidence to be pursued during the visit.

These notes will be used in your Visiting Committee discussions and decision critical areas of focus for evidence review during the visit. In addition, these notes assist you in the more formal writing of the tentative narrative statements for your sections of the Visiting Committee Report.

CHAPTER I: STUDENT/COMMUNITY PROFILE

- What appear to be significant findings revealed by the student/community especially regarding student achievement?

- What are possible pertinent items that were not included that need to be discussed with the school?

crewtton@acs-wasc.org

Comments Share

Add a comment

Unanchored text Comment

Marked as resolved 12:26 Today

Adding a comment will re-open this discussion...

Selected text: Use these previsit preparation worksheets to write

Anchored text comment

Comment - Resolve

You can reply to someone's comment 12:21 Today

etc. 12:21 Today

Reply to this comment...



Resolving and Deleting Comments

- Resolving Comments. They will still appear in the Comments but will appear as resolved. They can be reopened.
- Deleted Comments (and threaded comments) can be deleted by the owner of the original Comments only. They will be deleted permanently.



Questions/Comments

- If you have questions or comments, contact :

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