Google Drive at Notre Dame — Link Sharing Options

1 On - Public on the web
Anyone on the Internet can find and access. **No sign-in required.**
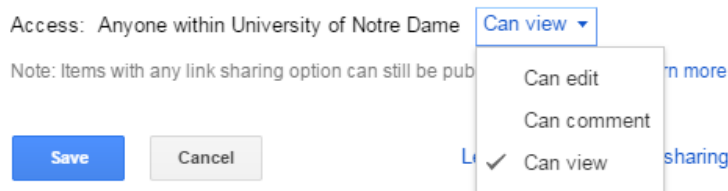
2 On - Anyone with the link
Anyone who has the link can access. **No sign-in required.**

3 On - University of Notre Dame
Anyone at University of Notre Dame **can find** and access.

4 On - Anyone at University of Notre Dame with the link
Anyone at University of Notre Dame who has the link can access.

5 Off - Specific people
Shared with specific people.

Access: Anyone within University of Notre Dame   Can view ▾

Note: Items with any link sharing option can still be pub[...]   [...]rn more

Can edit
Can comment
✓ Can view

Save   Cancel   L[...]   sharing

1 If you choose this option, any of the 3.7-billion people on the Internet can do a Google search to find and read your document. We recommend you set access to **Can View**.

> Example Use Cases: a Back-To-School Announcement Flyer containing restaurant specials for incoming students and their families, or a flyer advertising campus tours.

2 If you choose this option, only people you send the link to will be able to access the document; it will not show up in a Google search. However, there is no way to prevent people from forwarding or publishing the link. Once the link is sent, you have no control of who can access the information. We recommend you set access to **Can View**.

> Example Use Cases: a Back-To-School Schedule being sent to incoming students and their parents, or a flyer about upcoming dates for a campus tour.

3 If you choose this option, only people with a Notre Dame Gmail account *can search for* and access your file. Be aware that all current and retired staff and faculty, as well as all current students, will have access. Depending on what information you put in your document or spreadsheet, you may want to narrow down the list of those who can view it. We recommend you set access to **Can View**.

> Example Use Cases: flyers to hang up around campus about Back-To-School Activities, or a schedule of upcoming campus tours.

4 If you choose this option, only people you send the link to that have a Notre Dame Gmail accounts can access your information. However, there is no way to prevent people from forwarding the link or publishing it to anyone with a Notre Dame Gmail account. We recommend you set access to **Can View**.

> Example Use Cases: training slides for Back-To-School activities, or a Tour Guide Volunteer sign-up list (this is an example where you would set the access to **Can Edit**).

5 If you choose this option, you create a list of people* who can access your document. To share with those at Notre Dame, begin typing the name to search the Notre Dame Directory, and choose the correct person. Access can be set for each individual that you invite to **Can Edit** (default setting), **Can View**, or **Can Comment** (available for files only).

> Example Use Cases: collaborating on an activity list for Back-To-School (set to **Can Edit** for each individual on the planning team), or a list of prospective students (set to **Can Edit** for each individual working on enrollment).

*Best Practice: if more than ten people will be editing a file, create a Google Group of all editors. Giving the Group's email address edit access will extend edit access to all members of the group.
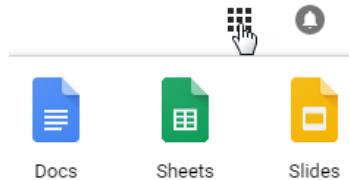
Google Drive at Notre Dame — Tips & Tricks

Docs, Sheets, and Slides Apps

Docs, Sheets, and Slides all have their own apps in the **Apps Grid** (accessible from any Google app):

Docs   Sheets   Slides

Each app filters your files and displays only the content of that file type (including corresponding Microsoft Office files). The content is organized like the **Recent** view of My Drive.

Files can be created, edited, and accessed through the apps as an alternative way of working with your My Drive.
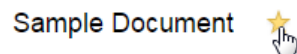
Sharing, Starring, and Moving a File

Docs, Sheets, and Slides can be shared, starred, and moved from within the file.

- **Sharing:** on the far right side of the file (beneath email address), click the **Share** button:

  netID@nd.edu ▾

  Comments   🔒 Share
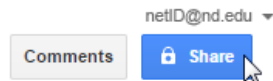
- **Starring:** next to the file name, click the **star icon** (starred: gold star; unstarred: star outline):
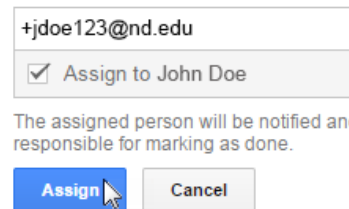
  Sample Document   ⭐

- **Moving:** next to the star icon, click the **folder icon**: ⭐ 📁

Action Items and Suggesting Edits

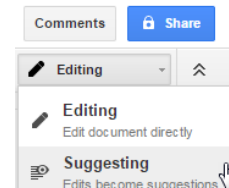**Action Items** are tasks that can be assigned to team members from within a file using comments:

1. To assign, highlight the task's text and click the comment icon: 🗨
2. In the comment field, type "+netID@nd.edu" of the person (Google will search your contacts).
3. Select the person and check the box next to **Assign to** *Name* and click **Assign**:

   +jdoe123@nd.edu

   ☑ Assign to John Doe

   The assigned person will be notified and responsible for marking as done.

   Assign   Cancel

An email notification will be sent each time you have been assigned to something.

Suggestions are a way to edit text without replacing it. They are indicated by green text and message boxes on the right of the document.

Suggestion mode is activated under the **Comments** button. Click on **Editing** and select **Suggesting**:

   Comments   🔒 Share

   ✏ Editing   ≫

   ✏ Editing
   Edit document directly

   Suggesting
   Edits become suggestions

Any text added or edited in the document will be entered as an approvable suggestion. The owner will get an email notification about suggestions.
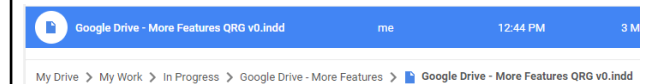
Searching in Drive

Google has a built-in search form to help you find documents. To open the form, click the small triangle at the far right edge of the search box:

   ▾
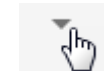
Notes about the search form:

- If you check the box for **In Trash**, Google will search *only* in your trash (nowhere else)
- **Follow up** allows you to search for files that have pending Action Items and/or Suggestions
- In your search results, clicking on a file displays its current location at the bottom of the screen:

   Google Drive - More Features QRG v0.indd   me   12:44 PM   3 M

   My Drive ❯ My Work ❯ In Progress ❯ Google Drive - More Features ❯ 📄 Google Drive - More Features QRG v0.indd

The Activity Pane

   ▦ ⓘ ⚙

   📁 My Drive   ✕

   DETAILS   ACTIVITY

   Today

   ✖ Prosci-Agility-Webinar-O...

   Scott Siler *edited an item*
   2:38 PM
   Annie S. Touchbase Agenda ...

   Anne Kolaczyk *edited an item*
   2:28 PM
   2017 Spotlight Tasks

   Anne Kolaczyk *edited an item*
   2:00 PM
   2017 Sessions

   You *edited an item*
   1:48 PM
   Completed Todoist Task

Best practice: keep the **Activity** tab of the **Information Pane** on at all times. This lets you see whenever someone has:

- Edited a shared file
- Uploaded new files
- Deleted a file

The file names in the Activity Pane are links; clicking on a file name in the pane will open that file in a new tab.