



Computer Science Virtual Learning

PLTW Computer Science Principles

April 23, 2020

Lesson: April 23, 2020

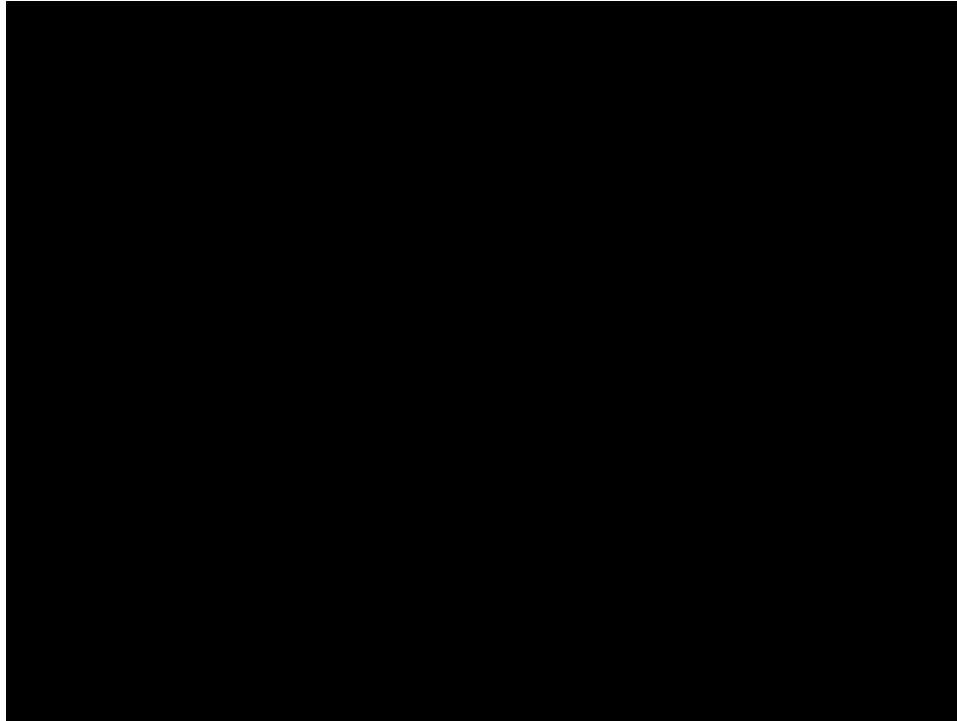
Learning Target:

By the end of this lesson, students should be able to:

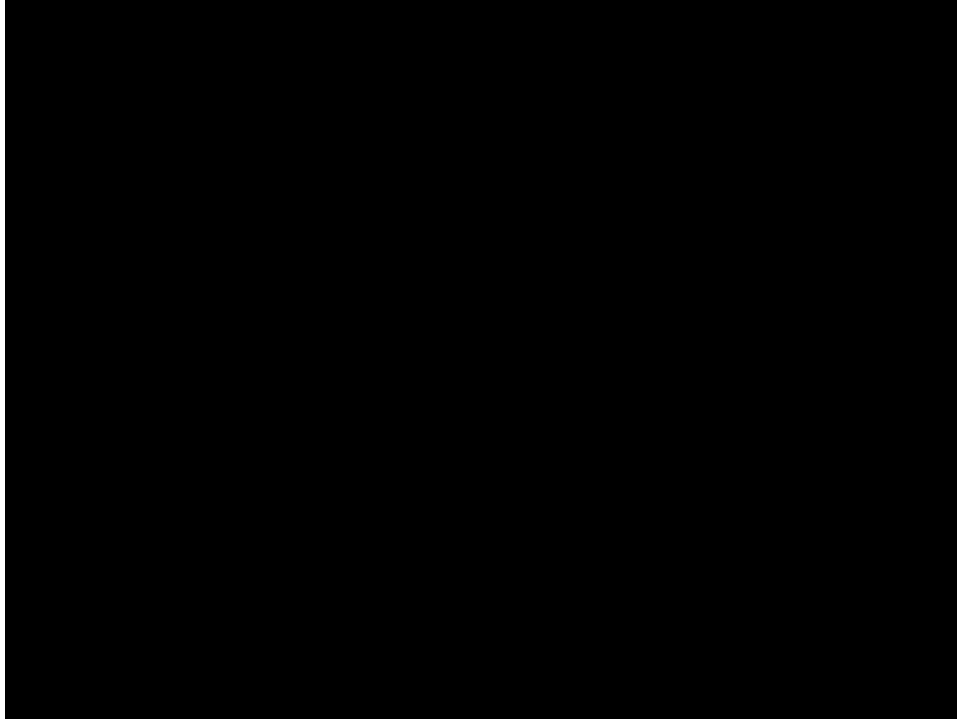
- Achieve the following objective(s):
 - Create and color-code folders in Google Drive to save class materials and assignments.
 - Create a file naming convention to easily find assignments and keep track of due dates.
 - Move related files into the appropriate class folder or sub-folder.
 - Share files and folders with a classmate and add to their own Drive.
 - Answer the following essential question(s):
 - How can I use Google Drive to organize my files, collaborate on projects, and keep track of due dates?
 - Internalize the following enduring understanding(s):
 - Cloud-based storage systems like Google Drive ensure that you can find and work on files whenever you have an Internet connection.
 - An organizational system can help you stay on track with due dates and quickly find the files you need.
 - Using a consistent naming convention and/or color coding system makes it easier to stay organized.
 - When you are organized, it's easier to collaborate with others.



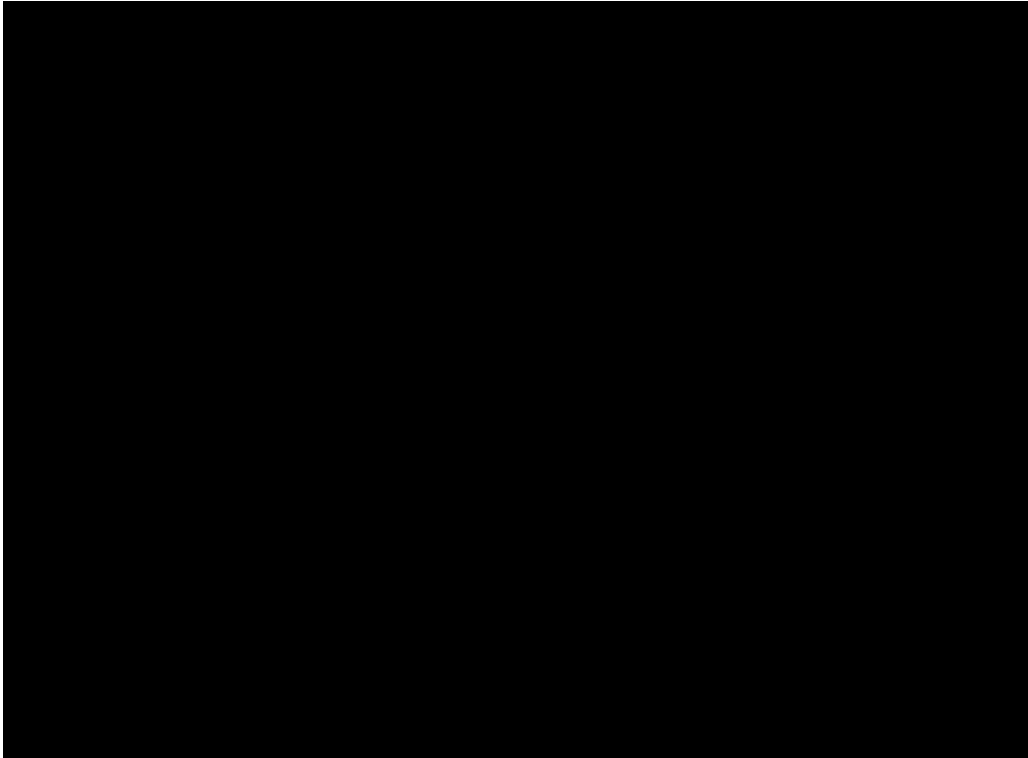
Introduction: Organize Your Files in Google Drive



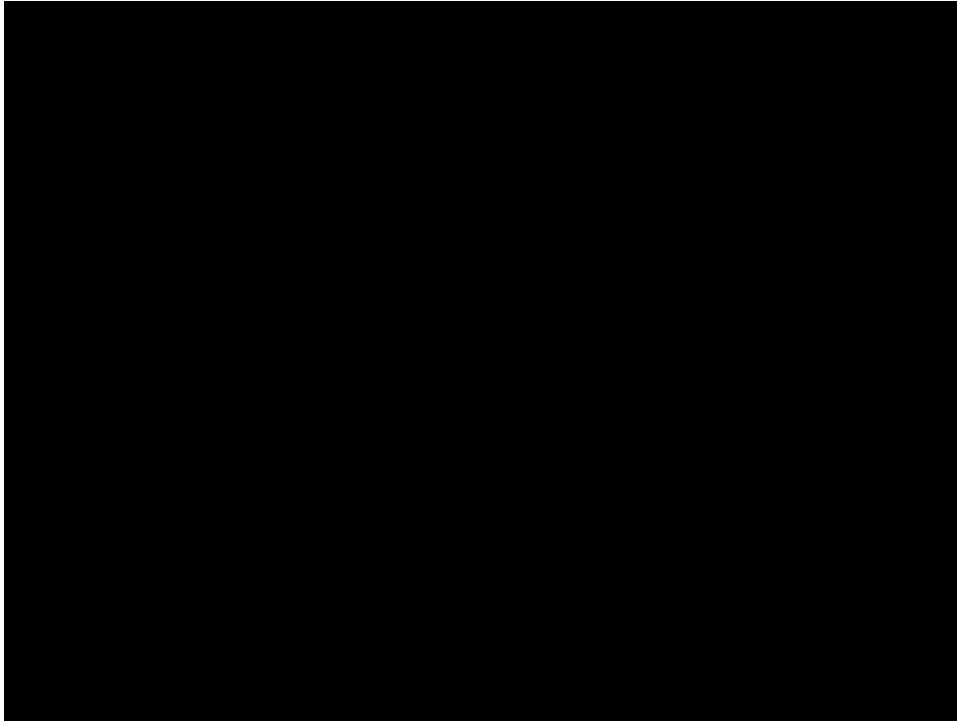
Practice Video: Create Color-Coded Folders



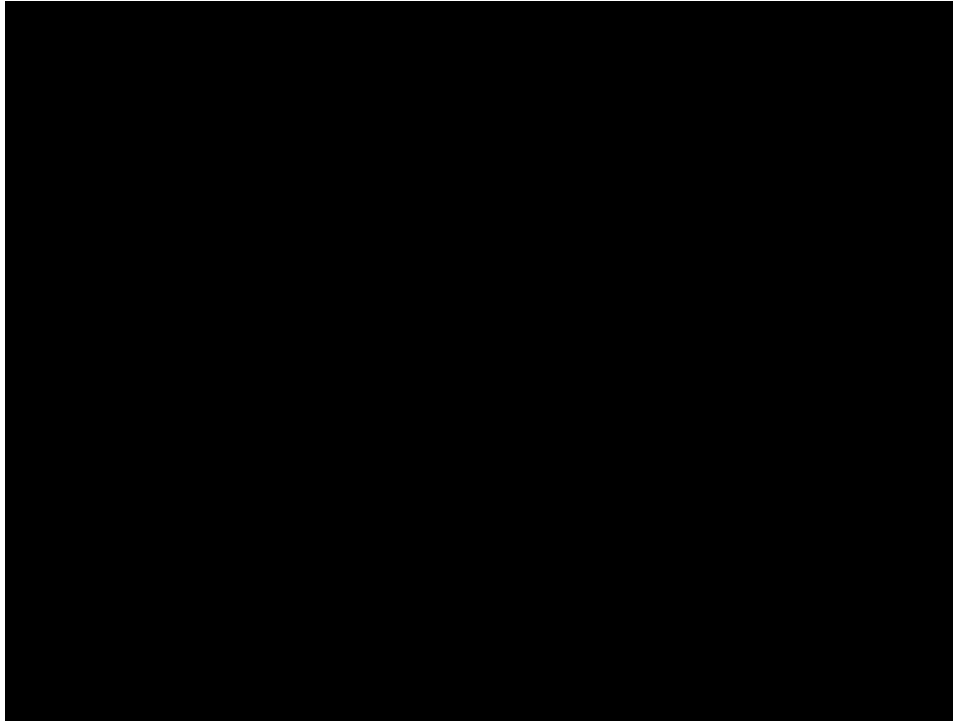
Practice Video: Rename, Move, and Delete Files



Practice Video: Upload and Add Files to Drive



Practice Video: Set and Change Sharing Permissions



Practice Video: How to Organize Files in Drive Wrap-Up



Practice Video: Extension: Mark Important Files



Mark important files
with a star so they're
easy to find later.

Practice Video: Extension: Find a Recent File



Check available
storage space
Change file formats

Practice Video: Extension: Check Your Google Drive Settings



Check available
storage space
Change file formats

Practice Video: Extension: Customize Advanced Sharing Settings



Practice Video: Extension: Download Files from Google Drive



Sometimes **you might not be able to get online but still want to work** on a story you're writing or a presentation you're creating.

Practice Video: Extension: Search for Files

Even if you keep your Drive account organized, **it can still be tricky to find one specific file** when you have a lot of different materials stored there.

