



Lawrence Berkeley
National Laboratory

Berkeley Lab Training Program

ITD 0220 – Intro to Google Drive

Course Syllabus

Subject Category: IT Division
Course Length: 1 hour
Delivery Mode: Classroom

Course Prerequisite: No
Medical Approval: No

Course Purpose: This course is designed to introduce Google Drive to those who are new or slightly familiar to Google Drive. Students will understand what Google Drive is and how to use Google Drive and its close association with Google Files (Docs, Sheets, Slides, etc). After a short demo, students will run through a short, hands-on practice session. It is recommended that students bring a laptop or smart device (phone, tablet) to class to practice tasks related to class topics.

Performance Objectives:

After completing this training, participant will be able to:

- Explain what Google Drive is and when to use it
- Access related Google Files (Docs, Sheets, Slides, etc.)
- Create, name, organize and search for Google files (Docs, Sheets, Slides, etc)
- Add a local file to Google Drive
- Share files with others
- Set ownership and access restrictions to shared files
- Create a Google Sheet and set permissions
- Save an email attachment to Google Drive
- Create and move (organize) a Google Drive folder
- Explain main benefits of AODocs for team related work

Course Instructional Materials:

- Presentation available on Berkeley Lab Commons page (Google Drive>Training)
- Online resources available within the course

Written Exam: No

Retraining/Recertification: No

WEB Resource: Berkeley Lab Training Program website: <http://training.lbl.gov/>

Google Users Group: <https://groups.google.com/a/lbl.gov/d/forum/lbl-gug>