

Google Drive Overview

Google Interface

The screenshot shows the Google Drive interface with several red annotations and arrows pointing to specific features:

- Search:** A search bar with the text "Search for your Files here" and a magnifying glass icon. An arrow points to it with the label "More Search Options".
- Account:** The user's account name "edespotakis@fibo.com" and a "Preferences" dropdown menu. An arrow points to the account name with the label "Your Account".
- Navigation:** A top navigation bar with links for Search, Images, Mail, Drive, Calendar, Sites, Groups, Contacts, Maps, and More.
- Drive Header:** A "Drive" header with a "New folder" button. An arrow points to the "Drive" text with the label "Drive".
- Actions:** A "CREATE" button and an "Upload Documents and Files" button. An arrow points to the "CREATE" button with the label "Create a New Document, Presentation, Spreadsheet, Form or Drawing".
- File List:** A table of files with columns for "TITLE", "OWNER", and "QUOTA USED". An arrow points to the "OWNER" column with the label "Owner of the Files". Another arrow points to the "QUOTA USED" column with the label "Size of the Files".
- Sorting and Views:** A "Sort" dropdown menu and a "Change View" button. An arrow points to the "Sort" menu with the label "Sort the View of your Files".
- Left Sidebar:** A sidebar with "My Drive", "Shared with me", "Starred", "Recent", and "More" options. An arrow points to the "More" option with the label "More Options".
- Annotations:** A large red arrow points from the "Documents Shared with You" label to the "enroll students.mov" file. Another red arrow points from the "Documents Shared with You" label to the "fort lee public account logins" file. A red arrow points from the "Documents Shared with You" label to the "fort lee public account logins" file.

TITLE	OWNER	QUOTA USED
enroll students.mov Shared	me	25 MB
Teachscape School 3 Shared	me	—
Untitled spreadsheet	me	—
PD google and math la participants	me	—
Untitled document	me	—
PD Forms Shared	me	—
Copy of Technology Plan 2013-2016	me	—
Technology Needs Assessment Shared	me	—
fort lee public account logins	me	—
fort lee public account logins	me	—

What you can do when you Select a File

The screenshot displays the Google Drive interface for a user named Fort Lee. At the top, there is a navigation bar with links for Search, Images, Mail, Drive, Calendar, Sites, Groups, Contacts, Maps, and More. Below this is a header area with the Fort Lee logo, a search bar, and a dropdown menu with options: Create Folder, Share Files, Move File Into Folder, Delete, and Preview. A search icon and the user's email address (edespotakis@flboe.com) are also visible.

The main content area is titled "Drive" and shows a list of files and folders under "My Drive". The "Done" file is selected, indicated by a red box around its checkbox and a red arrow pointing to it with the label "Select File". To the right of the file list, a "More" button is highlighted with a red arrow, and a list of actions is displayed:

- Open
- Open With
- Share
- Add Star
- Don't Show in Activity list
- Organize
- Rename
- Mark as unviewed
- View authorized apps
- Make a copy
- Download
- Submit to template gallery
- Remove

The file list includes columns for TITLE, OWNER, and QUOTA USED. The files listed are:

TITLE	OWNER	QUOTA USED
Done	me	—
Accounts	me	—
Lucidchart	me	—
Tech Staff Developers Meeting Notes	me	—
Technology Plan	me	—
Google Apps for Education and Math/LA Resources Workshop Files	me	—
Needs Assessment Survey	me	—
PowerSchool Videos	me	—
Google Templates	me	—
Teachscape School 3 Shared	me	—
PD Forms Shared	me	—