A Teacher's Guide to Google Drive for iPad

A free how-to guide from Richard Byrne.
iPadapps4school.com and freetech4teachers.com

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After installing the Google Drive app sign into your Google Account or create a new Google Account. To create an account tap the sign in button (pictured below on the left) then tap the sign up button (pictured below on the right). You can download the Google Drive iPad app at http://bitly.com/WRD5EM
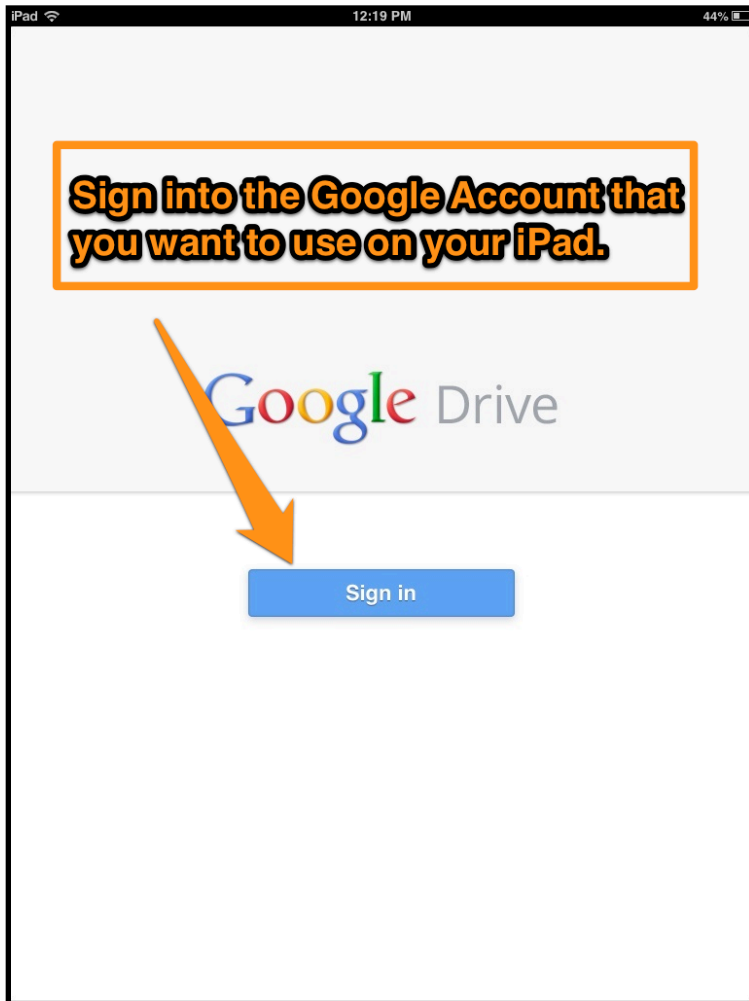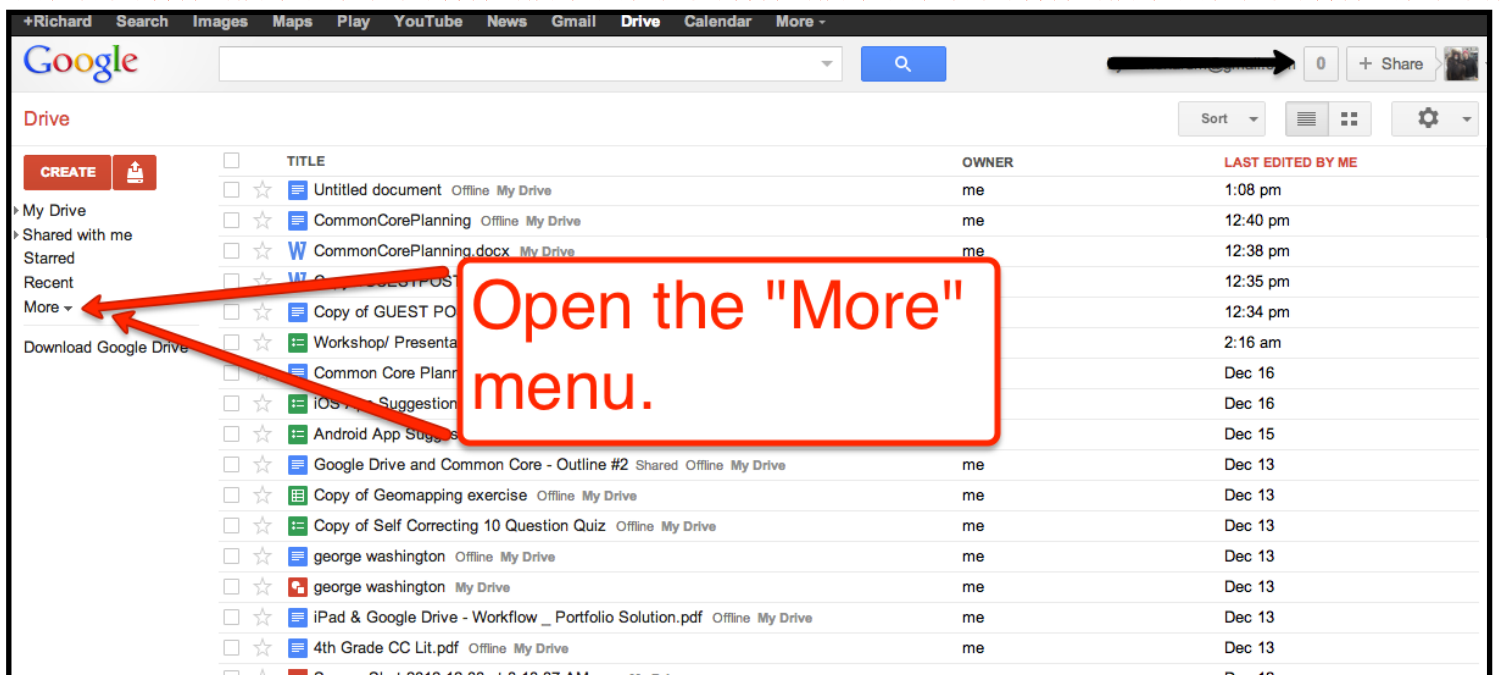

If you would like to learn how to use Google Drive on the web, I have a 63 page guide for that available to download at

http://bitly.com/ft4tgoogledrive

The Google Drive iPad app will allow you to access your documents offline. Access your documents offline on your iPad you have to enable offline access in your Google Drive account, enable offline access for documents when you're viewing them on your iPad, and you cannot sign out of your Google account before going offline with your iPad. The next screenshots will show you how to enable offline access for your Google Drive account from your web browser.
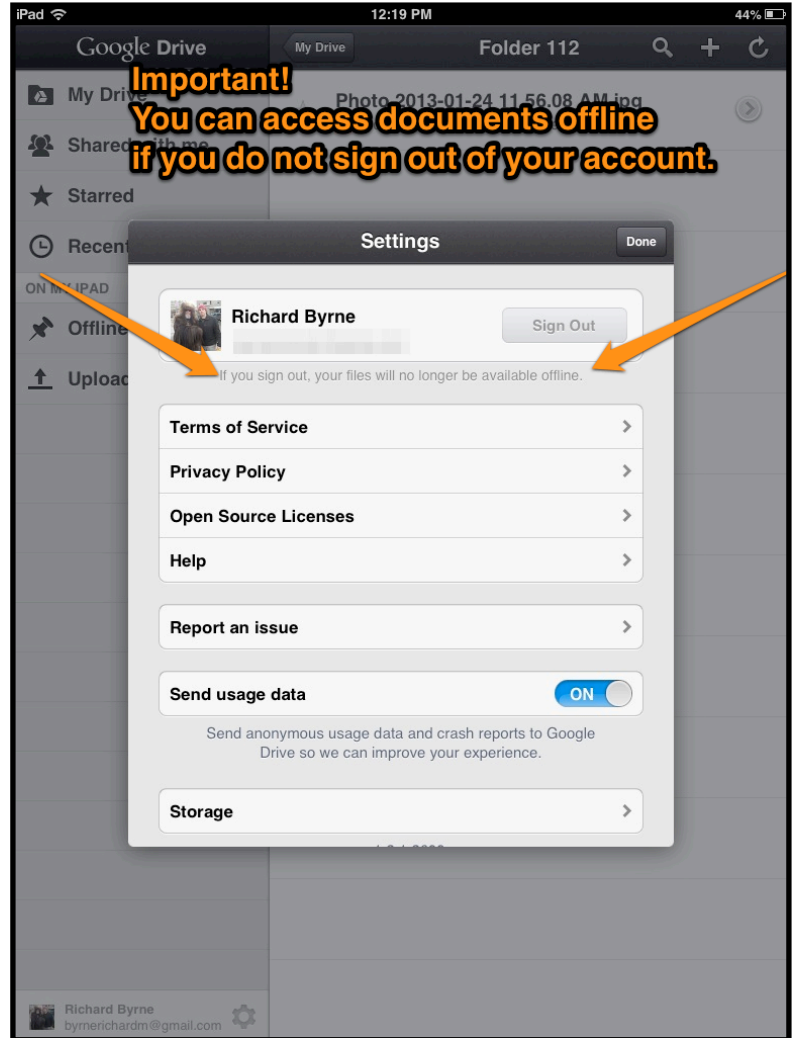
Important! If you are using a Google Apps for Education account your domain administrator will have to allow you to enable offline document access. Once that has been done you can follow these steps.
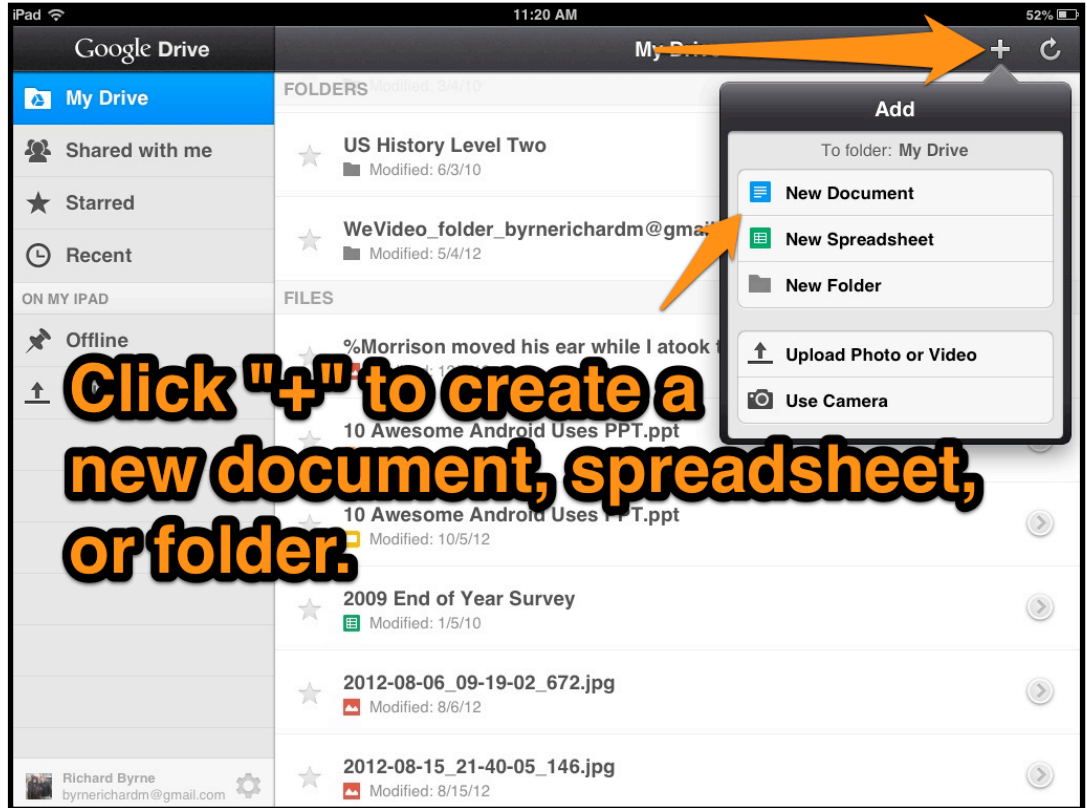

Open the "More" menu.

Enable offline Docs.

If you are a Google Apps for Education domain administrator you can enable offline offline docs by following the directions below.

Enable offline docs.

To create a new document tap "+" then tap "New Document."

Click "+" to create a new document, spreadsheet, or folder.

Use the formatting tools at the top of the document to alter the font, spacing, and alignment of your text.

Tap the screen and start typing.

Change font options at the top of the document .
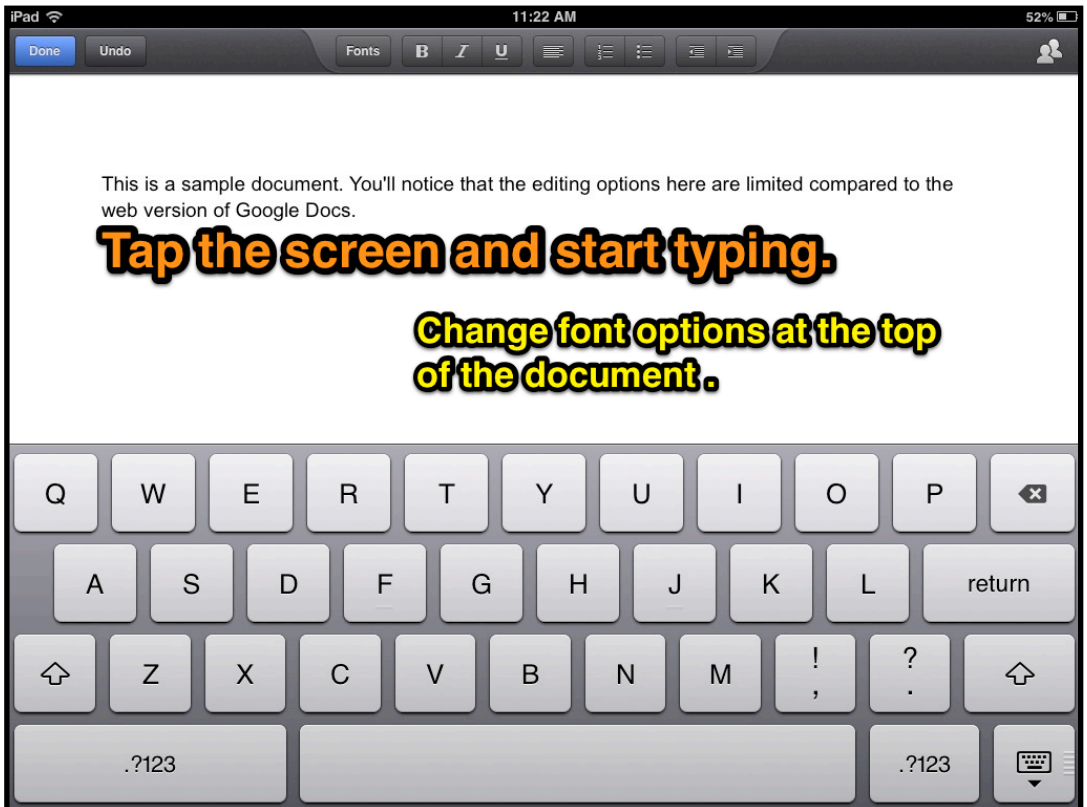
To edit a saved document first select it from your Google Drive dashboard.

After selecting a document tap the "edit" button in the upper-right corner.

To edit an existing document select it from your Google Drive dashboard.

Now tap the edit button to open your writing tools.
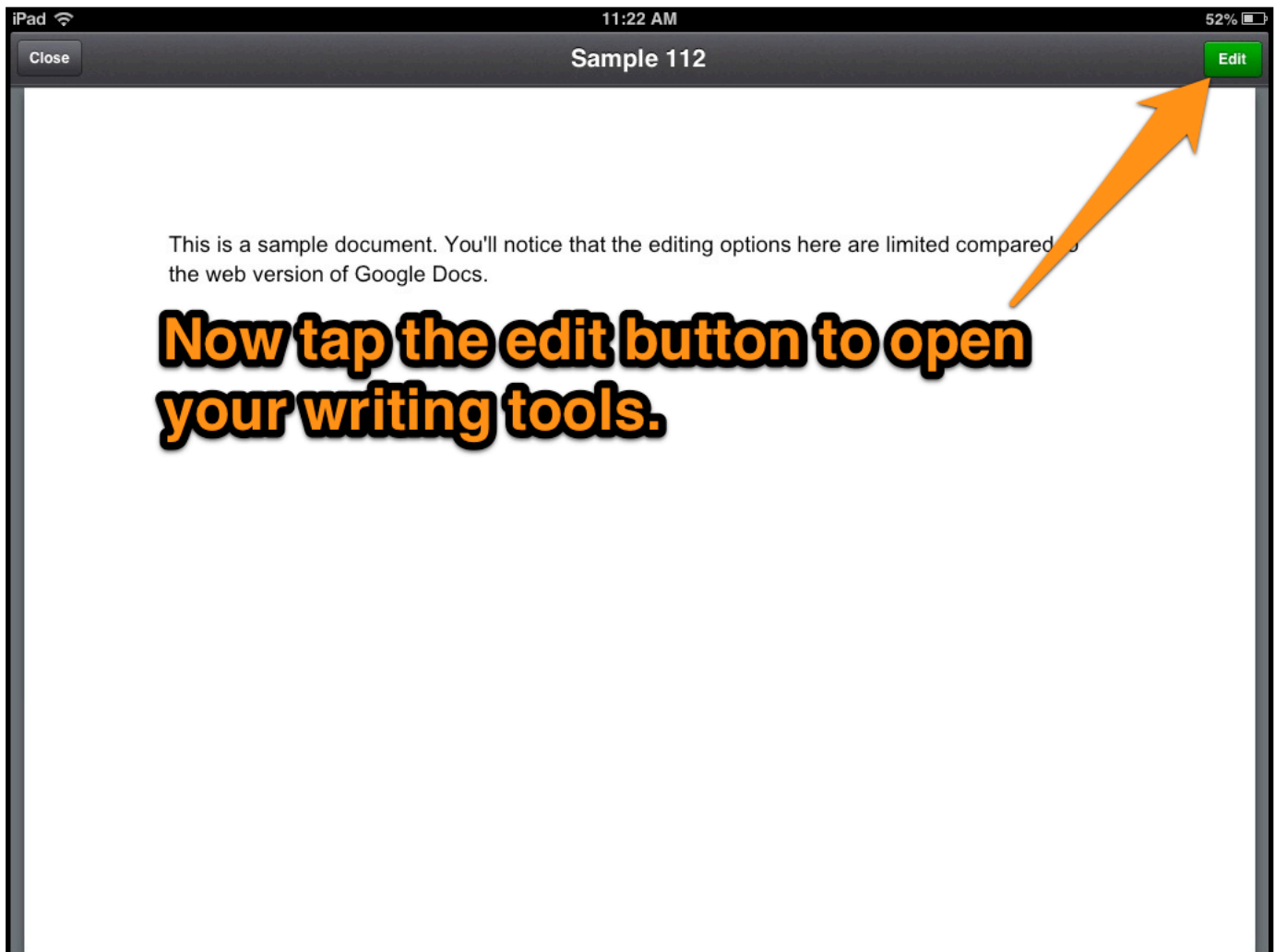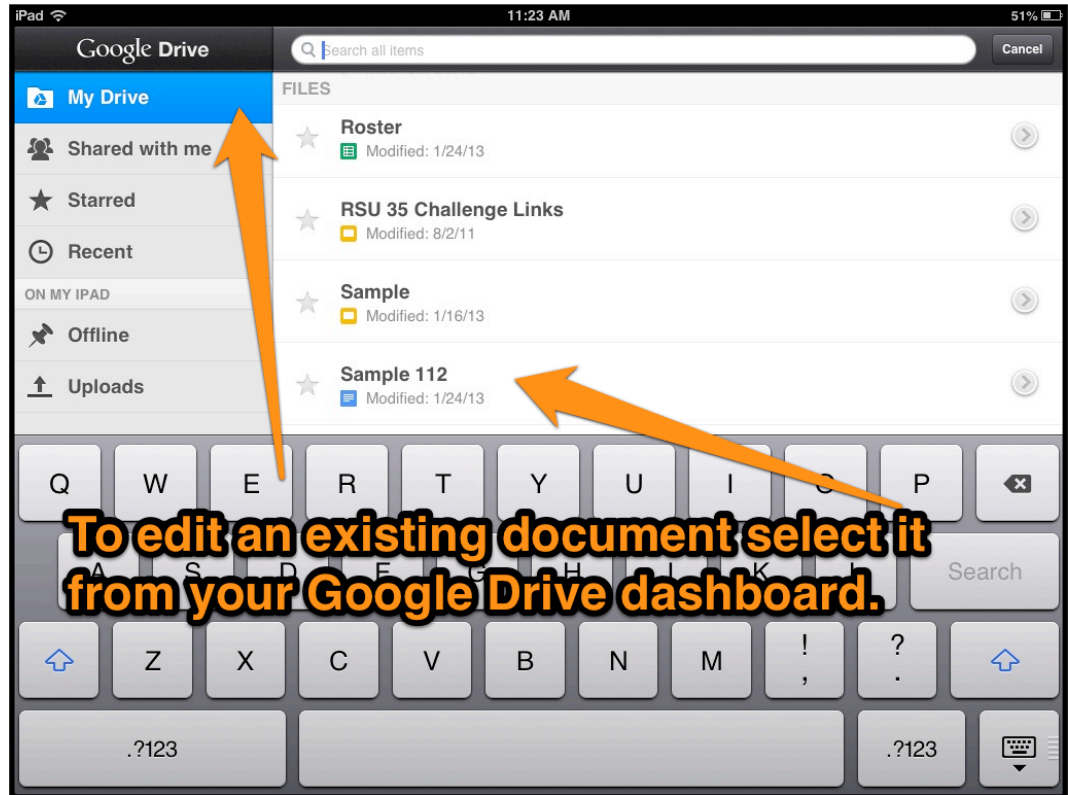
If you have shared a document through Google Drive in your browser or through the iPad app, you can see who else is currently viewing it by tapping on the "current viewers" icon in the upper-right corner of your document.
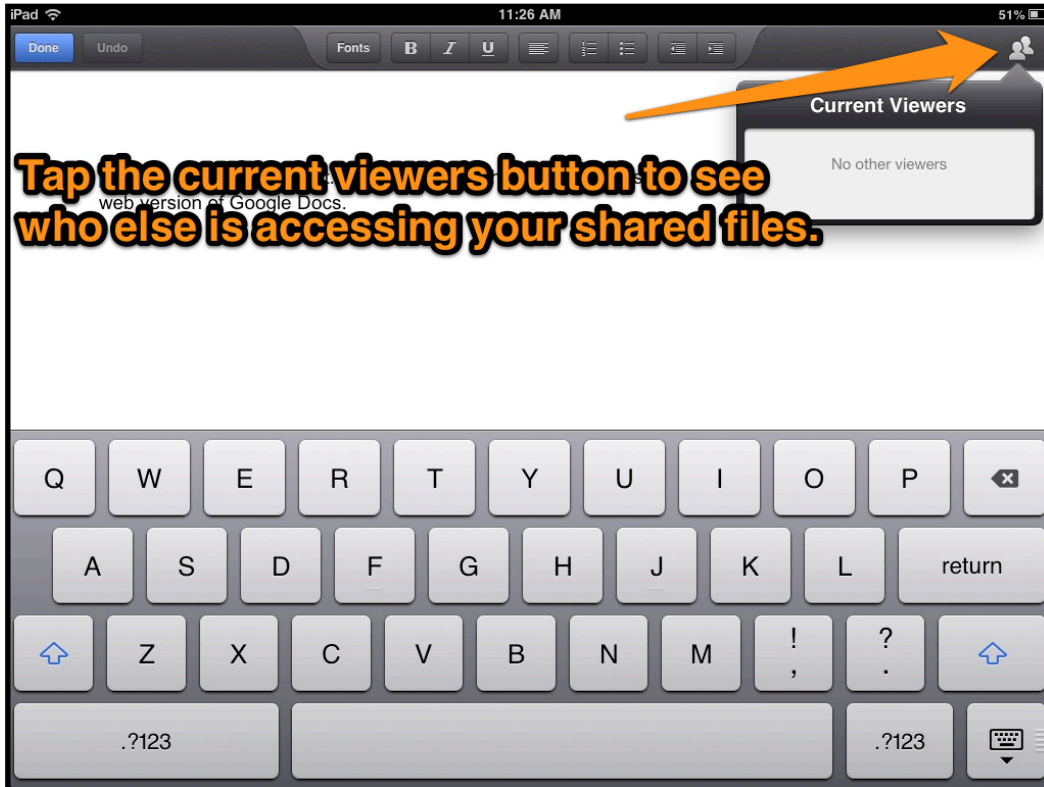
To share a file select it in your dashboard by tapping the "right arrow" next to its name. Then tap "+" next to "who has access."
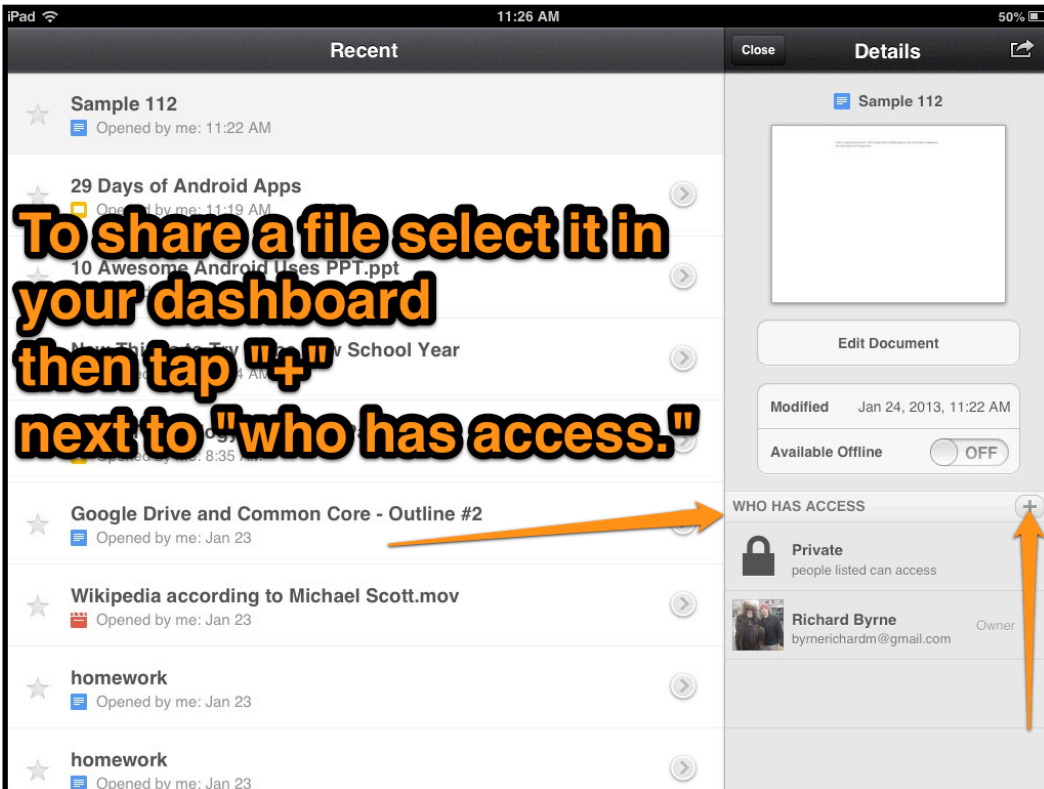
After tapping "+" in the previous screen this sharing menu will appear. Add the email addresses of the people with whom you want to share. Then set the access permissions for those people before tapping "add."

The alternative method for sharing is to tap the "actions" menu after selecting a file in your dashboard. From there you can select share and follow the steps above. The "actions" menu also allows you to rename, remove, and relocate files.
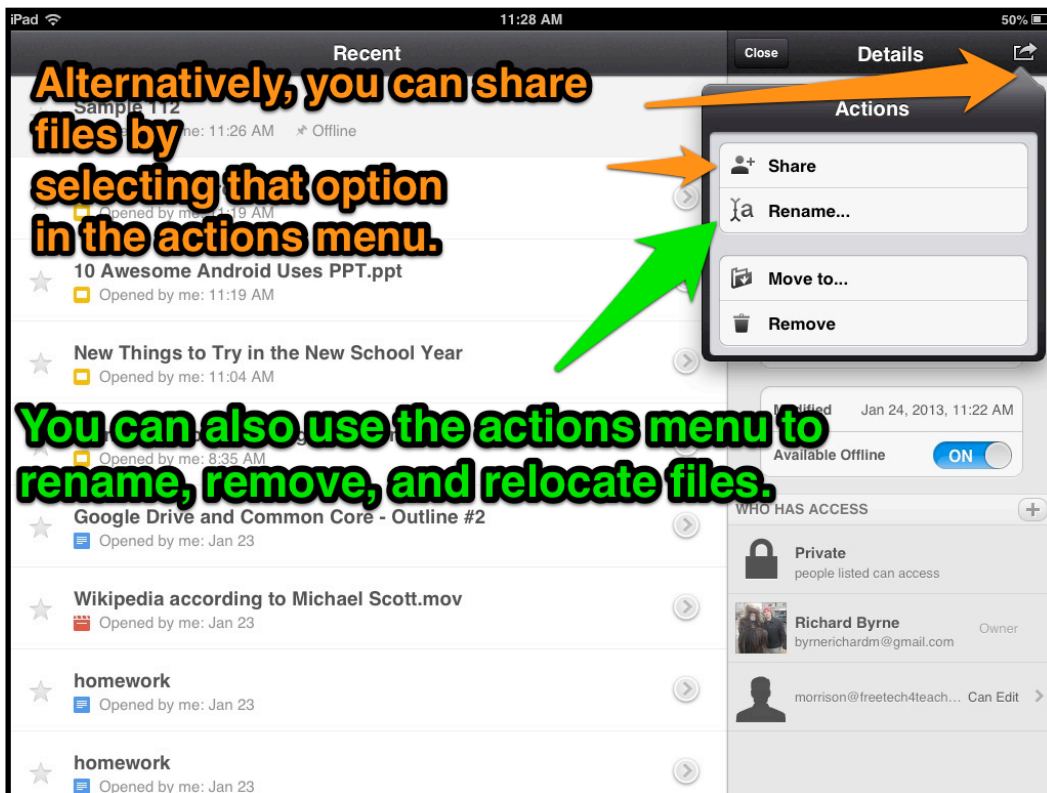
You can create folders to organize your files in the Google Drive iPad app. To create a new folder tap "+" in the upper-right corner of your dashboard.
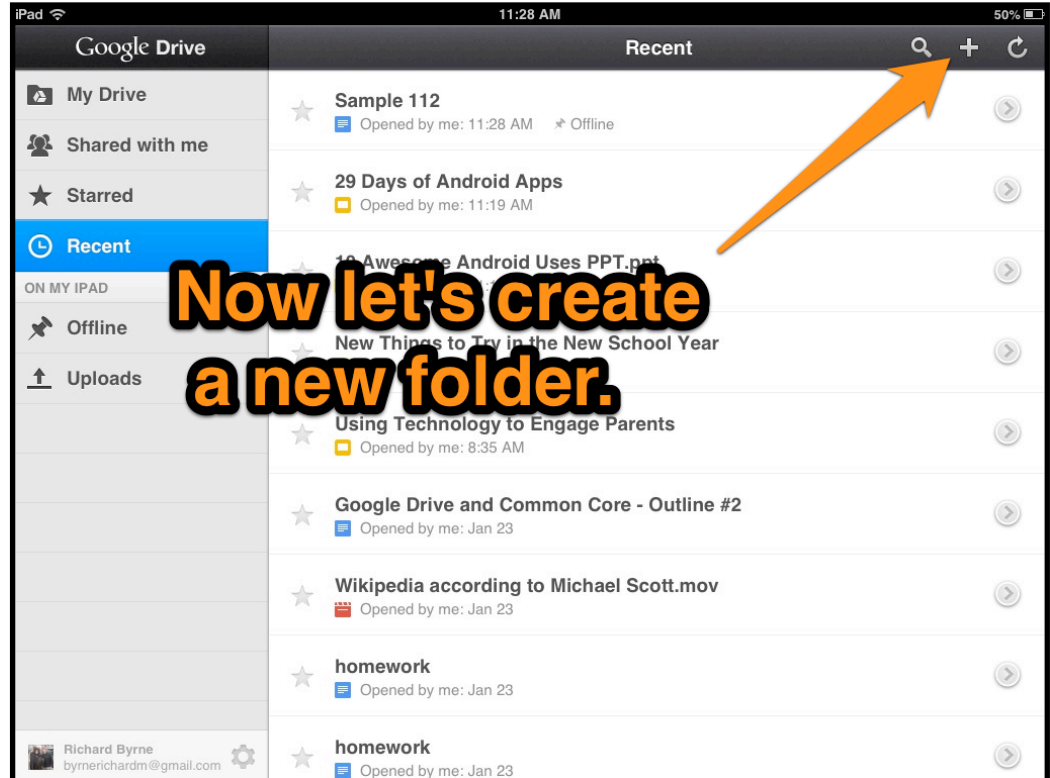
Name your folder and tap the "create" button. You can rename it later if you want to.
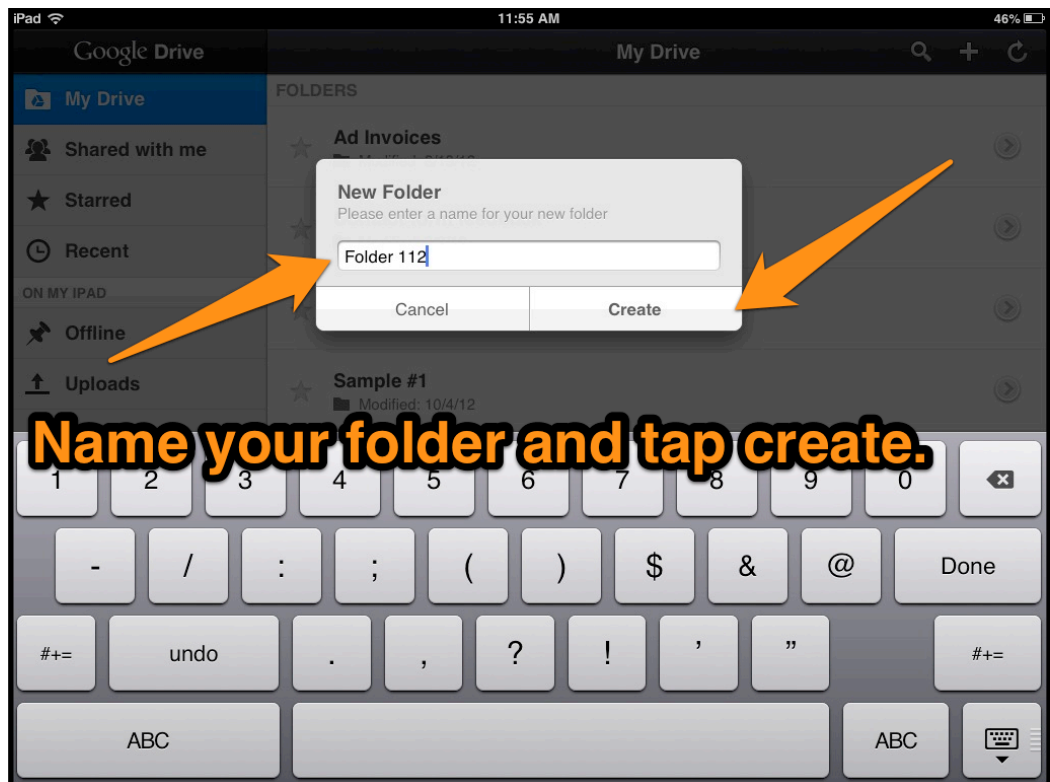
You can create a new document within a folder or move files into folders after they have been created.

To create a file within a folder first open the folder then tap "+" to select new document, spreadsheet, upload, or use camera.

To create a document from scratch in a folder, open the folder then tap "+"

To move an existing file into a folder, tap the right-arrow icon next to the file's name in your dashboard.

Then tap the "actions" icon and select "Move to…"

Use the actions menu to move an existing file into a folder.
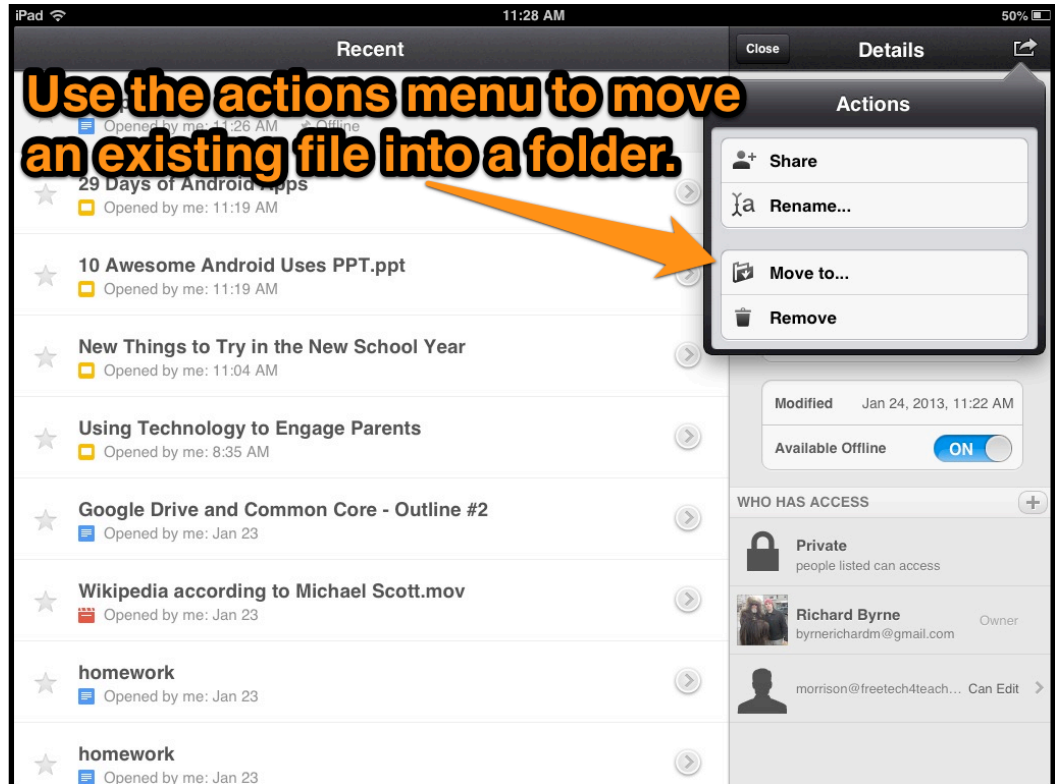
Folders can be shared in the same manner as individual files.

To share a folder first select it in your dashboard then either tap "+" next to "who has access" or open the "actions" menu.

You can share folders the same way that you share individual files.

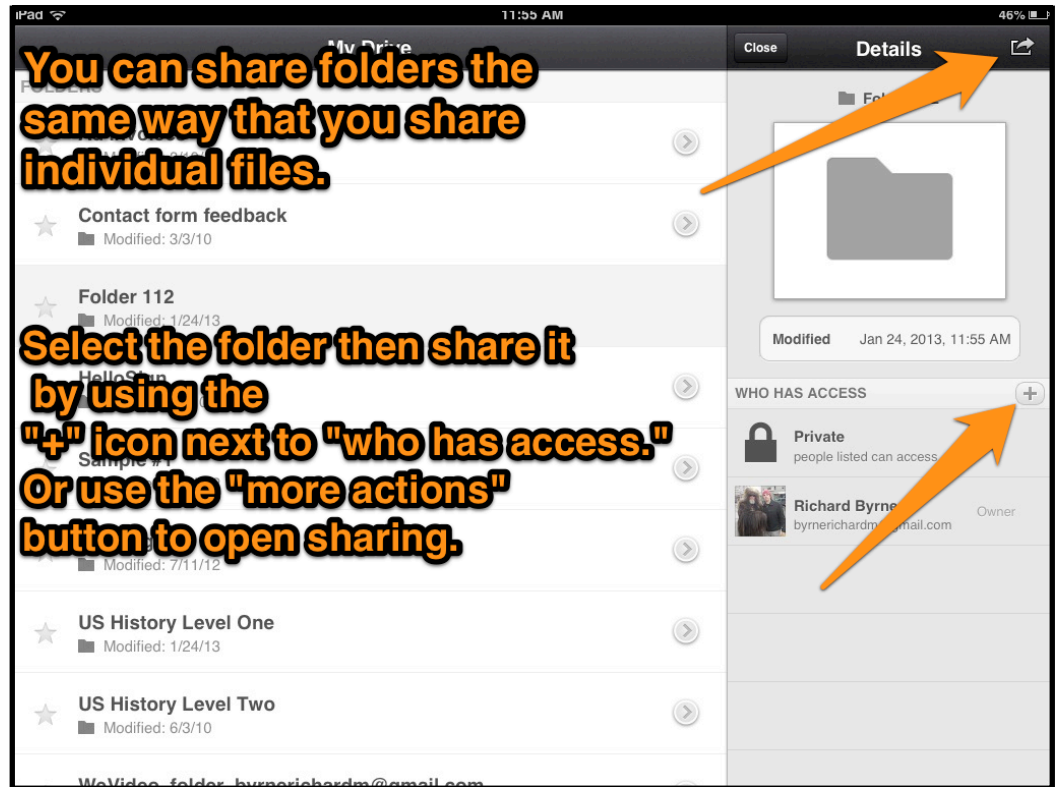**Select the folder then share it by using the "+" icon next to "who has access." Or use the "more actions" button to open sharing.**

Your Google Drive iPad app can be used to upload files from your iPad to your Google Drive account. To upload a file from your iPad select "uploads" in your dashboard then tap "+" in the upper-right corner of your screen.

To upload files from your iPad select "uploads" under "on my iPad." Then tap the "+" button.

To upload a file from your iPad to your Google Drive account. Select "upload photo or video" after opening the "+" menu.

Select "OK" to allow Google Drive to access the photos and videos stored on your iPad.

Pictures and videos uploaded to your Google Drive account through the Google Drive iPad app can be shared in the same way that any other file or folder in your account can be shared.
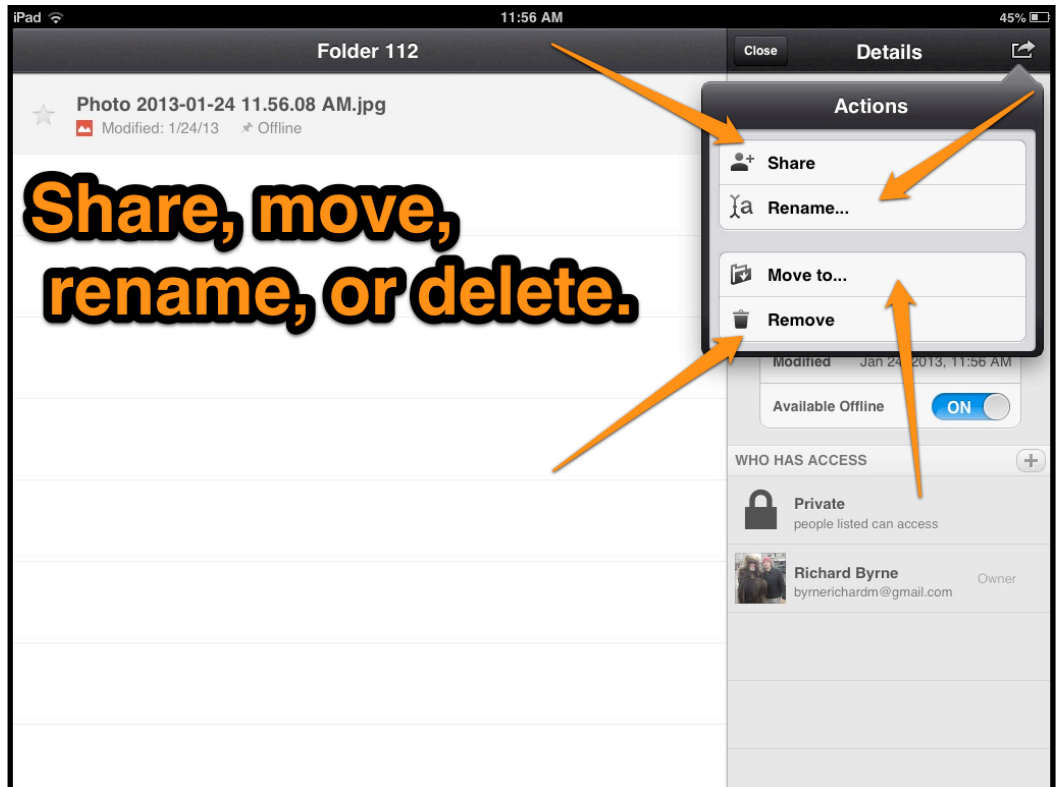
About the Author

Richard Byrne is a Google Certified Teacher and author of the award-winning blog Free Technology for Teachers. Free Technology for Teachers received the Edublogs Award for Best Resource Sharing Blog in 2008, 2009, 2010, 2011, and 2012.

In 2012 Richard received a MERLOT Classics award for contributions to helping educators discover and use educational technology.

In 2010 Richard was a finalist for ACTEM Technology Educator of the Year.

Richard has spoken at numerous conferences and schools in North America and Europe. If you would like help implementing the use of the tools and more in your school, please contact Richard.

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Image Credit: Ken Shelton

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iPadapps4school.com and FreeTech4Teachers.com

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