













-  Folder
-  File upload
-  Folder upload
-  Google Docs
-  Google Slides
-  More

Google Drawing

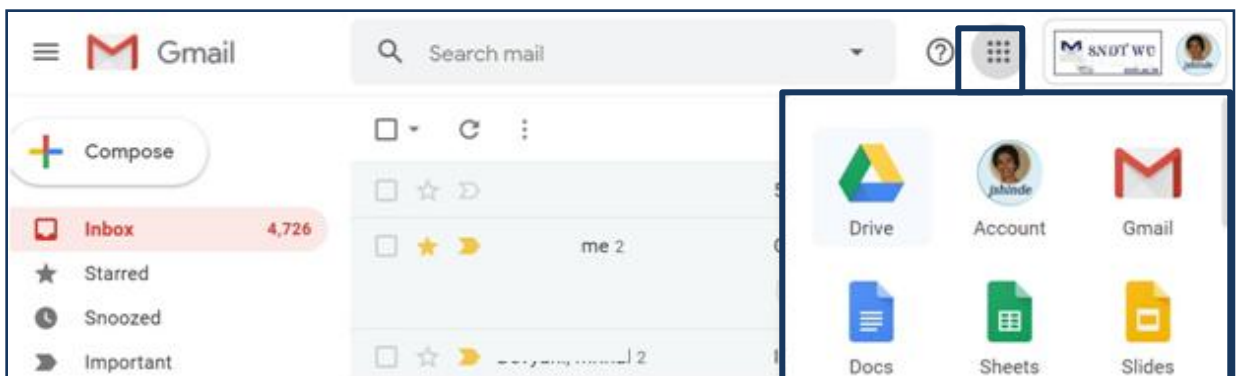
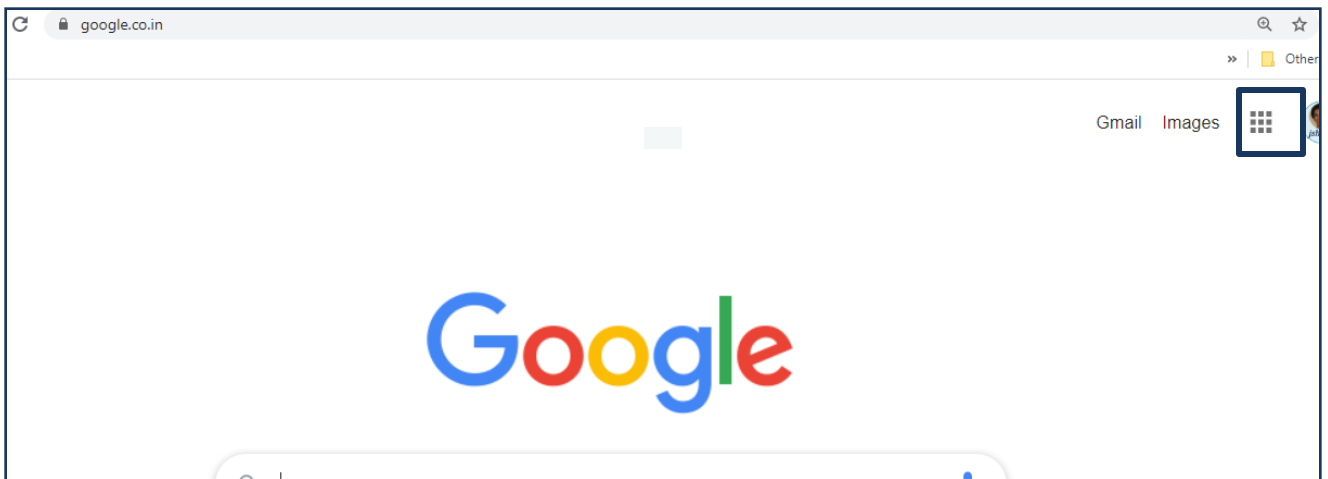
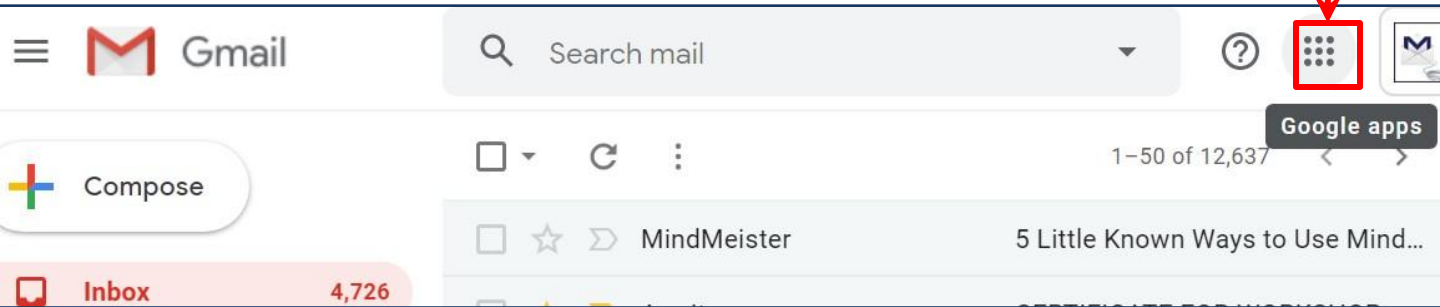
-  Google Forms
-  Google Drawings
-  Google My Maps
-  Google Sites
-  Conceptboard

 Storage
35.5 GB used

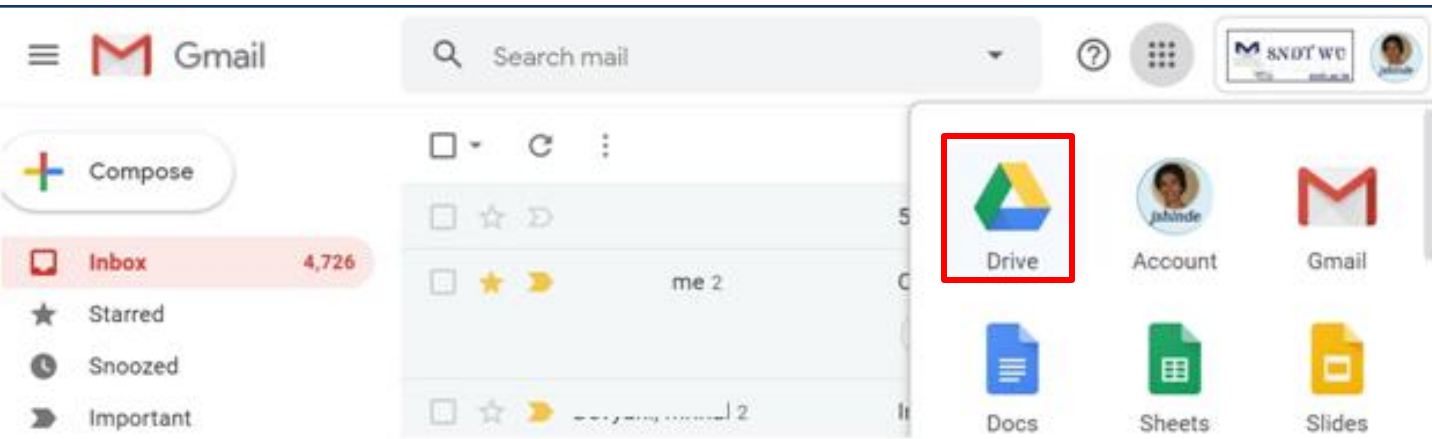


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Login into your Gmail account or else open Google homepage.
Click on nine squares at the right top. It will open Google apps.

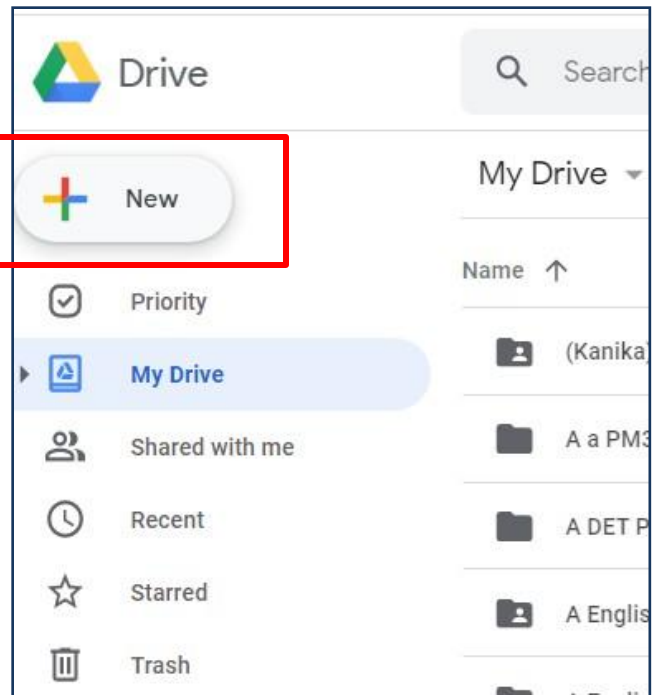


Click on the 'Drive' icon

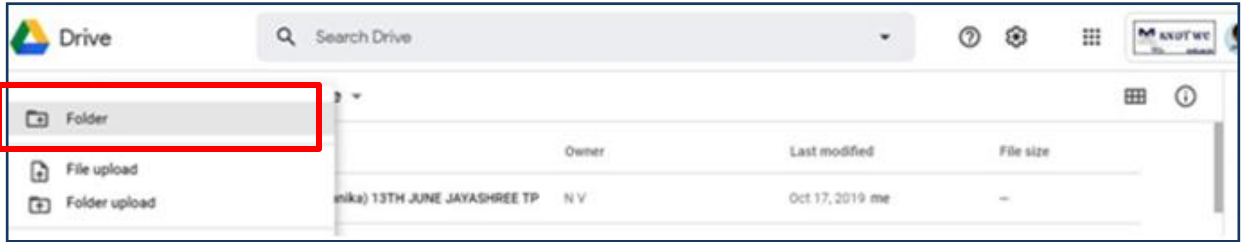


It will open your 'Drive' i.e. your Google Folder.

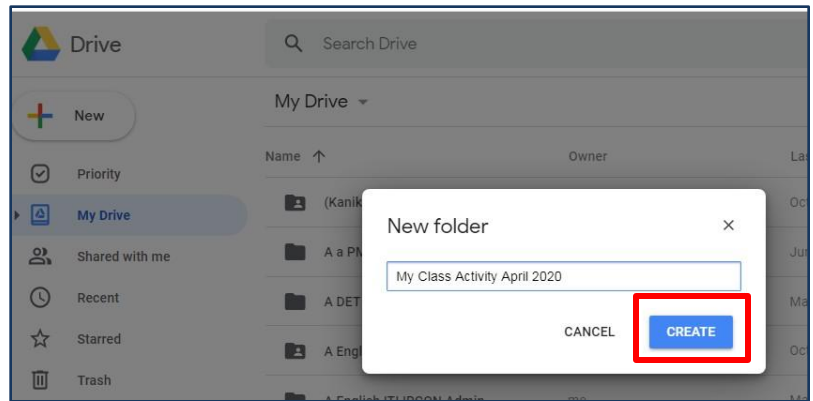
Click on the button 'New'.



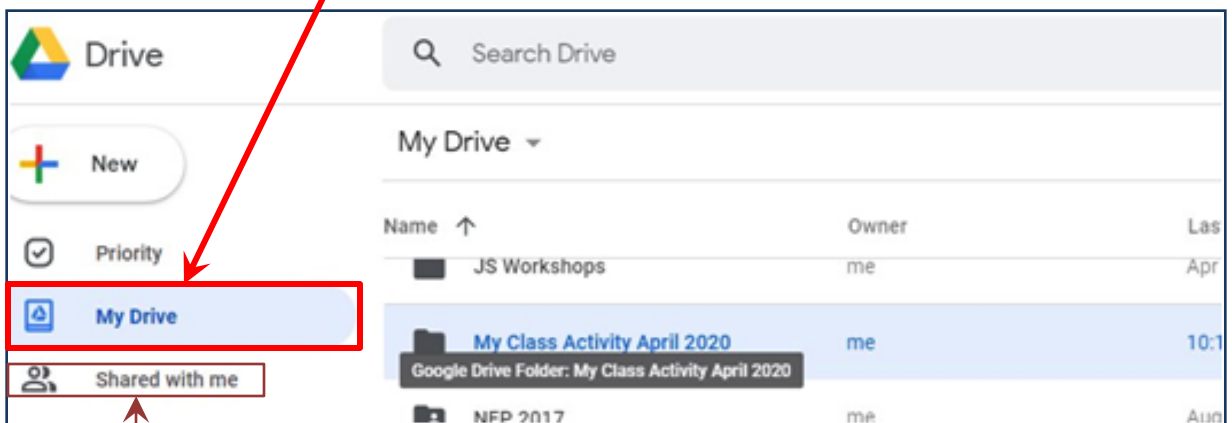
Select option 'Folder' to create a new folder for your work.



Write some relevant name for the folder, which you will easily remember later.

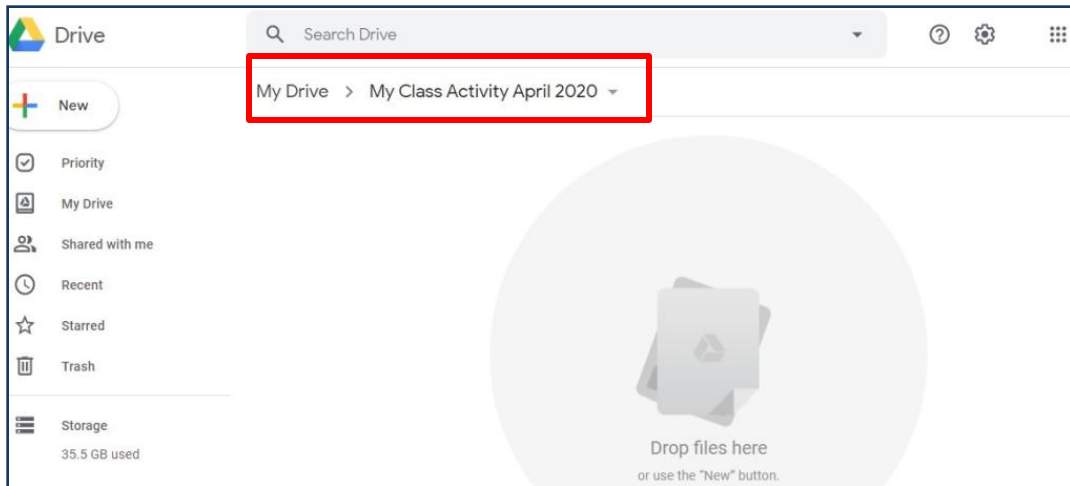


This Google Folder will be visible in 'My Drive'. My drive contains all files and folders created by you.



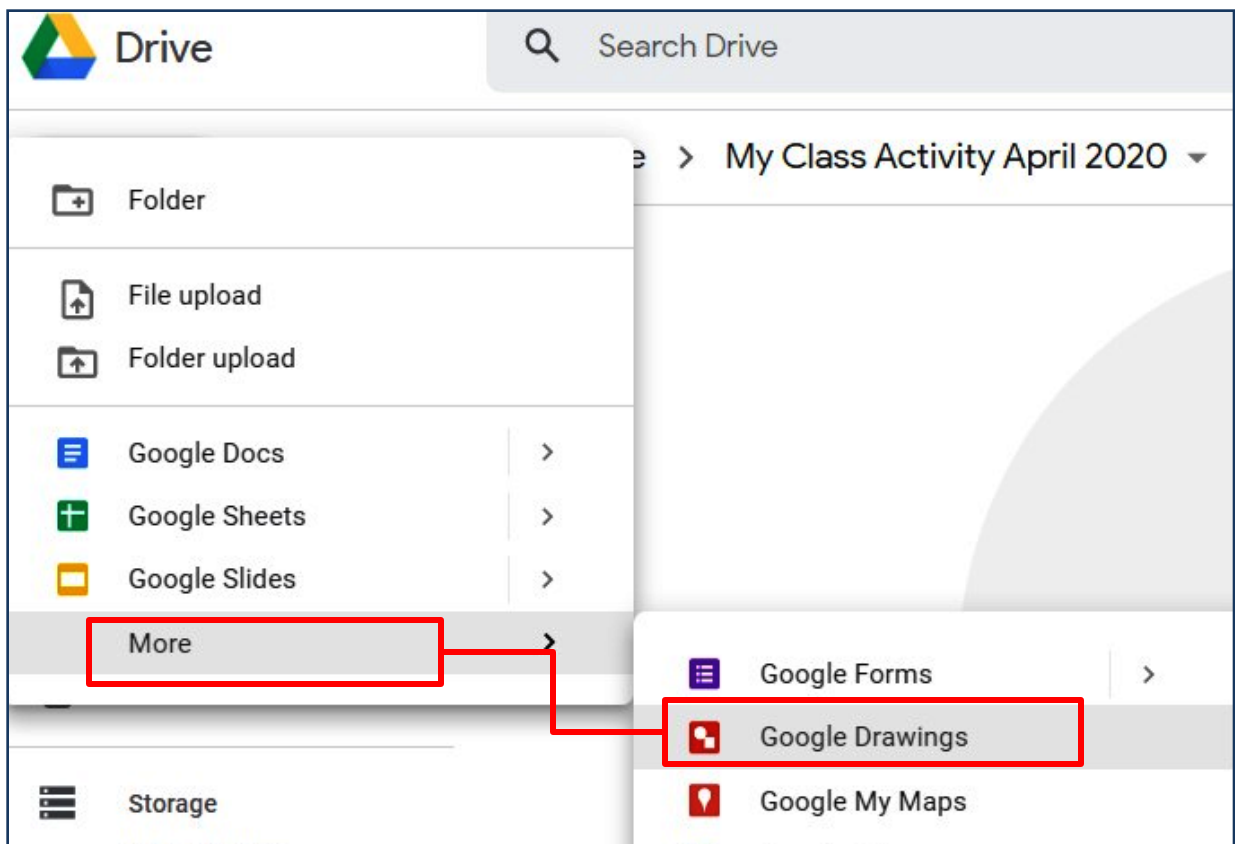
'Shard with me' contains all files and folders shared by others.

Double-click on your new folder and it will open like this.

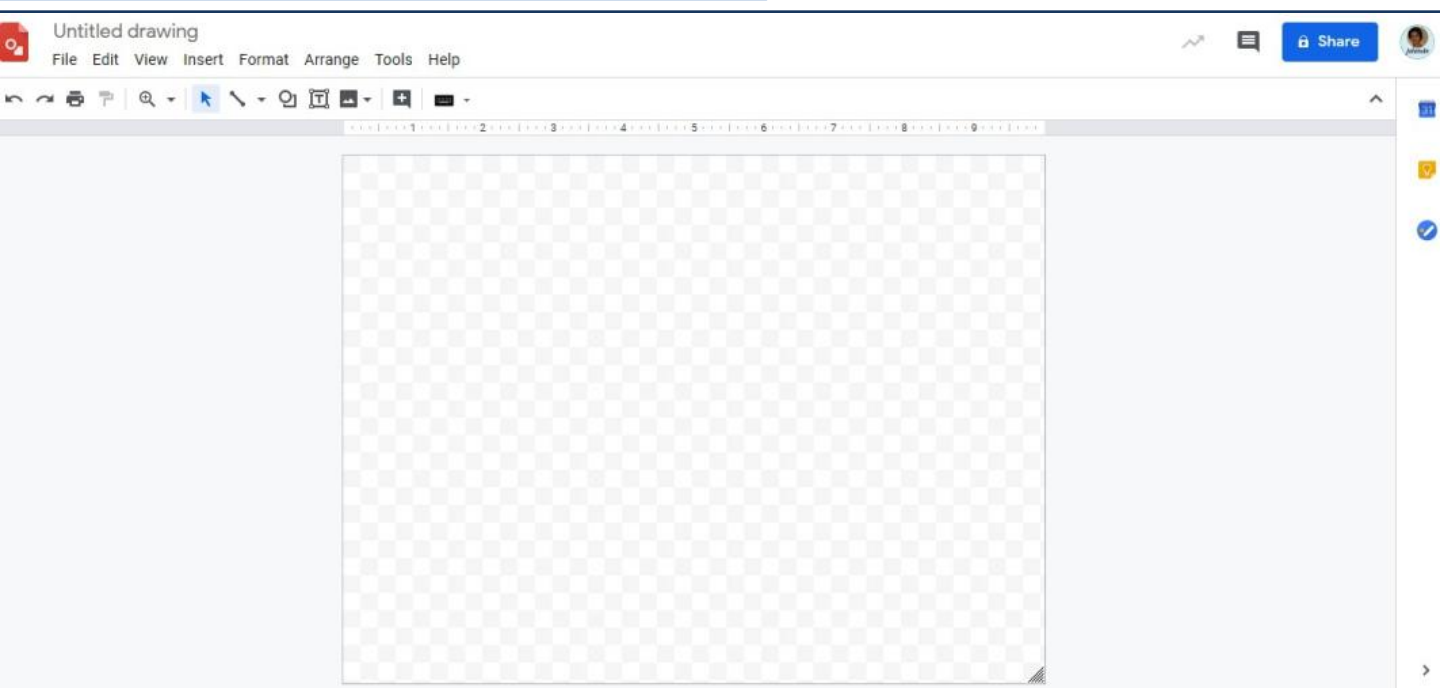


Now we are ready to create our Google Drawing inside this folder.

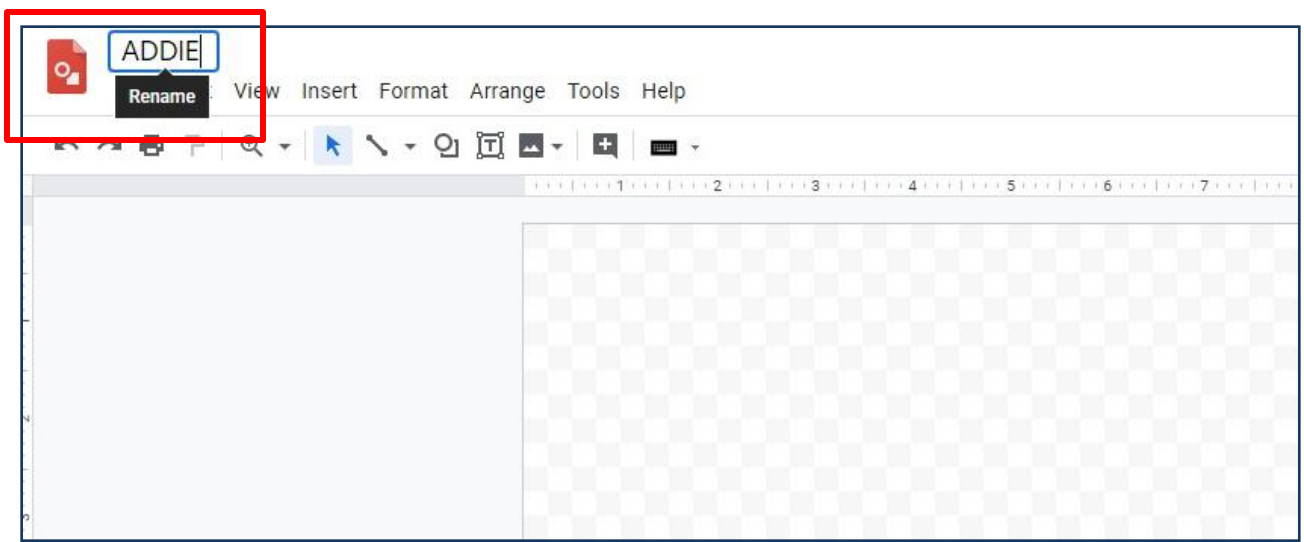
Click on new. A drop-down menu will appear. Click on 'More'. Some options will appear. Scroll down and select 'Google Drawing' option.



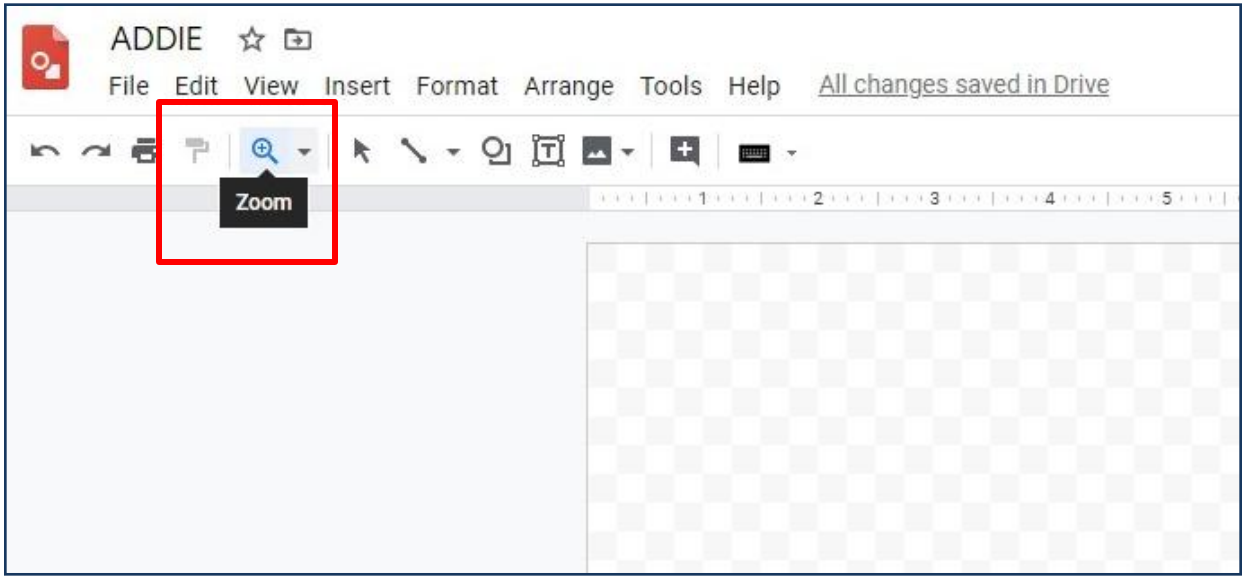
A new file of Google Drawing opened.



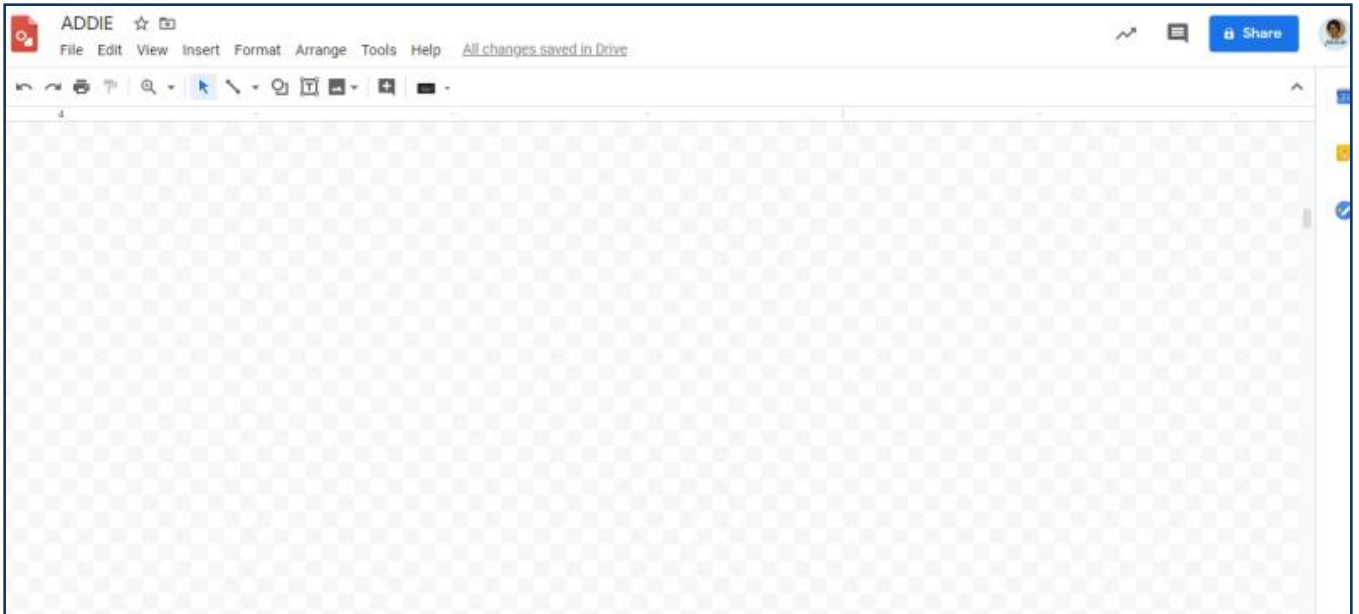
Type relevant name of the topic to label this file.

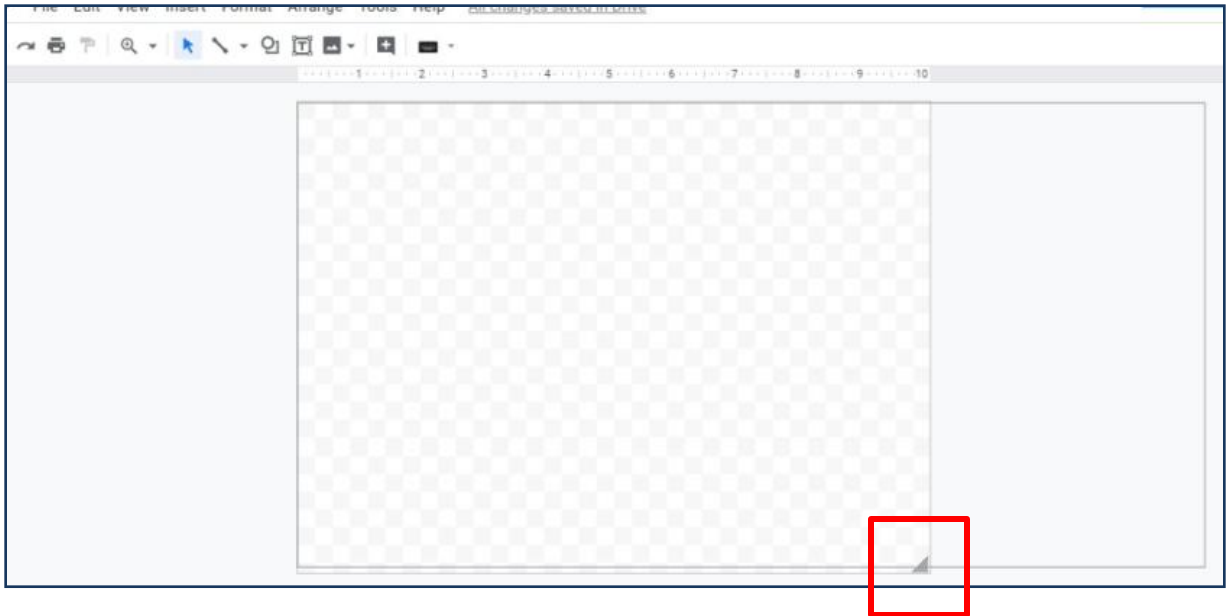


You can zoom in and zoom out your Google Drawing as per need.

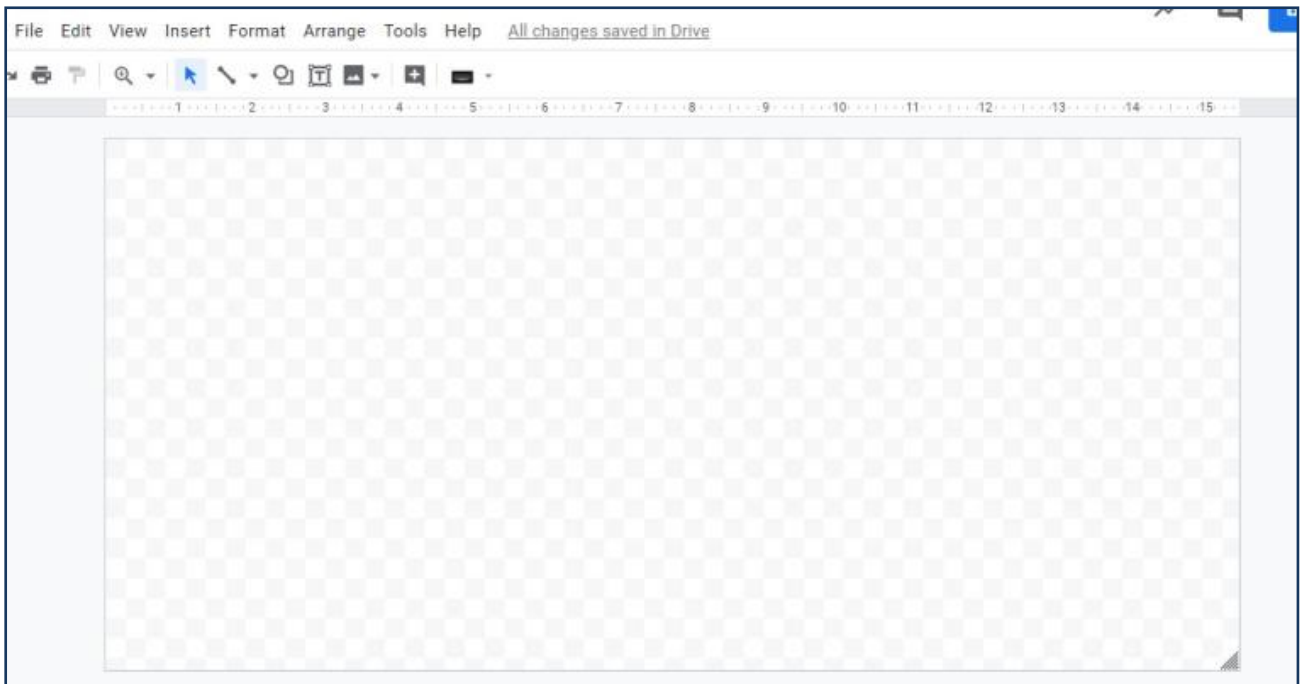


Zoomed in....



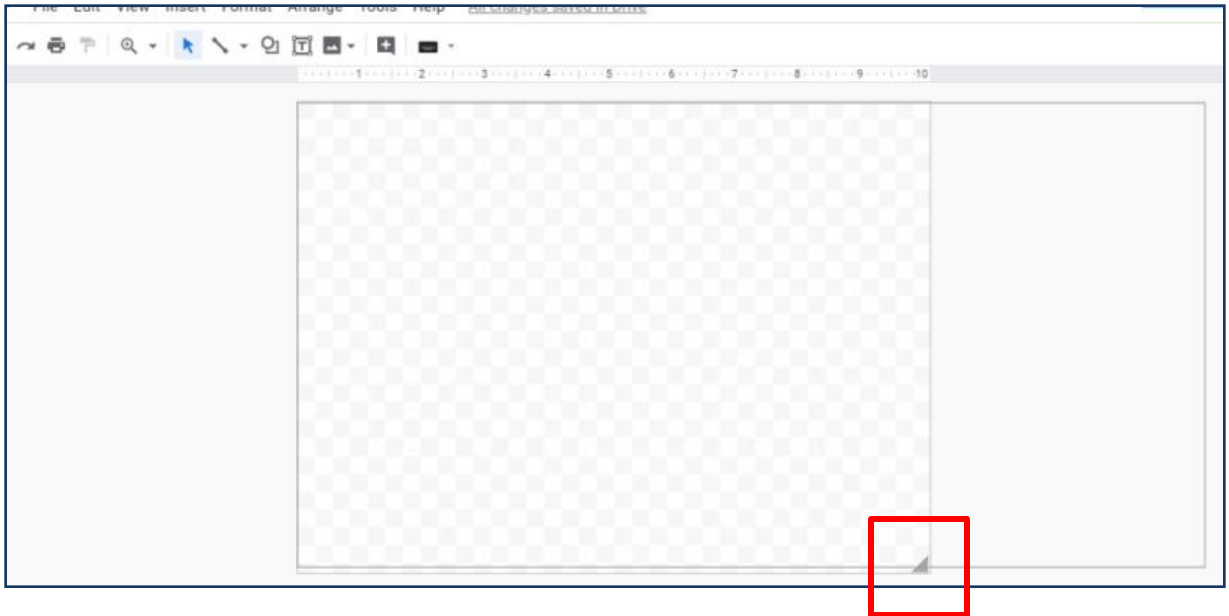


You can increase canvas size as per need by pulling this corner.

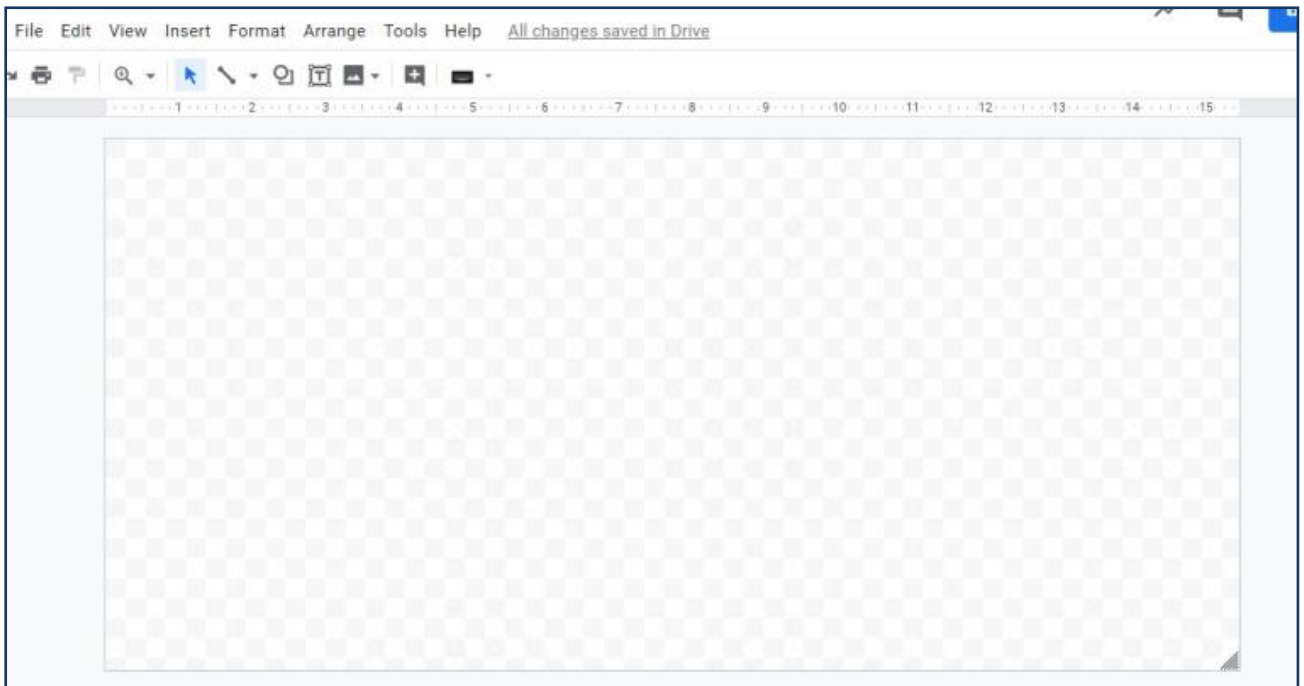


See the increased size.

You can go on increasing it vertically and horizontally as your drawing needs more and more space.



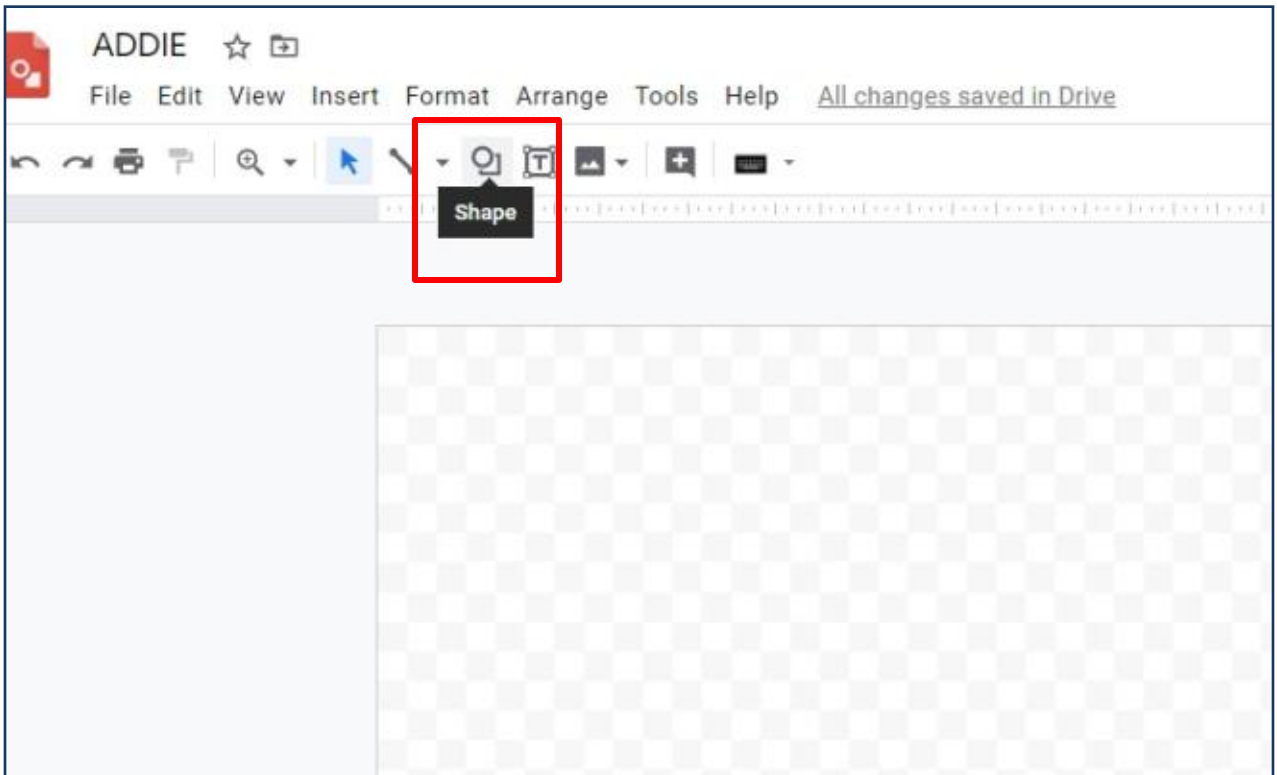
You can increase canvas size as per need by pulling this corner.



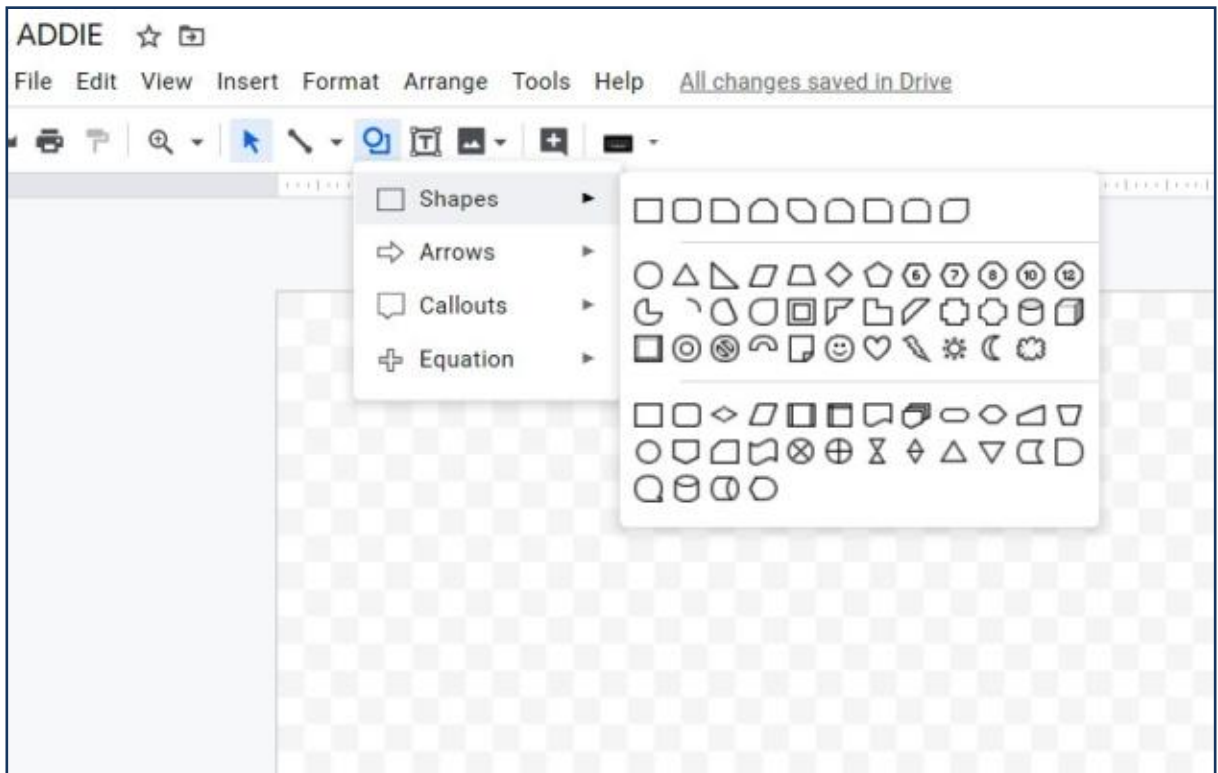
See the increased size.

You can go on increasing it vertically and horizontally as your drawing needs more and more space.

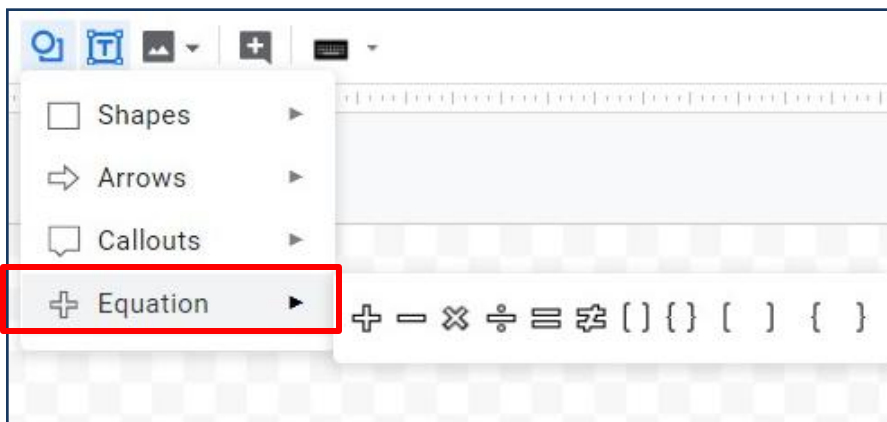
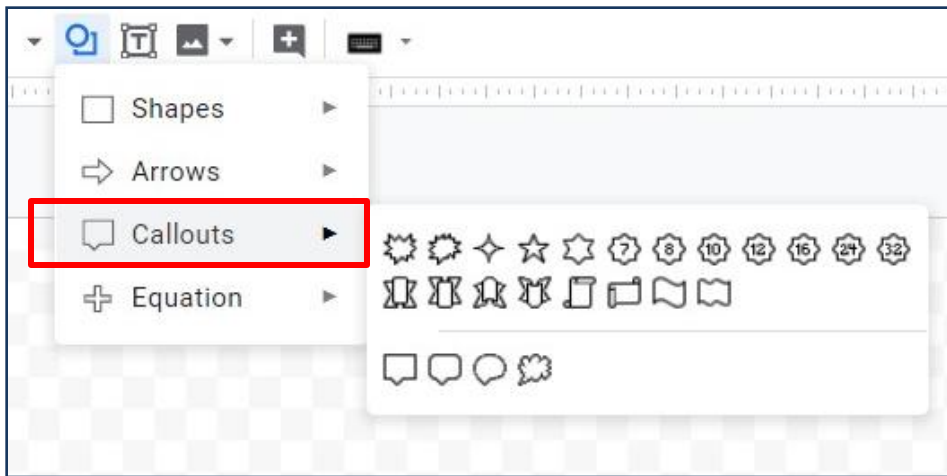
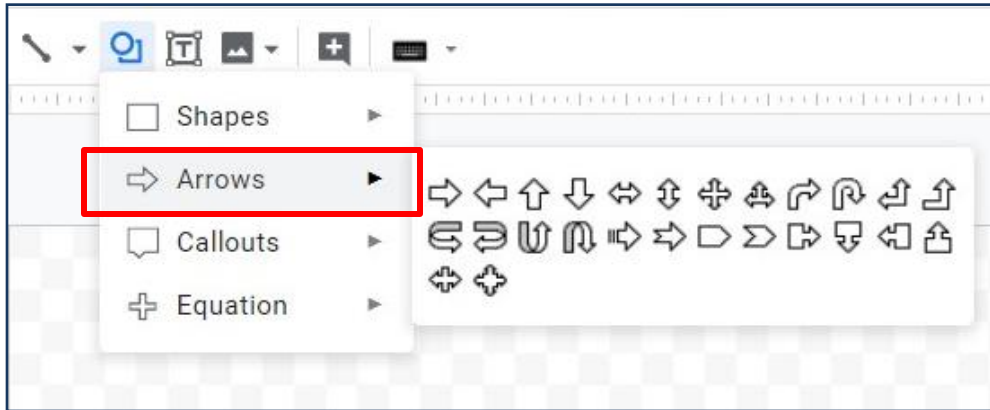
Now let's draw shapes.



So many shapes are available.

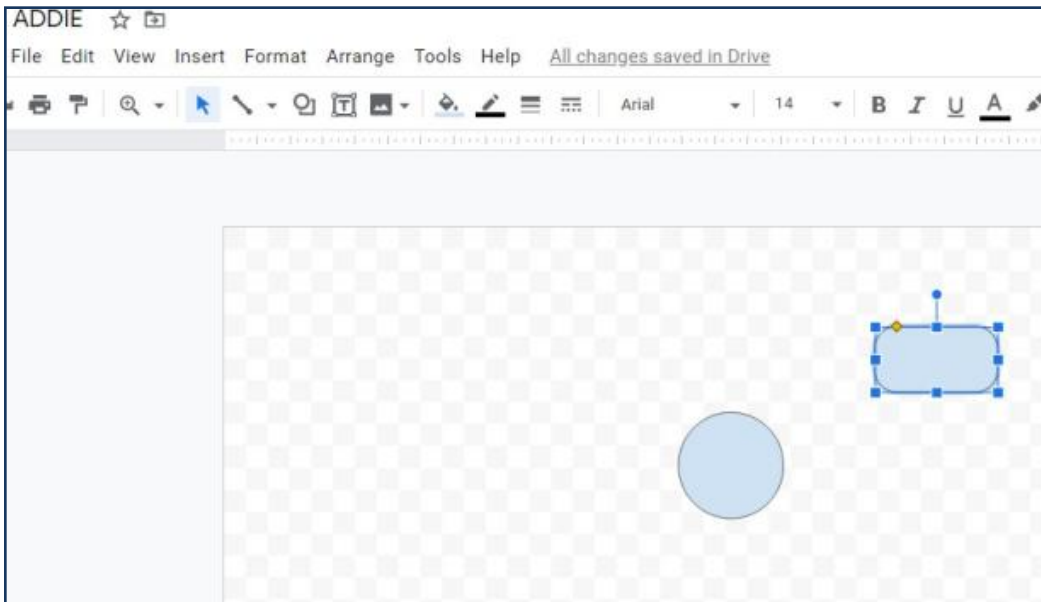
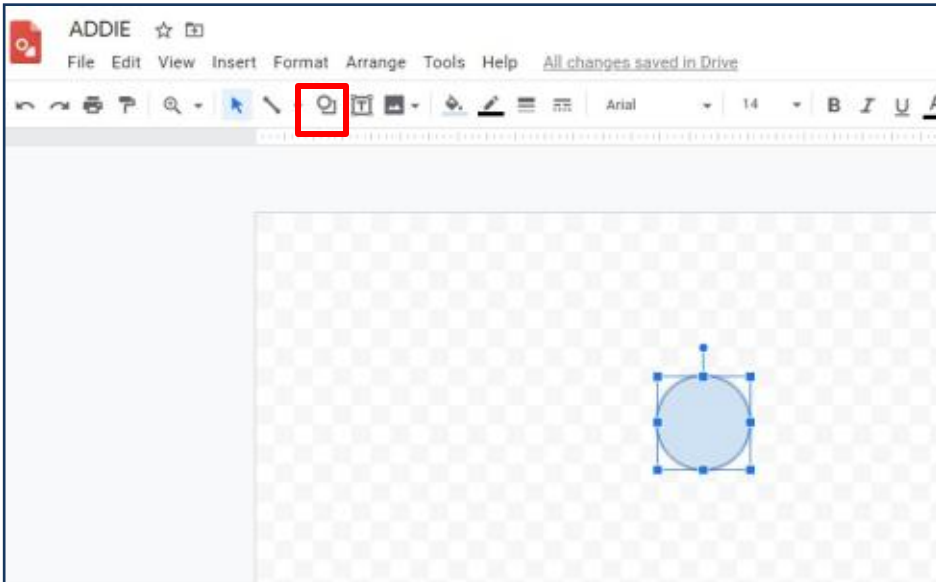


Tools for drawing...

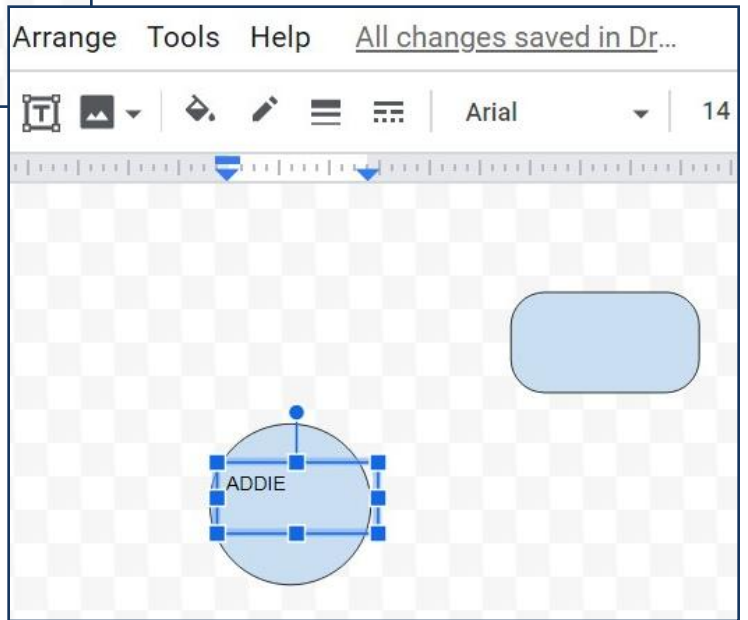
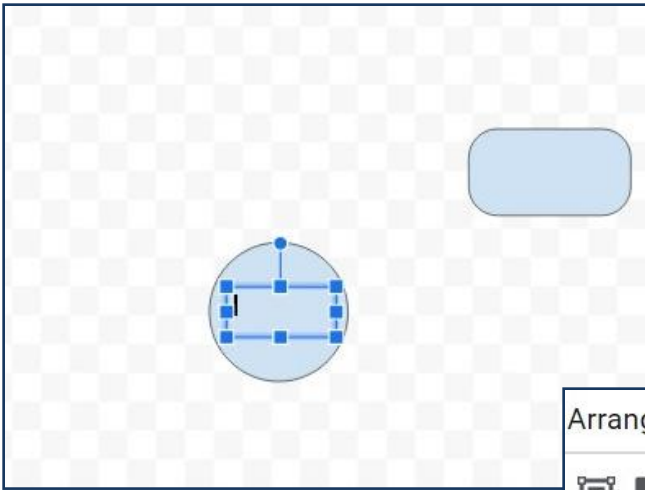
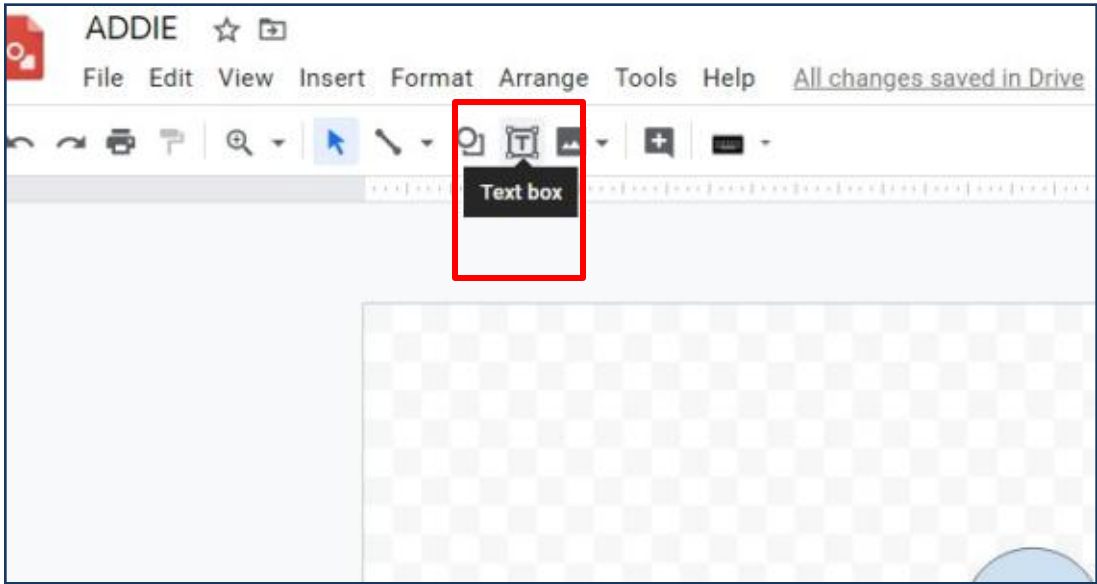


And you are ready to draw...

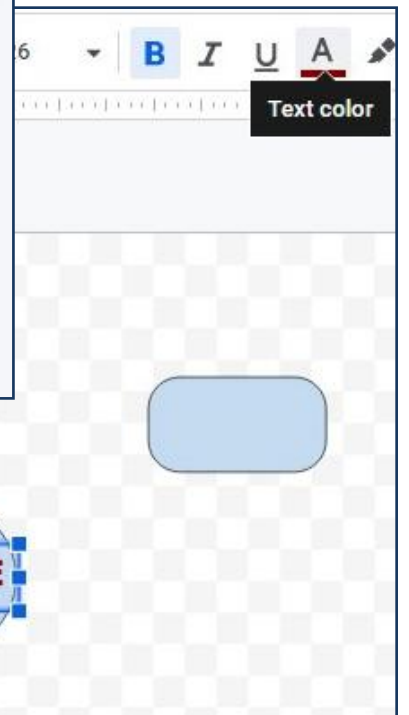
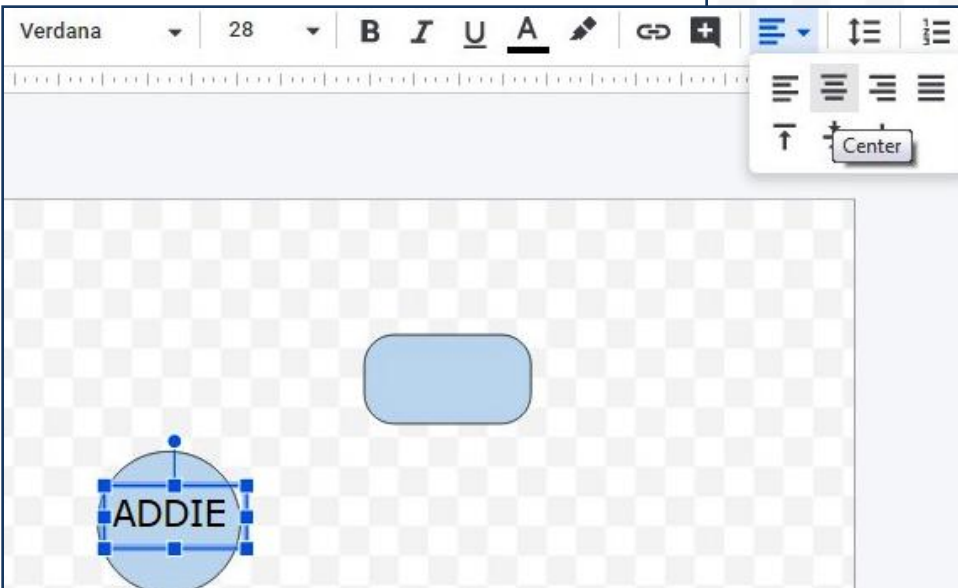
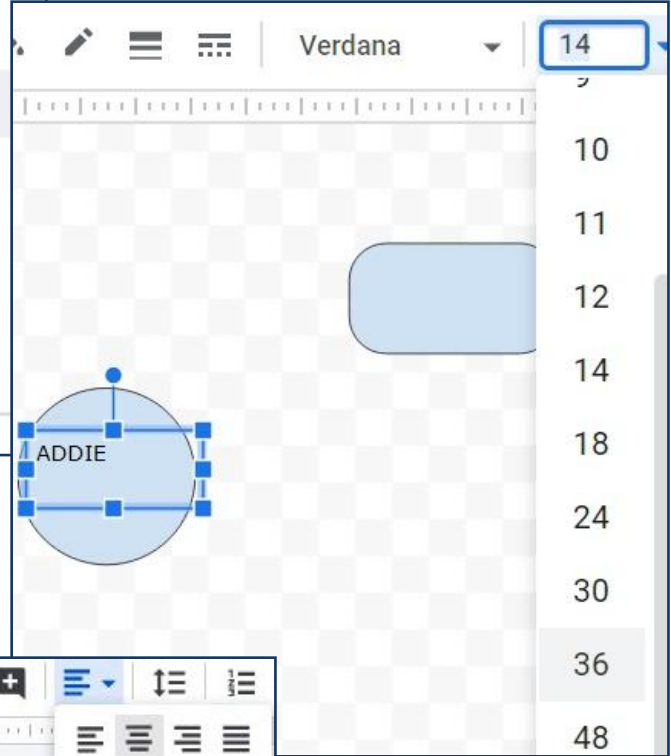
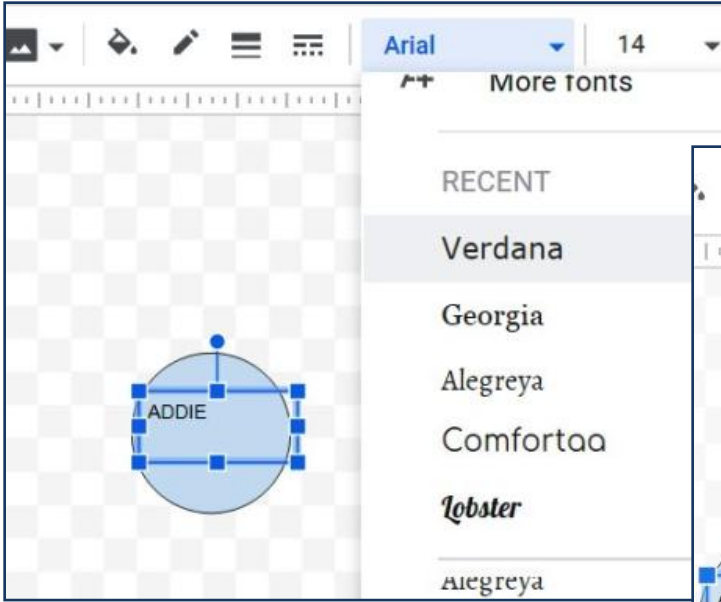
Pick up a circle or any other shape and start drawing...



Type text... format it as per the need...

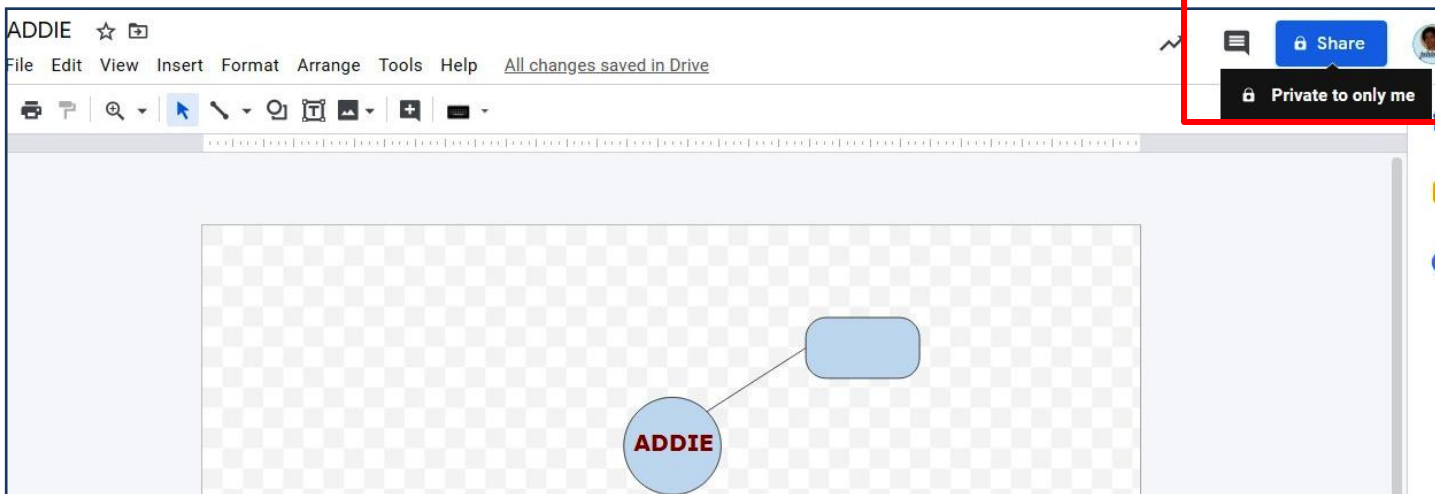


Change font, font-size, colour, alignment as per the need...



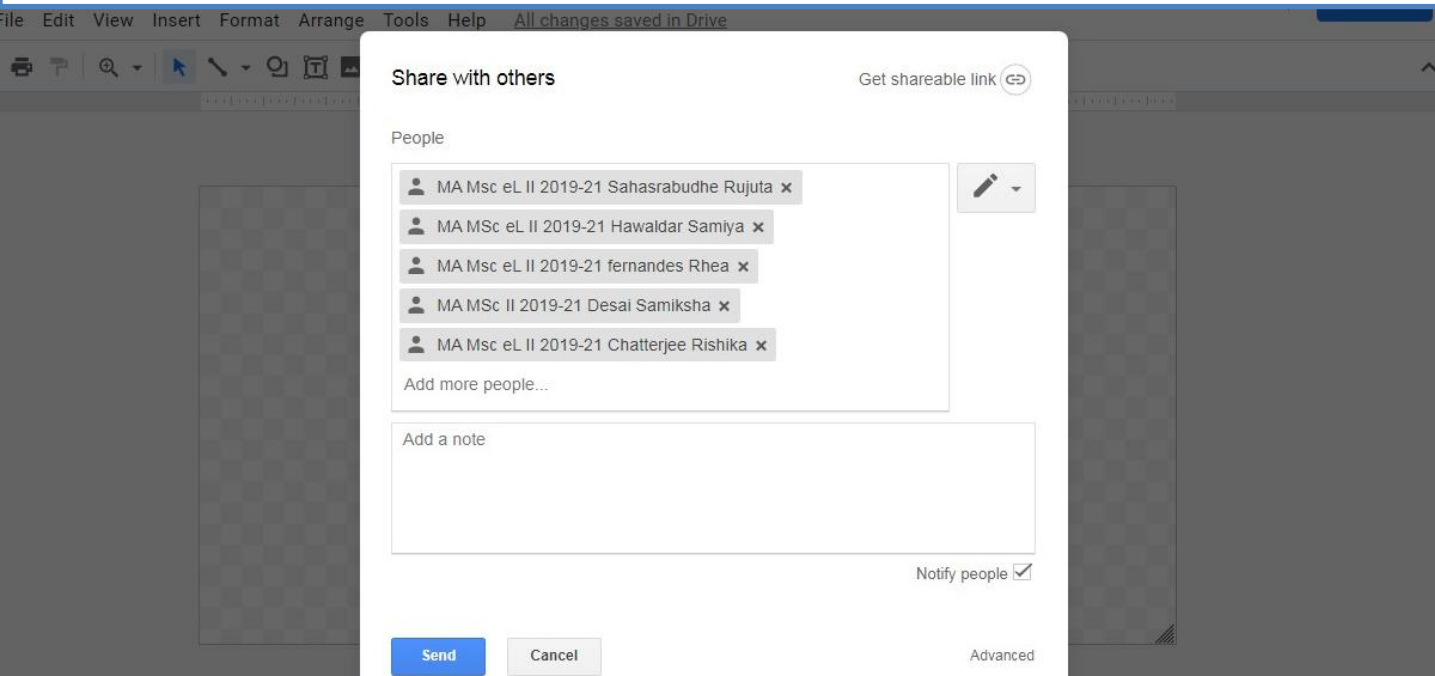
Collaboration will begin when we will share this file with 5-8 students.

Currently the file can be seen only by you.

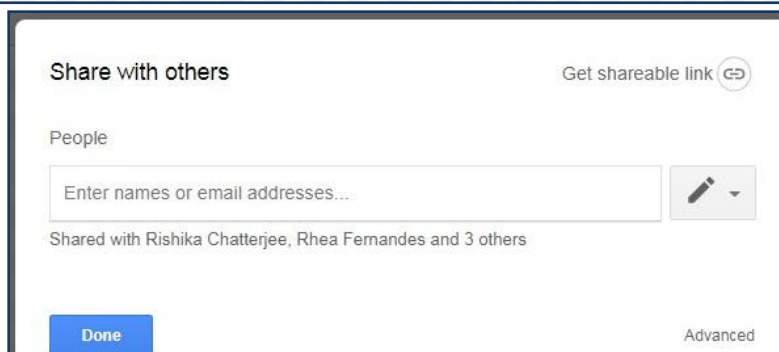
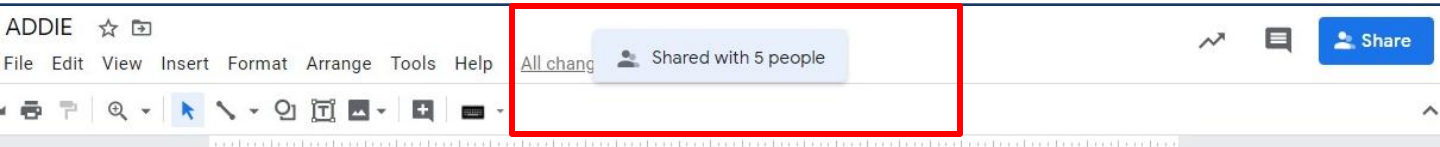
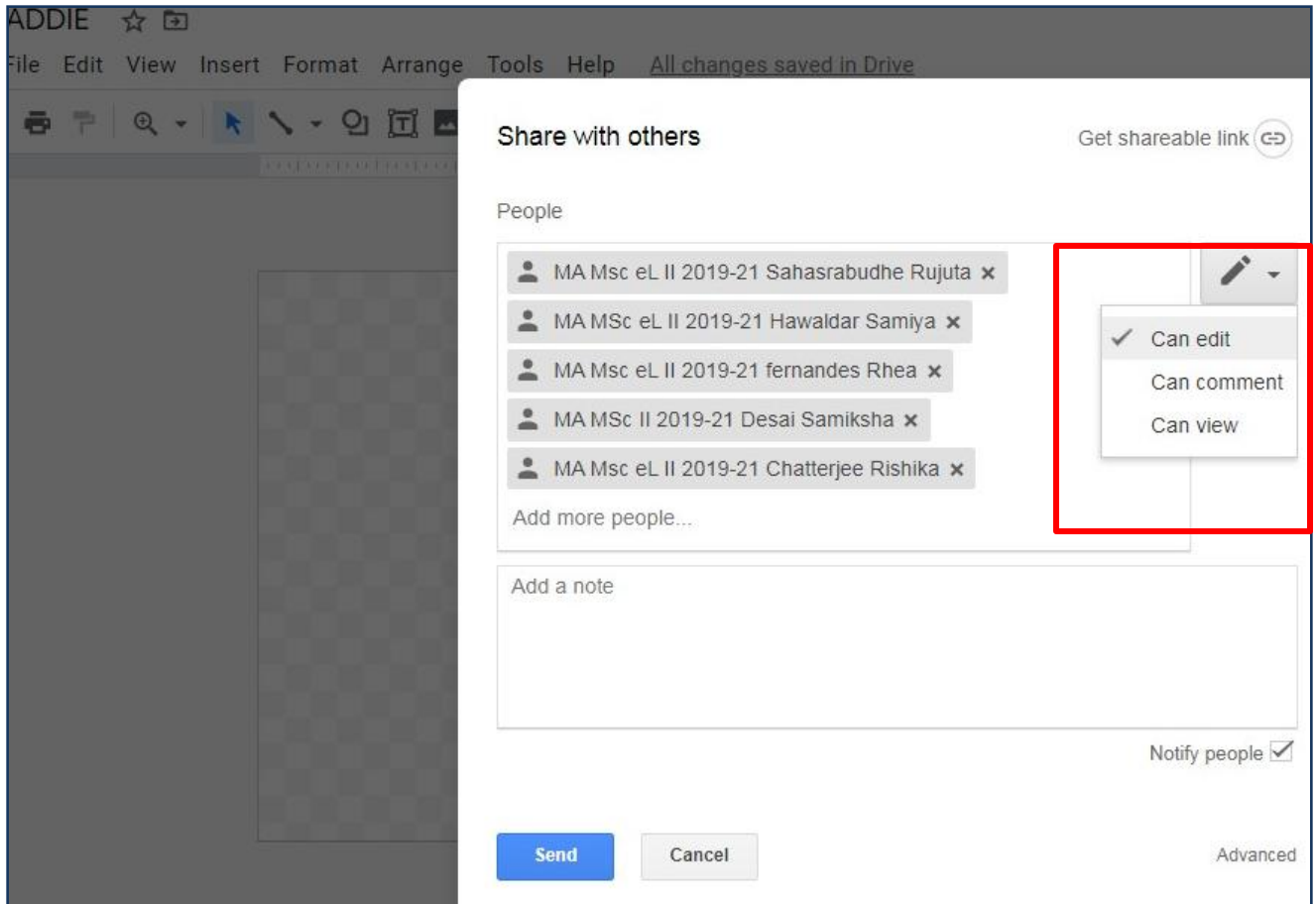


Click on 'Share' and insert eMail IDs of your students.

If there are many students, make copies of your file and share each file with different groups of students. Rename filenames accordingly by adding Group 1, Group 2, etc.



Click on the pencil icon to see their rights. You need to give them 'edit' rights till they need to work in this file.



This is one single file in which all these 5-8 students will work, either simultaneously or else at different times. Each one do not need to create a separate file. Even nobody needs to share this file again.

Type message for students. It will reach them in their eMails.

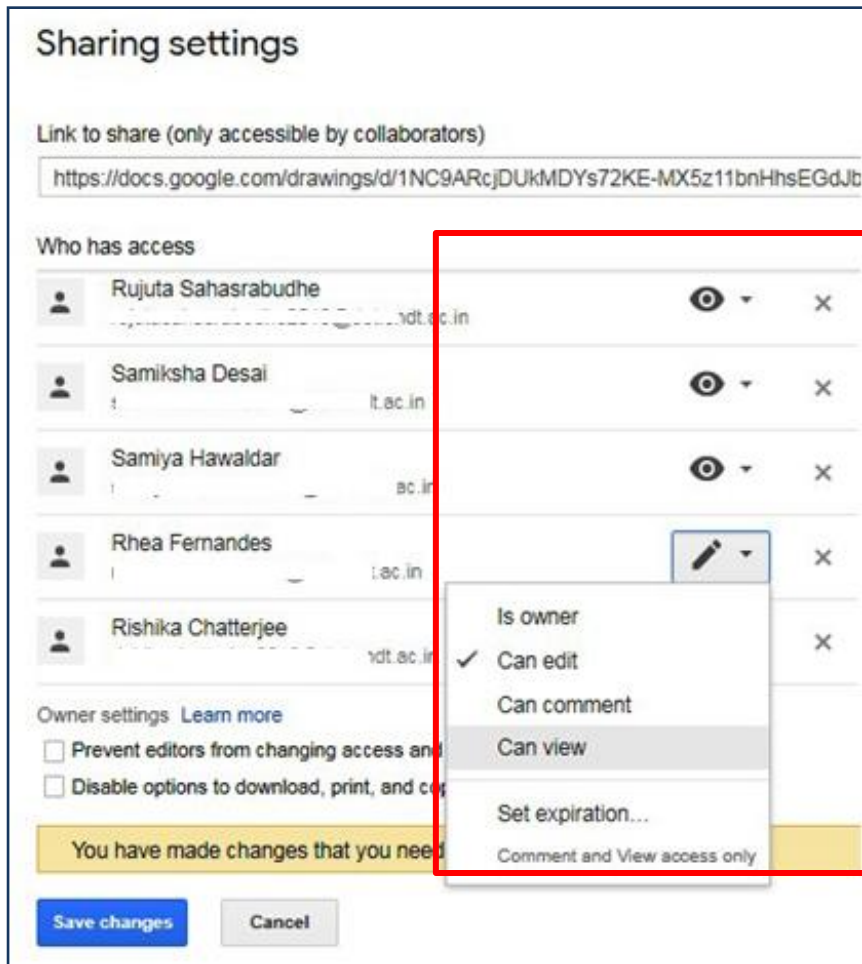
The screenshot shows the 'Sharing settings' dialog box in Google Drawing. At the top, it displays a 'Link to share (only accessible by collaborators)' with the URL: <https://docs.google.com/drawings/d/1NC9ARcjDUkMDYs72KE-MX5z11bnHhsEGdJbl>. Below this, the 'Who has access' section shows 'Specific people can access' with a 'Change...' link. A list of users is shown, including 'Dr J Shinde (you)' with the email 'jshinde@det.sndt.ac.in' and the role 'is owner'. Other users are listed with edit and remove icons. The 'Invite people:' section has a search bar with 'MA Msc eL II 2019-21 Sharma Aakansha' entered and an 'Add more people...' button. A red box highlights the 'Notify people - Discard message' checkbox, which is checked, and the message text: 'I am inviting you to complete this Concept-map based on the material I shared with you for self-learning.' At the bottom, there are 'Send' and 'Cancel' buttons, and a checkbox for 'Send a copy to myself'.

The screenshot shows the 'Share with others' dialog box. It has a 'Get shareable link' button with a link icon. A tooltip above the button says 'Copy the link and turn link sharing ON'. Below this is a 'People' section with a text input field 'Enter names or email addresses...' and an edit icon. At the bottom, there is a 'Done' button and the word 'Advanced'.

You can even click on this 'Link' icon to get a shaerable link, but if students pass on the link to their friends, all those who have link can join.

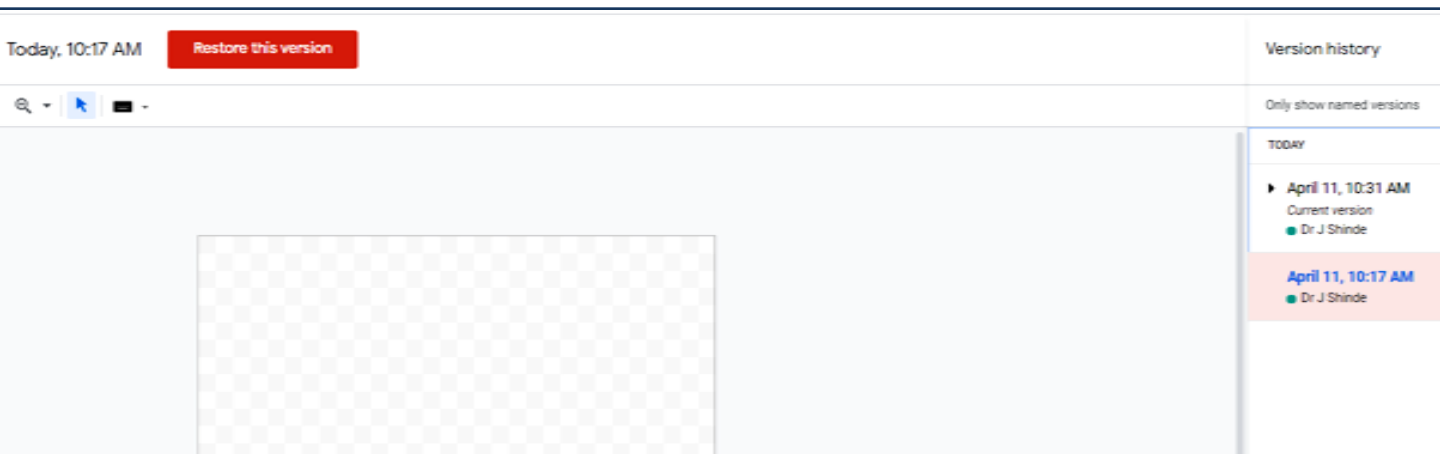
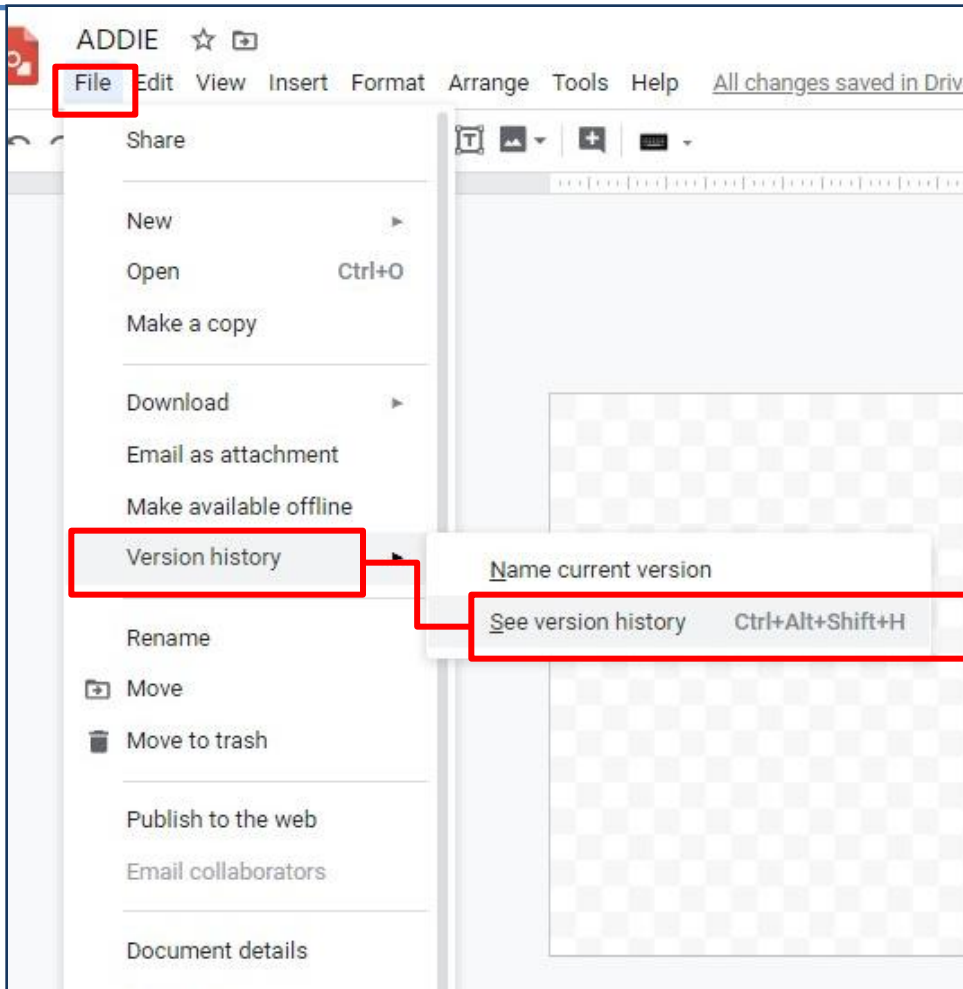
Once your students complete the collaborative concept-map, you can change their rights from 'edit' to 'view' so that nobody can make changes thereafter.

They will be able to see their work.



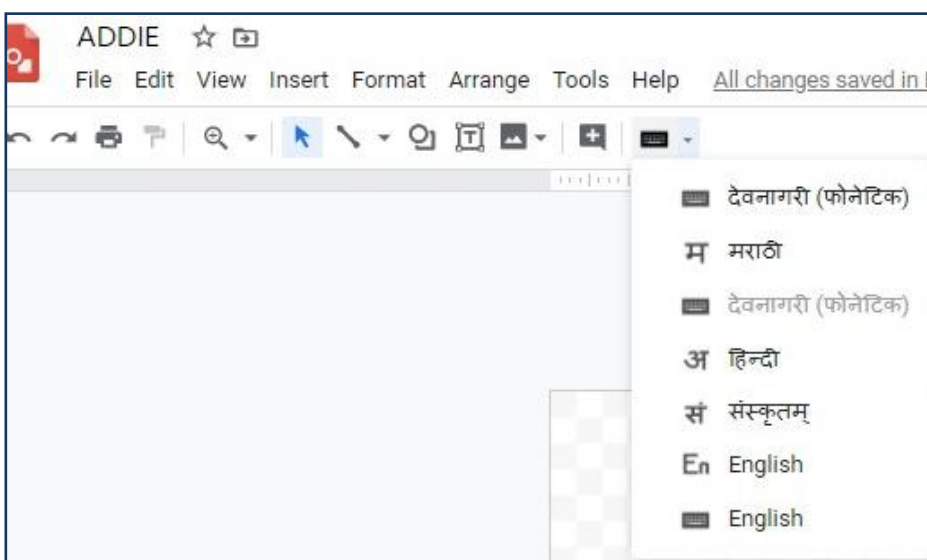
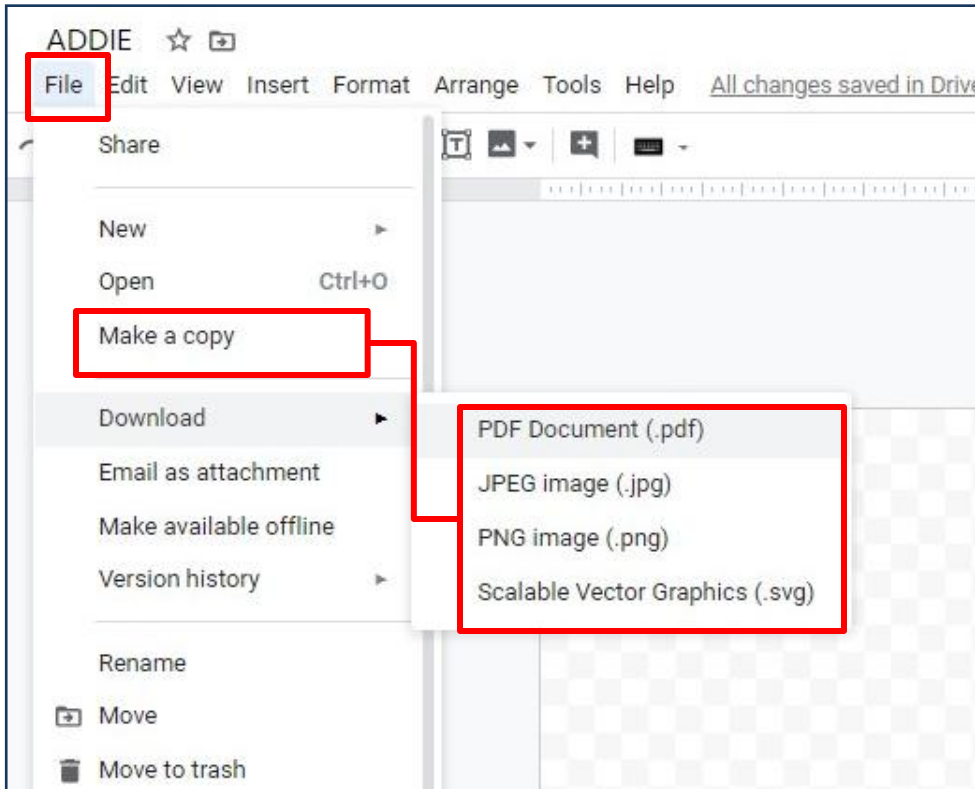
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You can check who has done what opening Version History.



Never click on 'Restore this version' as it will remove all the next versions of the collaborative work. This option is useful when somebody deletes some work by mistake.

You can download students' collaborative work as pdf, jpeg image or else png image.



You can select any language for work.