

“Innovate & Lead: Strategies for School Leaders”



Secure & Collaborative File Management
Day 3 - September 18, 2025

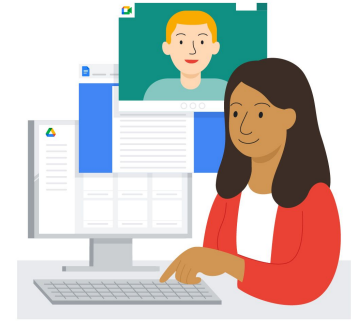
Welcome, School Leaders!

Today, we delve into **Secure & Collaborative File Management**.

Your **school's data**, from student records to curriculum plans, is one of its **most critical assets**.

In the **past**, these files **were stored on individual computers**, making them **difficult to share and vulnerable to loss**.

Today, we will focus on a modern, more secure approach: cloud storage.

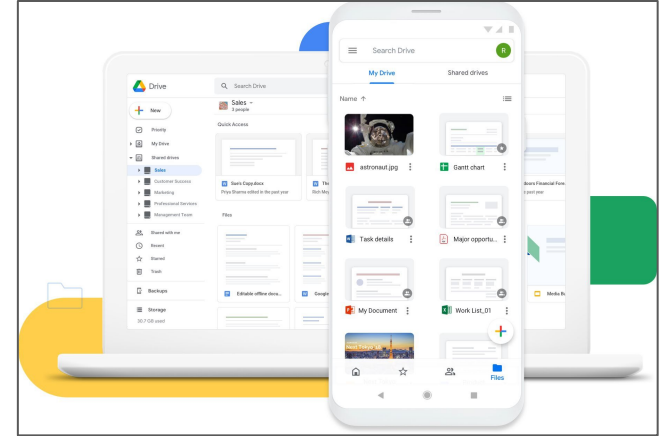


What is Cloud Storage?

Think of cloud storage as a

- **secure,**
- **digital filing cabinet for your entire school,**
- **accessible over the internet.**

Instead of a file living on a single computer's hard drive, it is stored in a **protected online environment.**



Why is this Important for a School Leader?

● Security & Continuity:

- Safeguards school data against computer crashes or physical loss.
- Ensures institutional knowledge and resources are retained even when staff members change.

● Accessibility:

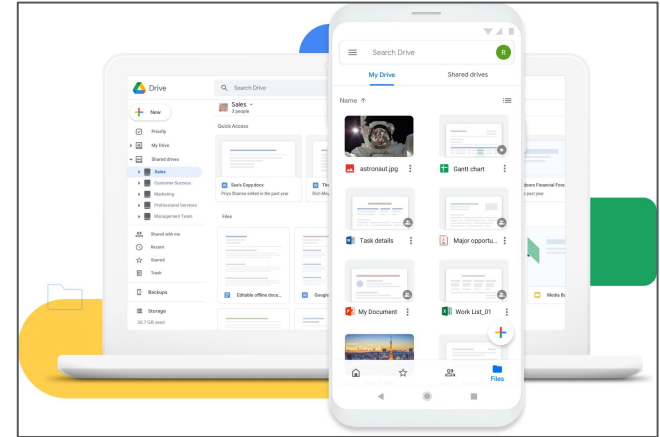
- Enables staff to access files and curriculum materials from any device, whether at home or school.
- Allows leaders to review important documents and manage school operations on the go.

● Enhanced Collaboration:

- Allows multiple staff members to work on the same document simultaneously in real-time.
- Fosters a culture of teamwork and eliminates the confusion caused by multiple file versions.

● This Session's Goal:

- Learn practical strategies to build a secure, organized, and collaborative digital infrastructure to protect your school's knowledge and enhance teamwork.



Google Drive



Introduction to Google Drive

What is Google Drive?



Google Drive enables you to access your files from anywhere in the world and helps you stay organized. It also lets you share files with others in a safe way.

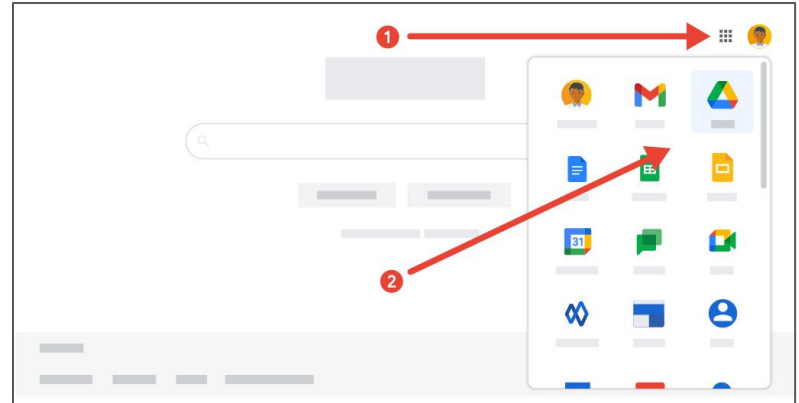
Educational uses of Google Drive

There are many ways to use Google Drive with your students:

- Create collaborative folders to share resources with students or among teachers
- Create many types of documents, including lesson plans, presentations, and quizzes

Opening Google Drive

1. To go to Google Drive, open up the browser and go to the Google homepage. Click **Google apps launcher** (the nine dots icon in the top-right).
2. Find **Drive** and click it to open Google Drive (the Drive icon's location may vary).
3. If you are not logged in, you will be prompted to do so.



Google Drive - Saving in 'the Cloud'

A term heard about often is 'the Cloud'. Google Drive uses this term as well as it is what we call 'Cloud storage'.

Cloud storage means that all your files and documents are stored online, using the Internet, instead of being saved on computer or phone. This means that files won't take up storage on the device.

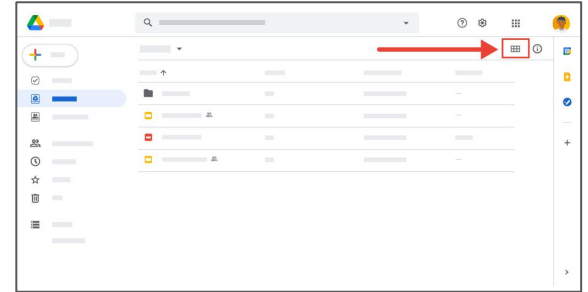
When sign in with Google account, one can access these files from any device. One can even access them offline if decide to switch on offline access.

The interface

Google Drive has two main ways of displaying files:

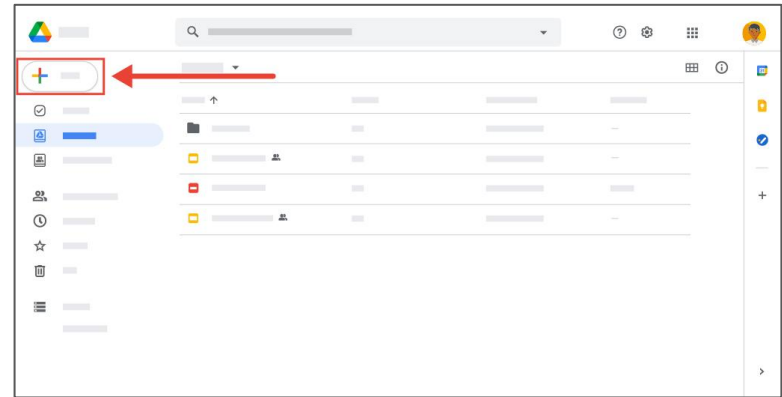
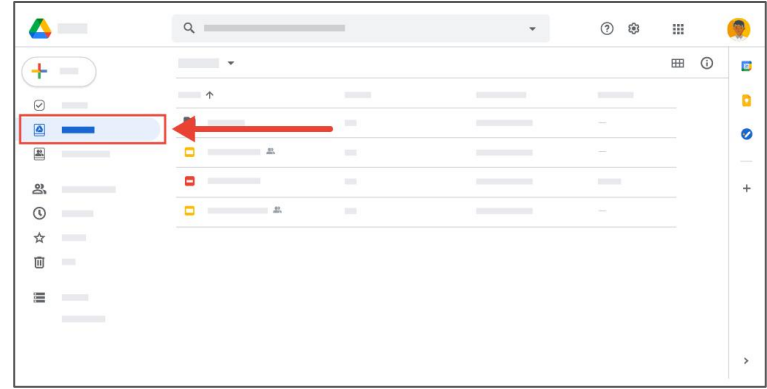
- the grid view
- the list view.

One can switch between the views by clicking the view icon (see image above). Choose whichever one you prefer.



My Drive

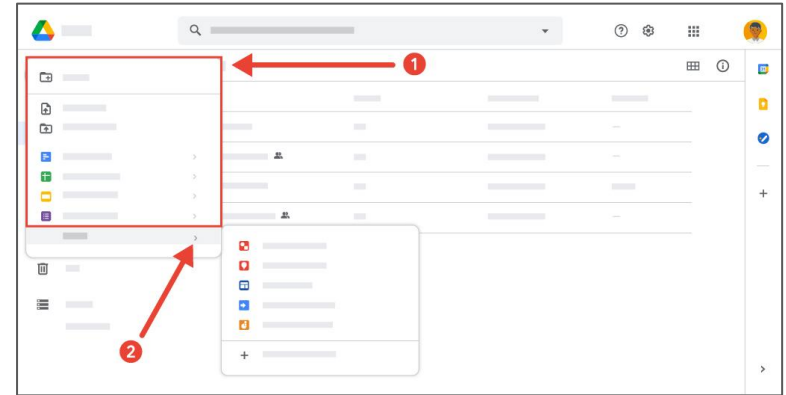
- All your files are displayed in the main workspace for Google Drive.
- We will now focus on the **My Drive** tab, so to ensure you are in the correct tab, first click on **My Drive**.
- **Creating new files.**
- To create a file, click the **New** button.



New Menu

1. A new menu opens up with all the different file types you can create, such as Docs, Sheets, Slides, etc.
2. If you do not see the file type you would like to create, Click **More**.

Clicking the name of any of the file types (the name, not the arrow) will create a new file of that type and open it in a separate tab. We will look at each file type in later lessons.

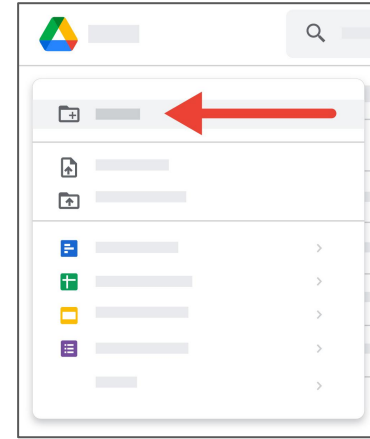


How to add folders to organize your files

Google Drive allows to organize files into folders.

These can be created using the same **New** menu as in the previous step and then selected the **Folder** option.

1. Give your folder a name.
2. When ready, click on **Create**.

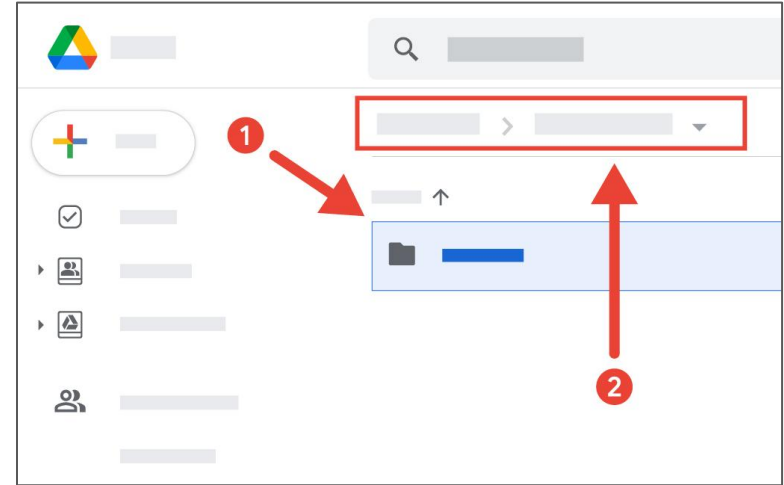


Moving files into folders

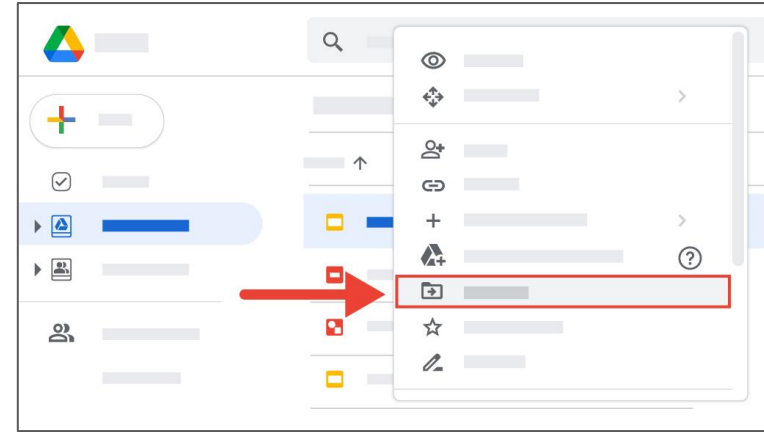
Now that you have folders, you can move your files into these folders.

1. Double click on the folder icon to go into the folder.
2. You can move back to the previous folder by clicking on its name in the folder path section

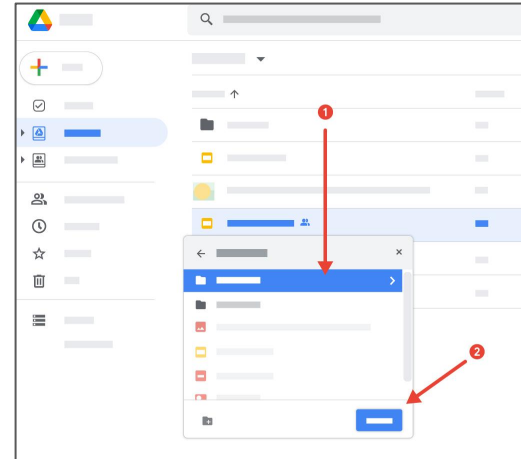
Every file created inside this folder, will be located inside the folder until it is manually moved.



Manually moving your files into a folder can be done by right clicking the file and selecting the option **Move to**.

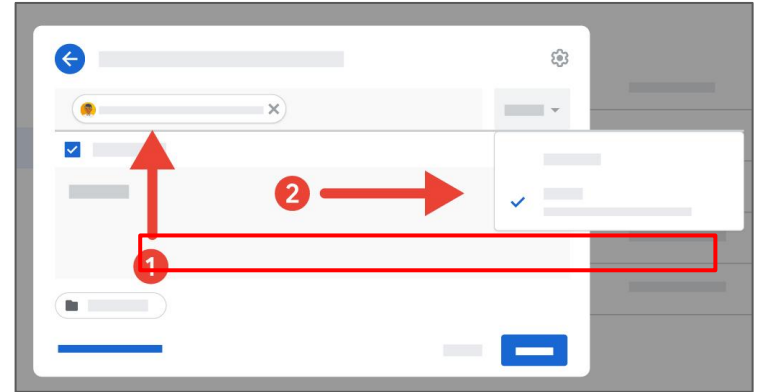


1. Select the folder where you want the file to go.
2. Once selected, click **Move**.



A new dialogue box opens up, and you can set up the sharing permissions.

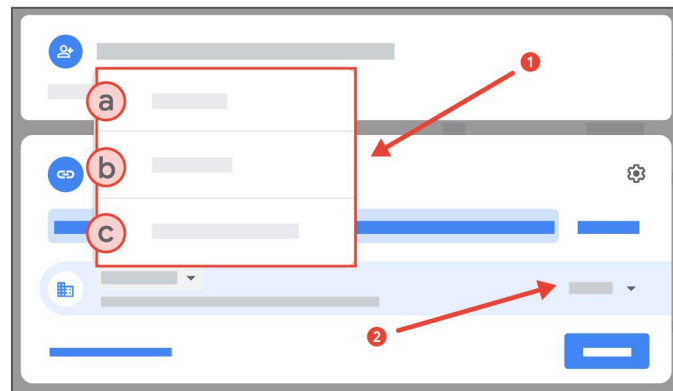
1. Input the email address of the person you would like to share this file or folder with.
2. Select the permission level you would like to give.
 - a. **Viewer:** A viewer can only view the files and folder.
 - b. **Editor:** An editor can add files, edit these, and share with others.
 - c. **Commenter:** A commenter can leave comments on the file but not edit the content. (You will only see this option when viewing a file, not a folder)



Get Link

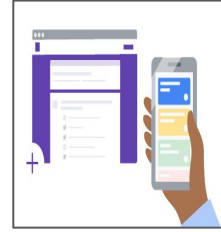
When using the option to 'Get a Link' to your file you will have to select an audience and permission levels for the people accessing the files through that link.

- The following audiences are available:
 - **Restricted:** Only people that have been added using their email address can use this link to access the file.
 - **Domain name:** Anyone with a Google account from the same school can click on the link and get access.
 - **Anyone with link:** Anyone who clicks on the link will have access. (**Important:** some schools domains may not allow sharing with anyone, check with your school IT department).
- Once you have selected the audience, you can choose whether they are viewers, commenters or editors, just like you did earlier in the lesson.



Tip: These sharing options and settings (except for Commenter) are also available when sharing entire folders. The settings chosen for a folder will apply to all files within that folder.

Quiz Time!



To check your knowledge. Please **navigate** to:

<http://bit.ly/intro2workspace1-3d>

(Note: letters in link are all lower case)

OR, scan the QR code with your phone:



Lesson complete - congratulations!

Now you know how to share and collaborate with teachers and students in your school.

Challenge: Create a folder of lesson plans and curriculum for the coming year and share it with your co-workers.

Thank You!