Example of report on google drive

Business, Company

What is Google Drive?

Google Drive is provided by Google and it is a storage file and synchronization service. Google drive enables file sharing, collaborative editing, and cloud storage. The home of Google Docs offers editing on documents, spreadsheets, and presentations collaboratively. Google drive is one place to share, create, collaborate, and storage that are accessible on different devices.

How Google Drive is used?

Technically, there are four main steps on how to use Google drive. First, accessing Google drive, these are signing in with Google account, adding file to drive, changing the file as displayed, use of navigation in browsing files, search file, and downloading of application for mobile device. Second, creating and editing documents, these are the create button, create a new file, name the files, edit document, export and convert the files, share documents, publish documents, print documents, and reverting an old version of documents. Third, uploading and downloading files, these are download Google in drive sync program, set upload setting, upload button, download file from Google drive to computer, and deleting files as desired. Fourth, expanding drive capability, these are editing photos uploaded to drive, listening to the stored music files, users can draw pictures with drive, and merging the PDFs file.

How Google Drive useful in the classroom?

Google drive helps increase teacher efficiency, student engagements, and school – wide collaborations. It collaborates on lesson plans for teacher,

improves the learning process of students, translates letters home to

parents, and collects, shares, and analyzes data.

Reference

Google Drive Blog. (2013). Freeing Quickoffice to Everyone. Retrieved from

http://googledrive. blogspot. com/2013/09/freeing-quickoffice-for-everyone.

html

Teach Thought Staff. (2013). 12 Roles for Google Drive in the Classroom.

Retrieved from

http://www. teachthought. com/technology/12-roles-for-google-drive-in-the-

classroom/