



## California Adult Education Program Implementation Meeting

December 18, 2025 ♦ 1:00pm-3:00pm

### Meeting Agenda

Agenda Item		Purpose	Person(s) Responsible	Timeframe
I.	<b>Introduction</b>	A. Welcome B. Director's Report	Thatcher	5 min
II.	<b>Minutes</b>	A. Approval of Minutes for November 2025 meeting.	Board	5 min
III.	<b>Public Comment</b>	A. Community Comments	Community	5 min
IV.	<b>Professional Development</b>	<i>Drive It Like You Mean It! Tips for Smarter Storing &amp; Sharing with Google Drive</i>	Chris Wilson, MSCIA	75 min
VII.	<b>Next Meeting</b>	A. Next meeting date: January 15, 2025: 1:00-3:00pm		
IX.	<b>Adjourn</b>	A. Adjournment		

---

*Our Mission: The Glendale Community College Regional Consortium welcomes adult learners of all abilities and provides accessible pathways to skill acquisition and education towards viable employment, through multiple career partners.*



**Adult Education Implementation Virtual Meeting**

November 20, 2025 ♦ 1:00pm-2:30pm

**Attendees:** Gamid Akhmedov, Hilda Ghazarian, Narine Hovhannisyan, Laura Isaacs-Galvan, Ani Khachikyan, Marina Malekstepanians, Jane JaYoung Moreno, Anyuta Nazaryan, Caryn Panec, Jonathan Pelletier, Kimberli Perner, Josefina Santiago, Erika Vasquez, Jacqueline Vega, Kassandra Wilson

**Board Members:** Thatcher Weldon, Judith Velasco

**Coordinator:** MaryAnn Pranke

**Meeting Notes**

Agenda Item		Outcome
I.	<b>Welcome</b>	<p>A. Thatcher welcomed the partners and opened the meeting.</p> <ol style="list-style-type: none"> <li>1. Thatcher reported that he attended a Vision 2030 Los Angeles Region meeting in October. He stated it was very productive and hopes to attend additional meetings in the future.</li> <li>2. Thatcher shared that the Healthcare Pathway Grant was released and he hopes to put together an application package for the grant.</li> <li>3. He also introduced Marina Malekstepanians who will be providing accounting support to Garfield. .</li> </ol>
II.	<b>Minutes</b>	<p>A. Approval of Minutes</p> <ol style="list-style-type: none"> <li>1. The Board members approved the August and September, 2025 minutes.</li> </ol>
III.	<b>Community Comments</b>	<p>A. No public comments were submitted.</p>
IV.	<b>Professional Development</b>	<p>A. MaryAnn reviewed the meeting schedule with the group and pointed out that the next professional development session will be in the December meeting on Google Workspace.</p> <p>B. REAS: Refugee Employment and Acculturation Services</p> <ol style="list-style-type: none"> <li>1. JVS SoCal presented their services under REAS.</li> <li>2. The goal of REAS is employment, self-sufficiency and community integration.</li> </ol>

Agenda Item		Outcome
		<ol style="list-style-type: none"> <li>3. Funds for services come from the Office of Refugee Resettlement, which is administered by Los Angeles County Department of Social Services.</li> <li>4. The target population is Afghani, Ukrainian, Cuban, Armenian, Parolee, and survivors of trafficking victims.</li> <li>5. During the year, JVS SoCal serves more than 3,000 through the program, and services, which cover all of Los Angeles County.</li> <li>6. They also have services for older refugees, the citizenship preparation and ESL civic courses; senior networking and community engagement activities.</li> </ol>
<b>C.</b>	<b>Partner Updates</b>	<p>A. Verdugo Jobs Center (VJC): Ani announced that VJC will be holding a recruitment event on December 3, 2025.</p> <ol style="list-style-type: none"> <li>1. The employer is Dignity Memorial; not the Dignity Hospital but a funeral service provider specifically for one of their locations in North Hollywood.</li> <li>2. The position they are promoting is outside sales.</li> <li>3. The employer will be on site doing in-person interviews as well as providing more information about the position.</li> <li>4. The position is full-time paying \$17.87 an hour plus any commission from the sales.</li> <li>5. Primary location of the position is in North Hollywood but there will be travel required for business, and in that case, mileage will be reimbursed as well.</li> <li>6. Minimum requirements is high school diploma, basic computer skills, and being able to pass the background clearance and drug screening.</li> <li>7. Other Programs: VJC is still enrolling for the adult priority of service population, dislocated workers, and for individuals who were impacted by the LA wildfire requires; they can reach out to VJC for services.</li> </ol> <p>B. International Rescue Committee (IRC): Hilda reported that IRC continues to provide assistance with green cards and currently, there are no fees for this assistance.</p>

Agenda Item	Outcome
	<ol style="list-style-type: none"> <li>1. IRC continues to offer citizenship classes at various libraries in Los Angeles.</li> <li>2. IRC also offers non-credit ESL classes twice per week.</li> <li>3. Financial capability coaching continues to be offered as well as digital literacy.</li> <li>4. IRC also offers support services to Aghan female youth. Partners are encouraged to refer participants who are Afghan female youth.</li> </ol> <p>C. Glendale Youth Alliance (GYA): Laura noted that GYA continues to offer employment and work experience services to youth ages 14-24, including Garfield students 18-24. They still have openings to serve youth and young adult participants.</p> <p>D. Department of Rehabilitation (DOR): DOR continues to help individuals with limitations and barriers to employment to either obtain maintain or advance in employment.</p> <ol style="list-style-type: none"> <li>1. Referrals only need to complete a couple quick application forms, but they will need to provide medical documentation to verify the barrier to employment.</li> </ol> <p>E. Lanterman Regional Center: Erika shared that Career Coordinated Pathway Services continue.</p> <ol style="list-style-type: none"> <li>1. Services target individuals that are served by the regional center and that are two years prior to graduating, exiting high school or their transition program.</li> <li>2. Participants will receive customized employment services.</li> <li>3. MaryAnn will connect Erika with Aaron from TRAKK which serves transitioning students from GUSD.</li> </ol> <p>F. Home Healthcare at Garfield: Cassandra reported that her students just finished their eight-week caregiver course.</p> <ol style="list-style-type: none"> <li>1. Students completed their final skills and their final examination.</li> <li>2. Two hiring agencies came to the class and interviewed students and passed out applications.</li> <li>3. Cassandra also shared that the next course is going to be an accelerated one. It's going to start December 4th and complete on December 18th.</li> </ol>

<b>Agenda Item</b>		<b>Outcome</b>
		<ul style="list-style-type: none"> <li>a. Classes will be six hours on Thursdays from 8:30am to 2:30 and some online classes as well.</li> <li>4. MaryAnn will connect Kassandra with Ani to coordinate potential paid work-based learning opportunities.</li> </ul>
<b>D.</b>	<b>Next Meeting</b>	Next meeting will be held: January 15, 2025 from 1:00-3:00pm.

**Meeting Schedule  
Program Year 2025 - 2026**



Month	Date	Partner Presentation
<b>July</b>	July 17, 2025	Strategic Planning
<b>August</b>	August 21, 2025	Final Annual Plan
<b>September</b>	September 18, 2025	Labor Market Information
<b>October</b>	October 16, 2025	CAEP Orientation
<b>November</b>	November 20, 2025	JVS SoCal
<b>December</b>	December 18, 2025	Drive It Like You Mean It! Tips for Smarter Storing & Sharing with Google Drive Presenter: Chris Wilson
<b>January</b>	January 15, 2026	Making Space to Belong: Research Informed Strategies for Cultivating Community in Adult Education: Leveraging Local Findings to Strengthen Institutional Practice and Advocate for Equity at the State and Federal Level - Thatcher Weldon
<b>February</b>	February 19, 2026	Career-Ready Accounting: Our Approach, Our Courses, Our Results Presenter: Annette Amirian
<b>March</b>	March 19, 2026	21st Century Skills
<b>April</b>	April 16, 2026	Labor Market Information
<b>May</b>	May 21, 2026	CAEP Annual Planning
<b>June</b>	June 18, 2026	CAEP Annual Planning



Topics will include:

- Phone call basics
- Sending texts
- Managing contacts
- Installing apps
- Camera usage
- E-mail and internet
- Settings & Safety



Perfect for beginners,  
seniors, adults

Apple iPhones,  
Android Devices,  
Google Pixels

**STV 83 - Cell Phone Basics**  
(for everyone)

T & Th - 1-5pm - 1/6 to 1/15/26

**STV 84 - Intermediate Android**  
(for Android users)

Tue - 1-5pm - 1/20 to 2/10

**STV 85 - Intermediate Apple iPhone**  
(for iPhone users)

Thu - 1-5pm - 1/22 to 2/12

***All classes held at:***

**Sparr Heights Community Center**  
**1613 Glencoe Way**  
**Glendale, CA 91208**

***Cost: Free!***

***\*Bring Your Own Device***  
***(fully charged and ready for action!)***



# Lifelong LEARNING

**Winter 2026**

**Jan 5- Feb 12, 2026**

**Classes are Tuition Free**

*...An opportunity to participate in unique education programs designed for interested people of all ages*

### **The Simple Life**

*Discover how philosophical traditions of simple living can transform your life.*

LLS 26 #1631      REMOTE      Tuesday      10:00am.-12:00pm.      Sandra Ferguson  
01/05-02/12/2026

### **Discovering Yourself Through Memoir Writing and More**

*Invites you to unlock your life's most meaningful stories and transform them into powerful, personal insights.*

LLS 30 #1558      REMOTE      Wednesday      1:00pm.-3:00pm.      Meredith Rish  
01/05-02/12/2026

### **Film Appreciation**

*Takes you inside the art of cinema, helping you watch movies with a sharper eye, deeper understanding, and greater enjoyment.*

LLS 72 #1557      MP-213/Garfield Campus      Thursday      1:00pm.-3:30pm.      Sandra Ferguson  
01/05-02/12/2026

### **Acting Improvisation**

*Discover your inner performer through engaging theater games and improvisations.*

LLS 80 #1632      TR-211/Garfield Campus      Monday      10:00am.-12:00pm.      Karen Baughn  
01/05-02/12/2026

### **Art History**

*Explores the stories, styles, and cultural forces behind great works of art across time.*

LLS 90 #1633      REMOTE      Thursday      10:00am.-12:00pm.      Garret Camilleri  
01/05-02/12/2026

### **Ancient Civilization of the World**

*Explore the remarkable achievements, daily life, and lasting impact of ancient civilizations on our modern world.*

LLS 141 #1663      Sparr Heights      Friday      12:45pm.-2:45pm.      Daniel Sprankle  
01/05-02/12/2026

.....  
Glendale Community College Lifelong Learning Seminars offers classes designed for mature adults seeking

**Register on line at [www.glendale.edu](http://www.glendale.edu)** for further information, please call **(818) 240-1000 ext. 5690.**

**Locations:** Glendale Community College Garfield Campus / 1122 E. Garfield, Glendale, CA 91205  
Sparr Heights Community Center / 1613 Glencoe Way, Glendale, CA 91208



**TUITION - FREE**  
**Winter 2026**

**CONTINUING EDUCATION**  
**SHORT TERM VOCATIONAL**

**BUSINESS AND COMPUTER**  
**CLASSES**

***January 5 — February 12, 2026***

**Glendale Community College  
Garfield Campus  
1122 East Garfield Avenue  
Glendale, CA 91205**

**Sparr Heights Community Center  
1613 Glencoe Way  
Glendale, CA 91205**

**Contact Information:  
(818) 240-1000, ext. 5690  
[www.glendale.edu](http://www.glendale.edu)**

***All classes are subject to change.  
Please check our website for our current classroom schedule***

**Registration Begins December 1st**

**\*STV 11 — Beginning Keyboarding**

1568	MTWTHFS	8:00 am — 12:00 pm	S REMOTE	MTWTHF MP 315
1596	MTWTHS	12:30 pm — 4:30 pm Saturday 8:00 am-12:00 pm	S REMOTE	MTWTH MP 315
1569	MTWTHS	4:30 pm — 8:30 pm Saturday 8:00 am-12:00 pm		MTWTHS REMOTE

**\*STV 12 — Intermediate Keyboarding**

1570	MTWTHFS	8:00 am — 12:00 pm	S REMOTE	MTWTHF MP 315
1571	MTWTHS	12:30 pm — 4:30 pm Saturday 8:00 am-12:00 pm	S REMOTE	MTWTH MP 315
1572	MTWTHS	4:30 pm — 8:30 pm Saturday 8:00 am-12:00 pm		MTWTHS REMOTE

**\*STV 13 — Advanced Keyboarding**

1573	MTWTHFS	8:00 am — 12:00 pm	S REMOTE	MTWTHF MP 315
1574	MTWTHS	12:30 pm — 4:30 pm Saturday 8:00 am-12:00 pm	S REMOTE	MTWTH MP 315
1575	MTWTHS	4:30 pm — 8:30 pm Saturday 8:00 am-12:00 pm		MTWTHS REMOTE

**STV 40 — 21st Century Employment Strategies** - This course prepares students for success in

gaining employment. Topics to be covered include resume development, cover letters, interviewing techniques.

1588	TTH	8:00 am — 12:00 pm(+8 hrs. online per week)	1/5 — 2/12	REMOTE/HYBRID
------	-----	--	------------	---------------

**\*STV 120 — Computer Lab** Open Lab for Garfield Campus students.

1592	MTWTH	8:00 am — 7:00 pm MP 309	7:00 pm — 9:00 pm REMOTE
	F	8:00 am — 12:00 pm MP 309	12:30 pm — 4:30 pm REMOTE
	S	8:00 am — 3:00 pm	REMOTE

**\*STV 21 — Business Math and Calculators** - Students improve basic and business math skills and learn calculators by touch with speed development and calculator functions. “may join at any time”

1579	MTWTHS	8:00 am — 12:00 pm	MWS REMOTE	TTH MP 314
1580	MTWTHS	12:30 pm — 4:30 pm Saturday 8:00 am-12:00 pm	MWS REMOTE	TTH MP 314
1581	TWTHS	5:00 pm — 9:00 pm Saturday 8:00 am-12:00 pm	REMOTE	

**\*STV 22 — Beginning Account Clerk** - Students will study full cycle accounting in chapters 1-17: financial statements, payroll, and accounts receivable and payable in manual, QuickBooks and Peachtree format. “may join at any time”

1582	MTWTHS	8:00 am — 12:00 pm	MWS REMOTE	TTH MP 314
1583	MTWTHS	12:30 pm — 4:30 pm Saturday 8:00 am-12:00 pm	MWS REMOTE	TTH MP 314
1584	TWTHS	5:00 pm — 9:00 pm Saturday 8:00 am-12:00 pm	REMOTE	

**\*STV 23 — Advanced Account Clerk** - Students will study advanced accounting in chapters 18-24: financial statements, uncollectible, notes payables and receivables, accruals, inventory, and advanced accounts receivable/payable in manual QuickBooks and Peachtree formats. “may join at any time”

1585	MTWTHS	8:00 am — 12:00 pm	MWS REMOTE	TTH MP 314
1586	MTWTHS	12:30 pm — 4:30 pm Saturday 8:00 am-12:00 pm	MWS REMOTE	TTH MP 314
1587	TWTHS	5:00 pm — 9:00 pm Saturday 8:00 am-12:00 pm	REMOTE	

**STV 70 — Introduction to Computers**

1589	MW	8:00 am — 12:00 pm	1/5 — 1/14	MP 316
------	----	--------------------	------------	--------

**STV 80 — Windows**

1593	MW	8:00 am — 12:00 pm	1/21-1/28	MP 316
------	----	--------------------	-----------	--------

**STV 140 — Internet**

1613	MW	8:00 am — 12:00 pm	2/2 — 2/11	MP 316
1600	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	1/6 — 1/15	REMOTE/HYBRID

**STV 71 — Computer Basics/ESL Learners**

1656	MTWTH	5:30 pm — 9:30 pm	1/5 — 1/31	MP 316
------	-------	-------------------	------------	--------

**STV 72 — Google Workspace Fundamentals**

1610	TTH	12:30 pm — 4:30 pm	1/6 — 1/29	REMOTE
------	-----	--------------------	------------	--------

**STV 83 — Cell Phone Basics**

1642	TTH	1:00 pm — 5:00 pm	1/6 — 1/15	SPARR HEIGHTS
------	-----	-------------------	------------	---------------

**STV 84 — Intermediate Android**

1654	TU	1:00 pm — 5:00 pm	1/20 — 2/12	SPARR HEIGHTS
------	----	-------------------	-------------	---------------

**STV 85 — Intermediate Apple iPhone**

1655	TH	1:00 pm — 5:00 pm	1/20 — 2/12	SPARR HEIGHTS
------	----	-------------------	-------------	---------------

**STV 90 — Beginning Microsoft Excel**

1594	MW	12:30 pm — 3:30 pm (+2 hrs. online per week)	1/5— 2/11	MP 314/HYBRID
1595	MW	5:30 pm — 9:30 pm	1/5 — 2/11	REMOTE

**STV 91— Advanced Microsoft Excel**

1643	MW	12:30 pm — 4:30 pm	1/5 — 2/11	MP 316
------	----	--------------------	------------	--------

**STV 100 — Beginning Microsoft Word**

1590	MW	8:00 am — 11:00 am ( +4 hrs. online per week)	1/5 — 2/11	MP 314/HYBRID
------	----	--	------------	---------------

**STV 101 — Advanced Microsoft Word**

1644	TTH	5:30 pm — 9:30 pm	1/6-2/12	REMOTE
------	-----	-------------------	----------	--------

**STV 160— Artificial Intelligence in the Workplace**

1652	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	1/20-1/29	REMOTE/HYBRID
------	-----	---	-----------	---------------

**STV 162— Cybersecurity for the Small Office / Home Office**

1653	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	2/2-2/12	REMOTE/HYBRID
------	-----	---	----------	---------------

**\*STV 210 — Dental Front Office** - Topics include: Dental Terminology, Office Procedures, Billing and Coding techniques and Dental Software. may join at any time

1603	MTWTH	9:00 am — 1:00 pm		REMOTE
------	-------	-------------------	--	--------

**\*STV 212 — Administrative Medical Assisting I** - This course includes: Medical Terminology, Front Office Procedures, Medical Billing and Coding, Medical Transcription and Medical Software. may join at any time

1666	MTWTHF	11:00 am — 3:00 pm	TTHF REMOTE	MW SO 102
1667	MTWTH	4:00 pm — 9:00 pm	TTH REMOTE	MW SO 102

**\*STV 213 — Administrative Medical Assisting II** - This course includes: Medical Terminology, Front Office Procedures, Medical Billing and Coding, Medical Transcription and Medical Software.

1638	MTWTHF	8:30 am — 10:30 am M//W/F (HYBRID) (+6 hrs. online per week)	8:30 am — 12:30 pm T/TH SO 102	
1639	MTWTHF	11:00 am — 3:00 pm	TTHF REMOTE	MW SO 102
1640	MTWTH	4:00 pm — 9:00 pm	TTH REMOTE	MW SO 102

**STV 216— Clinical Medical Assisting II**

1645	MTWTH	8:30 am — 12:30 pm		MP 115
------	-------	--------------------	--	--------

**STV 65 — Basic Review for California Certified Medical Assistant**

1601	MTWTH	4:00 pm — 6:00 pm (+8 hrs. online per week)	1/5 — 2/12	REMOTE/HYBRID
------	-------	--	------------	---------------

# WE ARE

# HIRING!



## OPEN POSITIONS FOR YOUTH AGES 14-24

• RETAIL • CLERICAL • FIELDWORK

Contact Us:

 (818) 937-8073

 [GYAInfo@GlendaleCA.gov](mailto:GYAInfo@GlendaleCA.gov)

 @GlendaleYouthAlliance

## APPLY HERE!

Scan the QR code  
or visit  
[GlendaleYouthAlliance.org](http://GlendaleYouthAlliance.org)



The Workforce Innovation and Opportunity Act is an Equal Opportunity Program.  
Auxiliary aids and services are available upon request to individuals with disabilities TTY (818) 548-3857.



# SAVE MONEY FOR YOUR BUSINESS

## 5 Great Reasons to hire through the Glendale Youth Alliance

- GYA pays the initial 200 hours of Youth's wages
- GYA covers workers' compensation insurance
- GYA provides pre-screened work-ready youth
- Interview and select from youth ages 18-24
- Develops the future workforce

## APPLYING IS QUICK AND EASY!

Complete the Glendale Youth Alliance Position Request form by scanning here:



More info: (818) 937-8073 or [GYAinfo@GlendaleCA.gov](mailto:GYAinfo@GlendaleCA.gov)

A Partnership Between Government, Education, Business & Community •  
Providing Employment Opportunities For Youth • A California Nonprofit Corporation • Tax ID# 95-4453585  
[www.Glendaleyouthalliance.org](http://www.Glendaleyouthalliance.org)

The Workforce Innovation and Opportunity Act is an Equal Opportunity Program.



# VERDUGO JOBS CENTER



## COME FOR A **JOB** LEAVE WITH A **CAREER**

**REACH YOUR GOALS**  
WITH NO-COST EMPLOYMENT SERVICES  
AND TRAINING OPPORTUNITIES

### EMPLOYMENT SERVICES

Career help from people who care:

- Self-guided or assisted job searches
- Career exploration
- Access to job fairs and hiring events
- Help with résumés and job interviews
- Access to computers, Internet, printers and more

### TRAINING OPPORTUNITIES

Strengthen your skills:

- Paid on-the-job training
- Classroom training to build skills
- Certification courses and apprenticeships
- Counseling and support

*Learn more at [verdugoworks.com](http://verdugoworks.com).*

GET STARTED ON YOUR CAREER TODAY! CALL **818.937.8000**

Verdugo Jobs Center / 1255 South Central Avenue, Glendale, CA 91204

The Workforce Innovation and Opportunity Act is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY (818) 548-3857



Burbank | Glendale | La Cañada Flintridge

America's **JobCenter**  
of California™

# Drive It Like You Mean It

## *Tips for Smarter Storing & Sharing with Google Drive*

1

## The Basics: What is Google Drive?



It is a service that allows users to send (upload / copy) files to Google's computers (servers) for storage.

- These servers are located in VERY SAFE locations (data warehouses).
- They are always powered on and connected to Internet (99.999% of the time)
- They are backed up in case of natural disaster.
- Each Google Account allows users to store up to **15 GB of data**. This is spread between Gmail, Google Drive, and Google Photos.
  - Example: If you have 4 GB of emails in Gmail, and 2 GB in Google Photos, you have 9 GB of available space in Google Drive.

2

## Why use Google Drive?



### 1. As A File Backup

- Making copies of your files from your computer keeps them safe in case your computer becomes lost, damaged, or stolen.

### 2. As A Way To Make The Files More Accessible

- You can always view the files on Google Drive from ANY computer that is connected to the Internet.
- They are viewable from a phone, tablet, laptop, or desktop computer.

### 3. To Share Files With Others

- Once files are on Google Drive, they can be shared with other users who also have Google accounts. All you have to do is copy a link and send it to others.

3

## Ways to Use Google Drive



### 1. Use a Web Browser (Google Drive Online)

- The most common and easiest way to use Google Drive.
- Use **any** web browser on any computer system, log into Google, and go to "[DRIVE.GOOGLE.COM](https://drive.google.com)"

### 2. Use the Google Drive Application(s)

- **Google Drive for Desktop** (for Windows or MacOS)
- **Google Drive App** (for mobile)
  - Google Drive for iOS – available through the Apple App Store.
  - Google Drive for Android – available through the Google Play Store.

4

---

# Using Google Drive Online

5

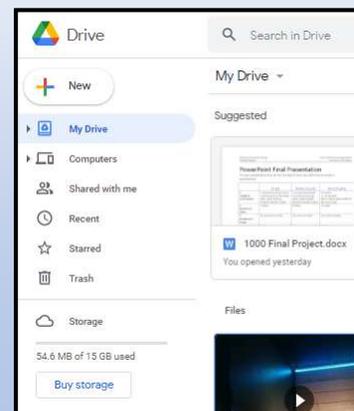
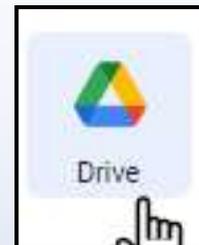
## The Google Drive Page

---

1. Login to your **Google Account**
2. Click on the **Apps** button
3. Go to **Google Drive**

**OR**

You can enter the address: "**drive.google.com**"

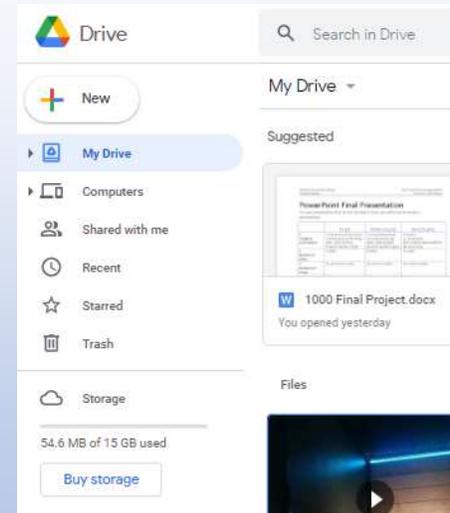


6

## Google Drive Page (My Drive)

The **My Drive** page - shows all the files you have saved directly to your Google Drive.

- All Google documents, spreadsheets, slides, and sites that you create are stored here.
- Think of it as an external storage device like a flash drive.

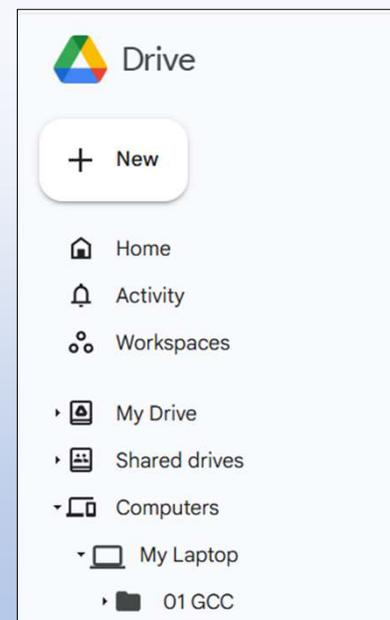


7

## Google Drive Page (Computers)

The **Computers** page – shows the computers, folders, and files you are **synchronizing** using the Google Drive for Desktop application.

You must be using the Google Drive for Desktop application.



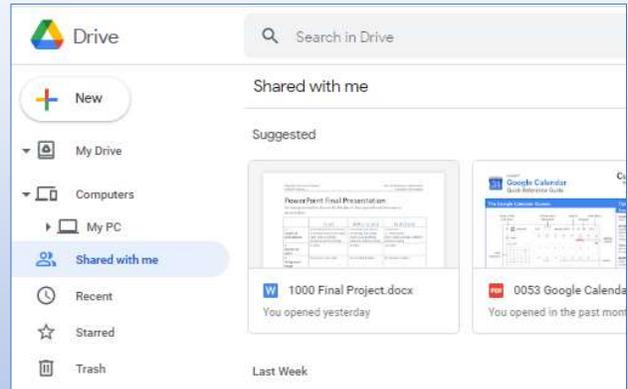
8

## Google Drive Page (Shared with me)

Files that other Google Drive users have shared with you will appear on this page.

These are shortcuts (or links) to files and folders.

They **do not reside** on your Google Drive and take up none of your space.



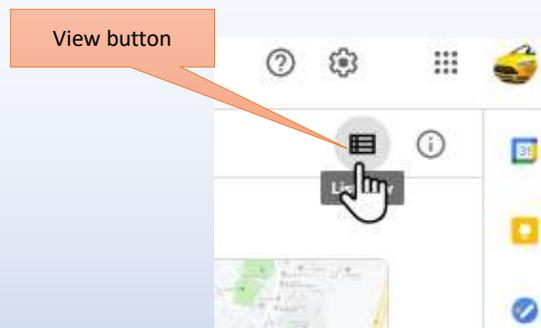
9

## Google Drive Page Changing the View

There are two main ways to “view” the Google Drive Page:

- Grid View
- List View

You can change the way files and folders are viewed by clicking on the View button in the upper-right corner of the list.

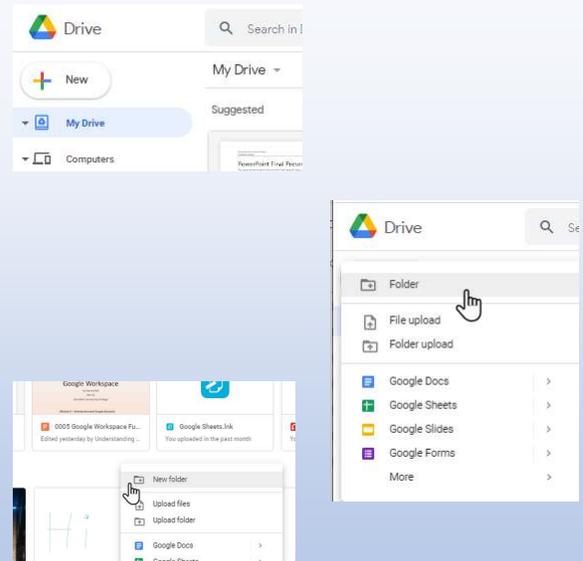


10

## Google Drive Page Creating Folders

There are two ways to create a folder in Google Drive.

- Click on the New button in the upper left corner of the screen, then choose **“Folder”**
- Right-click in any blank space in the Drive window and choose **“New Folder”**



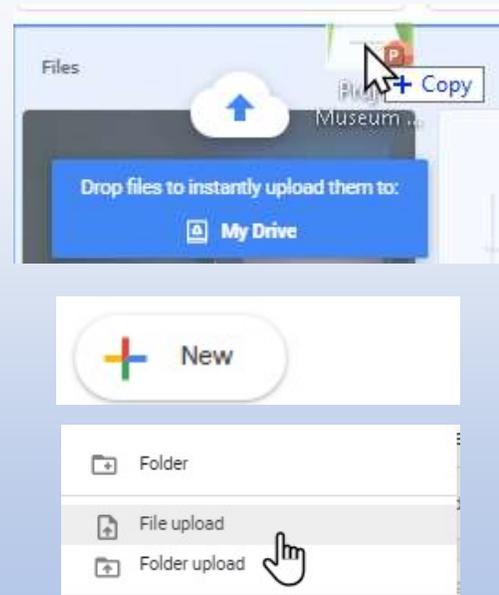
11

## Uploading

Copying files to Google Drive

There are two ways to copy a file to Google Drive (uploading).

1. **Drag & Drop:** Set your browser window to take up a part of your screen and then drag a file or folder from outside the browser window to the inside of the Google Drive page. You can drop it on top of a folder, or in the general list of files to copy it.
2. **Use the New Button:** Click on the new button in the upper-left corner, then select **File Upload** from the menu.



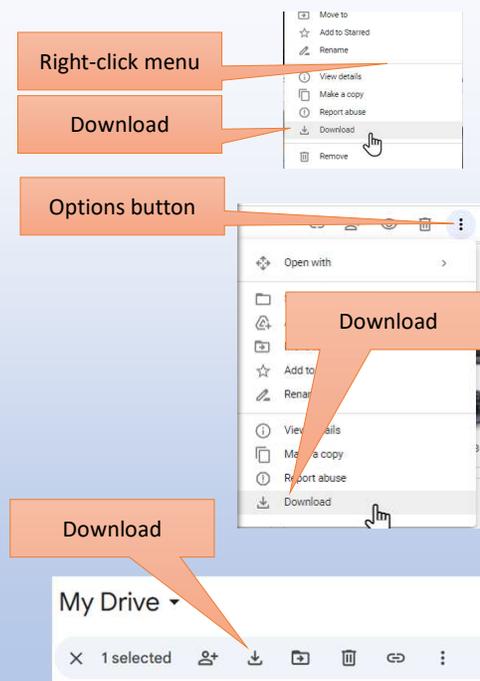
12

## Downloading

Copying files from Google Drive

There are three ways to copy a file from Google Drive (download):

1. **Right-click on the file** then choose "Download". Your browser will download it into the Downloads folder on your computer.
2. **Click on the Options button** that appears to the right of any file or folder, then choose "Download"
3. **Select multiple files/folders**, then **click on the Download button** at the top of the file list.

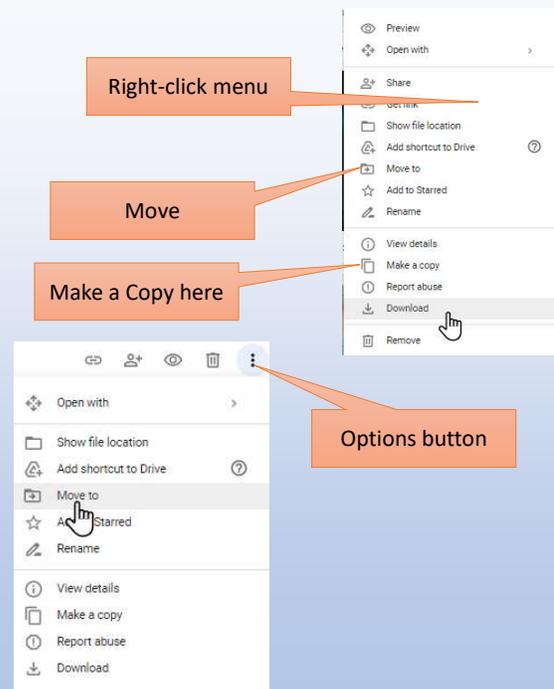


13

## Google Drive Page Moving and Copying Files and Folders

There are three ways to move a file within Google Drive:

1. **Drag and drop** the file from outside a folder and drop on top of a folder to move a file
2. Right-click on the file and select **Move To**, or **Make a Copy** from the menu.
3. Use the **Options button** to get a menu and choose "Move to" or "Make a Copy".

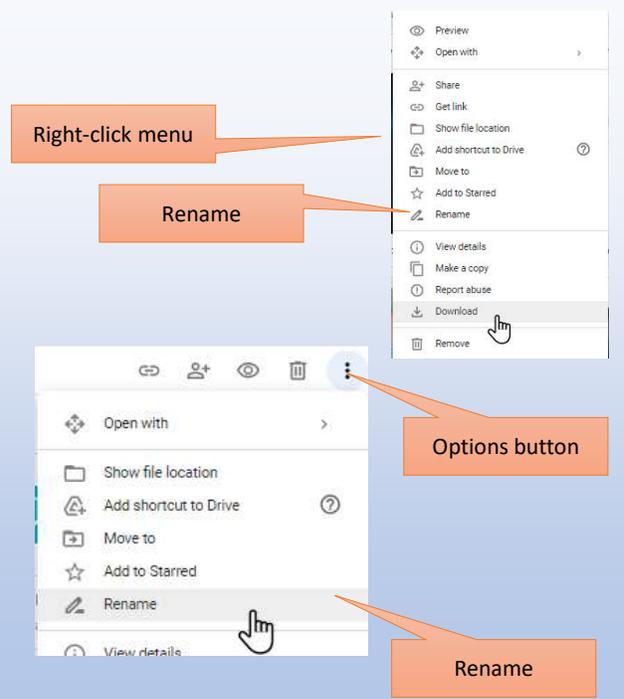


14

## Renaming Files and Folders

There are two ways to rename a folder or file in Google Drive.

1. Select a file, then click on the **options button**. Select "Rename" from the list and type the new name.
2. Right-click on any file or folder and choose "**Rename**" and type the new name.



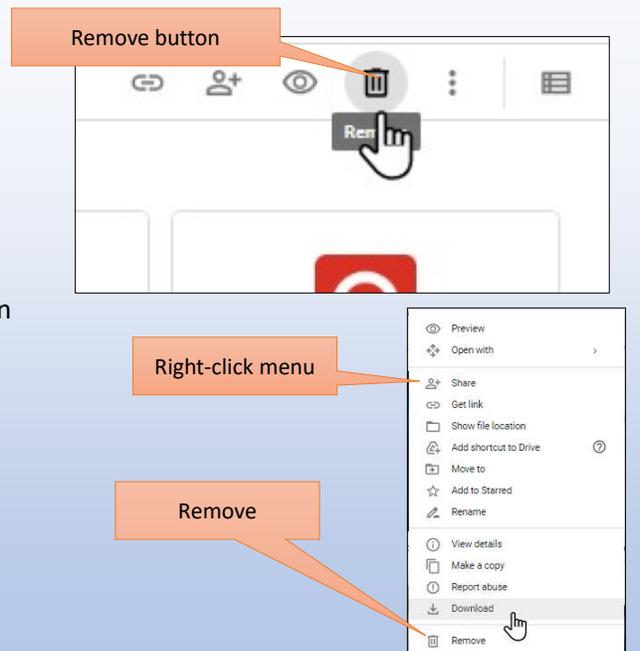
15

## Deleting Files and Folders

There are two ways to delete a folder or file in Google Drive.

- Select a file, then click on the icon of a trash can above the file list.
- Right click on any file or folder and choose "**Remove**"

**All deleted files and folders will be placed in the Recycle bin and be automatically and permanently deleted after 30 days.**

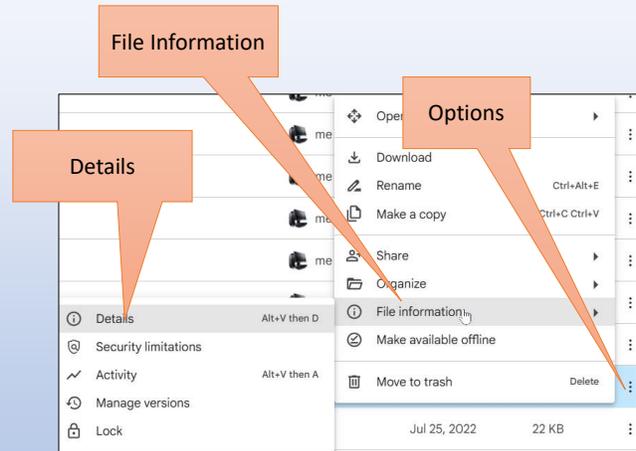


16

## Google Drive Page Viewing File Details

Detailed information about the file can be seen in Google Drive.

- Click on the options button
- Choose File Information
- Choose Details



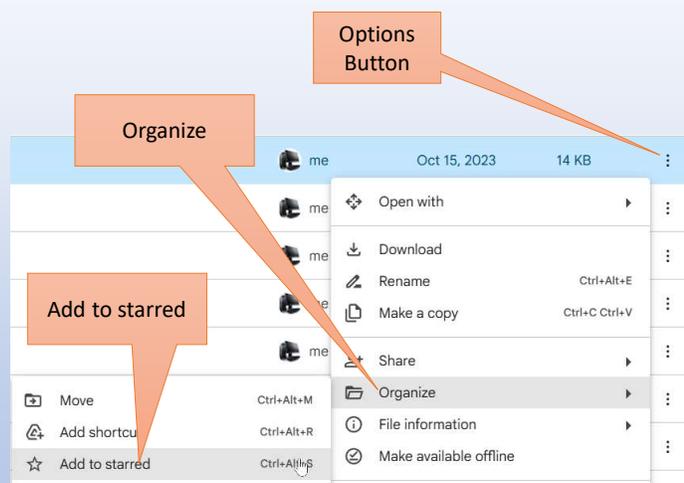
17

## Google Drive Page STARRING Files

Files can be marked with a "Star" label. This might be done to indicate importance of a file.

- Click on Options
- Choose Organize
- Choose Add to starred

You can view starred files by click on the starred item in the main menu (on the left of the page)

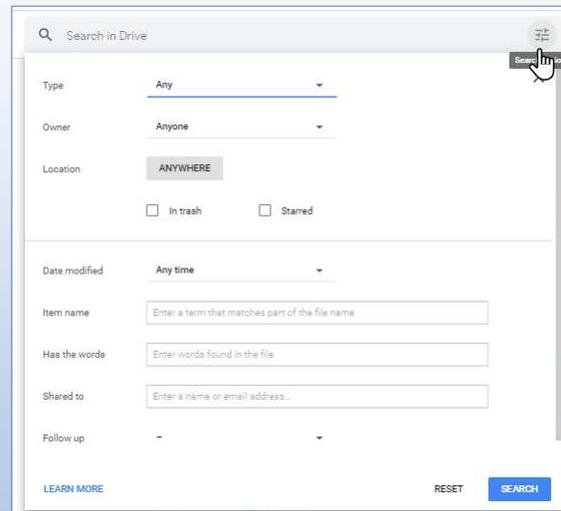


18

## Google Drive Page Searching For Files

Google provides a way to search for any files in your Google Drive with a search bar at the top of the page.

The button on the right side of the search bar will open advanced search settings like when the file was saved, whether or not it was “starred”, or the type of file.



The screenshot shows the 'Search in Drive' interface. At the top, there is a search bar with a magnifying glass icon and the text 'Search in Drive'. To the right of the search bar is a button with a downward arrow and the text 'Search in Drive'. Below the search bar, there are several filters and search options:

- Type:** A dropdown menu set to 'Any'.
- Owner:** A dropdown menu set to 'Anyone'.
- Location:** A button labeled 'ANYWHERE'.
- In trash:** A checkbox that is unchecked.
- Starred:** A checkbox that is unchecked.
- Date modified:** A dropdown menu set to 'Any time'.
- Item name:** A text input field with the placeholder text 'Enter a term that matches part of the file name'.
- Has the words:** A text input field with the placeholder text 'Enter words found in the file'.
- Shared to:** A text input field with the placeholder text 'Enter a name or email address...'.
- Follow up:** A dropdown menu set to '-'.

At the bottom of the search settings panel, there are three buttons: 'LEARN MORE' (in blue), 'RESET' (in grey), and 'SEARCH' (in blue).

19

## Sharing Files and Folders (Using Web Page)

20

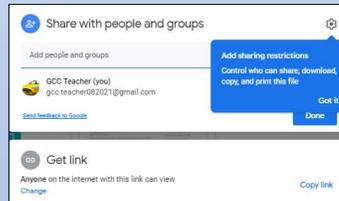
## Sharing on Google Drive

Page 1

There are two ways to copy a file from Google Drive (downloading):

1. **Right-click** on the file, then choose “Share”.
  2. Select the file, then click on the Share button.
- When you select Share, a dialog box will appear:

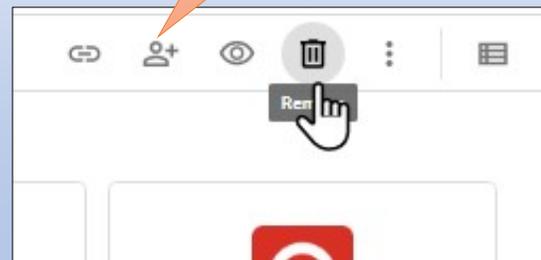
Sharing Dialog Box



Share

Right-click menu

Share button



21

## Sharing on Google Drive (Types)

Page 2

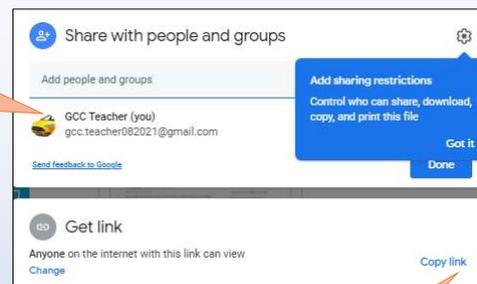
There are **two** types of sharing:

**Restricted to Specific People** – only people who are specifically listed will be able to view or edit the file. They must have a Google Account (and be authenticated)

**Anyone** – When you use the “get link” option, you can send it to anyone, and they will have access to the file.

- If that person forwards the link, it will work for anyone who uses it.

Add people here to share **ONLY** with those listed



Copy link (so anyone can view it)

22

## Sharing on Google Drive (Permissions)

Page 3

There are three levels of access you can give a person you share a document with:

- **Viewer** – The person may only view, and not edit or comment on the document. This person does not have to own a Google account.
- **Commenter** – The person may view and comment on the document.
- **Editor** – The person may view, comment, and edit the document in any way they want. This person MUST have a Google account.



People you have shared with

Access Level

Notification checkbox

You may also have Google notify any users who have been granted access to your file through sharing.

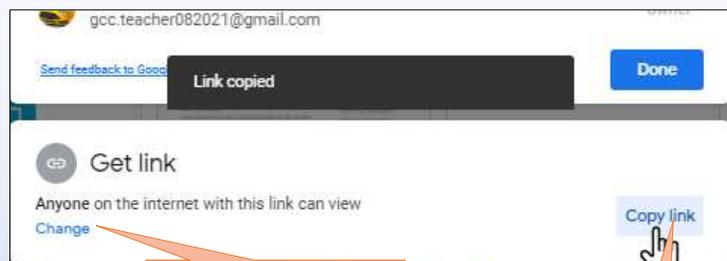
23

## Sharing on Google Drive (With Anyone)

To share with anyone (not on a list):

When you share file with anyone who has the link, and you click on Copy Link button, the link will automatically be copied to the Windows Clipboard, ready to be pasted anywhere you wish.

If you wish to change the access rights for anyone with the link, click the **Change** link on the dialog box. You will see additional options appear.

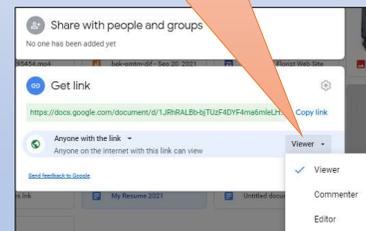


Change Link access rights

Copy link

Access rights menu

Copy Link Button

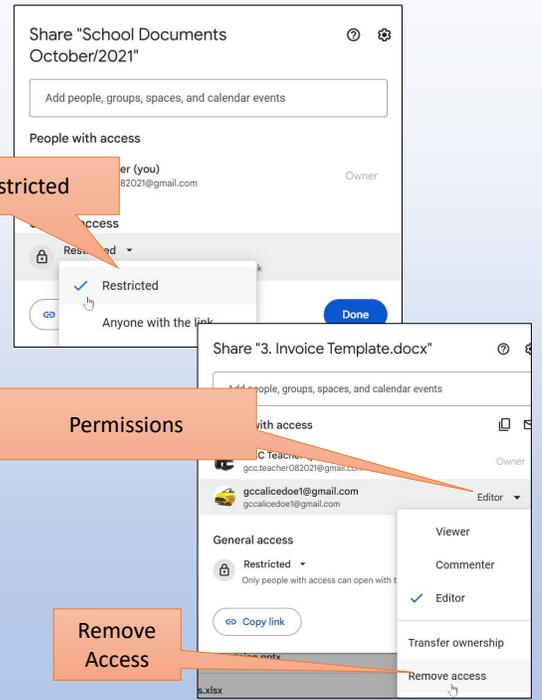


24

## Sharing on Google Drive (Revoking Shares)

To revoke sharing:

- Click on **Options** (or Right-Click on File)
- Choose **Share**, and **Share** again
- If file is shared with everyone, change General Access to **Restricted**
- If file is shared with individuals, select the permissions button and choose **Remove Access**. Do this for each person.



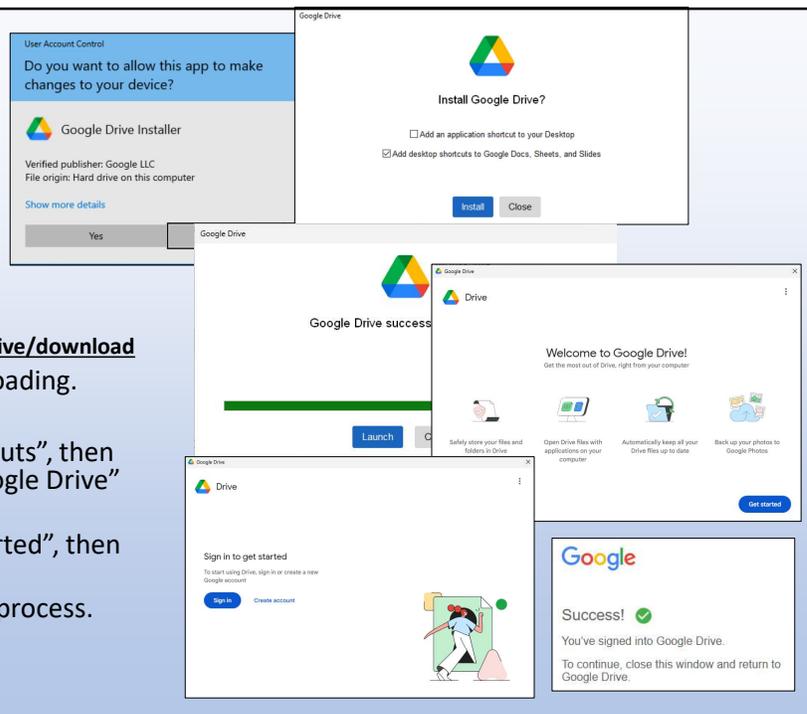
25

## Using Google Drive (Desktop App)

26

## Google Drive for Desktop Installation

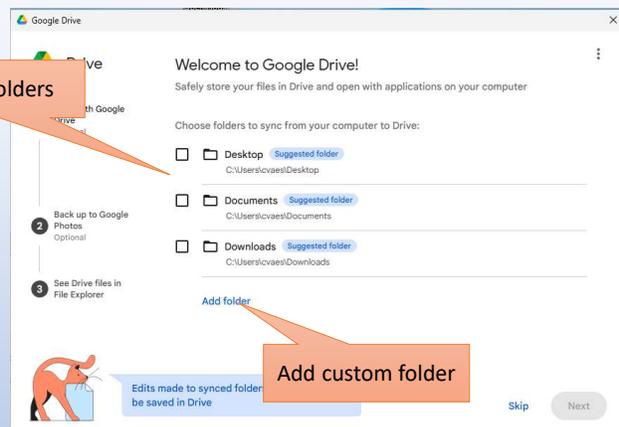
- Download from: [google.com/drive/download](https://google.com/drive/download)
- Run the installer after downloading.
- Click **Yes** to install.
- Uncheck “Add desktop shortcuts”, then click **Install** at the “Install Google Drive” window.
- When finished, click “Get Started”, then click “Sign In”
- Complete the Google Sign In process.



27

## Configuring Google Drive

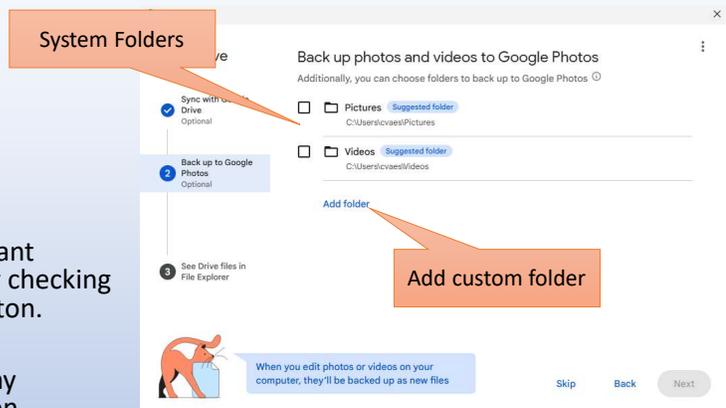
- Select which system folders you want synchronized to **Google Drive** by checking the boxes. Then click the **Next** button.
- **Note:** You can also add any folder you wish by clicking on “Add Folder”. You don’t have to select any system folders if you only want a specific folder synchronized.
- **Synchronized Folders:** All files will be mirrored. Deletions, renaming, editing, and adding files are all automatically mirrored to and from Google Drive so that both locations are “mirrors” of one another.



28

## Configuring Google Photos

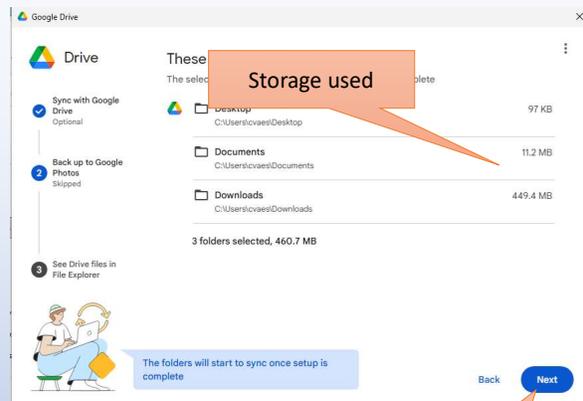
- Select which system folders you want **synchronized** to **Google Photos** by checking the boxes. Then click the **Next** button.
- If you don't wish to synchronize any videos/photos, click the **Skip** button.
- **Note:** Edited files are NOT synchronized. The edited version is saved as a new file on Google Photos.



29

## Confirming Choices

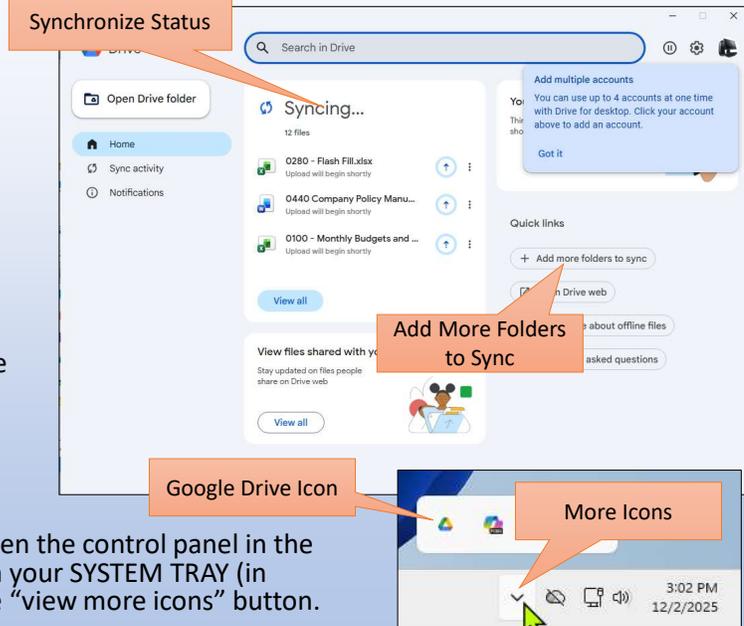
- Confirm that these are the folders you wish to synchronize.
- Google will tell you how much storage space these folders use.
- **Remember:** You only have a MAXIMUM of 15 GB (1500 MB) of storage space if you have no Gmail.
- Click **Next**, and Next again.
- Click **Open Google Drive**



30

## The Google Drive Control Screen

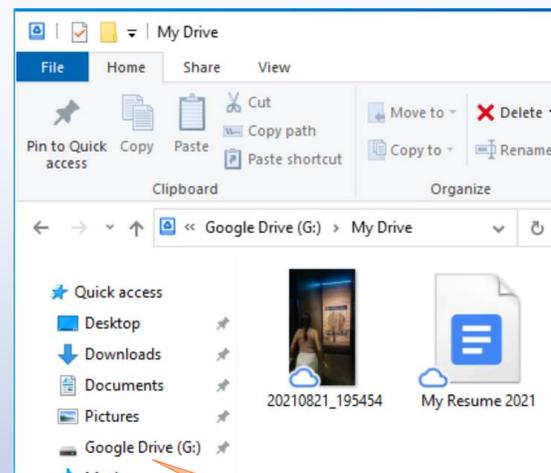
- The **Google Drive Control Panel** will show you any files that are synchronizing along with other information.
  - To add more folders in the future to synchronize, click the **“Add more folders to sync”** button.
- Close the window when done viewing.
- **Returning to the Control Panel:** To open the control panel in the future, locate the Google Drive icon in your **SYSTEM TRAY** (in Windows). You might have to click the **“view more icons”** button.



31

## Using Google Drive with File Explorer

- Open **Windows File Explorer**
- You will see a new drive (usually **Drive G**) called Google Drive.
- Click on it, and you will see the entire contents of your Google Drive.
- You can use Windows File Explorer as you would with any external drive like a USB drive.



**Advantages:** (1) You no longer need to open a web browser to manage your Google Drive. (2) Downloading files to your computer is as easy as dragging and dropping. No more using “Download” then having to find it. (3)

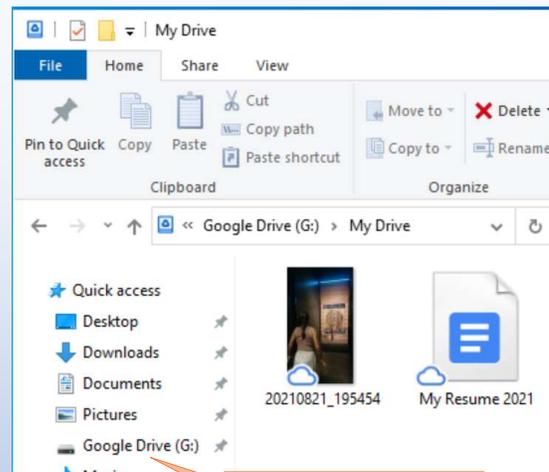
32

## Using Google Drive with File Explorer

### Advantages:

1. You no longer need to open a web browser to manage your Google Drive.
2. Downloading files to your computer is as easy as dragging and dropping. No more using "Download" then having to find it.
3. Files in selected folders are automatically backed up through synchronization. No more needing to remember to backup.

To perform some functions like sharing, you will need to use the context menu in Windows (right-click on any file or folder to get it. In Windows 11, you ms



New Google Drive Icon

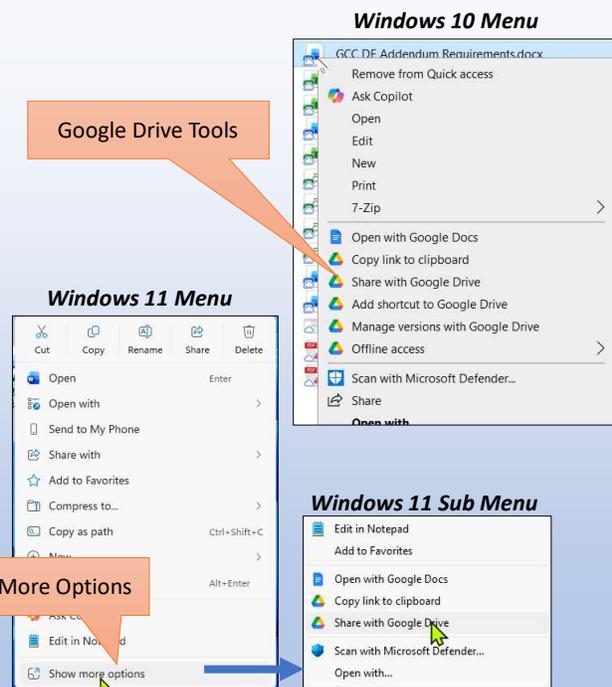
33

## Using Google Drive with File Explorer

### The Context Menu

To perform some functions like sharing, you will need to use the **context menu** in Windows (right-click on any file or folder to get it.

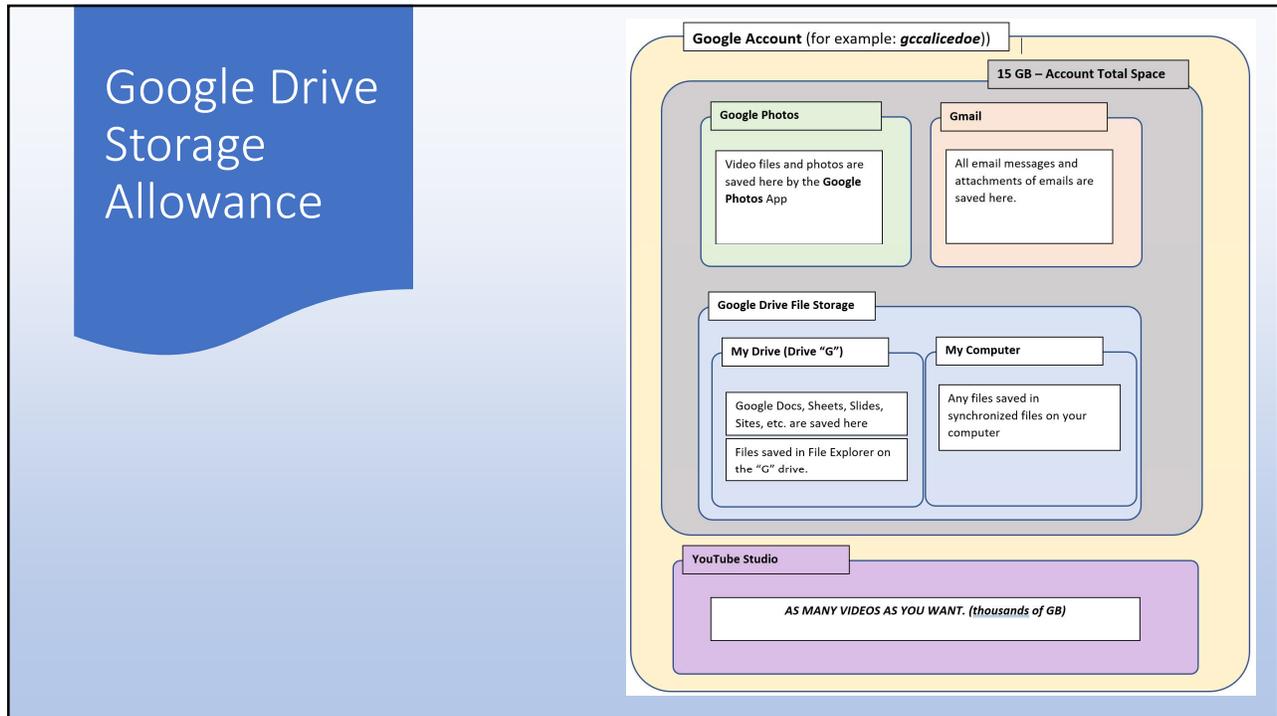
- Windows 10: Google file tools are immediately visible.
- Windows 11: Right-click then click "Show more options". Google file tools will be visible in the submenu.



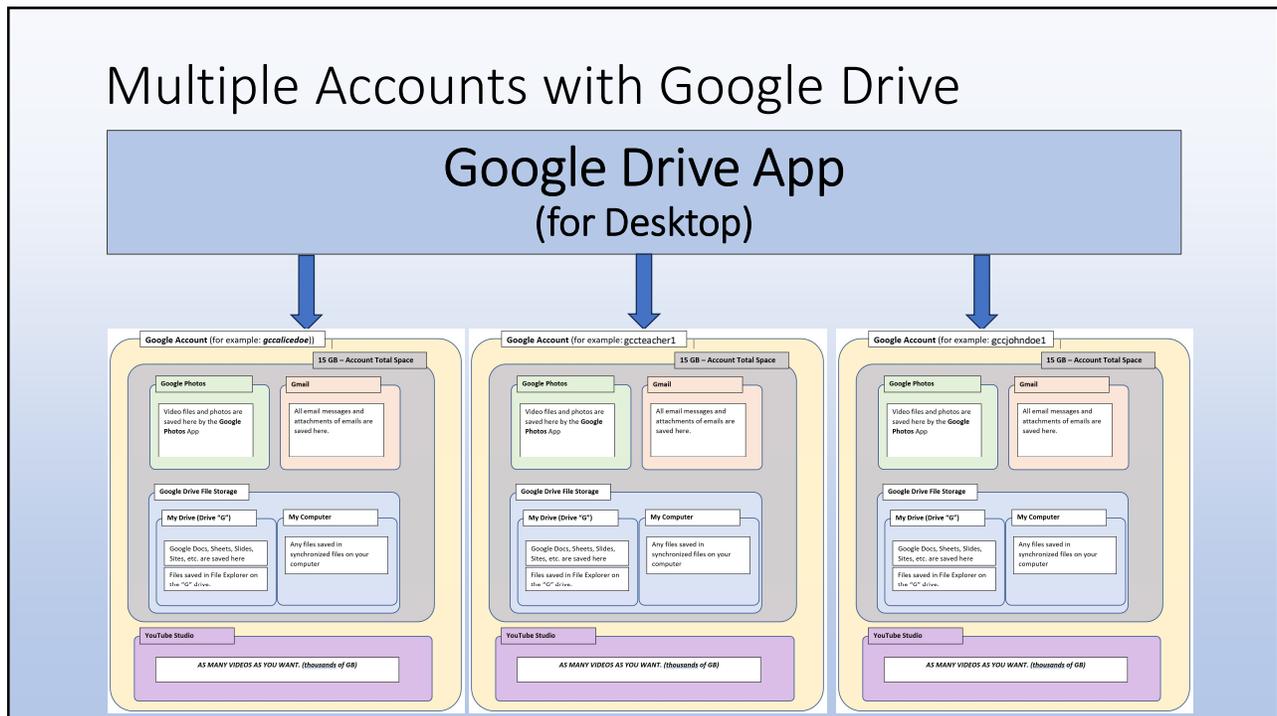
Google Drive Tools

More Options

34



35



36