

# Getting Started with GSuite Drive

G Suite for Education at Bard LLI

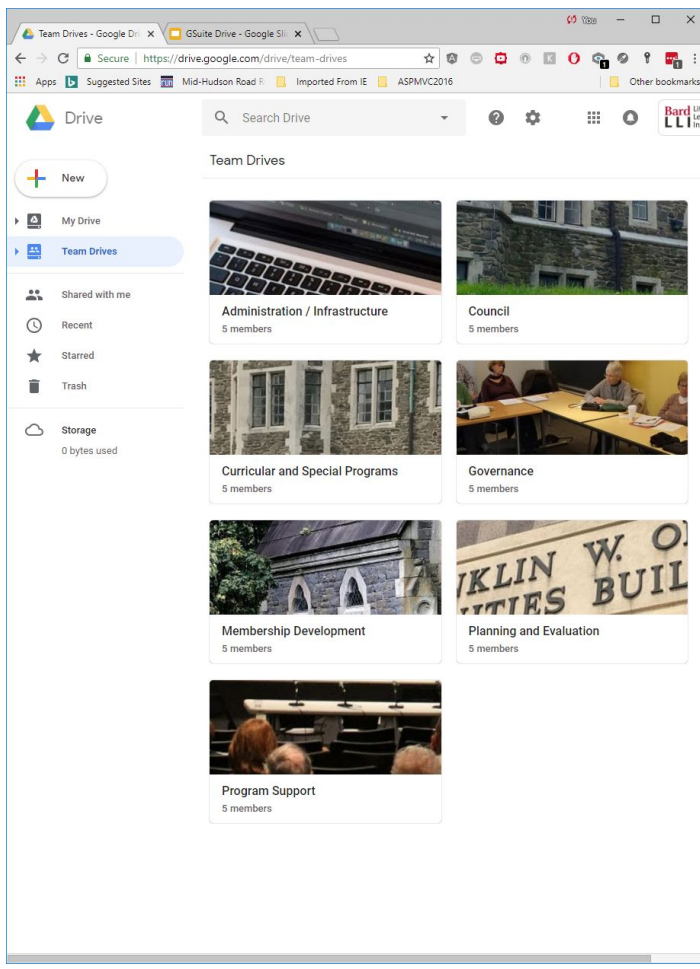
For more help, go to Google training  
center

[G Suite Learning Center](#)

# Why Use Team Drives?

Member-led LLI works collaboratively

- Team Drive allows sharing of files among members without emailed files
- LLI Team Drive is organized with a folder for each standing committee and then a folder for each subcommittee
- Committee chairs control their own folder members (these are people who can see the contents of folders on Team Drive) and their own content



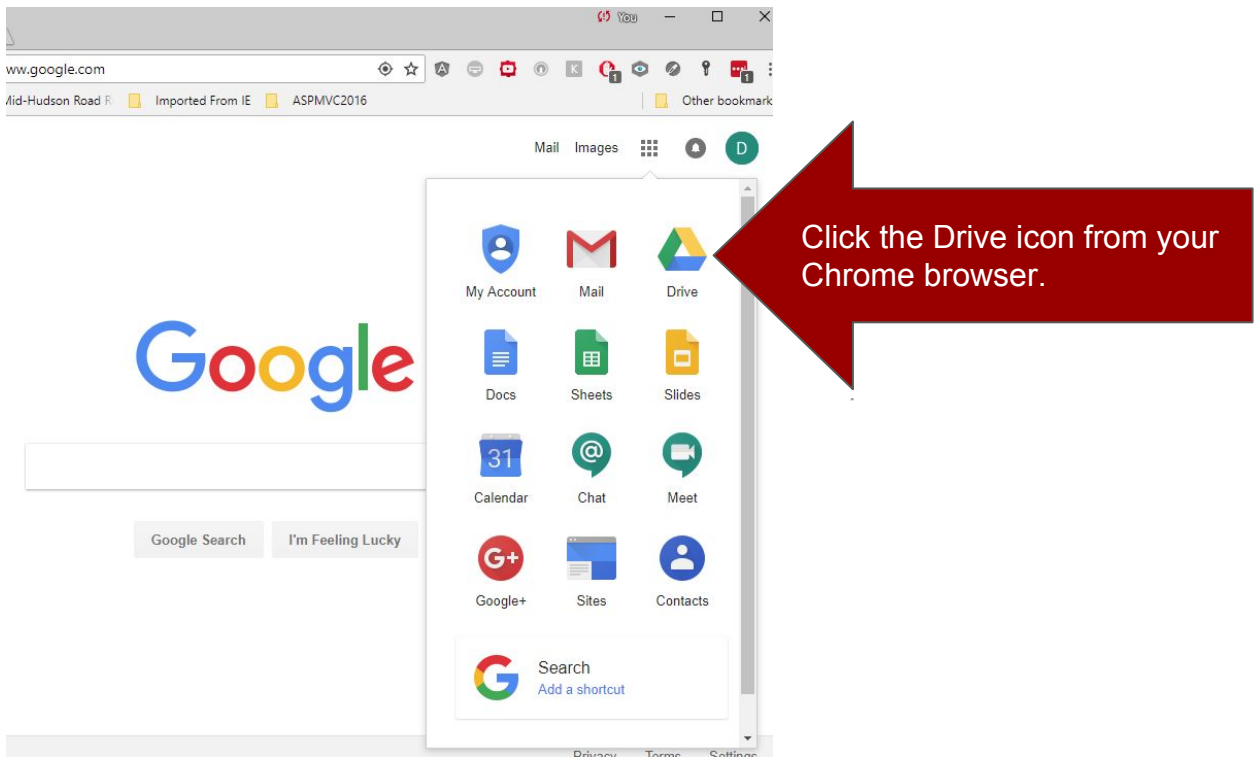
Each standing committee has its own team drive. You will only see the team drive(s) where you have been added as a member.

# Access Drive

## Login to Google and choose Drive

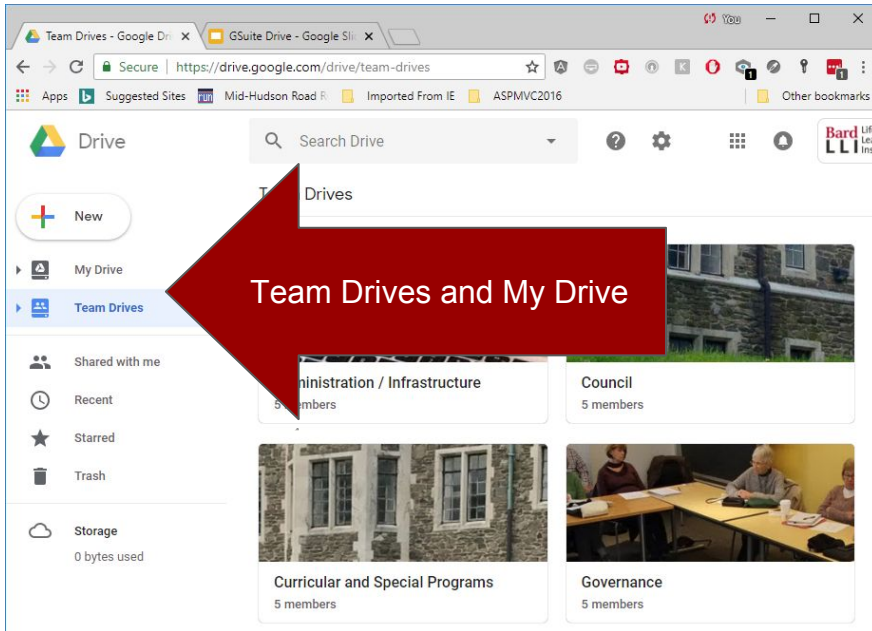
If you are not logged in, follow the onscreen instructions to login with your lli.bard.edu account.

Logins protect LLI data to only authorized users.



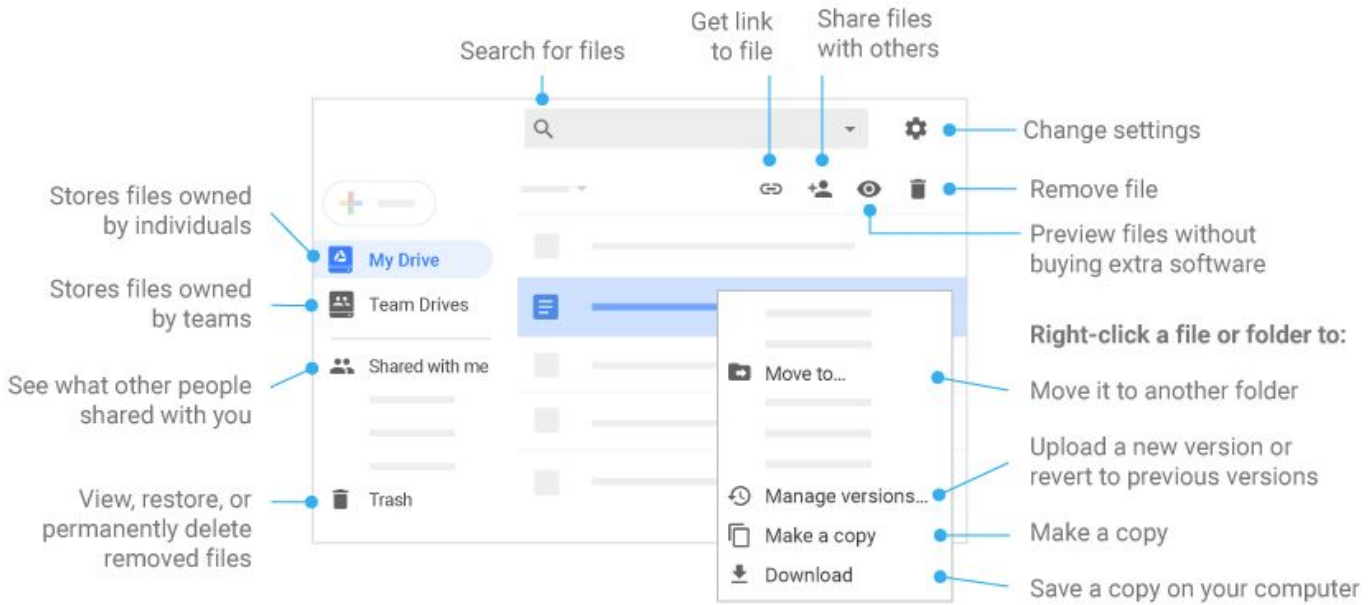
# My Drive vs. Team Drives

You have your own Google Drive, that you can use for Cloud storage of your personal files. Keep personal files out of Team Drives, which are meant for sharing among LLI members.



	<b>Team Drive</b>	<b>My Drive</b>
What types of files can you add?	All file types except Google Maps	All file types
Who owns the files and folders?	The LLI team.	The individual who created the file or folder. When individual leaves LLI and loses LLI account, the files are deleted.
Sharing	All team members see the same file set.	Different users see different files in a folder, depending on their access to individual files.
Can I move files and folders?	Depends on your access status.	Yes

# Working with Files in Drive

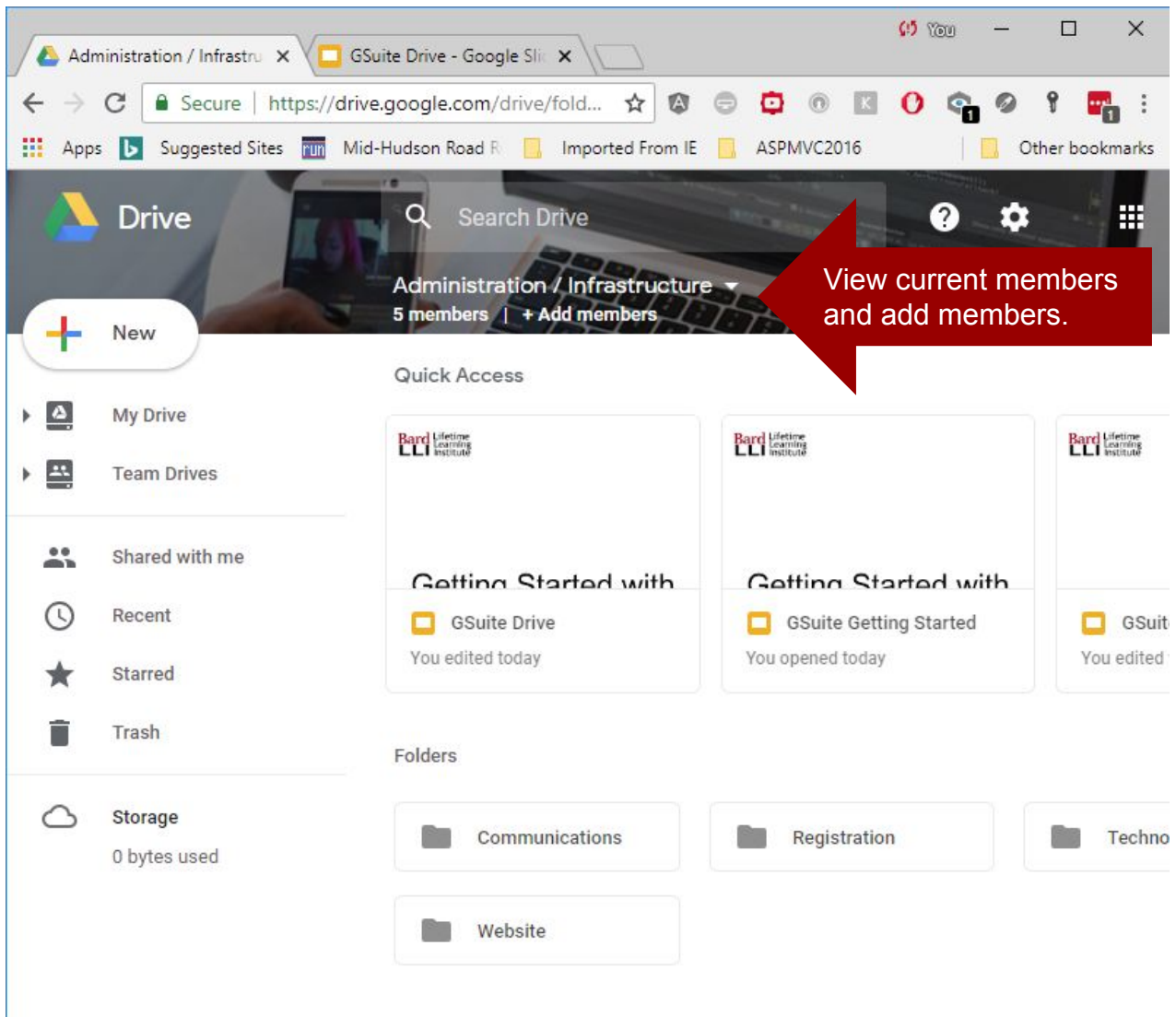


[Link to more information about Drive](#)

# Add Members to Team Drives

Select the team drive where you want to add members.

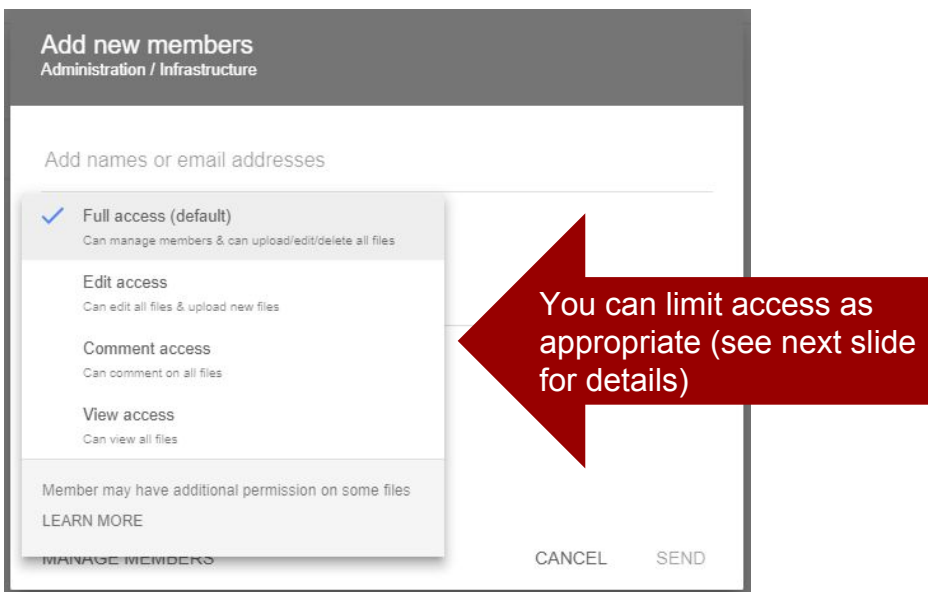
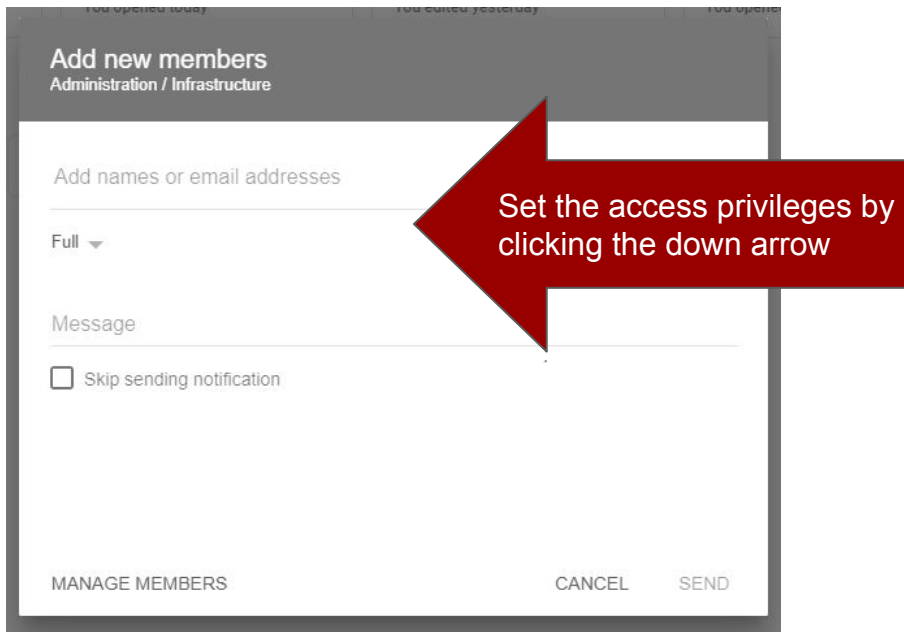
Click the +Add Members selection. Note: the member must have already established a lli.bard.edu account!



# Consider Access Privileges

In the popup window, you enter email addresses (must be lli.bard.edu) and the access privileges for the members added.

We recommend granting “Full” to committee chairs and “Edit” to committee members.



# Access Privileges Table

You choose the access you feel is most appropriate for every member who you add. You can change at any time if you have full access.

When you add new members, they're given **full access** to upload, edit, and delete files. **Full access** members can also invite other members. If needed, you can change a member's permission level.

Permission	Full access	Edit access	Comment access	View access
Can view files and folders	✓	✓	✓	✓
Can comment on files	✓	✓	✓	—
Can edit files	✓	✓	—	—
Can create and upload files, can create folders	✓	✓	—	—
Can add or remove people as members of the Team Drive	✓	—	—	—
Can change member permissions	✓	—	—	—
Can add people to specific files	✓	✓	—	—
Can move files and folders	✓	—	—	—
Can delete files and folders	✓	—	—	—
Can restore files from trash	✓	✓	—	—

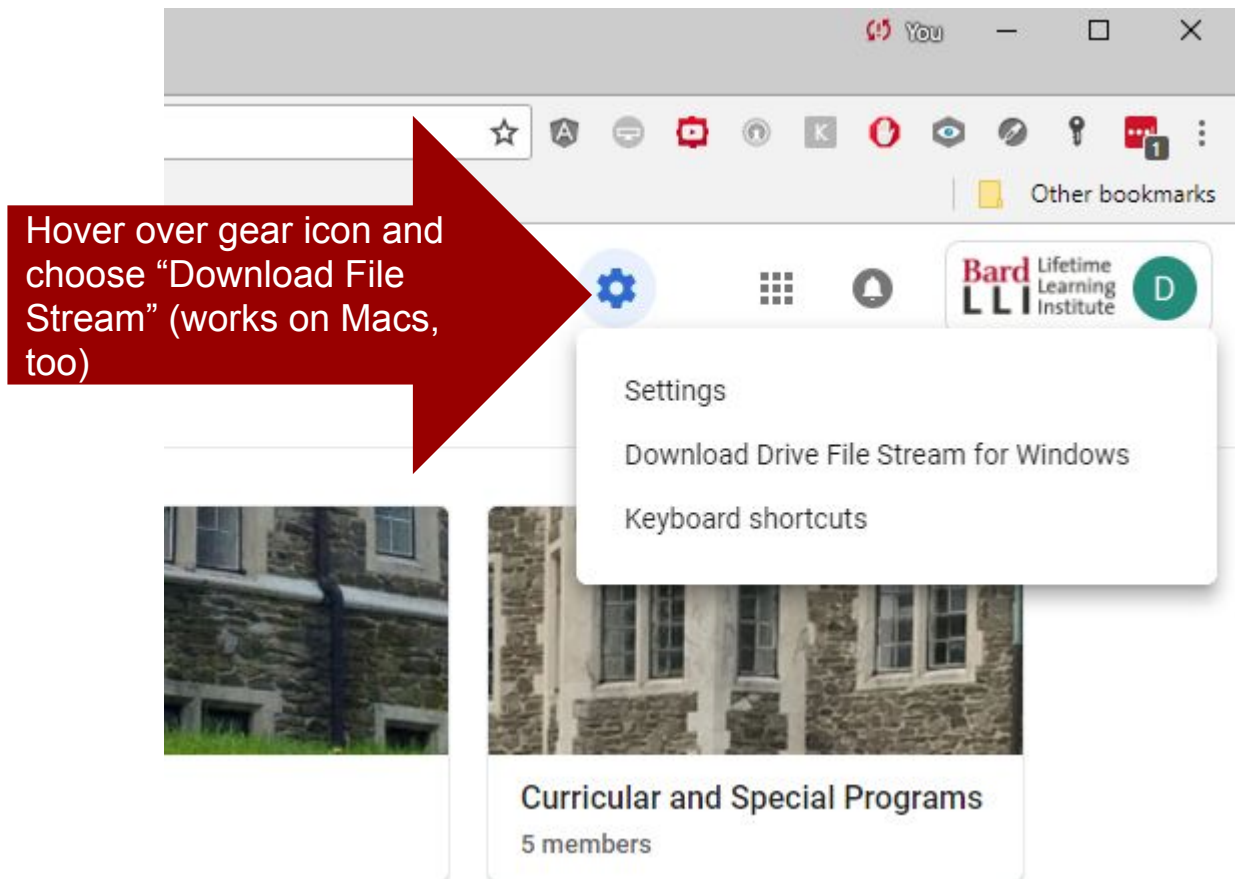


# Drive File Stream

Drive File Stream allows you to save files on your local computer.

These files are synced in the background with your Cloud Drive accounts (both Team Drives and My Drive).

This is similar to Dropbox syncs on your local computer.



Hover over gear icon and choose "Download File Stream" (works on Macs, too)