

TOILET



TRAINING

Did you know...

There are ways to find those elusive Google Drive files?

A lot of the value of Google Drive comes from how quickly we can identify and access our files. While creating a folder structure can serve as a great foundation, many people fail to maintain these, making a search a more efficient option. Here are a couple tips for searching:

1. Use the search bar in Drive to search for documents created by you or specifically shared with your individual bps101.net email account. For items made viewable within BPS, but not with your individual email, use the dropdown arrow in the search bar to “Search bps101.net.”
2. Use the following search operators to narrow your search:
 - title: – search by the file’s title (group phrases in quotation marks)
 - owner: – search according to who owns the item (works best with owner:email address)
 - type: – search by the file type (this covers: document, spreadsheet, presentation, drawing, image, video, image or video, pdf, and textdoc)
 - is:starred – search items that you’ve marked with a star
3. Any document shared with you is not automatically added to your Drive. One way you can add it if you choose is by clicking on the folder icon in the open document to choose a place for it in your Drive. This may make it easier to find.
4. If a document is shared with a group (ex. rms-6th-grade@bps101.net), you must open it with the link shared with you via email before it will appear in any search results.

Too much to remember?

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