



Google Drive Drives *Live From 205*

Google Drive is an online storage system. How can you use an online storage system with your classroom? It's easy, fast, fun and incredibly helpful.

Get a Gmail Account: Create a *Teacher Gmail Account*. This is separate from your personal email. Create an easy address: Mr/MsLastName@gmail.com Then, launch Google Drive. Yes, when you create a Gmail Account, you automatically get a Drive account. It's all linked.

Create Folders: Folders, folders, folders. You are going to create folders for Period 2, or Video Production 1, or Broadcast Journalism 1 or whatever class you teach. Create a Master Folder for the class. In that Master Folder, create more folders – each folder represents something you do in your program. For **Live From 205**, this is what we do: **205 ADL, 205 Rundown, 205 Copy, 205 Shows**. You can create as many folders as you want. And, each folder can be either private (only you can see what's in the folder) or shared with students. Keep your Master Folder private.

Share Folders: With student email accounts, you will share folders with students. They can either view the folder (which means, they can only view content) or edit the folder (which means, they can edit content).

For our **205 ADL** folder, students can only view. The ADL is our Assignment Decision List (story assignments for the show). 205 Student Producers don't want changes on this document.

For our **205 Rundown** folder, most students are view-only - a handful have edit privileges: Sports Producer (adds the Sports Rundown to the show), Writers (sometimes, changes in show format are necessary) and, obviously, Show Producers. The Rundown is a visual representation of each shot of the live show.

For our **205 Copy** folder, all students can edit. This is our script for the show. Reporters add intros for their story. After, Writers can fix, tweak, edit. And, the best thing about having many students work on one copy...nothing is ever lost. Google Drive saves every revision. If you want to return to a previous version of the copy, it is possible.

For our **205 Shows** folder, students can edit. This is where they upload their video or news package.

Download the Show: Producers download the Copy and Rundown, and make paper copies for the show. Producers download all videos and put on the show Timeline. The show is done and ready to air.

Be careful: Train your students on using Google Drive properly. It is extremely rare, but we did lose content when a student deleted videos. Depending on your internet connection, upload and download times can vary. And, finally, nothing in the world is 100%. There have been times some of our videos didn't get uploaded properly, or didn't upload at all. Students need to double check and make sure all is good, when they are done.