



## Google Drive Syllabus - 1 week

**Note :** Each week will have 5 classes and each class' duration will be one hour and forty-five minutes.

### LEVEL 1 – Beginner

#### Learning Goals:

- Understand what Google Drive is and why it's useful
- Learn how to create, upload, and organize files and folders
- Develop comfort navigating the Drive interface

#### Topics:

1. What is Google Drive?
  - Cloud basics
  - File Management
  - Sharing & Collaboration
  - Google Apps Integration
  - Access from Anywhere
2. Logging in & exploring the Drive interface
  - Top Bar (Includes Search bar & Settings, Account options)
  - Side Panel (Navigation Area - Includes New button, Home, Recent, Starred, Bin, Storage)
  - Main Workspace (File Area)
3. Creating and naming folder and files



4. Uploading files & folders
5. Moving, renaming, and deleting files
6. Searching for files using keywords

**Tasks:**

The above learning objectives and topics will be effectively achieved through the completion of structured, hands-on practice [tasks](#) of level 1.

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## **LEVEL 2 – Intermediate (Sharing, Collaboration & Permissions)**

**Learning Goals:**

- Learn how to share files and folders with others safely
- Understand permission types (Viewer, Commenter, Editor)
- Practice working collaboratively in shared folders

**Topics:**

1. Sharing a file with people and setting permissions
  - View
  - Commentor
  - Editor
2. Sharing entire folders
3. Understanding link sharing (“Anyone with the link”)
4. How to remove access or stop sharing

**Tasks:**

The above learning objectives and topics will be effectively achieved through the completion of structured, hands-on practice [tasks](#) of level 2.

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## LEVEL 3 – Advanced (Organizing, Managing & Maintaining Drive )

### Learning Goals:

- Learn efficient organization and file management habits
- Use Drive tools to find, sort, and prioritize files
- Keep Drive clean, color-coded, and easy to use

### Topics:

1. Using “Starred” Section
2. Sorting by file type, owner, or last opened
3. Folder color-coding
4. Managing Trash and storage space
5. Drive settings (offline mode, notifications)

### Tasks:

The above learning objectives and topics will be effectively achieved through the completion of structured, hands-on practice [tasks](#) level 3.

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## Final Project : My Dream Life Drive

### Goal

Students will create a personal Google Drive folder system that represents their dreams, interests, and goals while demonstrating key Drive skills learned throughout the course.

### Project Instructions

#### 1. Create Your Main Folder

- Create a main folder named **“My Dream Life – [Your Name]”**.

#### 2. Create Subfolders

Create the following four subfolders:

1. **Dream Places to Visit**
2. **My Future Goals**
3. **My Favorites** (like movies, food, music, games)
4. **Skills I Want to Learn**

#### 3. Add Files

- Upload at least **one file** to each subfolder (image, Google Doc, or PDF).
- Rename each file clearly.

#### 4. Organize Your Drive

- Change each subfolder's **color**
- Add **two important subfolders** to **Starred**.
- Delete one file and then restore it from Trash.
- Turn on **Offline Mode**.
- Check your **Storage** to see how much space is used.

#### 5. Share Your Work Safely

- Share **one subfolder** with a trusted person using **Viewer access**.



- Remove access when you are finished.

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***Planting Seeds of Transformation***