

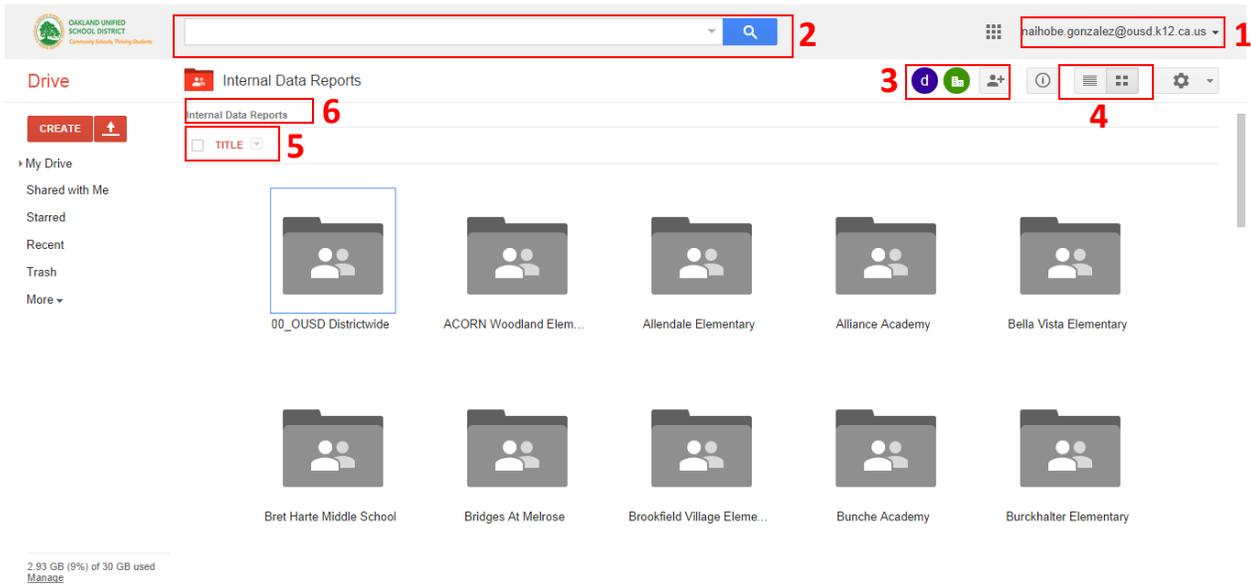
How to Make the Most of the OUSD Data Google Drive

Starting August 2014, all data reports are now stored in Google Drive, accessible from ousddata.org/reports. Google Drive has replaced Sharepoint as the repository for data reports in OUSD.



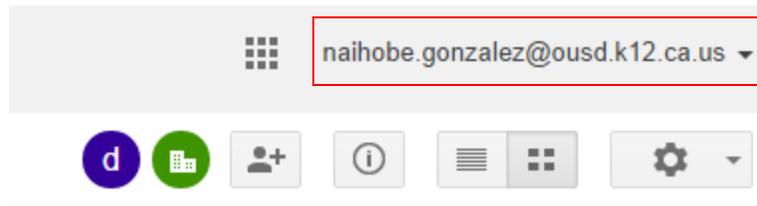
Google Drive is a way to store files on Google's servers, or "in the cloud." E-mailing files around among coworkers is the old way to share data, but with cloud storage, now all you have to do is email a link to a file stored in Google Drive.

Below is a screenshot of the Internal Data Reports Google Drive—it's where you land after clicking on the link shown above from ousddata.org/reports. Let's take a tour of the basics.

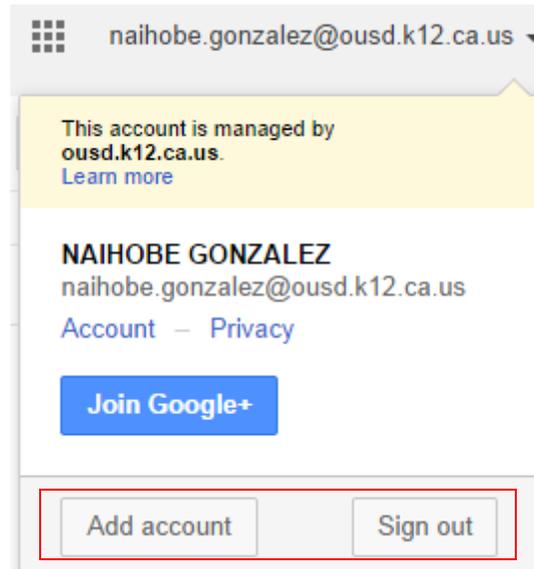


1. Understanding User Access

Access to the OUSD Data Google Drive is restricted to OUSD employees. Therefore, to make sure you have access, look to the top right-hand corner of the screen to see which email address you're logged in with. If you are denied access, the most likely reason is that you are not logged in with an OUSD email address.

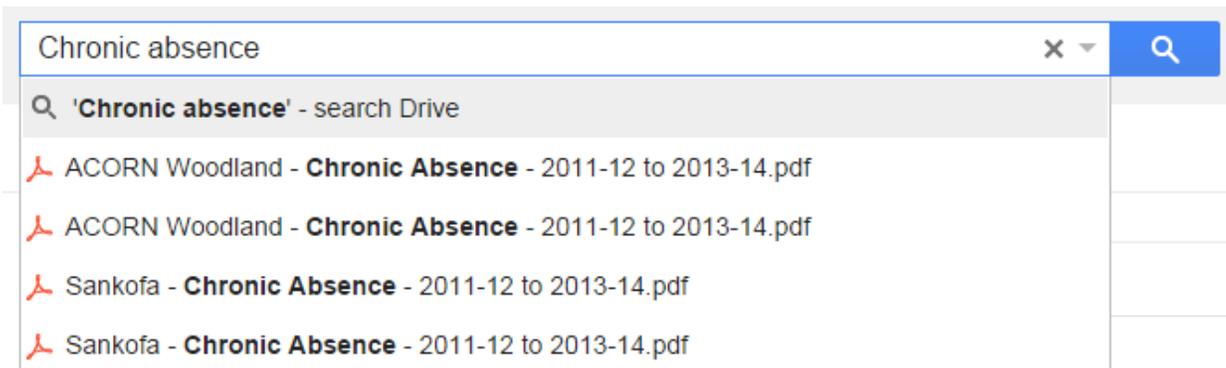


If you need to sign out or log in with a different account, click the dropdown arrow next to the email address and click on Add account or Sign out.



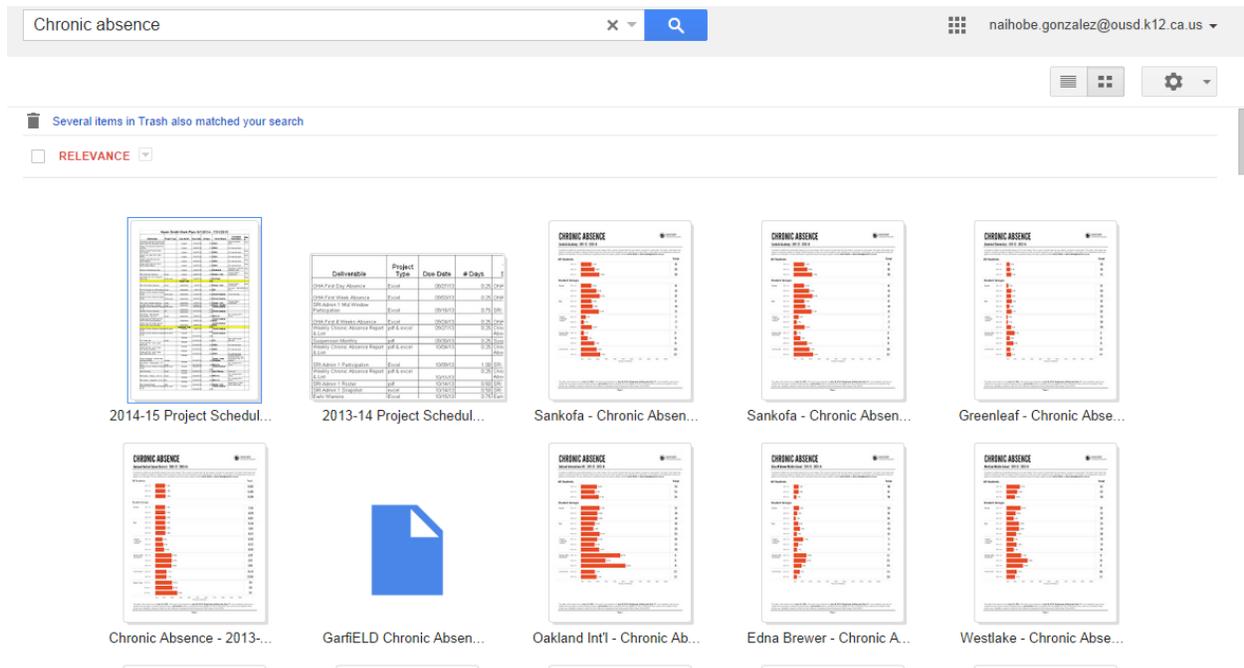
2. Searching

To begin searching, type a search term into the search box at the top of the page. As an example, let's search for Acorn Woodland's chronic absence reports. We could begin by just typing "chronic absence" into the search box.



As you finish typing, you will see a couple of options pop up. Google Drive is searching not just in the Data Team Google Drive but across the whole OUSD Google Drive and will show what it thinks you want.

Go ahead and press Enter to see the complete results. Dozens of results will come up, including each school's Chronic Absence report and other miscellaneous documents owned by other departments across OUSD.



To narrow down your search and get fewer results, try some of the following tips:

- Narrow down your search to documents created by the Data Team by adding the following to your search:

owner: data@ousd.k12.ca.us

- Use more keywords – Google Drive searches not just file and folder names, but also within documents. Therefore, *Acorn Woodland Chronic Absence* is always better than just *Chronic Absence*.
- Use search operators:

- Put quotes around the search terms to find exact phrases

Ex: *"Acorn Woodland Chronic Absence"*

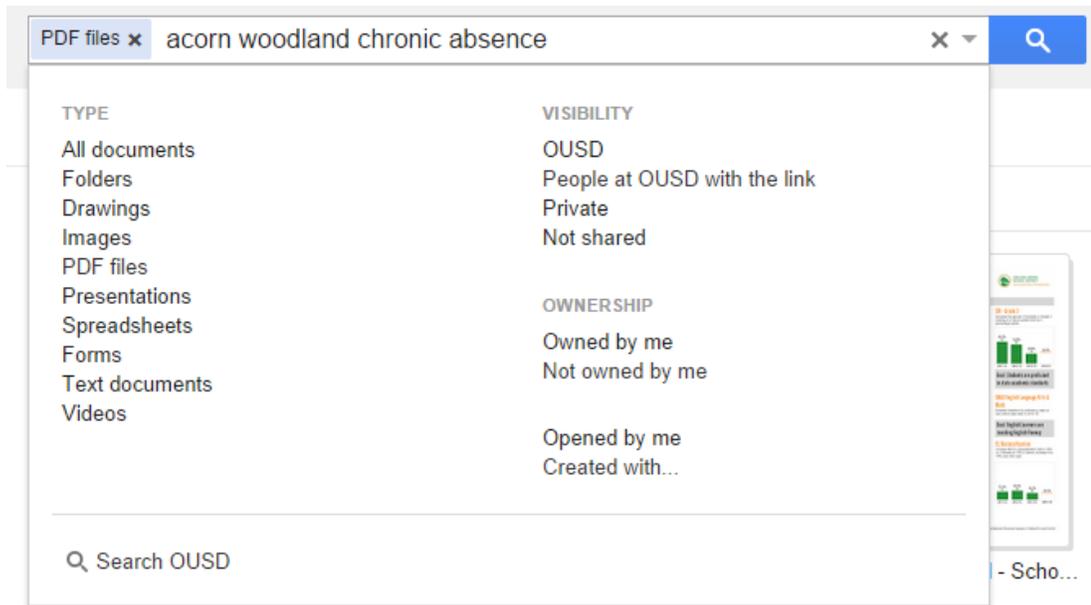
- Add a hyphen before a word to exclude a search term

Ex: *Chronic Absence -District*

- Add OR if either of multiple keywords is fine

Ex: *Chronic Absence OR Attendance*

- Use the Advanced search options by clicking on the dropdown arrow next to the magnifying glass. For example, if you know the report you're looking for is a PDF, click on PDF files.

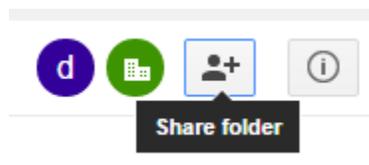


3. Sharing

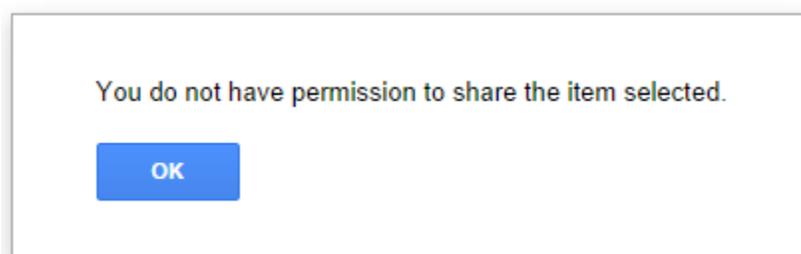
Every Google Drive folder or document has an owner who sets the folder's sharing settings. To view the owner and the sharing settings for the Internal Data Reports folder, look at the top right-hand corner icons shown below. Hover your mouse to learn more.



As you can see, data ousd (the Data Team) is the owner and everyone at OUSD can find and view the folder. This means that users cannot edit (they can only find and view). Generally, if you wish to share a folder with someone, you would click on the next button, the person icon with a plus sign.

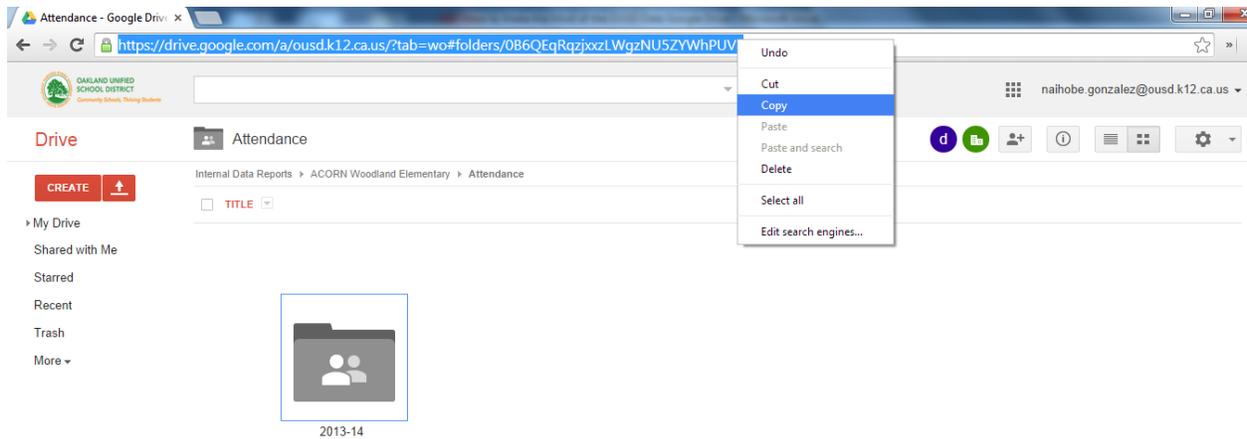


However, because users can only view the folder, you would see the following message:

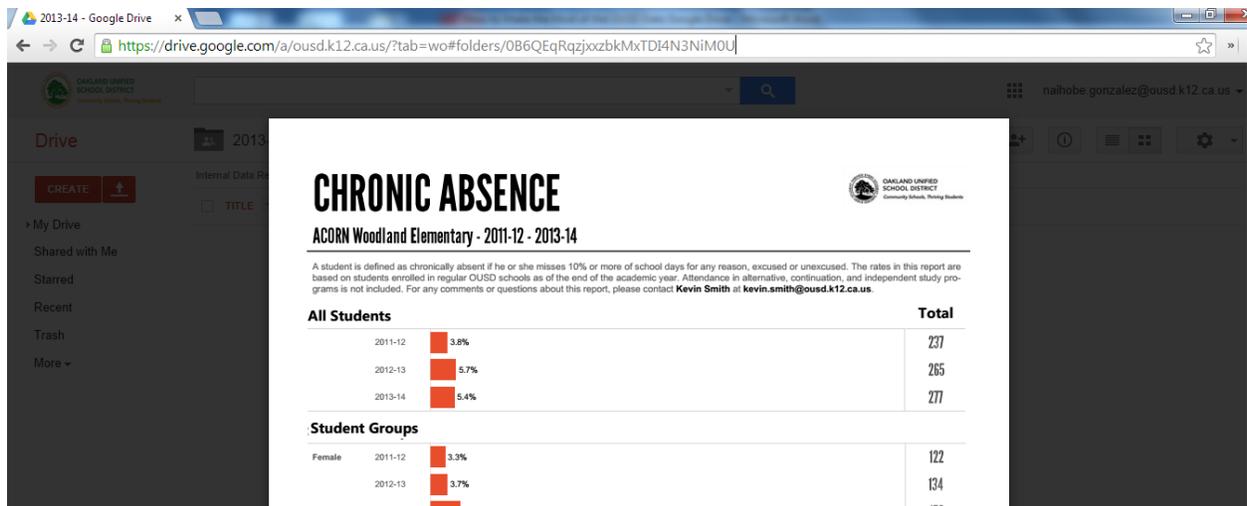


This does not mean you cannot send someone a report or folder! Let's say a principal wishes to share Acorn Woodland's whole Attendance folder with his AP. Technically the AP already has access to this folder (as does every OUSD employee), so all the principal needs to do is send the AP an email with the link.

Go to Acorn Woodland's Attendance folder and copy the link. Now you can paste it in an email, gchat, etc. As long as the AP is logged into her OUSD email address, she will be able to access the folder.

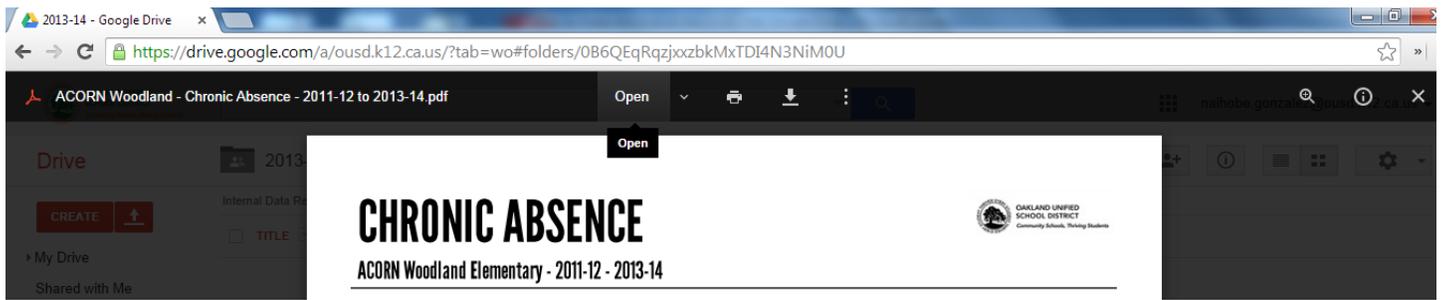


Perhaps the principal wants to call the AP's attention to a specific report and not the whole folder. To do so, he should open the report. Merely clicking on it will only bring up a preview that looks as follows:



This is only a preview. To open the file, the user can do one of two things: either open it online in Google Drive or download it to his computer and open it in Adobe Reader.

To open the report online, move the mouse around the preview until a menu appears at the top:



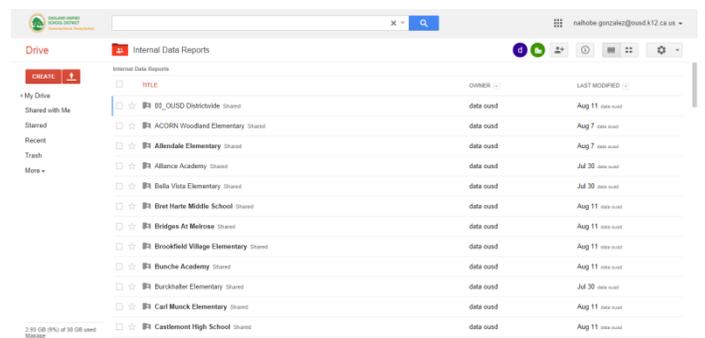
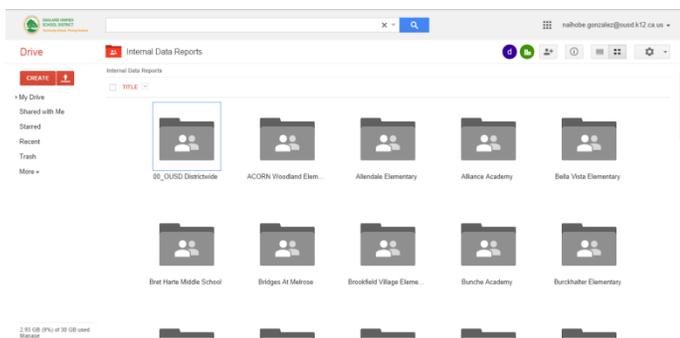
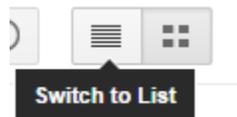
Click Open. The report will open in a new tab. If you copy the link to this new tab, you can send it to anyone in OUSD and ask them to view the report.

You could also choose to download the report and send it via email as an attachment. To do so, click on the down arrow on the top menu. If you wish to share a report with a **non-OUSD employee**, downloading it and sending it as an attachment is the best way to do so.



4. Changing views

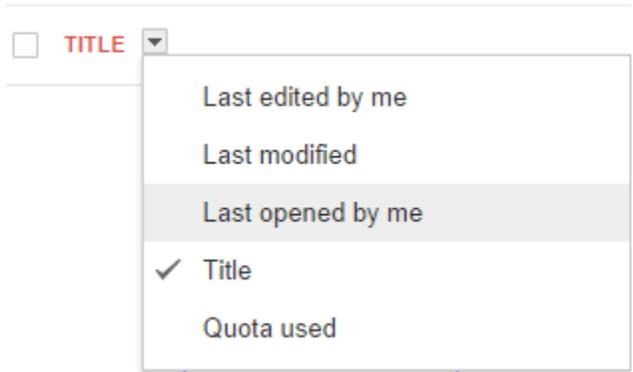
You can alternate between grid and list views by clicking on the buttons at top right-hand corner.



Note that the List view shows the owner and when it was last edited.

5. Sorting and Selecting

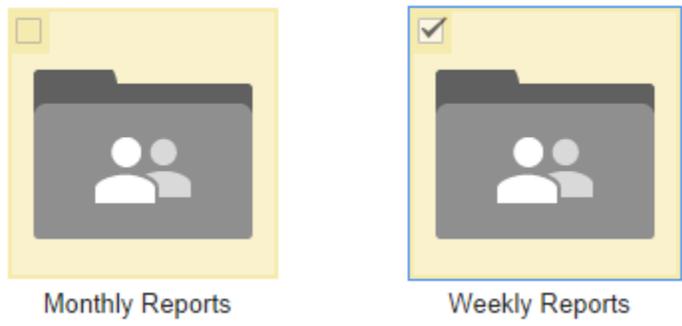
Whichever view you choose, you can sort by clicking on the dropdown menus next to Title, Owner, etc. For example, you could sort alphabetically by title (which is the default) or if you access the same few folders frequently, you could sort by Last opened by me. Or to view the most recently updated reports or folders, sort by Last modified.



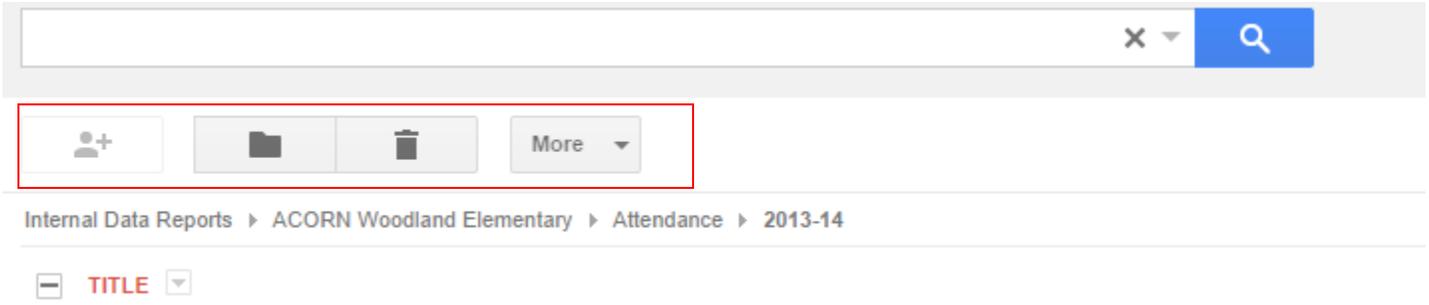
You can also select multiple files and folders at a time. At the top left-hand of the page you will see a square that you can click on to select all the items in a folder.



You can also select specific documents or folders. When you hover over a document or folder, the same square will appear. You can click on it to select the item.



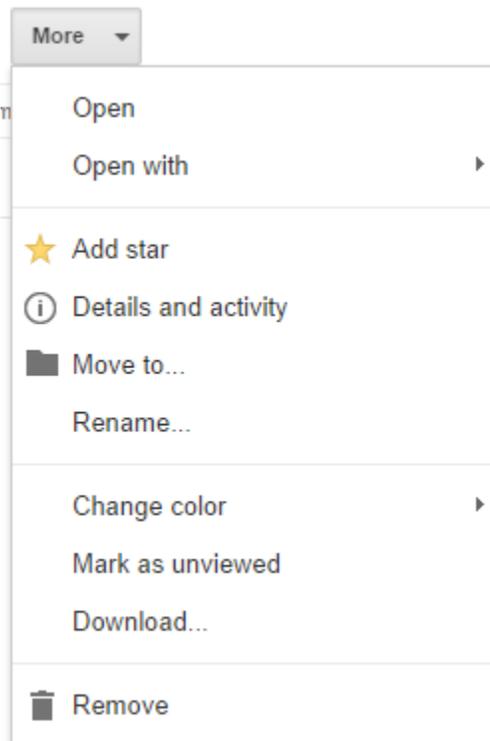
Once have selected at least one item, new options will become available on a menu at the top. Notice that the icons highlighted below were not visible before we selected a folder.



Because users are only allowed to view reports, the sharing, moving, and delete icons will not work. However, the More dropdown menu offers some helpful options.

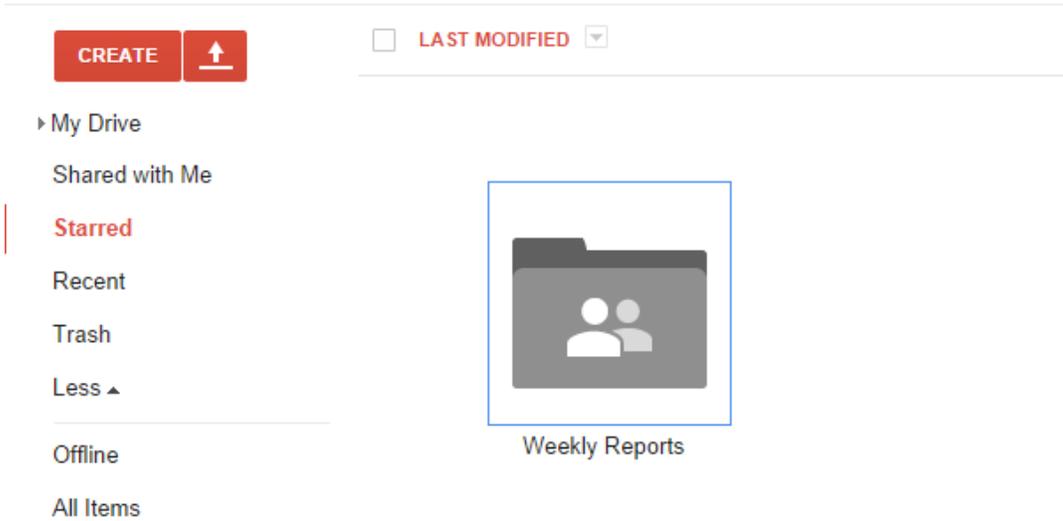
You can:

- Open the folder or document
- Add a star to add it to your favorites
- Change the color of the folder so it stands out next time you see it
- Download the folder or document



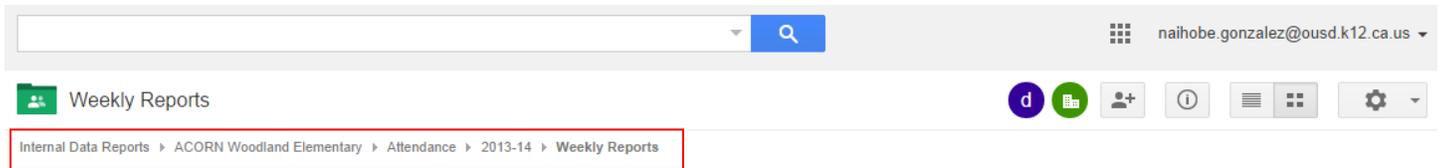
If you visit a particular report or folder often, consider adding a star to it. Next time you open Google Drive, you will be able to go directly to it by clicking on Starred in the left navigation menu.

Drive

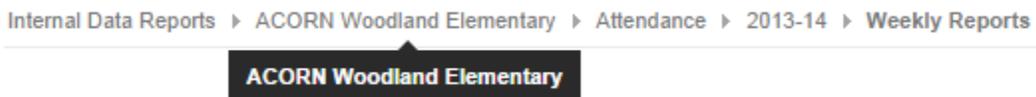


6. Navigating

Google Drive is organized the same way Microsoft Windows is—in folders nested inside other folders. To know which folder you’re in and navigate quickly, always look below the folder name:



If the first folder isn’t Internal Data Reports, then you’re not in the Data Team’s Google Drive anymore. To go back a few steps, just click on the folder you wish to go to (for example, click on ACORN Woodland Elementary to go back to the school’s folder).



Still not sure how navigate data reports in Google Drive?

Contact us through ousddata.org/requests

