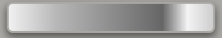


MONDAY



TUESDAY



WEDNESDAY



THURSDAY



FRIDAY



# **Organizational Tools for Site Effectiveness & Efficiency**

Topic A

**Sherrie Bedwell**

**NorthTech Satellite Sites**

**&**

**Noel Hernandez Valdes**

**Adult Virtual Academy (AVA)**



MONDAY

WEDNESDAY

Topic D

Topic C

Topic B

# Where is it?

**In this session, we will present ideas to help you keep your information in one shareable location for you and your staff to access by just a few clicks.**

**These are what we use, not required.**

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

Topic P

Topic O

Topic N

Topic A

# **COMMUNICATION IS KEY**

**It is important for you and your Team to have a shareable method where you can keep your information in one spot. A “One Stop Spot”.**

MONDAY

WEDNESDAY

Topic D

Topic C

Topic B

MONDAY

THURSDAY

TUESDAY

FRIDAY

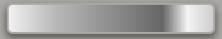
## GOOGLE SHARED DRIVE

This is a good tool we  
use to use to keep  
everyone electronically  
organized in one spot.

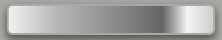
MONDAY



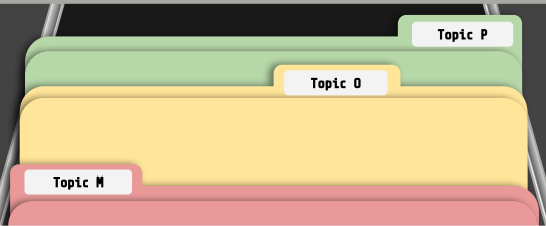
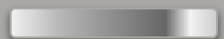
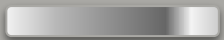
TUESDAY



WEDNESDAY



THURSDAY



Drive



New



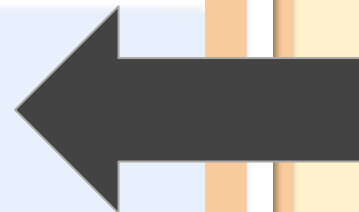
Priority



My Drive



Shared drives



Topic N

MONDAY

Topic H

Topic F

Topic E

TUESDAY

Topic G

# **NAME YOUR DRIVE**

**It is important to use a name that will be recognized and remembered by your Team. This is where you will keep ALL your files. You or your Team Members will not have to guess where to go?**

MONDAY

Topic H

Topic F

Topic E

TUESDAY

Topic G



## ACE PRESENTATION

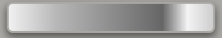
1 person



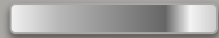
MONDAY



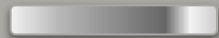
TUESDAY



THURSDAY



FRIDAY



WEDNESDAY



# NAMING CONVENTIONS

**File/folder & Sub file/folder  
names are important to  
help locate information.**

MONDAY

TUESDAY

Topic K

Topic J

Topic I

WEDNESDAY

Topic L

# Consistent Naming Conventions

**It is important when setting up your Shared Drive that you are consistent with your naming conventions. Is the name of the file/folder relevant to the information that is there?**

MONDAY



TUESDAY



Topic K

Topic J

Topic I

WEDNESDAY

Topic L

# POSSIBLE TITLES

- **Fall/Winter/Summer**
- **Registration**
- **Archive**
- **Testing**

MONDAY

TUESDAY

WEDNESDAY

Topic K

Topic J

Topic I

Topic L



ACE PRESENTATION ▾

1 person

Folders



SUMMER 2019-2020



FALL 2020-2021

ACE PRESENTATION > FALL 2020-2021 ▾

Folders



REGISTRATIONS FALL ...



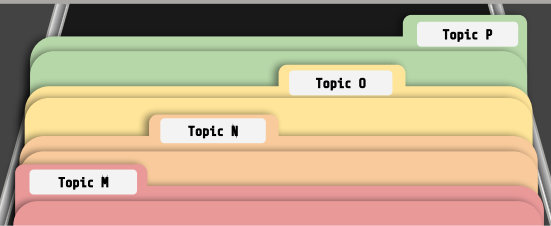
ARCHIVED FALL 2020-2...

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

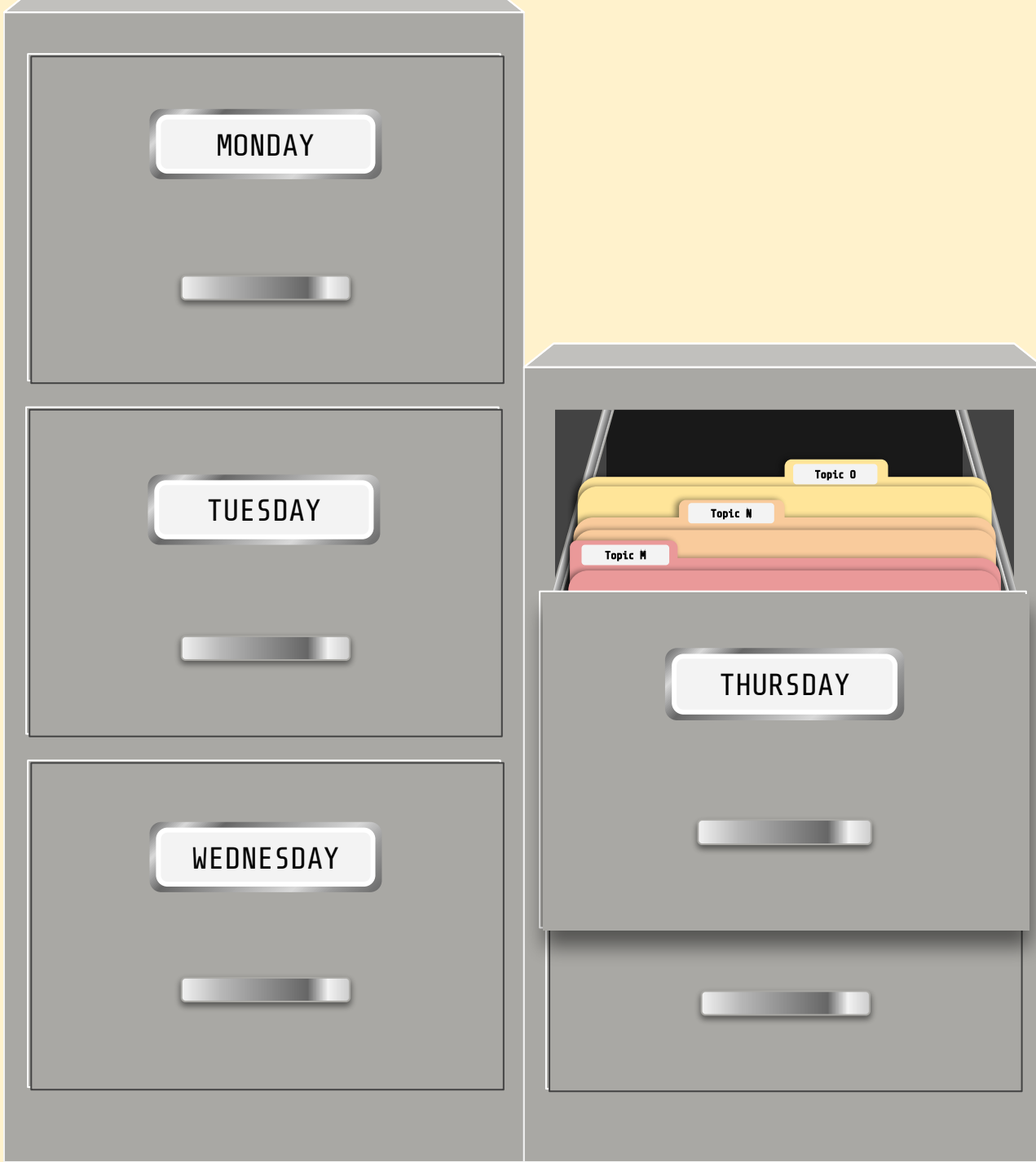


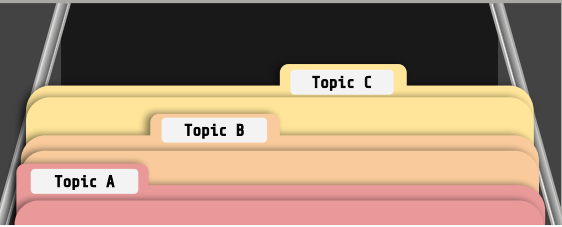
## WHO HAS ACCESS?

**You are able to manage who you invite to your Drive and the access level they have.**

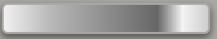
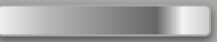
# ACCESS LEVELS

- **Manager**
  - **Manages content, people & settings**
- **Content Manager**
  - **Add/Edit/Move/Delete files**
- **Contributer**
  - **Add/Edit files**
- **Commentor**
- **Viewer**

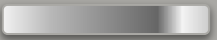




MONDAY



WEDNESDAY



## Manage members

Add people and groups



**Sherrie Bedwell (you)**

sherrie.bedwell@palmbeachschools.org

Manager ▾



**Noel Hernandez Valdes**

noel.hernandezvaldes@palmbeachschools.org

Content manager ▾

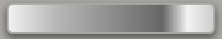
[Send feedback to Google](#)

Done

MONDAY



TUESDAY



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## **Details/Activity**

**To see when new files  
have been created you  
can check in the  
details/activity log.**



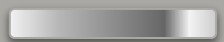
MONDAY



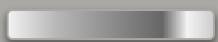
TUESDAY



WEDNESDAY



THURSDAY



FRIDAY

[Manage members](#)

ACE PRESENTATION

[Details](#)[Activity](#)

Type

Shared drive

Creator

me

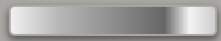
Created

Sep 28, 2020

MONDAY



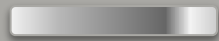
TUESDAY



WEDNESDAY



THURSDAY



FRIDAY



[Manage members](#)



# ACE PRESENTATION



Details

Activity

Today

8:34 PM



**You** added a member to the shared drive



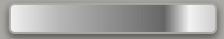
**Noel Hernandez Valdes**

Content Manager

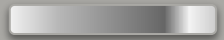
MONDAY



TUESDAY



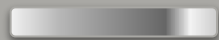
WEDNESDAY



THURSDAY



FRIDAY



# Type of Google Tools you can use

MONDAY



WEDNESDAY



Topic B

# What Tool Do I Want To Use?

<b>Google Docs</b>	<b>Similar to</b>	<b>Word</b>
<b>Google Sheets</b>	<b>Similar to</b>	<b>Excel</b>
<b>Google Slides</b>	<b>Similar to</b>	<b>Powerpoint</b>
<b>Google Forms</b>		
<b>Google Jamboard</b>		
<b>Google Drawing</b>		



MONDAY

WEDNESDAY

Topic B

# **How AVA Uses A Google Sheet**

**Our Adult Virtual Academy (AVA) uses a Google Sheet to keep their important information.**

MONDAY



WEDNESDAY



Topic C

Topic A

Topic D

Topic B

# Questions????





Topic D

## Contact Information:

**Sherrie Bedwell**

[sherrie.bedwell@palmbeachschools.org](mailto:sherrie.bedwell@palmbeachschools.org)

**Noel Hernandez Valdes**

[noel.hernandezvaldes@palmbeachschools.org](mailto:noel.hernandezvaldes@palmbeachschools.org)

Topic D

# References/Acknowledgements

**Slidesmania** [slidesmania.com](https://slidesmania.com)

**Google Drive** <https://drive.google.com/drive>

**Department of Adult & Community Education**  
**North Tech Satellite Sites**  
**Adult Virtual Academy (AVA)**

MONDAY

WEDNESDAY

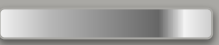


Topic A

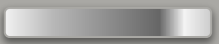
# Thank You



MONDAY



WEDNESDAY



Topic D

Topic C

Topic B