

# Google Drive and the ILEAD DRS System

**In September 2013, ILEAD will offer course participants and committee members the option of viewing course materials and committee information online via Google Drive, also known as the DRS (Digital Repository System). The goal is to reduce the amount of photocopying performed in the office, to save expense by minimizing materials use, and to provide a more immediate method of supply for course and committee information.**

## Why Go Digital?

Participants in the average ILEAD course receive a substantial amount of printed material. Between their welcome packet, syllabus, class roster, and any reading packets or photocopies the study leader wishes to provide, the average class participant might see a significant number of photocopies in just one class. To illustrate this point, we reviewed numbers from our Spring 2013 term. Our final totals showed an astonishing 19,697 photocopied pages produced by the ILEAD office!<sup>1</sup> Our Spring 2013 term was average in terms of enrollment, which leads us to believe this figure is not unusual in terms of reproduced materials.

For some time, many ILEAD study leaders and committee members have discussed the desire to move away from a constant need to reproduce documents in the office, as well as the goal of enabling committee members to collaborate more freely on agenda items and projects outside of regular meetings. Several of these same study leaders have taken steps to reduce the need for photocopying in their courses by creating digital files for their course materials and storing them online via websites like Wordpress. This has enabled participants in their courses to view documents digitally, and has provided them with the option to utilize the digital format or to print hard-copy if they prefer.



*Google Drive logo and icons for different types of file formats.*

ILEAD has no wish to discontinue use of printed materials. We recognize that many of our members still rely on and prefer printed material when participating in a course or collaborating as part of a committee. We simply wish to provide an alternative for our membership. It is our sincere hope that Google Drive will prove to be that solution.

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<sup>1</sup> Figures are restricted to materials produced on-site in the ILEAD office; they do not include printed material purchased through bookstores. The Spring 2013 term included 862 participants in 56 different courses. Copy total only reflects packets and documents provided to the office staff; some course participants produced photocopies on office equipment that were not monitored by office staff.

## **What is Google Drive?**

Google Drive is an online site that allows users to store digital files and documents for free.<sup>2</sup> Items in Drive are stored in a central location organized into folders. A wide variety of file and document types are supported in Drive, enabling users to view items they might not otherwise be able to access. For example, Google Drive allows a user to view a Photoshop image without possessing a copy of that software. A preview mode simply opens the item on your screen. The same is possible for the Microsoft Office suite of programs, as well as several other Adobe document formats.

Information stored in Google Drive can be as public or as private as ILEAD wishes - the level of privacy will depend on the intended audience of the material. Our intention is for committee and office materials to be publicly accessible, meaning they can be viewed by anyone surfing the web or utilizing a search engine. Committee secretaries will have the ability to edit and add material to their specific folders.

Course materials will require a slightly more private, or link-only, level of access due to potential copyright issues. This means that course participants will receive via e-mail a specific link to the folder containing the material for their course. Study leaders will have full editing capabilities for their own course folder(s).

By using Google Drive, we anticipate that it will be easier for our members and volunteers to share files and documents by storing them in one central online location. In this way, we hope to minimize the need to provide documents and files via print-outs or excessive e-mail attachments. Keep in mind, though, that this is still a new procedure for ILEAD, and a learning curve will likely exist for some time. Please be patient, and don't hesitate to contact the ILEAD office at (603) 646-0154 or e-mail us at [ilead@dartmouth.edu](mailto:ilead@dartmouth.edu) if you have questions or experience problems.

## **ILEAD Folders on Google Drive**

ILEAD will use Drive to supply committee, organization, and course information for both current and potential members and study leaders. Items will be separated into one of two categories; public folders and documents, and link-only folders and documents.

### *1. Public Folders and Documents*

The public portion of ILEAD's Google Drive account, known as "Dartmouth-ILEAD Documents", is located at <https://dartmouth-ilead.org>.<sup>3</sup> Anyone, ILEAD members and the general public alike, can view and download anything from the folders located there. No password or log-in is required. This portion of our Drive account includes general ILEAD information such as documents on our history, membership forms, contact info, and more. It also contains folders for each active committee, and includes minutes and agendas from past meetings.

While there are no access restrictions or requirements to *view* items in the public folders, *editing* abilities will be restricted to the ILEAD office and the secretaries of each committee. In order to edit any document or folder in the ILEAD Drive account, you must possess a Google account. (See *Creating a Google Account*.)

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<sup>2</sup> Google Drive allows each account 15G of free space. If the account exceeds that amount of data usage, charges will apply.

<sup>3</sup> While the [dartmouth-ilead.org](https://dartmouth-ilead.org) address will successfully take you to our public folder, it is actually a shortcut. (But still quite valid!) The true address is much longer: <https://drive.google.com/folderview?id=0B6DEtkYqrtwubDhV9qQlg3Rkk&usp=sharing>. As you can see, the first version is much easier to type!

When you first visit Dartmouth-ILEAD Documents, you may see one of the two images shown at left. Both views display the public folders for ILEAD's office and committees. The folders featured in Dartmouth ILEAD Documents include:

- Administration
- Curriculum
- Finance
- Leadership
- Marketing & Communications
- Member Services
- Newsletters
- Planning
- Special Events
- Special Lectures
- Study Leader Support
- Study Travel
- Summer Program

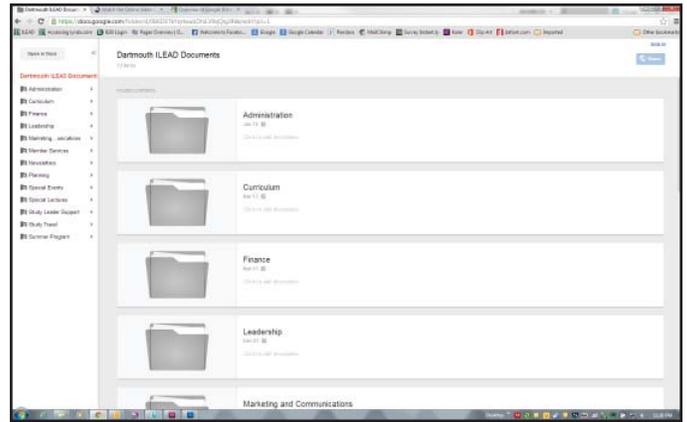
A single click on any folder should open it in your browser window. Please note that some members have reported the need to click on the menu located at the left side of the screen in order to view the contents of a folder. (The menu on the left is usually a master list of the items you see in the main part of your screen.)

## 2. Link-Only Folders and Documents

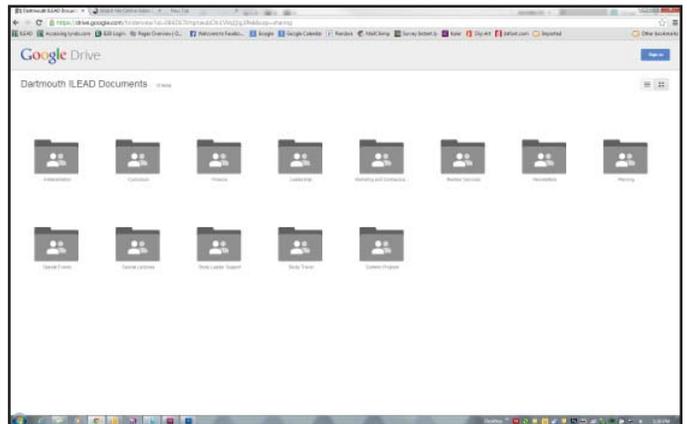
Some of the information used by ILEAD members and study leaders is filed separately under link-only folders. Link-only items include our membership roster (a directory of contact information for members who have consented to share their personal contact info), as well as course folders separated by term. Course reading material is often subject to copyright restrictions, making it necessary to separate such items from the public folders in our Drive account.

The ILEAD office will supply links to course folders via e-mail just prior to the start of each term. We can also re-send the link should you lose the initial e-mail. The membership roster will be sent once a year, again via an e-mail message.

Study leaders will be granted full editorial privileges for their course folders. This means that they will be able to add or remove material from the folder at their discretion.



The "Dartmouth ILEAD Documents" folder.

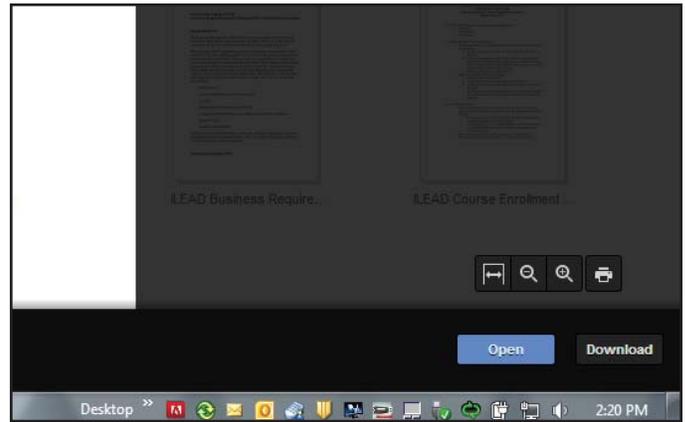


Alternate view of the "Dartmouth ILEAD Documents" folder.



document available in the current folder, provided it is available in 'Preview' mode. (Folders cannot be viewed in 'Preview' mode.) The dark black bar at the right of your screen allows you to scroll up or down in the document. (If your mouse possesses a scroll wheel, it should perform the same function.)

There are navigation options near the bottom right corner of your screen. Going from left to right, the first navigation icon allows you to automatically increase the width of your document to the width of your screen, or to return it to its original size. Next are the buttons that allow you to zoom your view in or out. Finally, you can see the print icon, which allows you to print the current document directly from your screen.

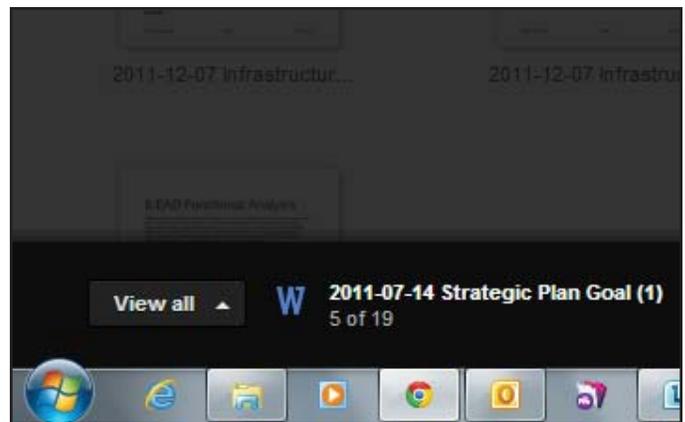


*'Preview' mode navigation options appear at the bottom right of your screen.*

At the bottom of the 'Preview' screen is a button labeled 'View all'. When you select this button, it opens a visual list of the other documents in your current location that are available in 'Preview' mode. This allows you to jump from one document to another without exiting the 'Preview' pane, and without needing to scroll through the list item-by-item.

The bar at the bottom of your screen also shows the name of your current document, as well as its placement among the documents in your current location. (ex: 5 of 19)

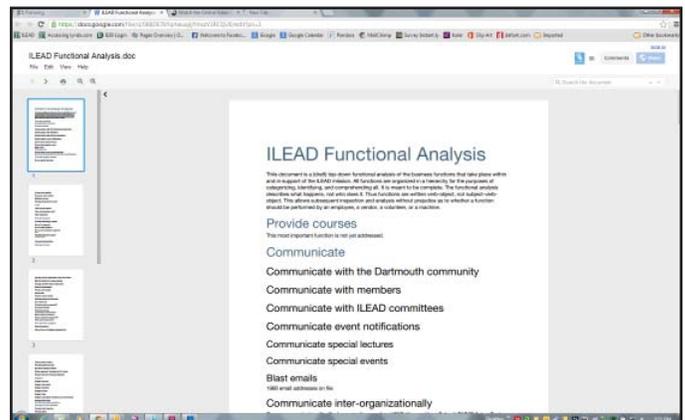
**Open and Download:** On the same black bar at the bottom of your screen, in the far right corner, you will see a blue 'Open' button and a black 'Download' button. When you select 'Open', Drive opens a new tab within your browser and displays the full version of the document via Google Documents. (See image on the lower right.) This allows you to review the document in its entirety within your browser, and with its original color and content.



*'Preview' mode navigation options appear at the bottom right of your screen.*

While viewing a document you can scroll up and down, jump from page to page via the page list at the left, zoom in or out, and even print from this window. When you are finished reviewing the document, you can either close it by selecting the 'x' at the right side of the tab near the top of your screen, or exit your browser completely. (This last action will also cause you to exit Google Drive and any other site you may have open in your browser.)

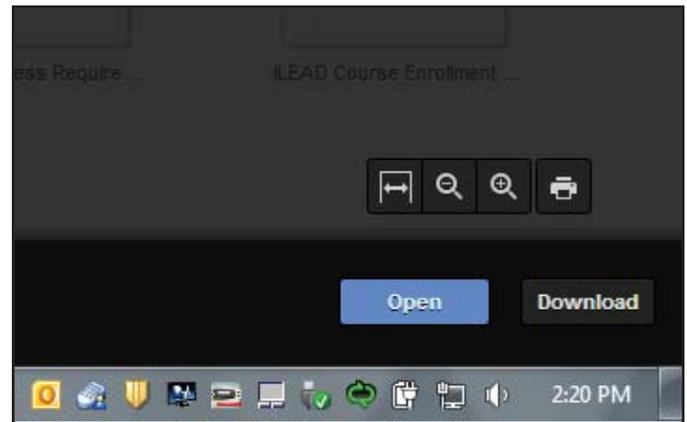
Back in 'Preview' mode, selecting 'Download' automatically downloads a copy of the document to your computer. Downloading while in 'Preview'



*Viewing a document in Google Docs.*

mode can be a little tricky, as your computer will usually send the file to a default location. (Usually a 'Downloads' folder on PCs, or often the desktop if you are using a Mac.) You should try to familiarize yourself with your computer's settings before downloading an item from Drive; you don't want to lose it!

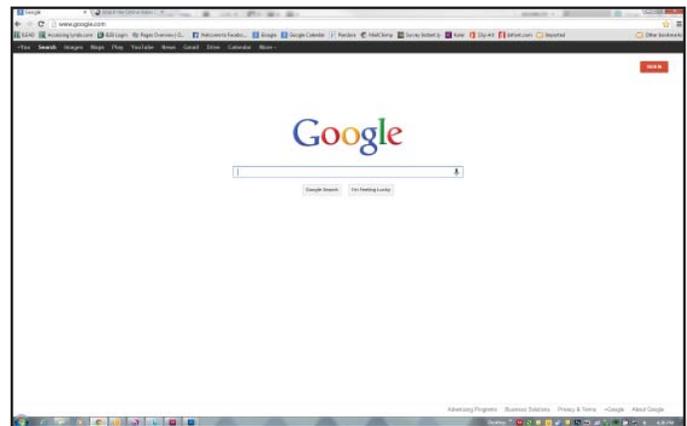
When you are ready to exit 'Preview' mode, a single click of the 'x' at the top right of the black portion of your screen returns you to folder view.



*'Preview' mode navigation options appear at the bottom right of your screen.*

## **Creating a Google Account**

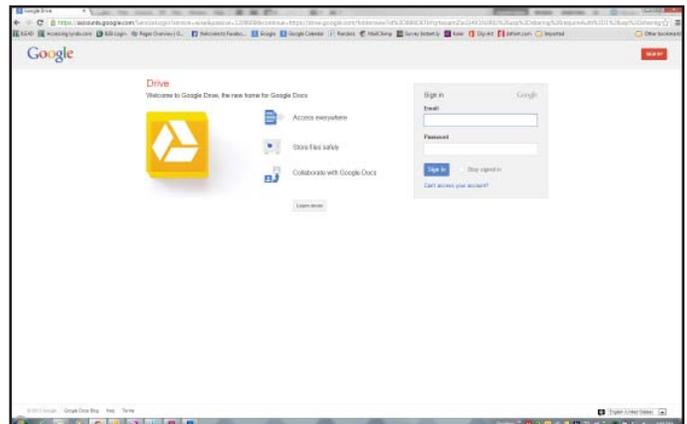
If you have a Gmail account, you already have everything you need to log in and begin editing your own Google account. Visiting almost any Google application site will display a black menu bar at the top of your browser screen. Once you log in to your Google account, you can simply click 'Drive' in the black bar at the top of the screen, and it will take you to your personal 'My Drive' location. If you are already logged in, clicking 'Drive' will do the same thing. However, please be aware that you are arriving at your *personal* Drive site - you are not accessing the ILEAD Drive site! (More on this in the next section.)



*Navigating to Drive from the Google search engine homepage.*

If you do not have or do not want a Gmail account, you can still access Drive by creating what is known simply as a Google account. Google accounts are free, and are linked to your existing e-mail account.

**STEP 1:** Visit the [drive.google.com](http://drive.google.com) page and click on the 'Sign Up' button at the top right of the screen.



*STEP 1: Google Drive Main Page ([www.drive.google.com](http://www.drive.google.com))*

**STEP 2:** Enter your first and last names on the form that appears. At the next entry, you'll note that you are prompted to select a user name; filling in the box as it appears would create a Gmail account for you. If you do not wish to create a Gmail account, you should select the blue text just below the box, which reads 'I prefer to use my current e-mail address'. The box becomes a blank, and the '@gmail.com' tag disappears.

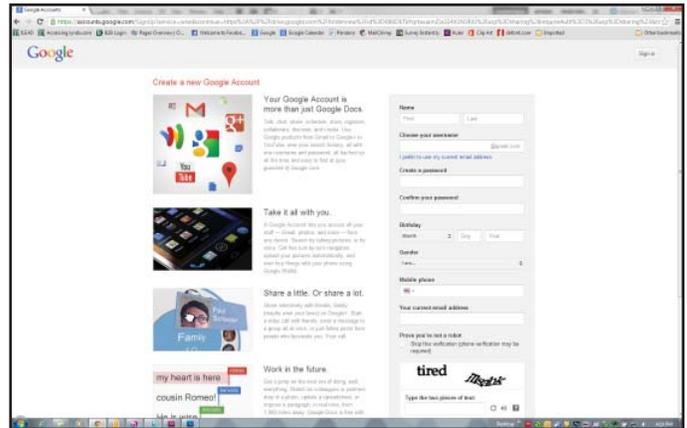
You must then select a password and enter it twice to confirm. The rest of the form asks for your birthday and gender - both are required. However, if you do not wish to supply a mobile phone number while creating your account, you are not required to fill in this box. (Google requests a mobile phone number in order to provide additional security for your account. Again, this is not a mandatory item, and you can generate your account without ever supplying a number.)

**STEP 3:** Finally, you must verify the randomly-generated info in the check-point window, then review and accept the terms of service. (If you do not wish to participate in Google advertising activity, you should de-select the second check box.)

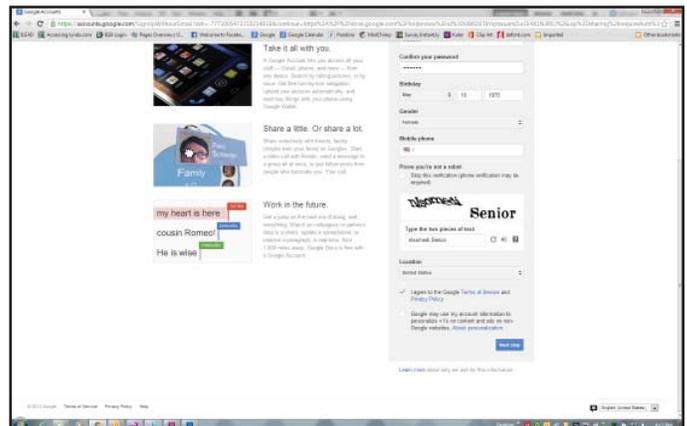
Click the blue 'Next Step' button.

**STEP 4:** Google will now send an e-mail to the account you entered on the previous page. When you open that message, you'll be provided with a link that should take you back to your web browser, opening a page directly to Google Drive.

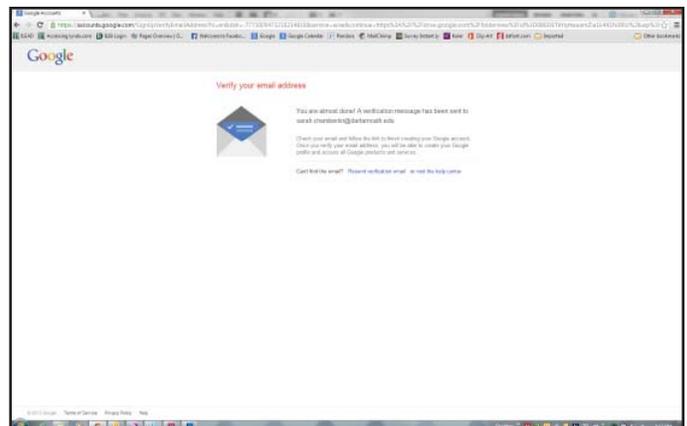
You can now log in to Google Drive!



STEP 2: Google account Sign up page.

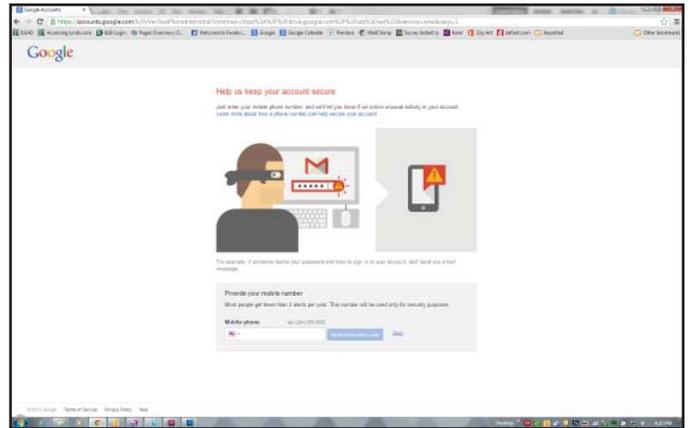


STEP 3: Bottom portion of Sign up page.



STEP 4: Final stage of Google account Sign up.

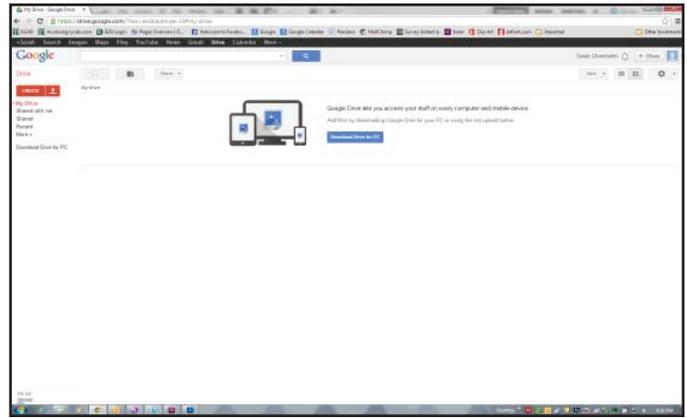
When you log in to your Google account, you will undoubtedly encounter the screen on the right from time to time if you did not supply a mobile phone number when signing up for your account. Google likes to highlight the additional security provided by having a mobile number on file with them, but it is not necessary to do so. You can simply bypass this screen by selecting the blue 'Skip' near the bottom of the lower grey box in the center of the screen.



*Possible security alert when logging in to your Google account.*

## Your Google Drive Account: A Basic Road Map for ILEAD Users

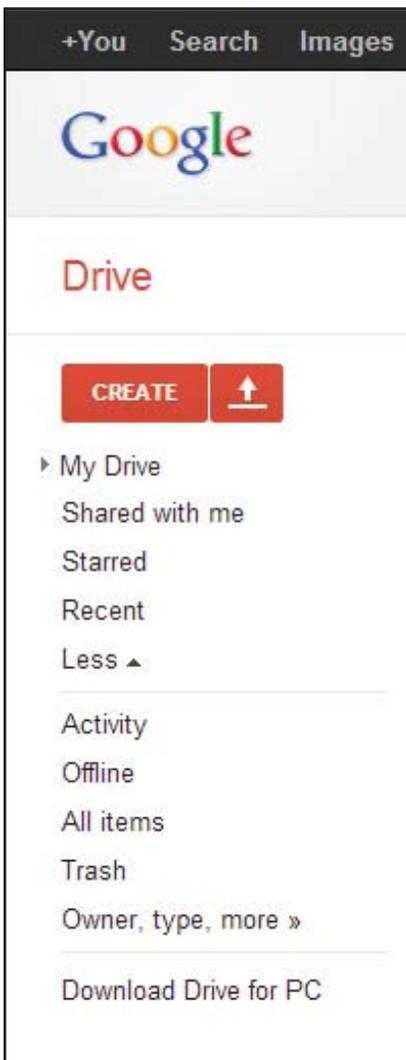
When you first log in to Drive, you will be taken to your personal 'My Drive' account. Take the time to explore and familiarize yourself with the layout of the Drive window. If you are a first-time user, you will most likely not see any actual content in your folder. (Although study leaders and committee members may find items under the 'Shared with me' portion of your account.) You must either upload content yourself, or access content that has been shared with you.



Your personal 'My Drive' page after signing in to Google Drive.

The menu on the left of your screen (shown below) begins by listing the following selections:

- My Drive - your main folder
- Shared with me - items created by others for which you have been granted access or editing privileges
- Starred - items you have selected as star-worthy
- Recent - everything you've recently viewed or worked on, sorted by the date you last accessed each item



Google Drive menu, located at the left of your screen.

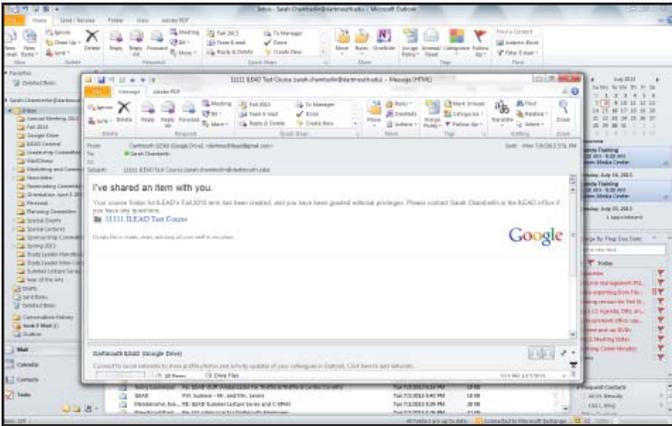
When you click on the 'More' selection at the bottom of this list, the remainder of the menu items appear, including:

- Activity - everything in your Drive account, sorted sequentially by last update
- Offline - if you have downloaded Drive to your computer, any items you've stored on your hard drive will be listed here
- All items - any item appearing in your Drive account, regardless of location
- Trash - items you have designated for deletion
- Owner, type, more - works with the search box at the top of the screen to help you locate specific items
- Download Drive for PC - creates a location on your hard drive that will enable you to access Drive documents when you are not connected to the internet (this only works if you download the contents of your Drive account to your computer and sync regularly)

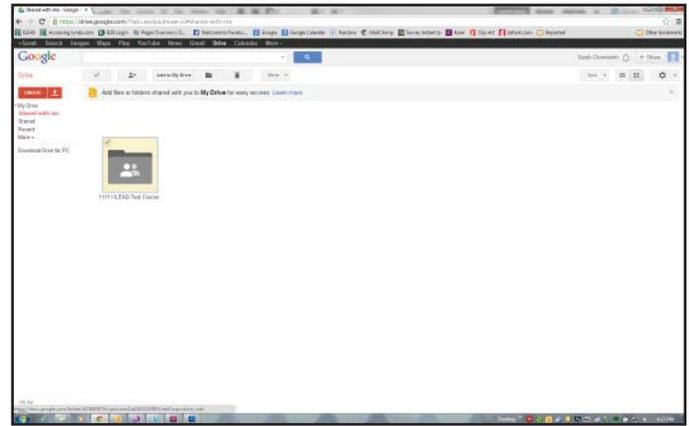
Your ILEAD course or committee folder will usually be classified as "shared content" within Google Drive. (Items are classified as "shared" if you are not the original creator of the item, or if multiple users collaborate on the piece.) When ILEAD shares access to a folder with you, you will receive an e-mail that will include a link to the shared item. (See next page for image.) Shared content is filed under your 'Shared with me' folder, located in the menu on the left side of your screen.

You can leave any content you wish in your 'Shared with me' folder. It will remain accessible and fully editable in that location. You can also move the item to the 'My Drive' portion of your account if you prefer. (Locating items under 'My Drive' is most valuable if you choose to download Drive

to your computer or mobile device. This enables you to edit documents and items when you are offline, rather than limiting you to editing functions while logged in to Drive.)



An example of a "Shared with you" e-mail.



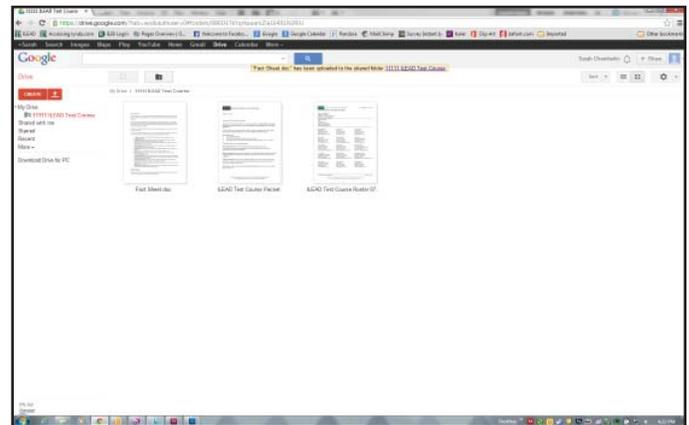
A shared folder, located in the 'Shared with me' portion of Drive.

## Create a New Folder

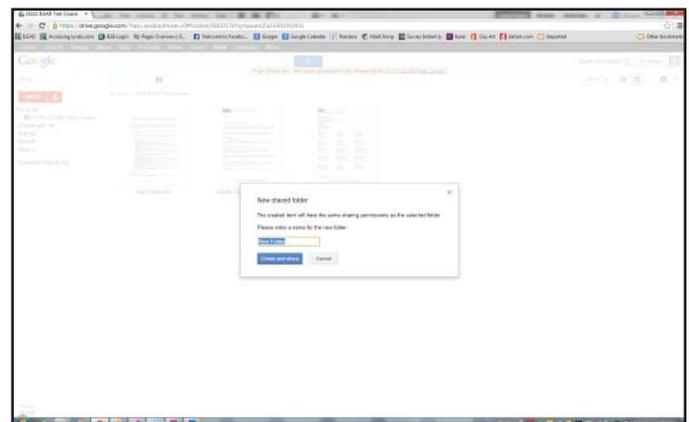
When you've reached a point where you are comfortable navigating through Drive, you can begin customizing your course or committee folder.

**Step One:** From your Drive account, navigate to the area where you wish to add a folder. Click the red 'Create' button near the top left corner of your browser window. A list of options will appear below your cursor - select 'Folder'.

**Step Two:** A pop-up window will appear. At the top, a note reminds you that the folder you create will have the same sharing level as its parent location. If you create a new folder in a class' master folder, the new folder will also have link-only access. If you create a new folder in a committee's master folder, the new folder will default to public access. (You can change the access level of sub-folders and documents, but bear in mind that it tends to work only by making items more accessible. For example, you can start in a private folder and add a public sub-folder, but you cannot start in a public folder and add a private sub-folder.) Choose a name for your folder, and click the blue 'Create and share' button.



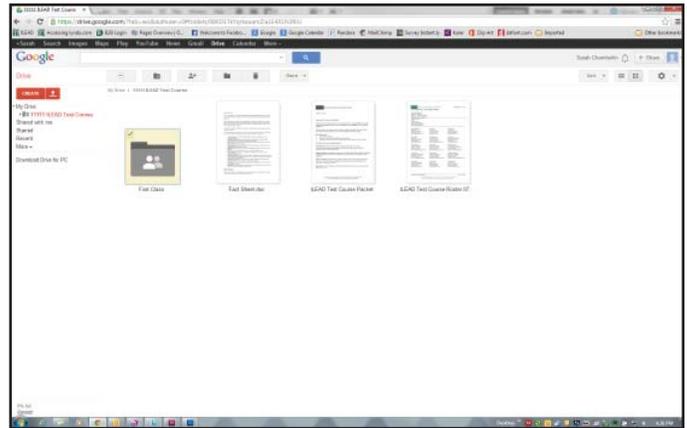
Step 1: Create a new folder by clicking on the red 'Create' button at left.



Step 2: Pop-up window for folder title.

### **Step Three:** Success! You've just created a new folder!

The 'Create' button is not restricted to folder creation. You have the option of creating a new text document, slide presentation, spreadsheet, form, or drawing. You create these items in Google Docs, another free service connected to your Drive account. We will not cover Google Docs in this manual, but bear in mind that if you do not have access to the full Microsoft Office suite of programs, Google Docs is a wonderfully useful resource.



*Step 3: Success!*

## **Uploading Content to Drive**

Before uploading an item to Drive, make sure you are aware of its location on your computer, drive, or disc. (This helps to save time once you begin the upload process.)

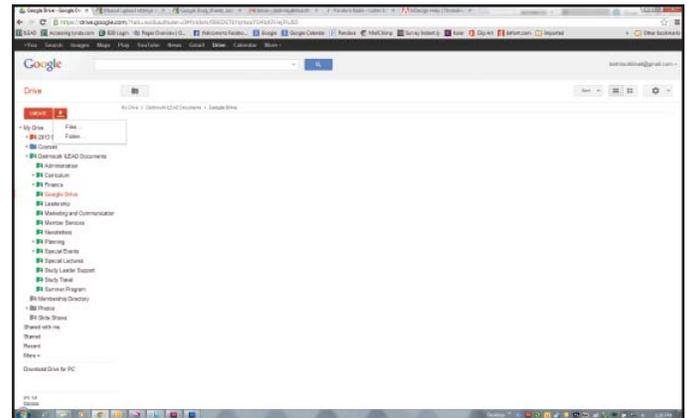
If you are using the most recent version of Google Chrome or Mozilla Firefox, you can upload a file or folder by simply performing a 'drag and drop.' You will need to be able to see both your browser window and the item you want to upload wherever it is currently located on your computer. You then click and hold the item you want to upload, drag it to your browser window, and drop it into the target folder.

If you are not using the most recent version of Chrome or Firefox, or use another browser, you will need to perform a manual upload by following these steps.

**Step One:** Go to the location in Drive where you would like to store your file or document. Look near the top left corner of your browser window, to the right of the 'Create' button - there is another red button with an upward-pointing arrow. This is the 'Upload' button.

When you click the 'Upload' button, a small drop-down menu will appear. You can choose to upload either file(s) or a folder.

**Step Two:** Click on either the 'Files...' or the 'Folder...' selection. A window will pop up showing a location on your computer. (The contents of the window may default to your desktop, your hard drive, or simply to the location that contains the most recent item you accessed.) If the file or folder you want to upload is not located on this pop-up screen, you may have to navigate to its location using the menu at the left of the pop-up. Once you have found the item you want, single-click on the icon or item title and click 'Open' at the bottom of the pop-up window.

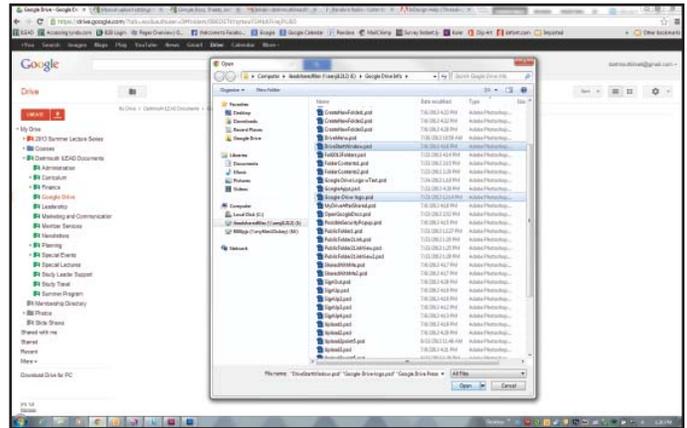


*Step 1: Click on the 'Upload' button to upload file(s) or a folder.*

If you wish to upload several files, you have two options:

*Option 1: Items that appear sequentially.*

If the items you wish to upload appear one after another in a list or group, click on the first item in the list, hold down the 'Shift' key on your keyboard (this works on both PCs and Macs), and then click on the last item in the list. You should see both the first and last items highlighted, as well as anything that appears between them. You would then click 'Open' to upload all of these items.

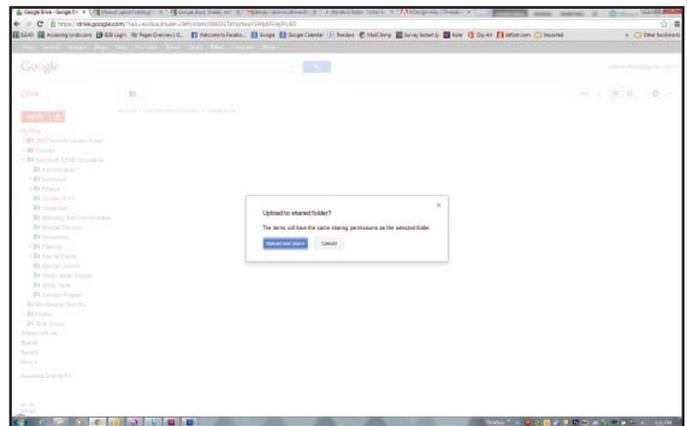


Step 2: Locate the file(s) or folder you want to upload.

*Option 2: Items that do not appear sequentially.*

If the items you wish to upload appear in a random, non-sequential order, you simply click on the first item you wish to upload, then hold either the 'Ctrl' key on a PC keyboard or the 'Command' key on a Mac. Still holding that key down, begin clicking on each separate item you wish to upload. When you've selected everything you want, click the 'Open' key at the bottom of the pop-up window.

**Step Three:** A new window appears on your screen, asking if you wish to upload the file(s) or folder you selected. It also notifies you that the item(s) you upload will default to the same sharing permissions as the target location. (Meaning that if you are uploading to a committee folder, anything you upload will be publicly accessible, while items uploading to a course folder will default to link-only access.) Click the blue 'Upload and share' button to proceed.



Step 3: Upload and share.

**Step Four:** Your pop-up window changes once again, this time to the 'Upload Settings' menu. This short list of selections offers you the option of converting your files into one of the formats offered by Google Docs. You are not required to do so, and can simply bypass this window. Should you wish to convert your documents, any selection you make in this window will potentially effect future uploads, so consider carefully prior to placing a check-mark in any box.<sup>4</sup>

The final selection, 'Confirm settings before each upload', is rather important, mainly because it determines your options in future upload attempts. If you would like this same window to appear each time you upload an item to Drive, make sure a check mark is present in this box. However, if you

4 The two options present in the 'Upload Settings' pop-up window are:

*Convert documents, spreadsheets, presentations, and drawings to the corresponding Google Docs format.* By selecting this option, Drive will automatically review the item you upload and convert it to an editable Google Docs version. Word documents will become a Google Document, Excel spreadsheets will become a Google Spreadsheet, PowerPoint presentations will convert to Google Slides, and so on. Your original document will remain intact on your computer, but the version appearing in Drive will take on the new format.

*Convert text from PDF and image files to Google documents.* When you select this option, Drive will scan the items you upload and, using OCR (Optical Character Recognition) technology, it will convert your item to a Document format that can then be modified by all users with editorial access. When you select this box, you will also be presented with a language option, should you wish to translate the wording from one language to another.

are confident that you never need concern yourself with conversion options, you can de-select this box, and this window should not appear again during an upload.

If you de-select the box and wish to change that option again in the future, you click the 'Upload' button and select 'Settings'. You can also find this same menu by selecting 'Settings' at the top of the upload pop-up mentioned in the next step.

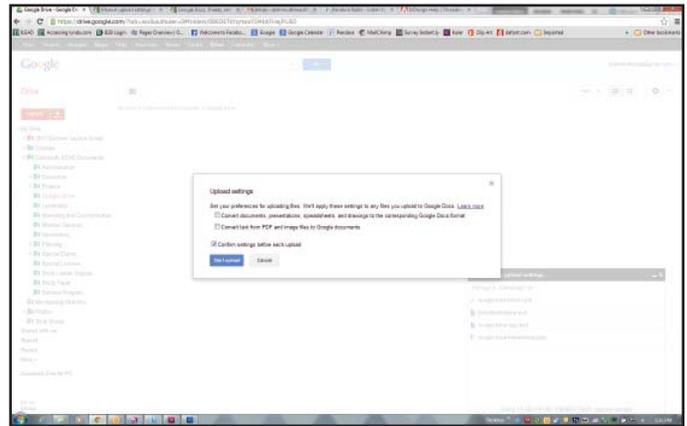
When you are ready, click the blue 'Start Upload' button.

**Step Five:** You will once again find yourself in the Drive location where you first started the upload procedure. At the bottom right corner of your screen, you'll notice a small pop-up window that shows the item(s) you selected to upload. As each item finishes, you'll see an 'Uploaded' note appear to indicate a successful upload. If the file was not able to upload, an error message will appear here. When you are finished, and all of your items appear in the Drive location you selected, you can close the 'Upload complete' window by clicking the X on the black bar at the top of the pop-up.

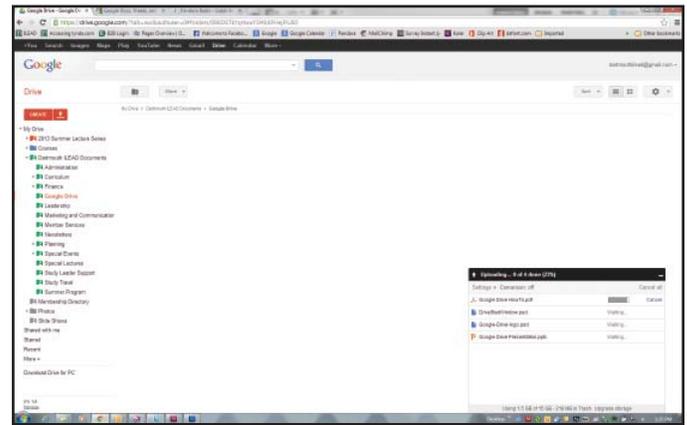
If you've chosen to upload an entire folder, it may take longer to complete the upload. Anything contained within the folder should appear in Drive once upload is complete.

Please bear in mind that file size will play a part in the success of your upload. Currently, Drive has the following limits in place:

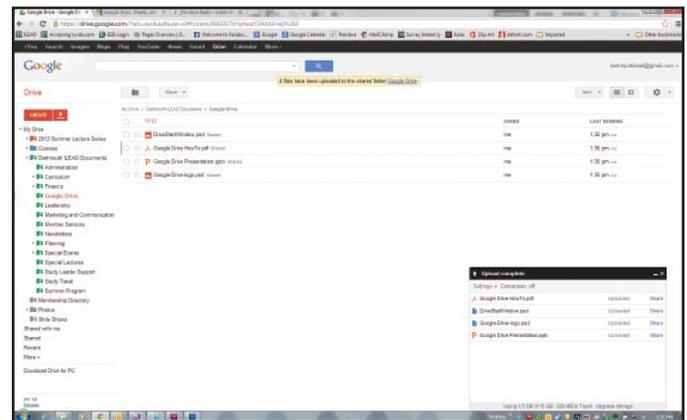
- Files that you upload but don't convert to a Google Docs, Sheets, or Slides format can be up to 10 GB each.
- Documents: 1,024,000 characters, regardless of the number of pages or font size. Uploaded document files that are converted to the Google documents format can't be larger than 2 MB.
- Spreadsheets: 400,000 cells, with a maximum of 256 columns per sheet. Uploaded spreadsheet files that are converted to the Google spreadsheets format can't be larger than 20 MB, and need to be under 400,000 cells and 256 columns per sheet.
- Presentations: Presentations created in Google Slides can be up to 50 MB — which is about 200 slides. Uploaded presentation files that are converted into the Google presentations format can also be up to 50 MB.
- Drawings: We've never seen anyone make a drawing that was too big (but that's not a dare).



Step 4: File conversion options.



Step 5: The status bar shows you the progress of each item you have selected to upload.



Step 5: Upload complete!

## Deleting an Item

If you decide that you do not need a certain item or folder any longer, you can delete the item by selecting the check box to the left of its name. (See figure 1.) A series of options appears near the top of your screen, including a trash can icon. Simply click the trash can icon, and your item is sent to the Trash folder.

You can select multiple items in this manner, or select all items in your current location by clicking the box at the top of the list, next to the 'TITLE' heading. (See figure 2.) You then click the Trash icon.

Although you have sent an item or folder to the Trash, they are still present in Drive. In order to permanently delete these items, you must first visit the Trash folder and select the 'Empty Trash' button near the top of the screen. A pop-up will appear, giving you one last chance to confirm this decision. (See figure 3.) Once you select the grey 'Empty Trash' button at the bottom of the pop-up window, all items will be cleared from the Trash folder.<sup>5</sup>

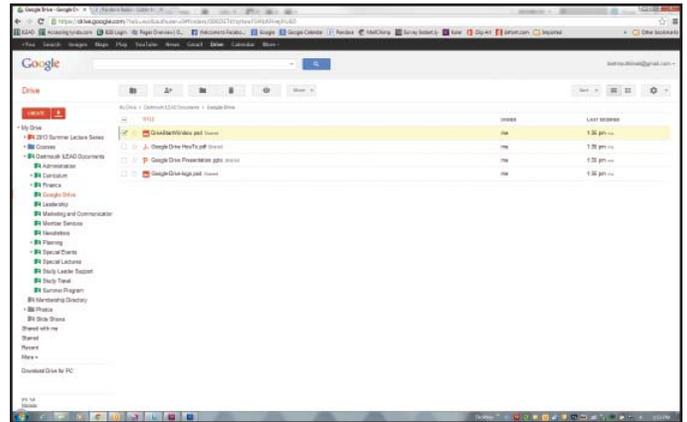


Figure 1: Select the check box to the left of the item.

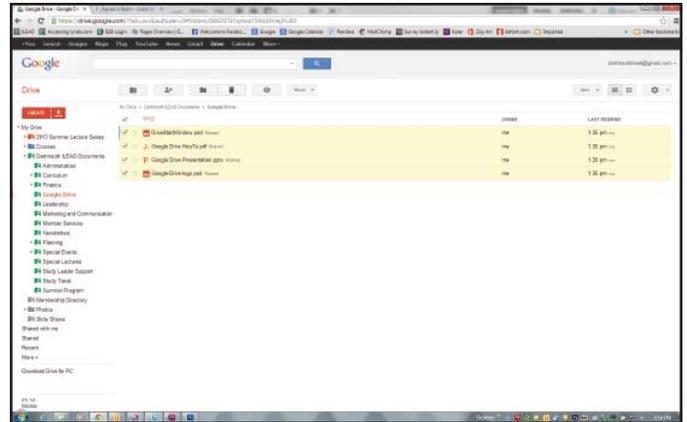


Figure 2: Select all items in a folder.

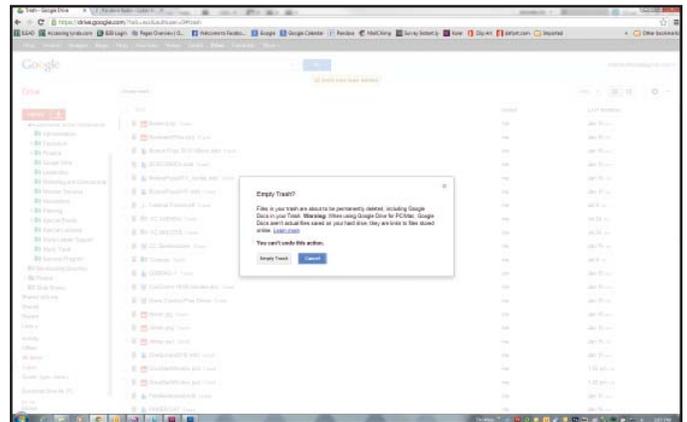


Figure 3: Once inside the Trash folder, you can empty your Trash forever!

5 These instructions are provided to enable users to maintain their personal Drive folders. Committee members and study leaders working with the ILEAD folders may send items to the Trash, but the ILEAD office will perform final maintenance functions within that account.

This document was created for ILEAD use, and was compiled using the help manual on Google Drive, as well as the lynda.com course, "Google Drive Essential Training (2012)" by Susan Metz. This manual is currently a work in progress, and your input would be greatly appreciated. If you have any comments or suggestions, please contact Sarah Chamberlin at the ILEAD office via e-mail at [sarah.chamberlin@dartmouth.edu](mailto:sarah.chamberlin@dartmouth.edu).

*PLEASE NOTE: The last two pages of this document consist of notes and rough drafts - they are not yet ready for the final manual.*

### Downloading files from Drive

Any time you have a file in Drive, you can select that doc, pull down the 'More' menu, choose 'Download', and select the file type.

You will be prompted to select a destination for any item you download.

### Converting files to Google Doc format

You can currently convert most Office documents into a Google Doc, as well as PowerPoint presentations and a wide variety of image files.

Easiest method is to manually upload file and convert.

In Google Drive, you can store files, view files, and create files.

You can upload and store almost any type of file in Drive, including word documents, spreadsheets, images, videos, and more.

### Organizing Google Drive

My Drive is all of the files that you own, or that you have relocated from the shared folder. You can sort the My Drive area using the Sort dropdown menu. You can select 'Last edited by me' to find the docs you've most recently worked with. You can sort by 'Last modified', which sorts according to any edits performed by you or anyone else with permission to edit the document(s). You can also choose 'Last opened by me', which shows the documents according to the last time you viewed them. You can sort by 'Title' should you wish an alphabetical list of documents. You can also sort by 'Quota used', which is usually only utilized if you are approaching the storage limit of 5G and wish to know which documents are taking up the most or least space.

You can filter your documents list by entering criteria in the search box. You could use the dropdown menu to select specific file types, entering search terms, etc.

There are currently around 30 different viewable file types supported by Drive, including Microsoft Office documents, Photoshop files, and more. The benefit of viewing a file on Drive is that you do not need the parent application in order to view a document; if you wish to view a file created in Photoshop, Drive translates the file in order to allow your computer to display the file without requiring Photoshop.

You can create a wide variety of documents as well, including text documents, presentations, spreadsheets, forms, and drawings.

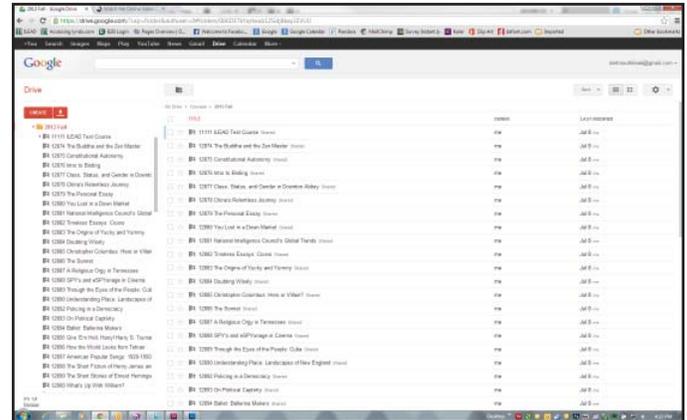
Each ILEAD term has a separate folder. Within that term folder are sub-folders for each course taking place that term. The study leader(s) for each course are granted full editing capability for their course folder, meaning he or she can upload documents to that folder, edit documents inside the folder, and create sub-folders within their course folder. (Sub-folders may help keep documents organized if you will be sharing hand-outs or readings specific to certain sessions of the class.)

create new folder

## Fall, Winter, and Spring Course Documents

ILEAD's Google Drive site organizes course documents separately from the publicly-accessible committee items. Items located inside the Course folders are accessible via link only; they will not appear in search engine results. There is still no need to enter a password in order to view, download, or print these items, but they cannot be accessed without the link. This is mainly due to the fact that many Study Leaders include copyrighted content in their course materials. Link-only access prevents the general public from viewing anything included in the course folder, and helps to maintain a certain level of confidentiality for the course materials.

The Fall 2013 term will be the first in which ILEAD will make documents available to course participants via individual folders in the 'Courses' portion of Google Drive. The Study Leader(s) for each course will have full editing capability for their folder(s), and will be able to add or delete content from their folder(s) as they wish. Study Leaders offering more than one course per term will receive separate folders for each course. Study Leaders will need to create a Google account in order to edit their folder. See the *Study Leaders* portion of this document for more information.



*Fall 2013 course folders*

For example, Dennis Damon Moore's 'Hemingway' course material will be located in a folder entitled '12914 Modern American Masters'. The folder will contain the class welcome packet and roster at the start of the term, as well as any reading packet(s) Dennis has provided to the office. Once classes begin, he may choose to add more material himself, or deliver it to the ILEAD office for our staff to upload to the folder.

PLEASE NOTE: If you, as a Study Leader, elect not to upload items to your course folder, please supply a copy of the document(s) you wish to share with your class to the ILEAD office. We will upload a copy of the item to the course folder on your behalf.