



University College Dublin
IT Services – Seirbhísí TF

Digital Office

Managing your team's files effectively in Google Drive

Today's session

- Digital Office initiative
- File storage and Sharing in UCD: best practices
- Google Drive - using Shared Drives to manage team files
- Transferring ownership of files on Google Drive
- Further Resources



Digital Office



- A toolkit of UCD IT Services resources to help you complete your online office tasks

'Common tools for common tasks'

- Three themes:
 - Time management and calendaring
 - Collaborating and communication
 - File storage and sharing



Website: www.ucd.ie/digitaloffice | Join our [Spaces Community](#)

File storage and sharing in UCD

[UCD File Storage & Sharing Guide](#) on the [IT Services website](#)

- Google Drive is secure and recommended for **all types of information**, including personal data and confidential university information
- Systems specifically designed for storing personal data as student, personnel and medical records e.g. Banner, InfoHub, PeopleXD
- Not recommended for storing university information:
OneDrive, DropBox, personal devices or accounts, USB keys
- GDPR/data protection support and resources:
 - > UCD Legal - UCD Data Protection Officer (DPO) www.ucd.ie/gdpr



www.ucd.ie/digitaloffice

Features of Google Drive

- Security: part of UCD Google Workspace suite
- More visibility and control over access
- Less duplication: [send a link, not an attachment](#)
- One file, various types of access to it
- File access without folder access or Drive access



Structure of Google Drive



Drive/Shared Drive



Folders



Files



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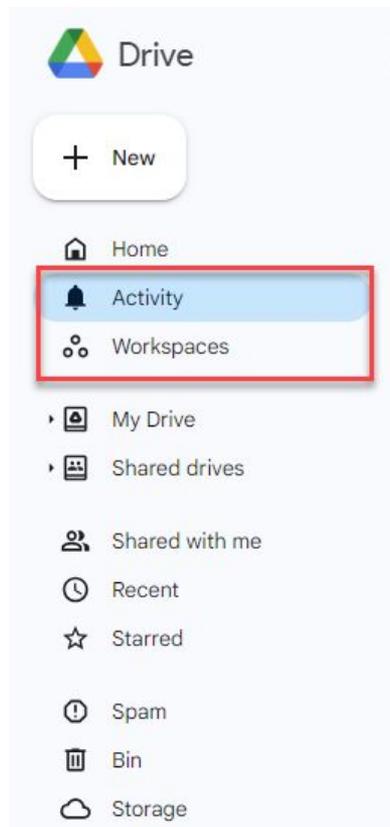
Layout of Google Drive

The screenshot illustrates the layout of the Google Drive interface. Red boxes highlight several key components:

- Search Bar:** Located at the top left, labeled "Search in Drive".
- Left Navigation Sidebar:** Contains navigation options: Home, Activity, Workspaces, My Drive, Shared drives, Shared with me, Recent, Starred, Spam, Bin, and Storage.
- File Type Filter Bar:** Located below the search bar, showing icons for Documents, Spreadsheets, Presentations, Forms, Folders, PDFs, and Videos.
- Main File List:** A table of files with columns for Name, Date modified, Owner, and Location. A red arrow points to the "Shared with me" location for the "Application Forms" file.
- Top Right Action Menu:** A menu with a checkmark, list icon, and grid icon, used for file actions.

Name	Date modified	Owner	Location
Application Forms	edited • 10:08	me	Shared with me
Test Digital Office form	You opened • 30 Jan 2024	me	Drafts
Gmail Mail Merge Template: save as File > Make a copy and edit as requir...	You modified • 5 Dec 2023	School of IT Services sha...	Staff Training
Registration form UCD IT Services webinar	You modified • 5 Oct 2023	Aidan Curran	Shared with me
Digital Office webinar feedback - Time Management & Calendaring - 24 ...	You opened • 5 Oct 2023	University College Dublin	DO webinars
Event Feedback	You modified • 5 Dec 2023	me	My Drive
Gantt chart	You opened • 10 Oct 2023	School of IT Services Sch...	School of IT Services Sc...
Event Feedback	You modified • 2 Oct 2023	School of IT Services sha	Administrative

New: Activity & Workspaces



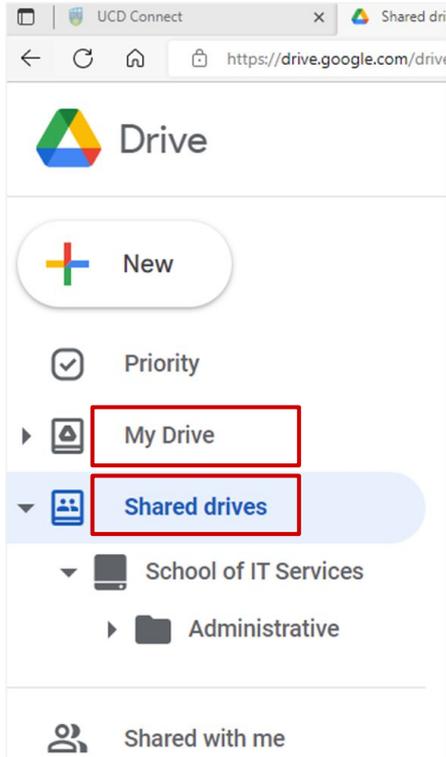
Activity

- This page shows all pending access requests, recent comments, and approvals for files to help you quickly see recent activity and take action, all in one place.

Workspaces

- You can create your own personalised Workspaces to collect any files you have access to, including content stored in your My Drive and various shared Drives.
- To add to a Workspace, **right-click** on any file and select **Add to Workspace** to group files as you work.
- **Note:** There is a 25 file **limit** for each Workspace you create.

My Drive vs. Shared Drive



My Drive

- Your own personal drive space
- When you go, it goes - files shared from it will be inaccessible

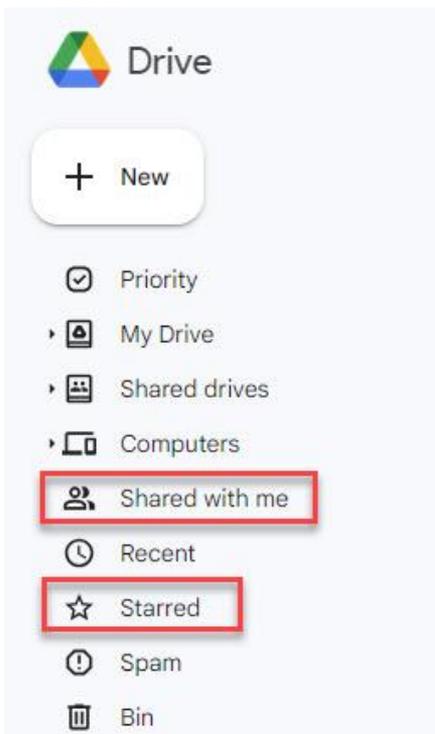
Shared Drives

- A place for a school/unit shared documents & team folders
- Files in it belong to the Shared Drive: no loss of files
- Manager rights can be shared and transferred
- No extra account or password required
- We recommend a **centralised Shared Drive structure** for your school or unit

=> Move, save and store your work in a Shared Drive folder!

[How do we set up a team shared folder in Google Drive?](#)

Shared with Me and Starred



Shared with me

- Somebody has shared a file with you, and when you share a file from your “My Drive”, it goes into the “Shared with me” section for whoever you are sharing with.
- When the owner goes, it goes - files shared from it will be inaccessible
- [My Drive, Shared Drive, Shared with me](#)

Starred

- Starring files and folders is a way for you to classify items
- [How to star files or folders on Google Drive to make them easier to locate](#)

Sharing options: access types

- **Manager:** full admin & editor rights of the shared drive; manage folders, files, access and settings
- **Content Manager:** can add, edit, delete & give access to files; can't add, edit, delete or give access to folders
- **Contributor:** can add and edit files; can't delete files
- **Editor:** of a file; can give access to that file
- **Commenter:** can view and comment; can't give access
- **Viewer:** view only; can't give access. [Share a file as read-only](#)
- [Sharing with visitors](#)



Ensure that you are sharing only with the intended recipients and only for as long as is necessary. This is particularly important if you are sharing material outside of the organisation.

Manager settings - Shared Drive level

The screenshot displays the Google Drive interface for a Shared Drive. The left sidebar shows the navigation menu with 'School of IT Services' selected. A dropdown menu is open, showing options like 'Manage members' and 'Shared drive settings', both highlighted with red boxes. Red arrows point from these boxes to the 'Manage members' and 'Shared drive settings' panels on the right. The 'Manage members' panel lists 'EAG Training (you)' as Manager and 'Aidan Curran' as Content manager. The 'Shared drive settings' panel shows access and role permissions, all of which are checked.

Manage members

Add people and groups

- E** EAG Training (you) eag.training@ucd.ie Manager
- A** Aidan Curran aidan.curran@ucd.ie Content manager

Shared drive settings

Access

- Allow people outside of University College Dublin to access files
- Allow people who aren't shared drive members to access files

Role permissions

- Allow content managers to share folders
- Allow viewers and commenters to download, print and copy files



Shared Drive demo

- Review suggested structure (sample only)
- Create a shared Drive and edit settings
- Check details and activity
- Share files
- Get a link to a folder/file
- Move files
- Create a shortcut



Transferring file ownership

- If you're leaving UCD: [transfer ownership](#) of files saved in My Drive (or local machine). Shared Drive > files remain, no action needed to transfer ownership/
- Use advanced search to identify those files
 - You need to transfer ownership at the **file level** and not the folder level in Google Drive. Google folder ownership is not cascading, which means that changing the owner of a folder does not automatically change the ownership of each file and subfolder within that folder.
 - You can **select multiple files** by clicking and dragging your cursor over the relevant files from your search results.
 - If there are **Google Shortcuts** (i.e. links that reference another Drive file or folder) within your search results, you will need to unselect those before attempting to bulk share and transfer ownership of multiple files, or they will prevent you from bulk sharing/transferring. Unfortunately, there is no way to exclude Shortcuts from your search results at this time.
 - You can only transfer ownership of files to **other UCD accounts**. To transfer your personal data from your UCD Google Workspace account, use Google Takeout. You should note when transferring data out of the University account you must ensure that any confidential or restricted University data is NOT included.
 - To transfer ownership of a file to somebody else at UCD, it must **already be shared with them**. If the user you intend to transfer ownership to is not shared on the file(s), share the file with them first, before proceeding with the next steps.



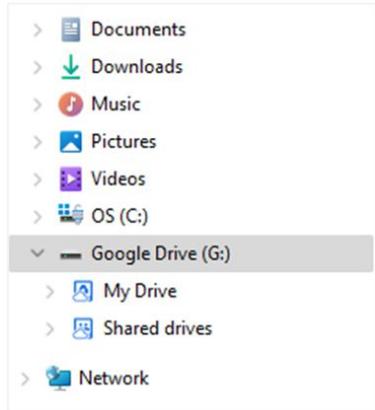
Remember, UCD IT Services recommends that you save your work in a folder on your school or unit's **Shared Drive** in Google Drive: *even if the person who created content saved in a Shared Drive leaves or has his or her account disabled, the content will remain accessible to everyone else in the Shared Drive.*

File storage & sharing best practices

1. Read the [UCD File Storage & Sharing Guide](#)
2. Consult the University's [IT Security](#) & [GDPR](#) guidance
3. Save your work in a folder on your school or unit's Shared Drive in Google Drive
4. Share a Google Drive link, rather than send an attachment
5. If you like the folder structure on your desktop, try [Google Drive for Desktop](#) as a virtual G drive



Google Drive for Desktop



- Sets up a virtual G drive on your computer
- Granting access to Shared Drives, etc. must still be done on the web version of Google Drive
- Lets you continue using Word, Excel, PowerPoint on files created in those formats, stored on Google Drive
- Download and install it from the settings icon in the top-right of your web Google Drive
- [Step-by-step instructions](#) on the IT Support Hub



Review

- Google Drive layout
- My Drive/Shared Drive/Shared with Me
- Shared Drive access types and permissions
- Create a Shared Drive
- Sharing a file, sharing a link, shortcuts, moving files
- Transferring ownership of files
- Remember: follow the [UCD File Storage & Sharing Guide](#)



Further Resources

- UCD Digital Office: www.ucd.ie/digitaloffice
- UCD IT Support Hub: www.ucd.ie/ithelp
 - Get Help contact connector form
 - Knowledge Base of how-to articles: *search for Google Drive*
- Google Workspace End User training courses on LinkedIn Learning: www.linkedin.com/learning/instructors/google-cloud
- Folder sharing on Google Drive ([DamsonCloud video on YouTube](#) 07:17)
- Google Drive Help Centre: <https://support.google.com/drive>
- Google Workspace Learning Center: <https://support.google.com/a/users/>
- UCD IT Services - Security: www.ucd.ie/itsecurity
- UCD Legal - UCD GDPR and UCD DPO: <https://www.ucd.ie/gdpr/guidanceresources/>





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Thanks for watching! Resources can be found below.