

Getting Your Team Organized (via Google Drive)

Overview

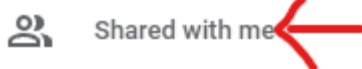
The purpose of this assignment is to illustrate how cloud storage, such as Google Drive, can be used to work together with others. For this assignment, your team will create a shared folder which you will use to share and collaborate. You should communicate with your team initially using your Lamar email. If you are doing this assignment in an in-person class, the teacher may have you do this during your class time.

Prior to Beginning

Prior to this assignment, your teacher will assign you to teams. Before beginning this assignment, you should review the [Google video instruction](#) -- especially items 7 & 8 for sharing folders .

Assignment

1. **For Online Students:** Before beginning, you should communicate with your team. One person on the team should initially create a group email to the others on the team. This initial communication should be done using your lamar email. Each team member should reply to the initial email and provide his/her Google account (usually *something@gmail.com*). The Google account will be used in the next step.
2. You will need to communicate with each other in order to exchange your Google account names. To start, **one** of your team members is to create a Google Drive folder in his/her Google class folder (the folder named BCIS 1305-yourname). The team member should name the new folder **Team x** (where x is your team number – your team number will be something like 1F22). That team member should then share the folder with the other members of the team using each member's Google account. **Make sure you share using your Google accounts and not your Lamar email.** (Refer to videos 7 and 8 for instructions on sharing.) When sharing, each team member should be allowed to edit the folder contents. Make sure you share properly!! Note that the BCIS 1305-yourname folder should already be shared with me (at cammackje@gmail.com) because the member who creates it should have already shared the BCIS 1305-yourname folder with me in an earlier Google assignment.
3. If your team folder has been shared properly, each team member should be able to access the folder from his/her Google Drive. It will be listed in the “Shared with me” menu item (see the following screenshot)



4. **One** team member should next create a Google Docs document named **All About Team X** (where x is your assigned team number) in the **Team x** folder. The document should have a title at the top which says "Introducing Team X"
5. Each team member should edit the **All About Team X** document and add a short "bio" paragraph introducing him/herself and telling a little bit about him/herself.
6. Each team member will download the **All About Team X** document as a pdf. It does not matter if other members have not yet completed his/her part.

Submitting the Assignment.

In Blackboard, submit these items:

1. A clickable link to the **Team x** folder (the link should be to the team **folder**—not to the document) Use My Team Folder for the link text
2. the **All About Team X** pdf document.