# Navigating Google Drive

**Lesson 4**

## Overview

Before starting this lesson create folders in the student’s drive and several files in the students drive that are not in a folder. These files and folders will be deleted during this activity.

It is much easier for blind students to do as much as possible from Google Drive. If possible have the Google Drive icon placed in the Launcher. In many situations, you will not be able to do this, IT severely restricts the changes you will be able to make to the Chromebook. But maybe you might have an understanding IT who would be willing to change this.

If you are not able to place Google Drive in the Launcher navigate to it the long way many times; Alt+Shift+L, first item, etc. After a while Google Drive should be cached, navigate to Google Drive with Ctrl+t, keyboard the letter “d” or possible “dr” and press enter.

There are two views in Google Drive, Grid and List View. Google Drive should always be in List View.

Skills taught: Google Drive Management

## Keystrokes for this Lesson

* C then hit down arrow to navigate: Use this command to create new Google Docs, Sheets, Slides files, etc. Also use this command to create new folders.
* gn: Moves to Folders and Views
* gl: Moves to List View
* gp: Moves back one folder level
* ChromeVox+M: Opens context sensitive menu

## Activity

* Have the student navigate back and forth from Folders and View to List View
* Have the student press enter and go into a folder
* Have the student move back one folder level
* Have the student create and delete files
* Have the student create and delete folders
* Teach the student the importance of creating files from within specific folders
* Teach the ChromeVox+M command for deleting files. Also point out that some inaccessible files can be opened in Google Docs with this command and will become more accessible.