

iPAF Google Shared Drive How-To Guide

How to Create a Google Shared Drive

Each academic unit shall establish a Google Shared Drive associated with their official SDSU email address.

When logged in to your SDSU Gmail account, locate the Google Apps icon in the top right corner.



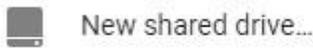
Select Google Drive from the list of applications.



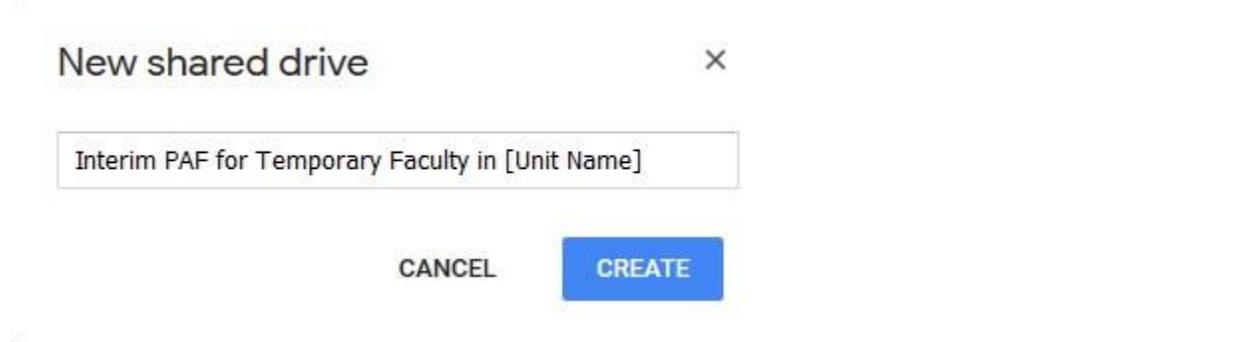
On the left task pane select “Shared drives” by right-clicking.



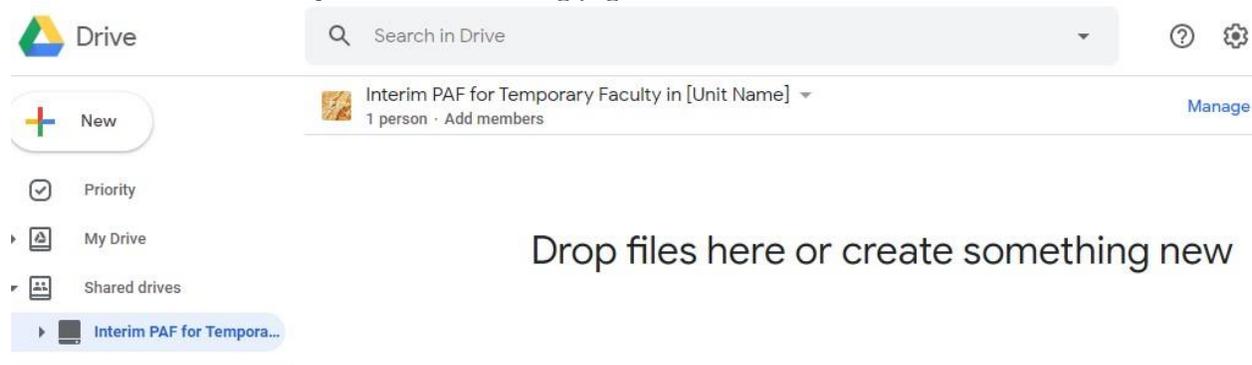
Then select:



A small window will appear for you to enter the name of the NEW SHARED DRIVE; label it “Interim PAF for Temporary Faculty in [unit name]”, then click “CREATE”.

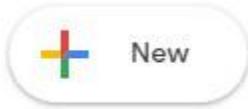


Once the drive is created, you will see a landing page like this:

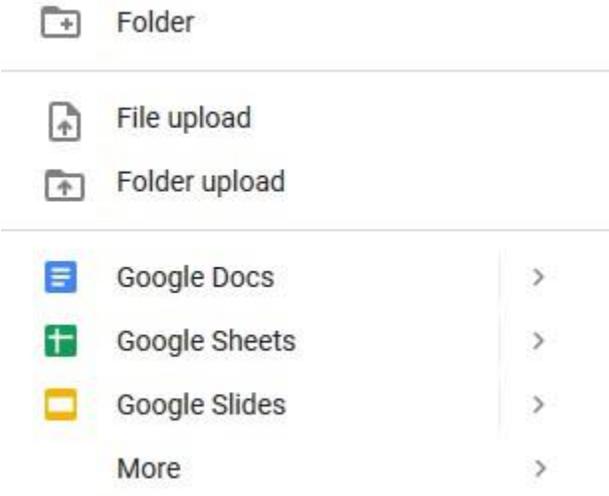


How to Create a Folder for Each Faculty Member

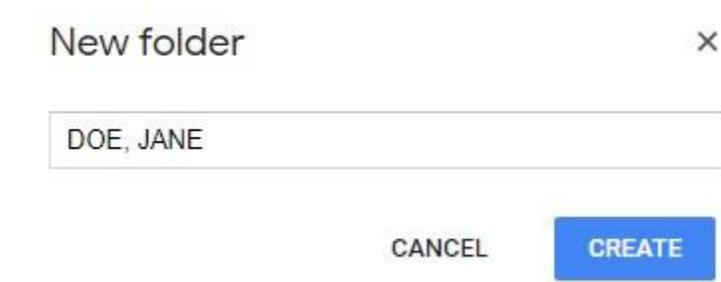
In the top right, select “NEW”



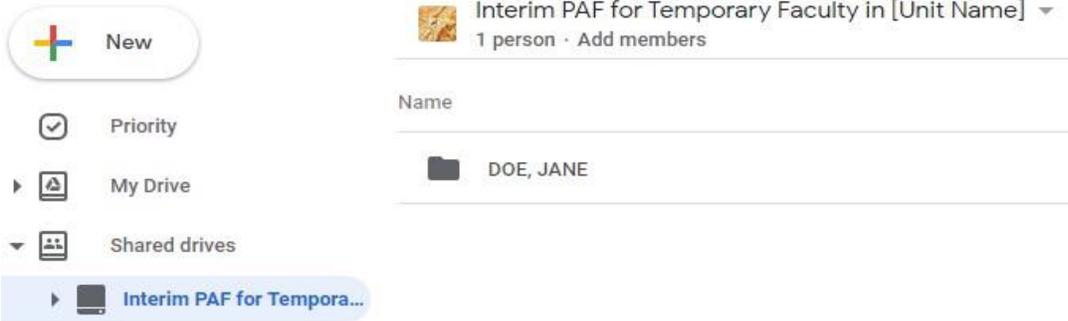
From the options listed on the drop down, select “FOLDER”.



Create one folder for each temporary faculty member. A small window will appear for you to enter the name of the New Folder, entitle folder: “last name, first name”, then click “CREATE.”

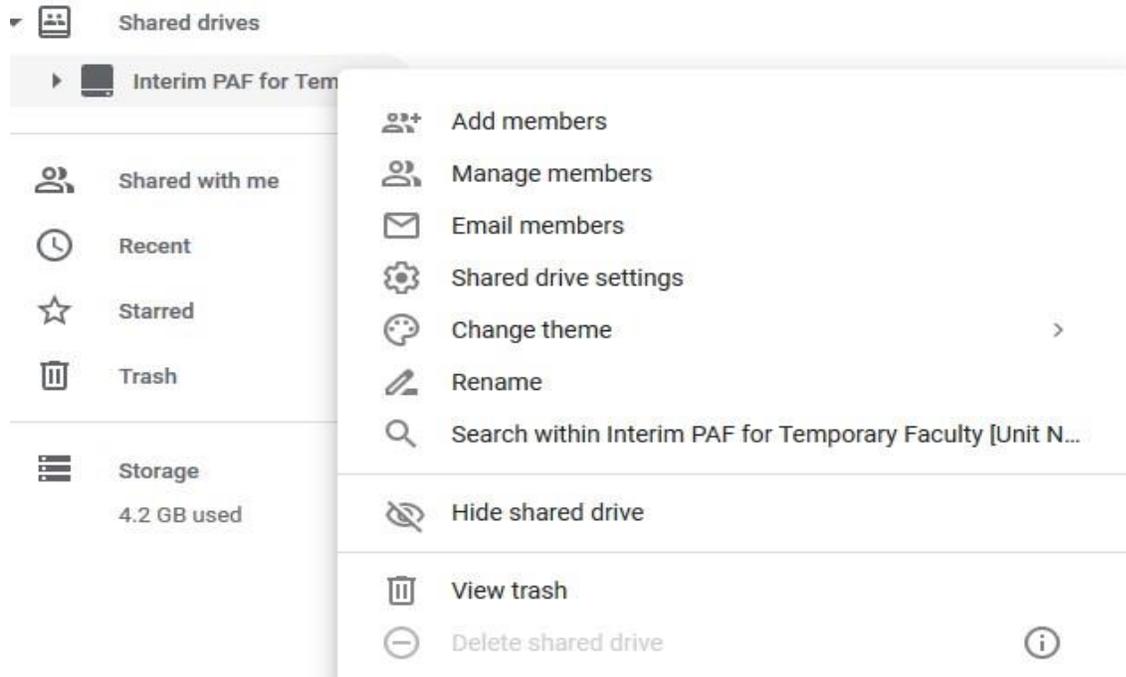


Your folders will appear like this on the shared drive landing page:

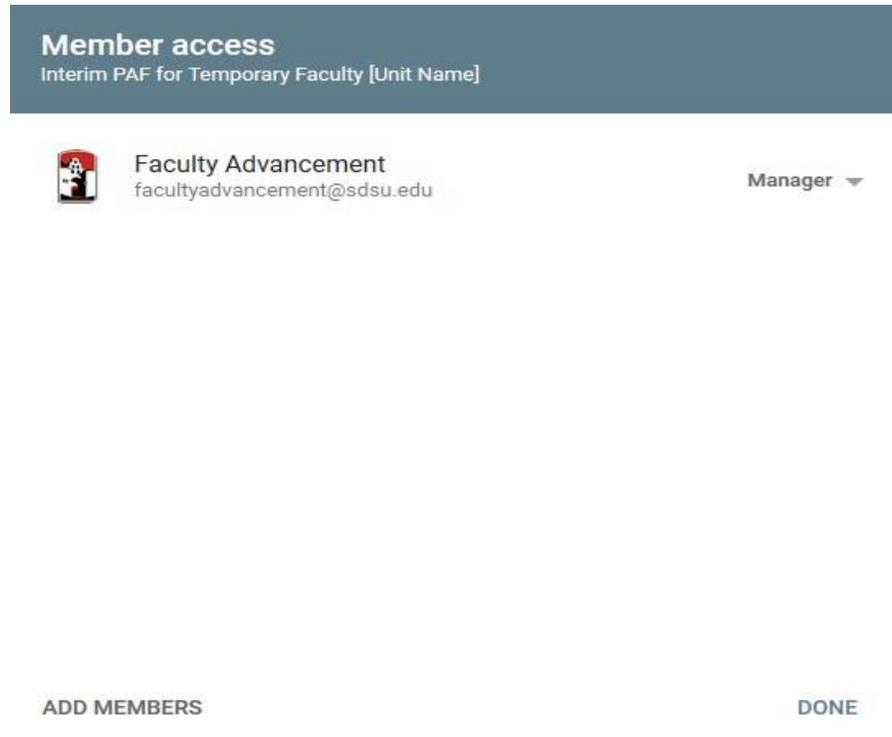


How to Share Drive – Add “Content Managers”

To simultaneously share the drive and add “content managers”, right-click on the Shared Drive you’ve entitled “Interim PAF for Temporary Faculty [Unit Name]” and select “MANAGE MEMBERS”



The next window will show you a list of users that have access to this drive.



Select “ADD MEMBERS” and enter the names or email addresses for **1) the College Resource Manager (or designee within the College Dean’s Office), 2) the lead staff member in the school / department office, and 3) the Office of Faculty Advancement (facultyadvancement@sdsu.edu)**; keep Content Manager toggled; **select ‘SKIP SENDING NOTIFICATION’ - do not send a message of notification**, as the recipients will be inundated with emails for every faculty member added. When they want to access the iPAFs for a particular faculty member, the folder will appear under their Shared Drives.

Add new members

Interim PAF for Temporary Faculty [Unit Name]

Add names or email addresses

Content manager ▼

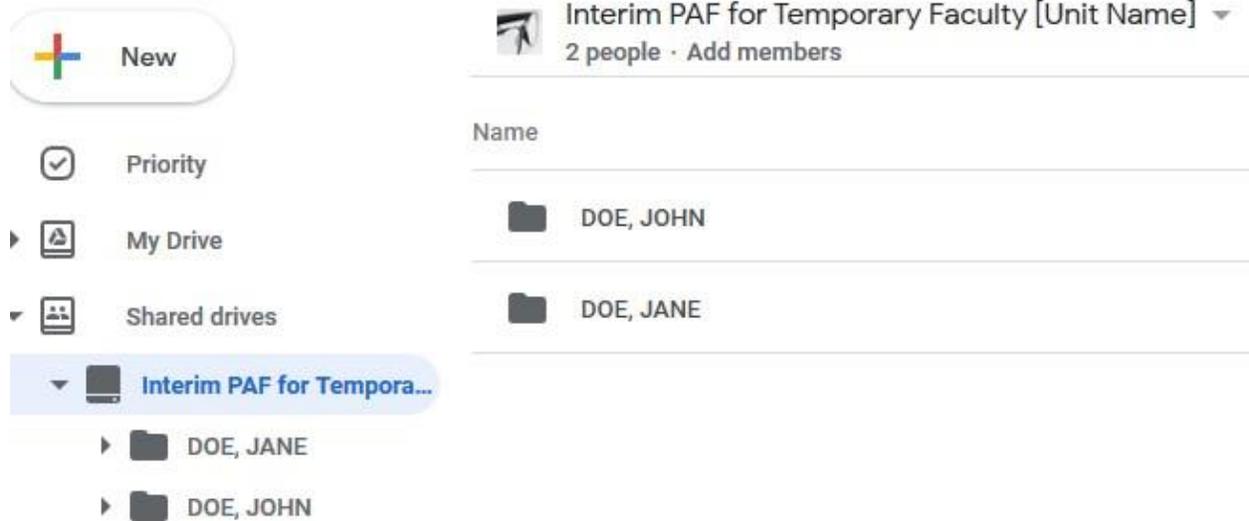
Message

Skip sending notification

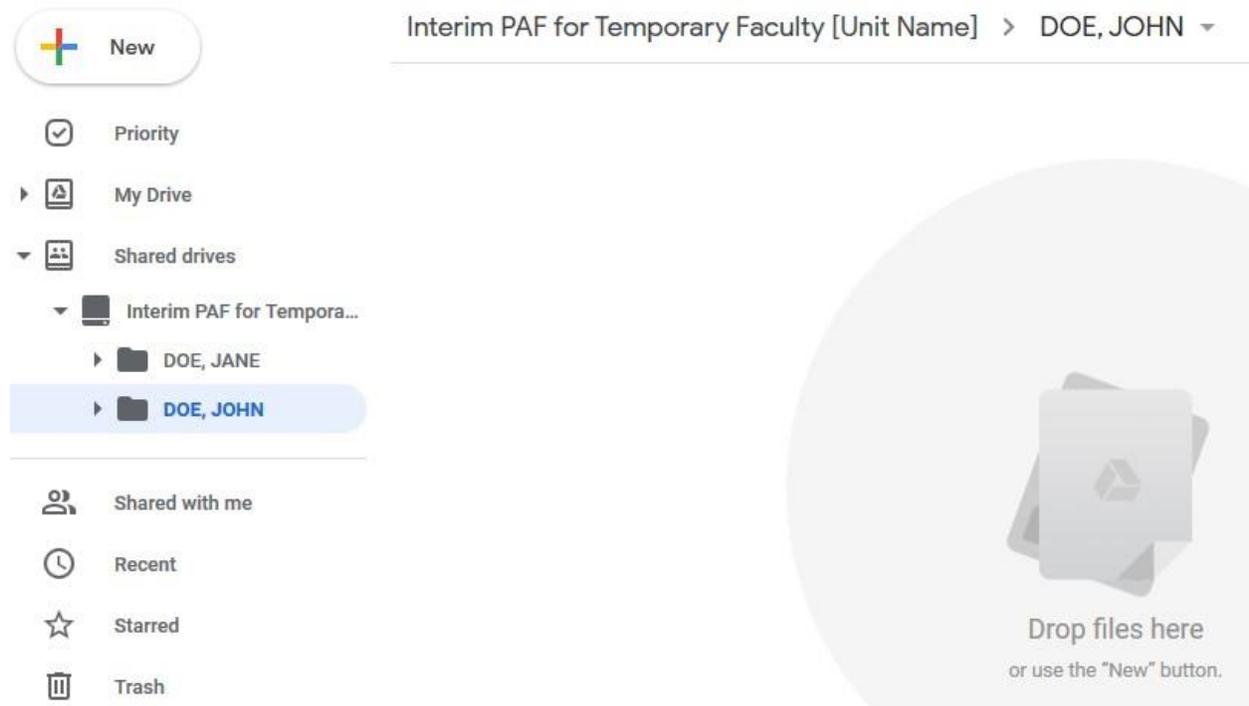
MANAGE MEMBERS CANCEL ADD

How to Add Files to iPAF

To add files to a faculty member's iPAF. Double-click their name from your landing page.



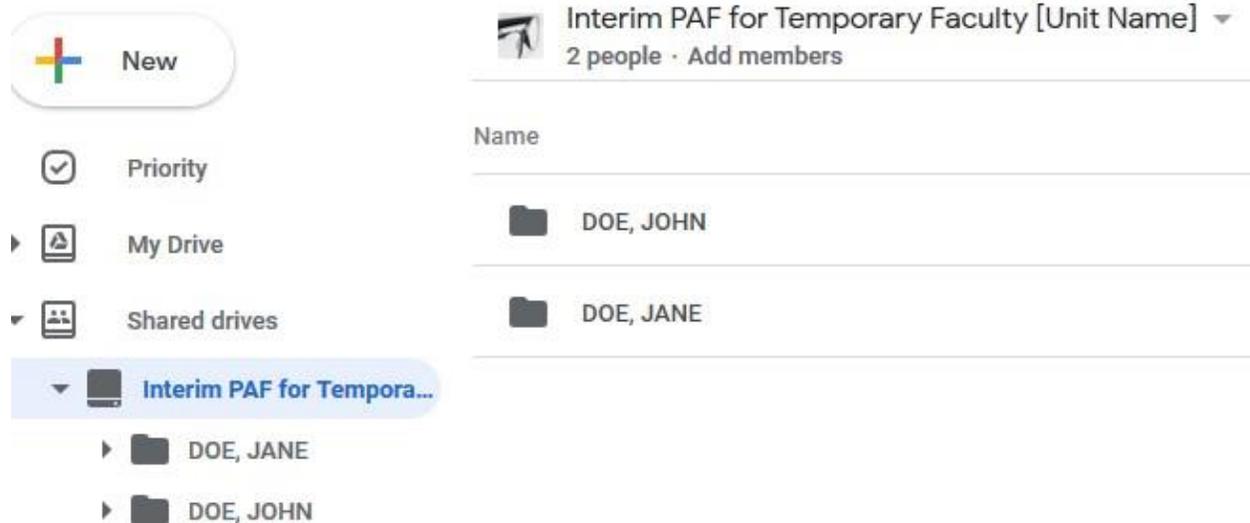
Drag/drop files or select the “NEW” button to upload files.



The faculty member's landing page will list the documents that have been uploaded.

How to Comment on a Document to Sign Log

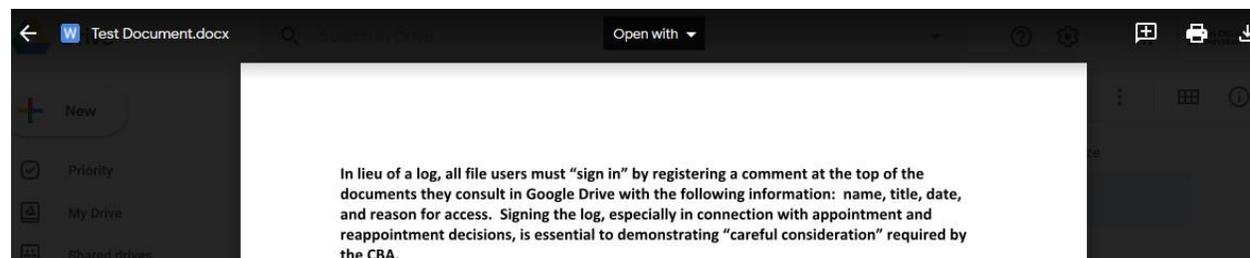
To access a faculty member's iPAF. Double-click their name from your landing page.



The faculty member's landing page will list the documents that have been uploaded.



To access a document, double-click on its name and it will open another window:



In lieu of a log, all file users must “sign in” by registering a comment at the top of the documents they consult in Google Drive.

Select the “ADD COMMENT” button:



Use the following information: name, title, date, and reason for access. Signing the log, especially in connection with appointment and reappointment decisions, is essential to demonstrating “careful consideration” required by the CBA.

In lieu of a log, all file users must “sign in” by registering a comment at the top of the documents they consult in Google Drive with the following information: name, title, date, and reason for access. Signing the log, especially in connection with appointment and reappointment decisions, is essential to demonstrating “careful consideration” required by the CBA.

