Google Drive vs. Divisional/Department Fileshare

When to Use Google Drive

When possible, we recommend using Google Drive instead of the VPN and remote desktop to work with files that are normally stored on the departmental or Divisional file share (J or K drive). There are a few things to know and consider before getting started with Google drive.

1. Make sure that you are logged into your University Google account (<ucsbnetid>@ucsb.edu) not a personal Google account.
2. Do not copy or download University data to personal devices.
3. Protected data may be stored in Google Drive, but do not store protected data on your personal devices (laptops, pcs, cell phones, iPads, etc.) or on drive under your personal Google account.
4. Please do *NOT* download the Google Drive App to your computer as using the Google App to sync files will load all Drive data onto your computer and possibly cause a violation of data security and/or FERPA policies. (Google Drive App on Computer)
5. If you use the Google Drive App on a mobile device do NOT mark files as "Make Available for Download". Downloading files to your device may violate security and/or FERPA policies.
6. Only keep one copy of a file. If you decide to move files from a department drive to Google Drive, the file on the department drive should be deleted *or* renamed with a preface that identifies the file but also indicates that it is out of date: "Old", "Archive", etc.

Sharing from Google My Drive or a Google Shared Drive

Create files in *My Drive* if:

1. You are working on personal files.
2. You want to draft the file privately. You can move it to a shared drive when you are ready to share or collaborate. Ownership then transfers from you to the team.

Create files in a *Shared Drive* if:

1. You are working on files that you want to share with a team.
2. You want to collaborate on files right away.

Some guidelines on creating and using Google Shared Drives

Creating *Shared Drives*:

1. Remember to make sure that you are logged in to your UCSB Google account.
2. The best design or setup of the shared department Google drive may be similar to how the current folders and files are organized and named on the departmental H drive. It may also be a good time to evaluate how things are currently organized and make some changes.

Google Sharing & Security

1. You can share files and folders with Google Groups instead of individual people. When you add to or remove members from the group, they will gain or lose permission to the files and folders that the group can see or use.
2. Whatever access level you give to someone for a *Shared Drive* is the level they will have for all folders in that drive. You can assign access levels on individual files, but not on folders.
3. Although it is not advised to do so, if you choose to download any of the Google Apps onto your personal mobile device, you should be sure and have a password set up to access your mobile device. Also, in the do not mark files "Make Available Offline" as it will download data directly to your device.

Recommended Tutorials

 More Information on Google Drive: https://support.google.com/a/users/answer/9300017?hl=en

Additional Support

Campus Support: https://www.connect.ucsb.edu/

Email Support: Your Communication Workgroup representative or Miles Ashlock

For additional technology tool information, recommendations, and tutorials, visit Student Information Systems & Technology (SIS&T) at https://sist.sa.ucsb.edu/resources.