POSSIBILITIES OF USING GOOGLE DRIVE IN EDUCATIONAL PRACTICE SESSIONS

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Abstract. *Information about the possibilities of using Google drive in the training sessions of special subjects is provided.*

Keywords*: Special subjects, Google Drive, iCloud and iCloud Drive, Google Drive features, Google Docs.*

Google Drive offers a wide range of possibilities for use in educational practice sessions. Some of the key ways in which Google Drive can be used in education include:

Google Drive allows students and teachers to collaborate on documents, presentations, and spreadsheets in real-time. This can facilitate group work and peer review activities.

File sharing: Google Drive makes it easy to share files with students, colleagues, or parents. Teachers can distribute handouts, assignments, and other materials quickly and easily.

Google Drive provides a centralized location for storing and organizing all types of files, making it easy to keep track of course materials and student work.

Teachers can provide feedback on student work directly within Google Drive using comments and suggestions features. This can streamline the feedback process and make it more efficient.

Google Drive is accessible from any device with an internet connection, allowing students to access course materials and collaborate with classmates from anywhere.

Google Drive integrates seamlessly with other Google tools such as Google Docs, Sheets, Slides, Forms, and Classroom, providing a comprehensive suite of educational resources.
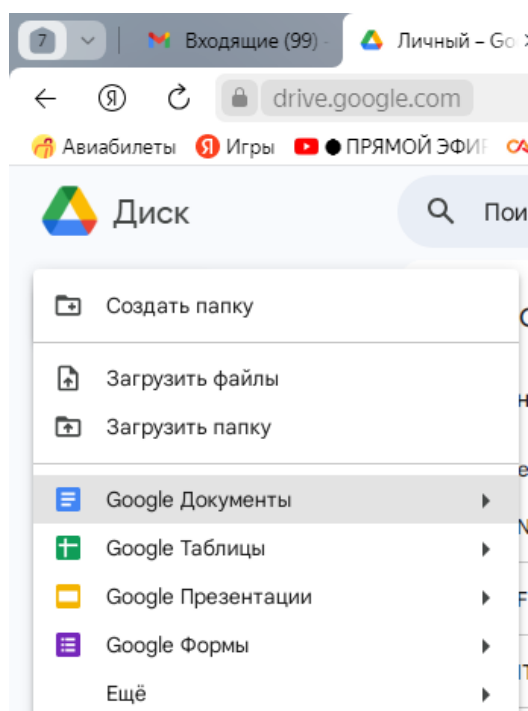
Overall, Google Drive can enhance the educational experience by promoting collaboration, organization, communication, and efficiency in educational practice sessions.

It is the task of today's specialist to ensure that all students studying in educational institutions perfectly learn, master and apply special subjects.

The use of the Internet, Google search system and services in educational practice sessions brings many conveniences to users. Currently, many users are using google account to make good use of google's capabilities. One of Google's options is Google Drive.

Today, Google (GoogleDrive), Yandex (Yandex disk), Microsoft (OneDrive), Apple (iCloud), DropboxInc, Cisco, Oracle and many other large companies in the field of special sciences are paying great attention to expanding the spectrum of their cloud services.Nowadays, Google companies offer cloud technologies to their customers. The cloud includes another service called "Google" - the cloud. There are no major differences in using

Google Drive compared to other services. But here you can use a mobile device and a utility installed on a computer.

The possibilities of using the Google Drive platform are very wide. Through this platform, you will have the opportunity to save files, share them and work together with other computer and mobile users. Google Drive is used as an important tool of the IT technology era and offers several possibilities.

The following features help you use Google Drive:

1. You can save files online through Google Drive. You can connect to these files from any device, anywhere.

2. You can work together on files through Google Drive. You can share files with other people, refer to them, and work together with them.

3. You will be able to edit, modify and collaborate with other people through Google Drive.

4. You can share files with users, work together with them and refer to them through Google Drive.

5. There are automatic backups and other automation options for files through the Google Drive platform.

By using these features, you can get the most out of the Google Drive platform.

Features of Google Drive

Google Drive offers up to 15 GB of free space to store any files. If that's not enough, the virtual disk can be expanded up to 1Terabyte for a fee. If you want, you can give other users access to some files stored in the cloud storage and give access level - they can edit the file or just view it.

You can open files from Google Drive directly in the browser window. Google Drive supports many common file formats like PDF, PSD, RAR, DOC, AVI, FLV and more. This feature is especially useful when you access a file storage service to save file properties.

Google Drive has a recovery feature. The service saves all changes made to files in the last 30 days, and if necessary, you can restore the file to previous versions.

Additional features of the service include working with documents with other users and an advanced search function. When working together on a document, you can message other users directly in the document window, and advanced search in Google Drive includes searching in scanned documents.

Using Google Drive

To start using the Google Drive cloud storage service, you must first create an account with Google+. If you have an account, immediately go to Google Drive and click the button. Try it out.

Using Google Drive in educational processes, they will have the opportunity to work in Ms Office programs, conduct surveys and save them, save Google Drive to the computer when needed.

Advantages: fifteen gigabytes, easy to send a link by e-mail (Gmail), easy to share with Google+ and Twitter, software optimizes, and nowadays it is easier to carry than using flash memory it is more convenient to use google services than to walk. The reason is that Google is superior in terms of security.

Google Drive offers a versatile suite of tools that can significantly enhance educational practice sessions. Its features facilitate collaboration, organization, and accessibility, making it an ideal platform for both teachers and students. Here are some possibilities for using Google Drive in educational practice sessions:

Collaborative Document Creation

• Google Docs: Students can work together on essays, reports, and projects in real-time. Teachers can provide immediate feedback and make annotations.

• Google Sheets: Useful for collaborative data analysis, budgeting projects, and tracking progress. Students can input data simultaneously and perform calculations together.

• Google Slides: Enables collaborative creation of presentations. Students can divide tasks, such as designing slides or compiling research, and work on them concurrently.

Resource Sharing

• Central Repository: Teachers can upload lecture notes, reading materials, assignments, and multimedia resources to a shared Google Drive folder, ensuring all students have easy access.

• Link Sharing: Share documents, videos, and other resources via links, which can be integrated into Learning Management Systems (LMS) or sent through email.

Assignment Submission and Management

• Folder Organization: Create individual folders for each student or class to submit their assignments. This helps in organizing and tracking submissions efficiently.

• Google Forms: Use forms for quizzes, surveys, and feedback collection. Responses are automatically organized in Google Sheets for easy analysis.

Feedback and Assessment

• Commenting and Suggestions: Teachers can use the commenting feature in Google Docs to provide specific feedback. The "Suggesting" mode allows teachers to propose edits that students can accept or reject.

• Rubrics and Templates: Create and share assessment rubrics and templates in Google Sheets or Docs to standardize grading and provide clear guidelines to students.

Project-Based Learning

• Group Projects: Students can collaborate on group projects by sharing a common Google Drive folder where all project-related documents and resources are stored.

• Version History: Track changes and contributions from each group member using the version history feature in Google Docs, Sheets, and Slides.

Interactive and Engaging Sessions

• Real-Time Collaboration: Enable real-time collaboration during class sessions for brainstorming, peer reviews, and interactive activities.

• Embedded Media: Enhance documents and presentations with embedded videos, images, and links to external resources.

Flipped Classroom Model

• Pre-Class Materials: Share lecture videos, readings, and assignments beforehand. Students can review these materials at their own pace, freeing up class time for interactive discussions and activities.

• Post-Class Follow-Up: Use Drive to share additional resources, summaries, and further exercises to reinforce learning.

Organizational Tools for Teachers

• Planning and Scheduling: Use Google Sheets to create lesson plans, schedules, and track student progress.

• Resource Library: Maintain a personal library of resources, lesson plans, and teaching materials in Drive for easy access and reuse.

Professional Development and Collaboration

• Teacher Collaboration: Share teaching strategies, lesson plans, and resources with colleagues. Collaborate on curriculum development and professional projects.

• Workshops and Training: Store and share materials for professional development workshops and training sessions.

Accessibility and Inclusivity

• Accessibility Features: Google Drive tools come with various accessibility features, such as voice typing in Docs, screen reader compatibility, and text-to-speech options.

• Inclusive Education: Share differentiated materials tailored to the diverse needs of students, ensuring everyone has access to resources in formats that suit their learning styles.

Conclusion. Google Drive offers a wide array of tools that can transform educational practice sessions. Its collaborative features, ease of access, and organizational capabilities make it an invaluable resource for enhancing teaching and learning experiences. By integrating Google Drive into educational practices, educators can foster a more interactive, efficient, and inclusive learning environment.

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