Team Roles in Google Shared Drives

Introduction: Google Shared Drives are a great collaboration tool for organizations using Google Workspace. In order to use this tool correctly, it's important to understand the various roles that team members can be assigned.

Learning Objectives: 1) Identify characteristics of the various roles available in Google Shared Drive. 2) Choose the correct role based on the responsibilities of each team member.

Outline: Team members are expressing frustration at not being able to contribute to the Shared Google Drive in the ways they need. In a video conference, the company's Google Administrator realizes that team members have been assigned incorrect roles. The Google Admin reassigns those roles and explains the characteristics of each role. Once roles are reassigned, the team functions efficiently.

Characters: With VO: Tara, Todd, Tina, Tonya, no name male team member, no name female team member; two characters w/o VO

1. Intro Slide			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
Chartreuse background with title that has rotating circle	**Title: Google Shared Drives** **Subtitle: Understanding Team Roles** **Background music: "A Bright Future"**	**Fade transition to next slide**	

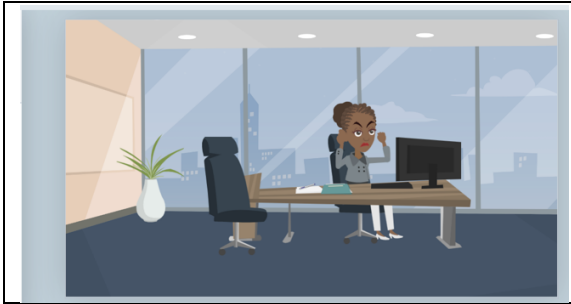| 2. Scene 1			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
Street view with office building and street in front.	**VO: It's a beautiful Monday morning at Company X…at least on the outside.**	**Two cars and one moped moving from right to left via motion paths. One bird flying from right to left. Custom**	

		character walks down sidewalk toward office building. Fade transition to next slide	

3. Scene 2: Team Member 1: Tara			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
Office with Tara standing with hands on hips, looking angry. 	**VO: Why? Argh! Why is this not working?**	**Moving clock on office wall.** **Fade transition to next slide**	**Imported a family photo and put it inside of a frame on the wall.**

4. Scene 3: Team Member 2: Tonya			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
Office with Tonya seated with balled fists, arms up, looking angry.	**VO: No! I do not have time for this on a Monday morning!**	**Two pigeons flying outside of office window.** **Fade transition to next slide**	

5. Scene 4. Team Member 3: Todd			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
Todd slumping at his desk at home. He looks very defeated. 	VO: I can't get this done if I can't access the file!	Cat walks across the room and sits at Todd's feet. Fade transition to next slide	Replaced poster image with a photo of a piece of art that I photographed recently.

6. Scene 5: Video conference with full team			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
Computer screen with 8 participants in video conference call	VO: Male team member 1: "Good morning, team!	Fade transition to next slide	

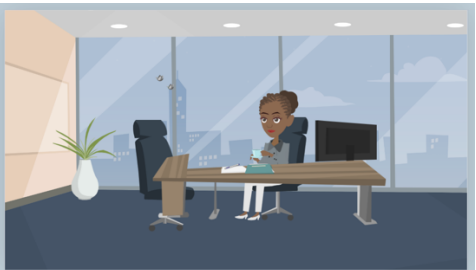|			
	What's with the unhappy faces this morning?" Todd: "I spent all weekend trying to work on our shared Google Drive, but I kept getting the error message that I was a viewer and couldn't edit the folder." Tara: "All I wanted to do was look in the quarterly projections folder and pull some data so I could share it with the marketing team, but somehow I deleted an entire spreadsheet." Tonya: "Tara texted me to tell me she had accidentally deleted the spreadsheet, and I thought I could log in and restore it. But I discovered all I could do was make comments on files that already existed." Female Team Member 2: "Yikes. That sounds like a frustrating weekend, guys."		

	Tina: "Oh dear. It sounds like you guys were assigned to the wrong team roles in the Google Shared Drive. Since I'm the original manager of this shared drive, I can get this straightened out. Give me half an hour and then let's meet back here."		

7. Scene 6. Team Member: Todd			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
Todd standing up playing on his tablet. The video conference screen is on his computer.	No audio	Cat is playing with a ball of yarn. Fade transition to next slide	Same home office background as in Slide 5 Scene 4

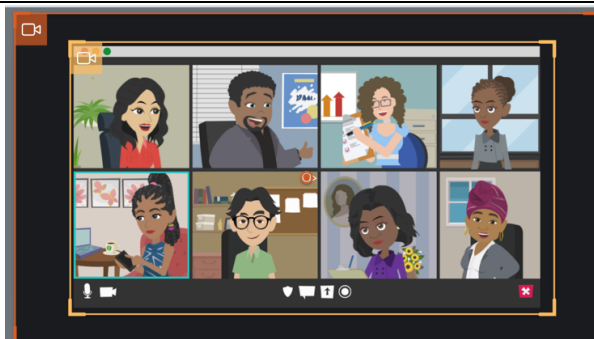| 8. Scene 7. Team Member: Tara			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
Tara watering the plants in her office.	No audio	Tara watering the plants in her office.	Same office background as in Slide 3 Scene 2

		Fade transition to next slide	

9. Scene 8. Team Member: Tonya

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Tonya is sipping a cup of tea at her desk	No audio	Pigeons (2) flying across far left window pane. Fade transition to next slide	Same office background as in Slide 4 Scene 3

10. Scene 9.

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Video conference call, same as slide 6	VO: Tina: "OK, team, I believe everything has been fixed. Tonya, you were set to the commenter	Teal box highlights each character as they are speaking. Thought bubbles appear over one of non-speaking	

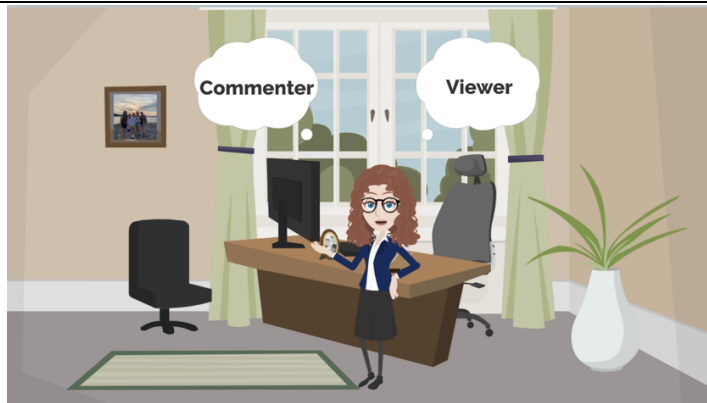|			
	role, which means you couldn't edit or add content. You could only add comments on existing files. I changed your role to manager, so now you can not only add, edit, and restore deleted content, you can also add and remove people." Tonya: "Excellent! Since I'm the project manager, this will be extremely helpful!" Tina: "Todd, you were mistakenly assigned a viewer role, but I have changed you to a contributor. Now you can add and edit content within the shared drive." Todd:" Fantastic! Now I can go add the content everyone was looking for this morning." Tina: "Tara, since you just need access to view the data and pull what you need for the marketing team, I	characters to give definitions of roles as the VO describes them.	

	changed your role from manager to viewer. Now you won't have to worry about accidentally deleting content." **Tara: "Perfect! I appreciate the work you all are doing and certainly don't want to accidentally delete something important."** **Male Team Member 1: "Thanks for getting these roles straightened out for us, Tina. You are a rock star Google Admin! OK, gang, let's get back to work!"**		

11. Summary			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
Office setting with custom character	So hopefully you have a better understanding of the roles team members can be assigned in a shared Google Drive. The person with the	**Character is stationary but gestures while talking.** **Thought bubbles pop in when VO**	

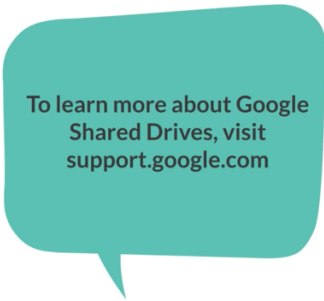| Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
	most control is the manager. That person can add and delete people, content, and even the entire drive. A Contributor can add and edit content within the drive; A contributor cannot add or delete people nor can they permanently delete content. The next level down is a commenter. This role can make comments on files but cannot add or edit content. And lastly there is the viewer. This role is for a team member who simply needs access to see the contents of the drive but cannot add or edit anything within the drive. Assigning the right roles can really enhance a team's ability to collaborate effectively and efficiently.	**references "Manager" "Contributor" "Commenter" and "Viewer"**	

12. Conclusion Side			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**

Same office/street view scene as in scene 2. Night sky with moon and stars. Different cars heading in the opposite direction as opening slide.	VO: Same narrator as slide 2:" Thanks to Tina, all of the team members-- Tara, Todd, Tonya, Tracy, Terry, and Tessa--were able to get assigned the correct roles in their shared Google Drive. And thus ended another productive day." Background music: "A Bright Future" (fades out)	Stars twinkle, cars drive down street. Fade transition	

13. Resources			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
To learn more about Google Shared Drives, visit support.google.com	Background music: "A More Perfect Day"	Todd's black cat runs across bottom of screen. A pigeon sits on top of the text cut-out. Another pigeon flies across the screen. Fade transition	