

Uputstvo za korišćenje cloud alata - **Google drive** i **Postavljanje sadržaja za učenje**.

1. Kreiranje Google naloga. Za fajlove težine do 10MB, postavljanje je omogućeno na nastavničkom portalu po poznatoj proceduri, objašnjenj u uputstvu koje je poslato ranije, emailom, nastavnicima. Google drive će pomoći postavljanje sadržaja za učenje tj. fajlova većih od 10 MB. Jedan Google nalog služi za sve Google alate, pa tako i za Google drive - disk za skladištenje podataka. Najbolje je ili da svaki nastavnik pojedinačno napravi svoj Google nalog, ili jos bolje da **JEDNA OSOBA U IME KATEDRE NAPRAVI GOOGLE NALOG ZA CELU KATEDRU**. Unesite u adres bar Vašeg internet pretraživača web adresu: <https://accounts.google.com/signup>, unesite ime, prezime, **korisnicko_ime@gmail.com**, **lozinku** i potvrdite lozinku. Kliknite na Next, unesite broj telefona, na koji će Vam stići kod za potvrđivanje i verifikaciju naloga (da ste to baš Vi), kliknite Next. Unesite verifikacioni kod koji Vam je stigao u SMS poruci i kliknite na Verify. Neki Vaš dodatni email, za sigurnosni oporavak je opcioni. Unesite datum rođenja i pol (opciono), pa Next.

Google
Create your Google Account

First name: Fizika, Last name: Katedra

Username: fizikakatedra@gmail.com

Use my current email address instead

Password: [dots], Confirm: [dots]

Use 8 or more characters with a mix of letters, numbers & symbols

Sign in instead, **Next**

One account. All of Google working for you.

Google
Fizika, welcome to Google
fizikakatedra@gmail.com

Phone number (optional)

Recovery email address (optional)

Month: January, Day: 01, Year: 1970
Your birthday

Gender: Rather not say

Why we ask for this information

Back, **Next**

Your personal info is private & safe

U sledećem prozoru idite na Skip - Preskoči. U sledećem potvrdite uslove koriscenja - I Agree - Slažem se.

Google
Get more from your number

If you like, you can add your phone number to your account for use across Google services. [Learn more](#)

For example, your number will be used to

- Receive video calls & messages
- Make Google services, including ads, more relevant to you

More options

Back, **Skip**, Yes, I'm in

Your personal info is private & safe

Google
Privacy and Terms

To create a Google Account, you'll need to agree to the Terms of Service below.

Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you upload (or re-upload) Google Maps or create a video on YouTube, for example, we process information about that activity - including information like the video you watched, device ID, IP address, location data, and location.
- We also process the kinds of information described above when you use apps or sites that use Google services like ads, Analytics, and the YouTube video player.

Why we process it

We process this data for the purposes described in our policy, including to:

- Help our services deliver more useful, customized content such as more relevant search results.
- Improve the quality of our services and develop new ones.
- Deliver personalized ads, depending on your account settings, both on Google services and on sites and apps that partner with Google.
- Improve security by protecting against fraud and abuse, and
- Conduct analytics and measurement to understand how our services are used. We also have partners that measure how our services are used. Learn more about these specific advertising and measurement partners.

Combining data

We also combine this data among our services and across your device for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we use, derived from your use of Search and YouTube, and we use data from millions of search queries to build advertisement models that we use across all of our services.

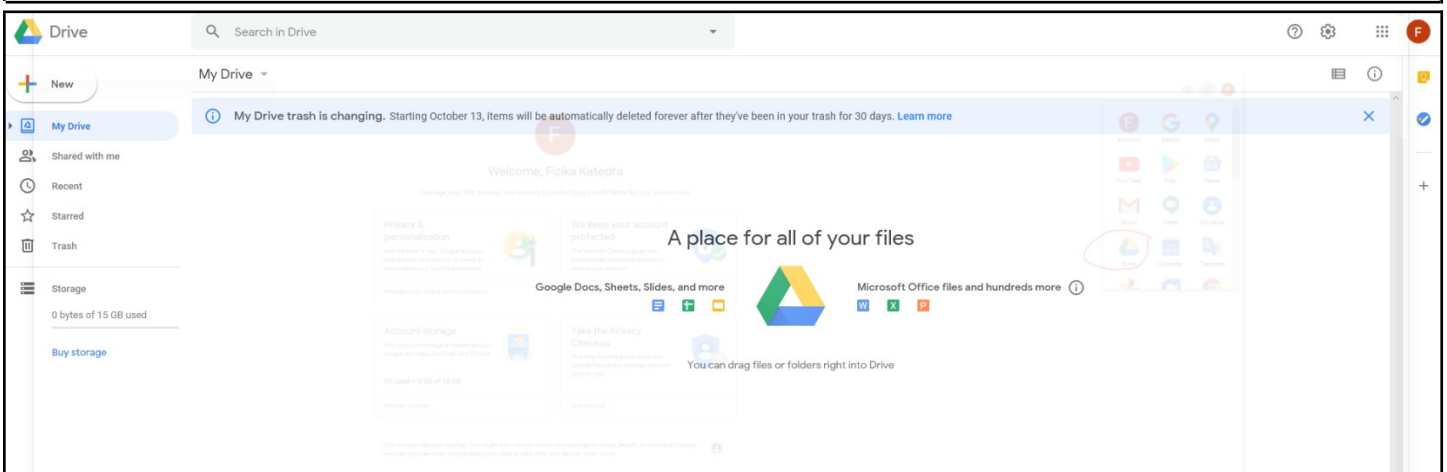
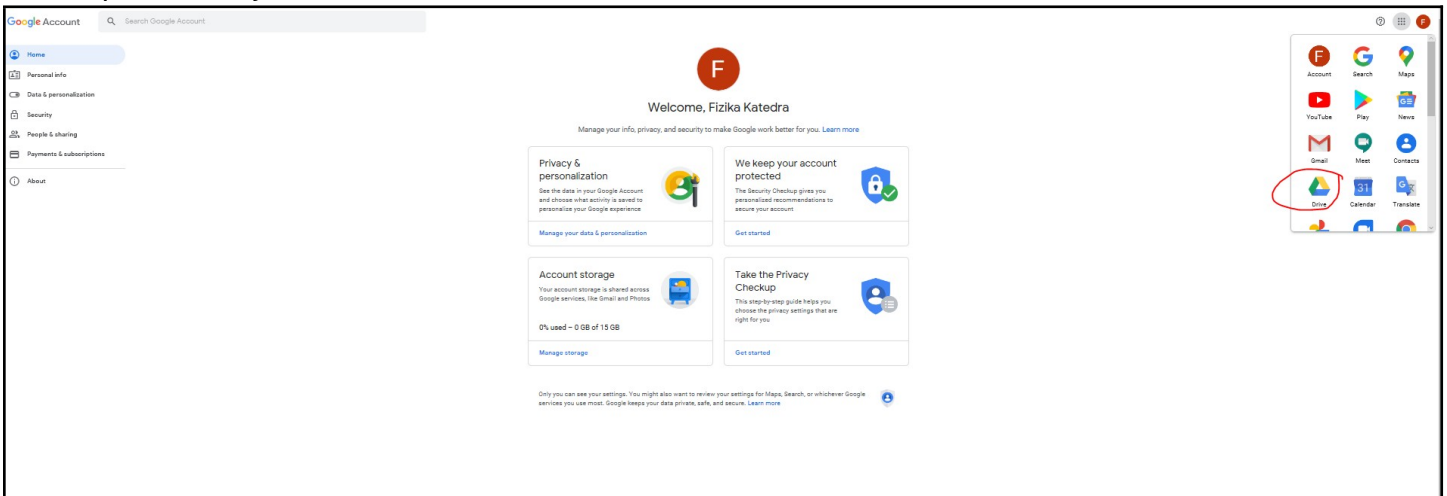
You're in control

Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking "More Options" below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com).

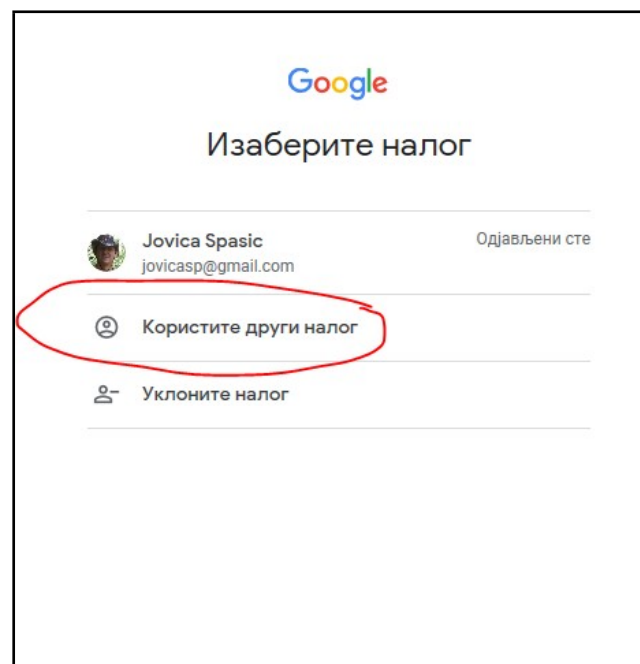
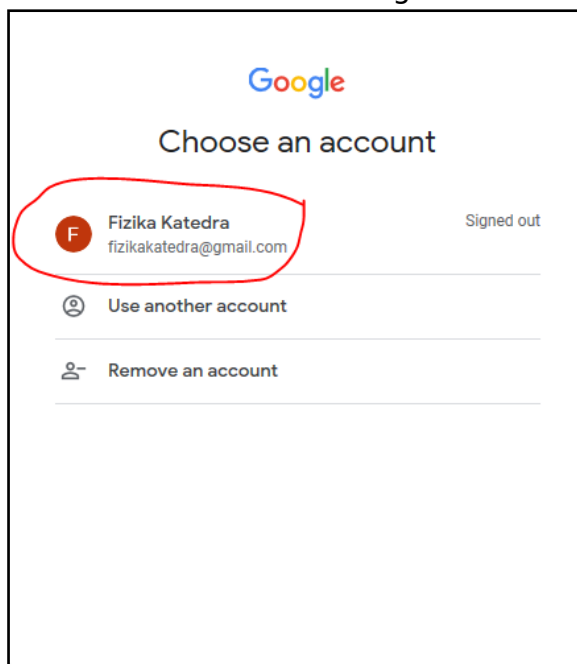
MOORE OPTIONS

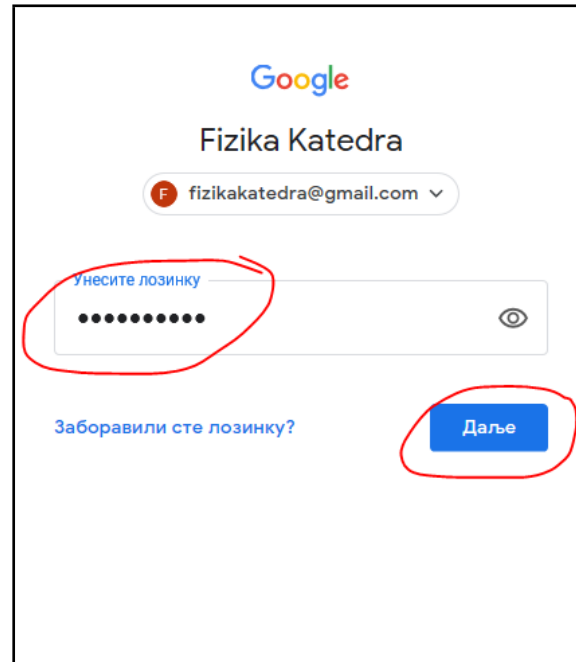
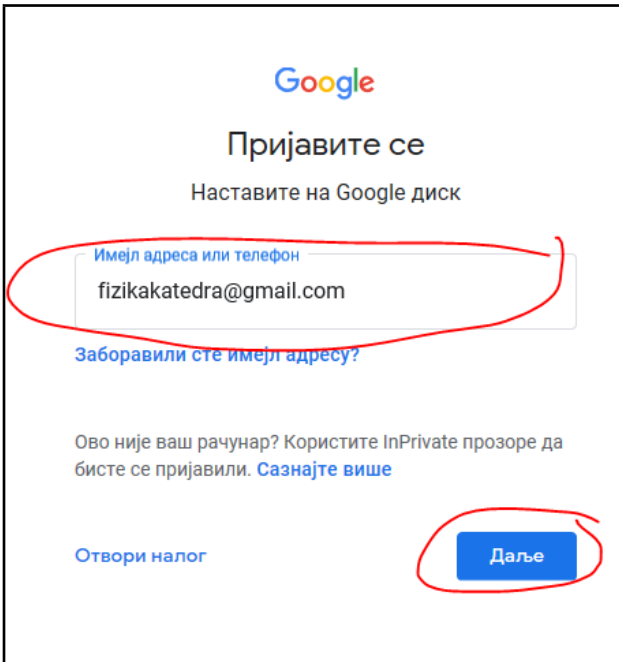
Cancel, **Sign in**

Otvoriće Vam se prozor, u kome klikom na Google drive idete direktno na Vaš Google drive, gde ćete otpremati fajlove veće od 10MB.

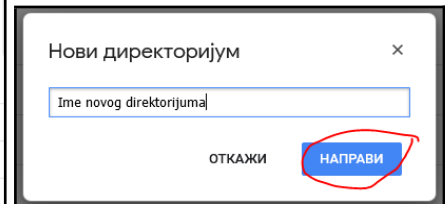
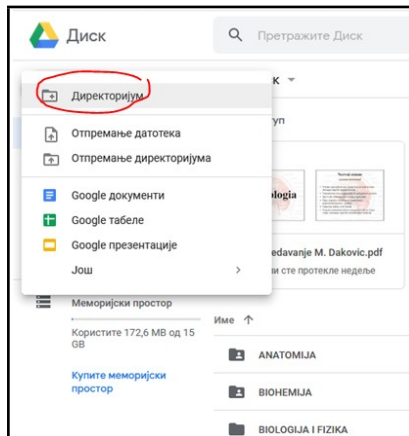
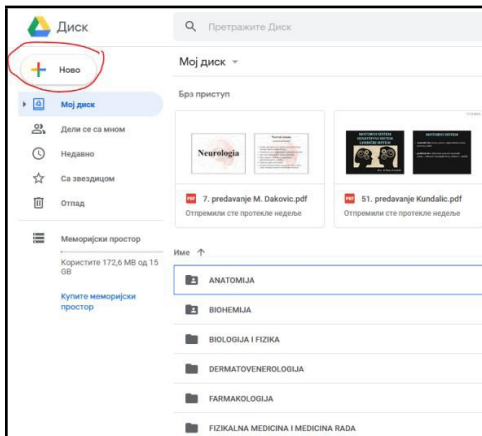


2. Do Vašeg Google drive-a možete stići i odlaskom na web adresu: [Google drive](https://drive.google.com/) - <https://drive.google.com/>. (CTRL+levi klik). Izaberite Vaš postojeći nalog (gore formirani) - **korisnicko_ime@gmail.com** i **lozinku**, a ako je pretraživač na racunaru na kome pristupate, ranije zapamtio nečiji google nalog, idite na "Koristite drugi nalog"- "Use another account" i zatim unesite Vaš nalog.

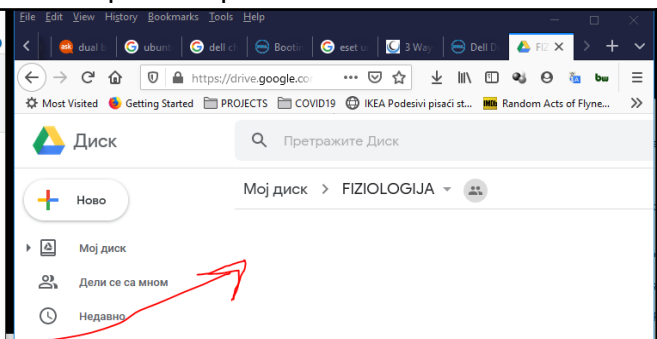
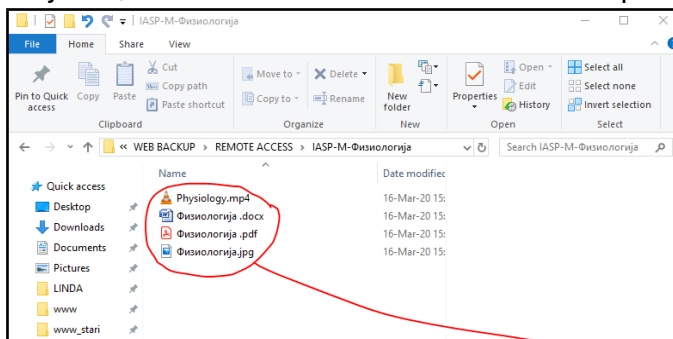




3. Organizacija Google drive-a, kao bilo kog hard diska, je po slobodnom izboru. Posle logovanja napravite npr. direktorijume za Vaše studijske programe a u njima poddirektorijume za Vaše predmete, i onda u njima možete postaviti fajlove sa prezentacijama za studente. Kliknete na *Novo/Direktorijum (unesete ime direktorijuma)/ Napravi - New/Folder(insert directory_name) /Create.*

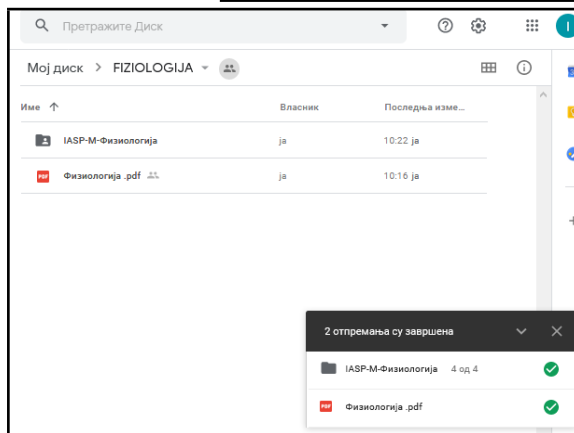
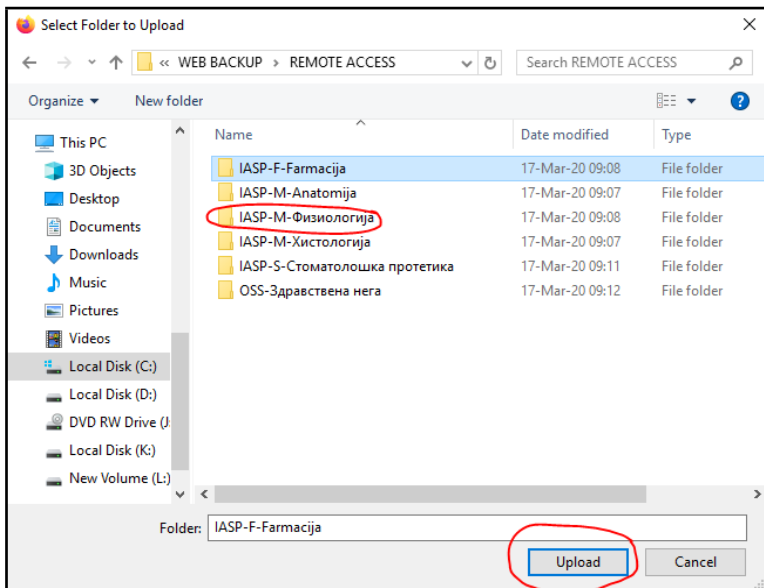
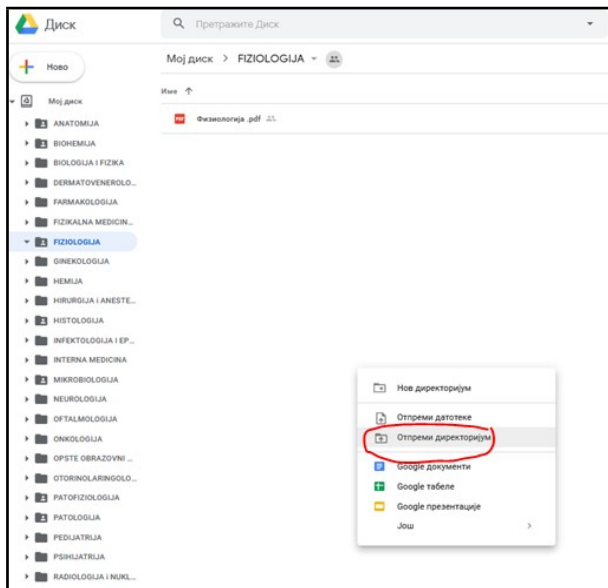
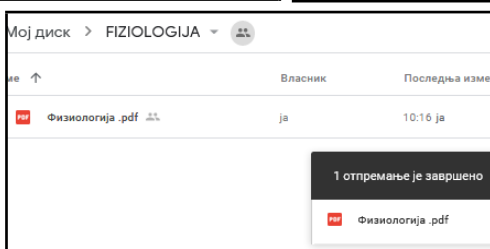
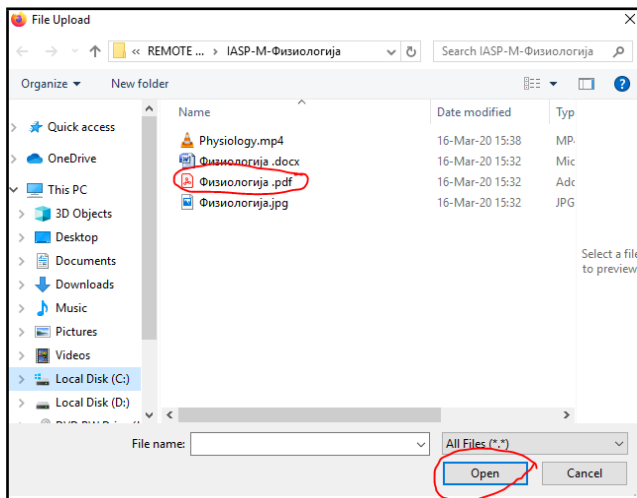
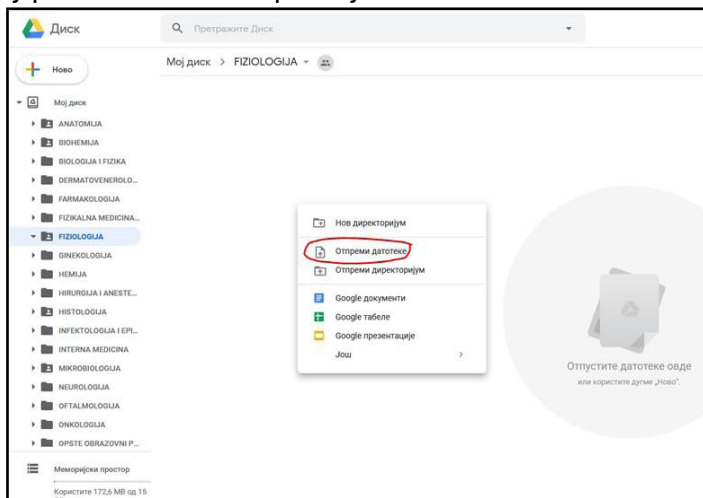


4. Otpremanje fajlova za studente - Način_1. Na levoj strani ekrana otvorite windows explorer sa otvorenim folderom gde su fajlovi koje prebacujete, a na desnoj je otvoren malopredjašnji direktorijum, na google disku, gde želite da postavite sadržaj. Levim klikom miša uhvatite 1 ili više fajlova, ili čak ceo folder sa leve strane i prevucite i pustite-prebacite na desnu stranu.

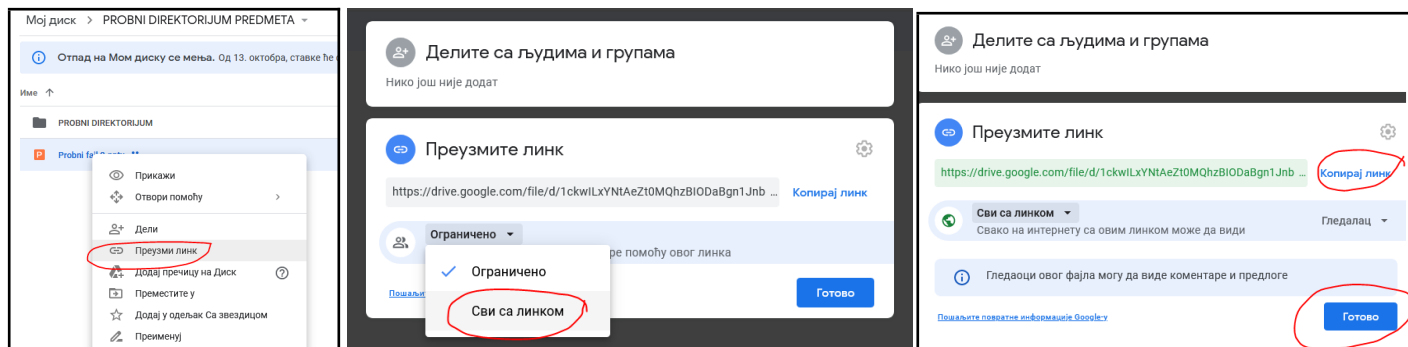


Otpremanje fajlova za studente - Način_2. Duplim klikom otvorite direktorijum na google disku gde želite da postavite sadržaj. Desnim klikom u prazan prostor direktorijuma, idite na *Otpremi datoteke/direktorijum - Upload files/folders*, pronadjite i selektujte fajl-fajlove ili direktorijum koji

želite da prebacite i kliknite *Otvori - Open -Otpremi-Upload*. Zavisno od veličine fajlova-foldera ovaj proces može da potraje.



5. Priprema za otpremanje na nastavnički portal. Na nastavnički portal, zapravo, otpremamo samo link-putanju do fajla na Google drive-u i to na sledeći način. **Desni klik na fajl namenjen studentima na Google drive-u, Preuzmi link.../(umesto Ograničeno izaberite Svi sa linkom)/Kopiraj link/Gotovo – Get link.../(umesto Restricted izaberite Anyone with the link)/Copy link/Done.**



Napravite novi Microsoft Word (.doc, .docx) ili Tekstualni (.txt) fajl, u njemu zalepite iskopirani link i snimite ga pod nekim imenom npr. Link_ka_prezentaciji.doc (.docx) ili Link_ka_prezentaciji.txt. **To će biti fajl koji ćete uploadovati na nastavnički portal.** Dakle za odredjeni predmet na [nastavničkom portalu](#), otpremite napravljeni fajl-datoteku (sa linkom do fajla na Google drive-u), na već poznati način: Udjete na Vaš profil nastavnčkog portala/Nastava/Predmeti/na izabrani predmet detalji/tab Otpremanje datoteka/Dodaj novu datoteku.

6. Studenti će, kao i do sada, pristupati postavljenom materijalu isključivo preko [studentskog portala](#), logujući se svojim kredencijalima.