

Guidelines for Using the SEN Google Workspace

Best practices for Personal Drives, My Drive, and Shared Drives — and how to keep SEN's knowledge organized and shareable.

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I. Purpose

This document addresses common questions about the appropriate and effective use of:

- **PERSONAL** (i.e., non-SEN) Google Drives
- **MY DRIVE**, within the SEN Google Workspace
- **SHARED DRIVES**, also within the SEN Google Workspace

II. Key Differences: My Drive vs. Shared Drives

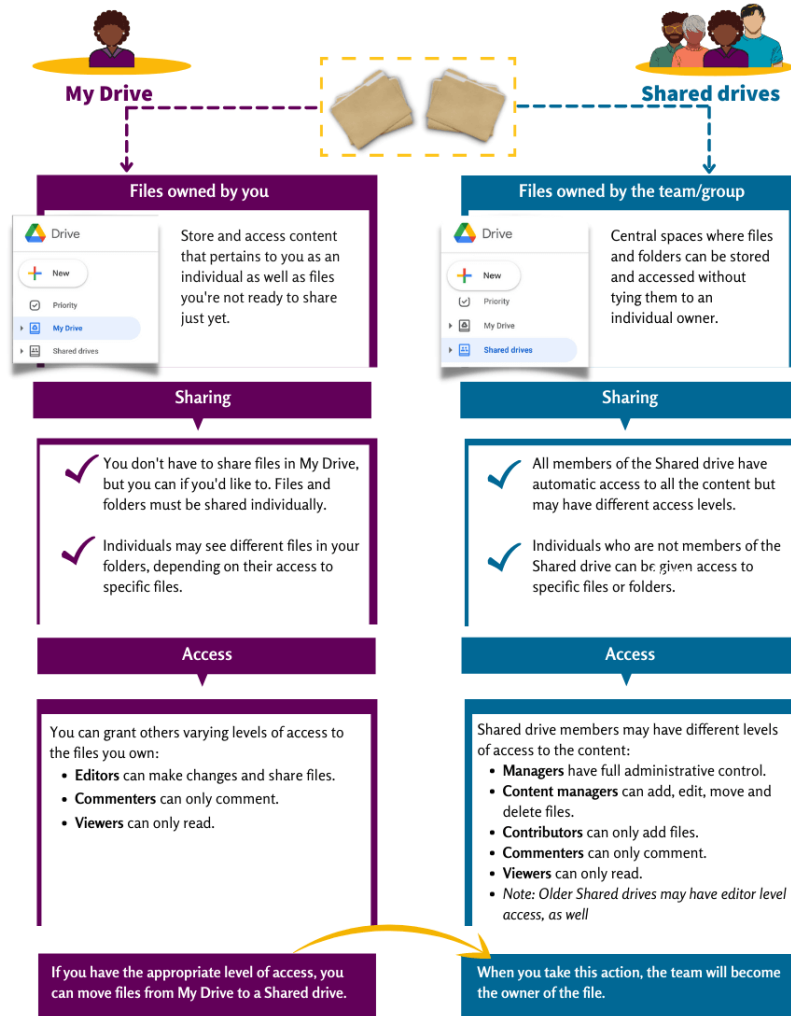
(Both within the SEN Google Workspace.)



MY DRIVE vs. SHARED DRIVES

Control where files live based on your needs

Google Drive is a service for cloud-based file storage and synchronization that's available to students, faculty, and staff with a Stanford Google account. Within Google Drive, you'll find two different spaces for files: My Drive and Shared drives. Shared drives are Stanford's preferred collaboration platform.



MORE ABOUT USING A SHARED DRIVE

With a Shared drive, when people leave your team, it won't affect where files are stored. And if someone new joins your team, you can quickly give them access to all shared documents instead of granting access to every individual document.

Consider using a Shared drive when:

- Most of your files are shared with the same group of people or stored for use by a team.
- Your files share a consistent theme or topic.
- The content you want to store isn't personal and is of interest to a specific team or group whose members may change over time.



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III. Key Advantages of Shared Drives

A. Easy, consistent sharing for members of a Shared Drive

All members of a SHARED DRIVE see the same content, so you don't have to spend time addressing sharing requests.

- **Example 1:** to share files or folders with the whole SEN team automatically, create or move them to a location inside the **1.0 SEN Team Drive**.
- **Example 2:** to share files or folders with fellow LT members automatically, create or move them to a location inside the **1.1 SEN Leadership Team Drive**.
- **Example 3:** to automatically share multiple files or folders with your coachees or fellows, set up a new SHARED DRIVE with coachees/fellows as members. You can easily set and adjust every member's access level.

Important to consider: it is MUCH easier for your SEN colleagues and coachees to find a folder or file as a member of an organized SHARED DRIVE, rather than having to find it in the “Shared with me” section, which can't be systematically managed.

B. Easy sharing to members of a Google Group (inside or outside of SEN)

Google Workspace administrators (SEN COO and Program Managers) can easily create a Google Group / distribution list (for example, PlanningFellows2022@schoolempowermentnetwork.org). You can use a Google Group to share files and folders easily, and you can assign members to a shared drive using a Google Group ([click here for an example](#)).

C. Effective long-term knowledge management

Files and folders persist after someone leaves the company. School Empowerment Network manages the folders and files in a shared drive — not an individual. If someone leaves and an admin deletes their account, files they added or created in shared drives remain.

IV. Tips and Summary of Best Practices

1 Move SEN files out of personal drives.

If you are using your PERSONAL Google account/drive to create, share, or otherwise work on SEN files, please move all files as soon as possible to our company's workspace. The ops team has created a detailed guideline to **transfer files from a personal drive to the SEN Workspace** without having to re-share files or disrupt document collaboration (see the companion Tech Support document). This is essential for files that other SENators might benefit from in the near or distant future. The company's COO or your team's Program Manager can assist.

2 Already working in My Drive? Good — but consider Shared Drives.

If you are doing all your SEN work using MY DRIVE inside the SEN Workspace, you are on the right track! But you are missing out on much easier file sharing and more effective information management.

- MY DRIVE is excellent for files you don't intend to share or are not ready to share just yet. It's also useful for collaborating on a document with one or two people before it's widely shared.

- If you find yourself constantly sharing files and folders with multiple people (inside or outside SEN), you should probably move this content to an existing SHARED DRIVE. Start with your team's folder inside the 1.0 SEN Team Drive, or create a new drive.

3

Use Google Groups for repeated sharing.

If you spend a lot of time and effort sharing files, folders (or Drives!) with multiple individuals, you will probably benefit from one or more Groups/distribution lists. A workspace administrator (the COO or your team's Program Manager) can easily create a Google Group for you.