

Google Drive



Storing and sharing teaching & learning materials online

STEPS

01 Getting started

In order to use Google Drive & Docs, you need a Google Account¹.

- Go to <http://drive.google.com/>
- Sign in using your Google Account¹

02 Creating a folder

- Click on the button 'New'.



- Click on 'Folder'



- Give your folder a name and click 'Create'.

New folder ×

Untitled folder

CANCEL

CREATE

¹ See tutorial on how to create a Google Account

03 Uploading a file

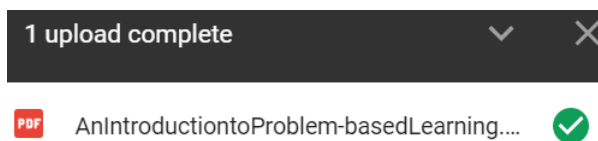
- Click on the button 'New'.



- Click on 'File upload'

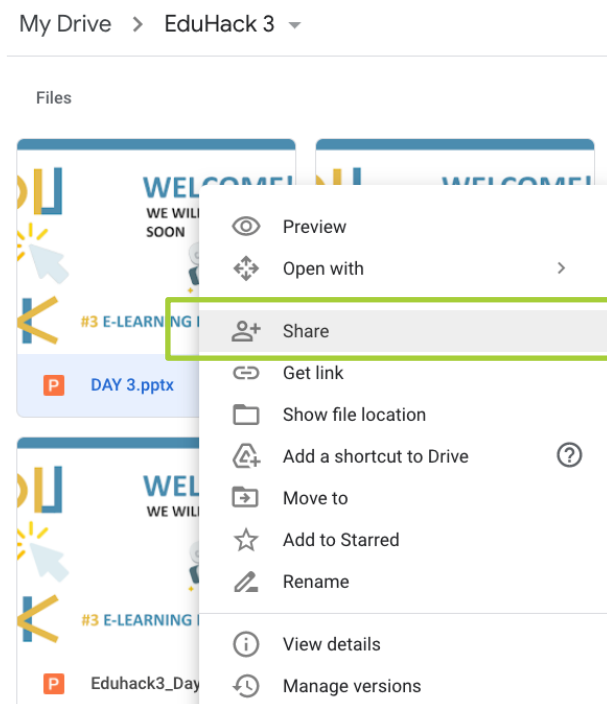


- A new screen will appear, click on the file you want to upload from your device and click 'Open'. You can choose a variety of file types (Word, PPT, pdf, png, etc.). Once your file has been uploaded, the you will get a notification of completion.



04 Sharing your personal files

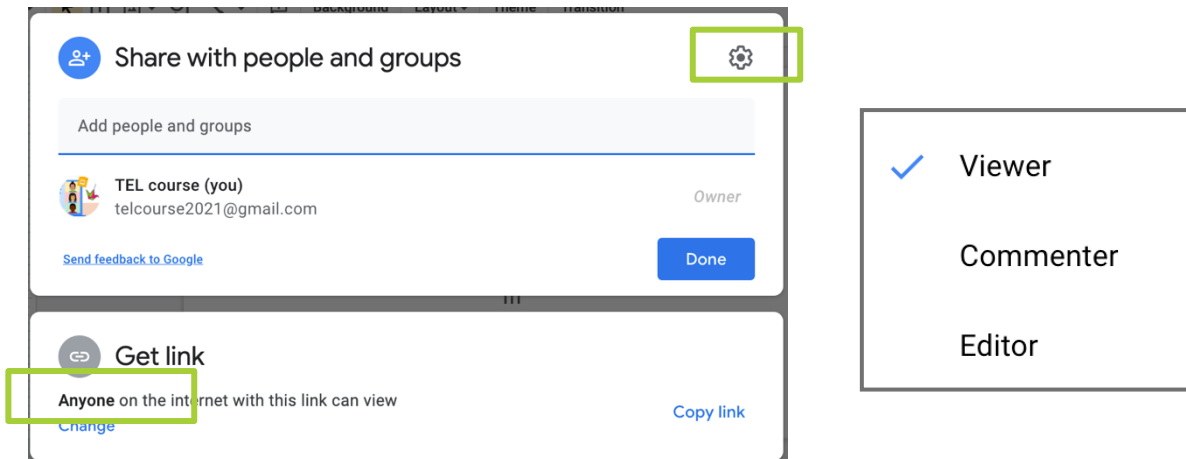
Using Google Drive, you can collaborate with several people at the same time within one document. In order to do this, you have to share your file. Online collaboration is possible with the following file types: Google Doc, Google Forms and Google Slides.



Inside your Drive, locate the file you want to share. Next, **right-click** on the file.

Click 'Share'

To **change the permission** of your file, click the gear icon (when sharing via mail) or the button 'Change' when sharing via a link). Next, a new prompt will open, indicate if you want others to be able to view, comment or edit your presentation.



05 Managing your files

