

Written Instructions

1-Please log in to your account.

Step 1-

Please click on the “Drive” icon on your homepage. If the “Drive” icon is not there, please click on the “Documents” icon.

If this is your first time logging in to Google “Drive,” you will have to “Get Started using 5g” or something similar to this. You can do this by clicking on the blue button in the upper right hand corner.

You can only begin Step 2 when you see the “My Drive, Shared with me, Starred, etc,” appear on the left hand side of your screen. From there, you may begin Step 2.

Step 2-

Please click on the “Shared with Me” tab.

Step 3-

After you click on the “Shared With Me” tab, it will take you to all of the documents or folders that have been shared with you.

Please check the box next to your lesson plan folder.

After you check the box next to your lesson plan folder, you will notice that new tabs appear on the top of your screen.

Please click on “Add To My Drive.”

Step 4-

Please check to make sure that the lesson plan folder has been moved to your “Drive.” To do that, please click on the arrow next to “My Drive” to open up your “Drive” folders.

Step 5-

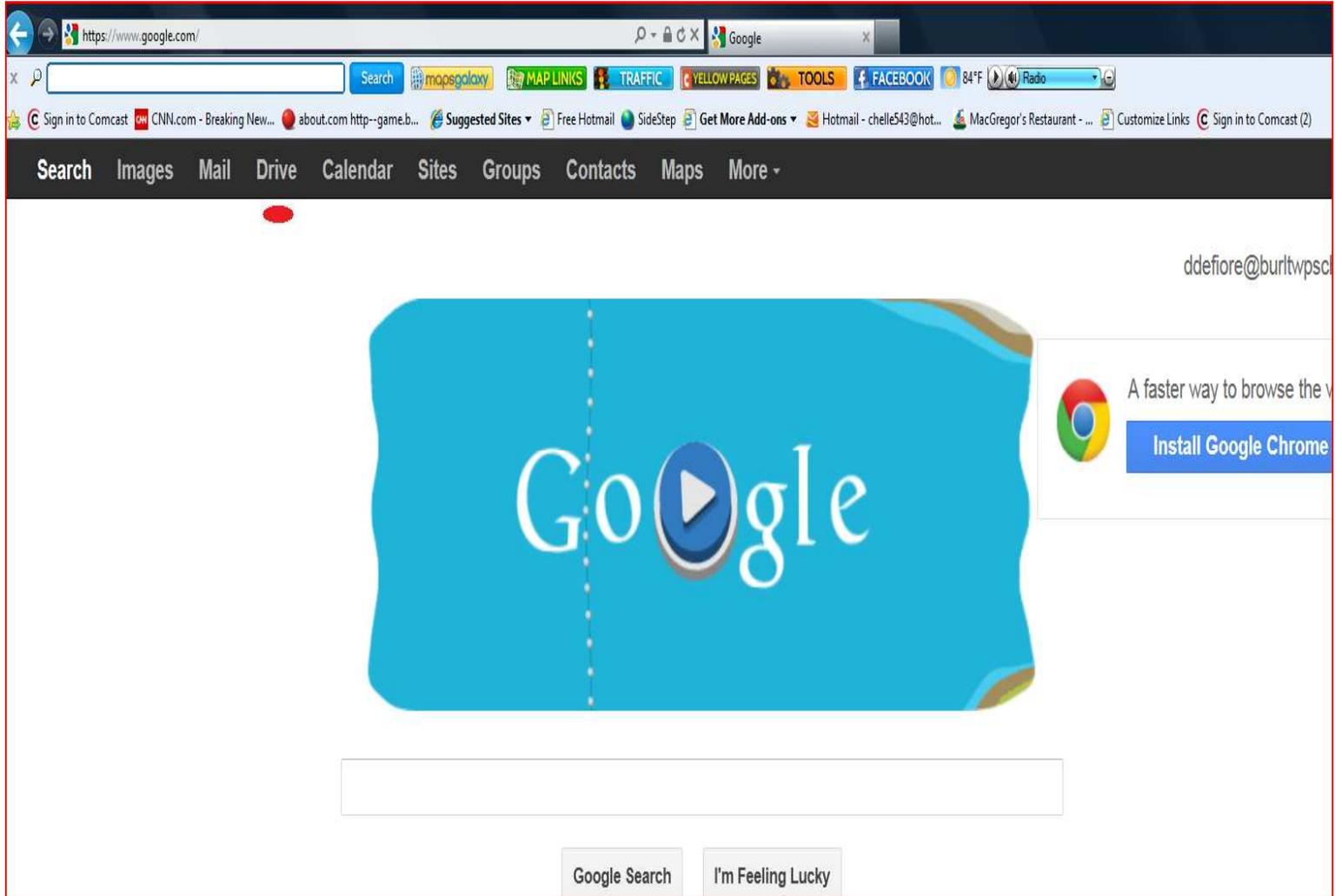
If you have successfully moved your Lesson Plan folder to your “Drive,” you will notice that it now appears underneath the “My Drive” section.

There is a separate hand-out for moving documents into your lesson plan folder, but it needs to be in your “Drive” section to be successful!

PICTURE TUTORIAL:

After you sign into your Google Apps account, it will take you back to Google's homepage.

Step 1: Where to go on the homepage?



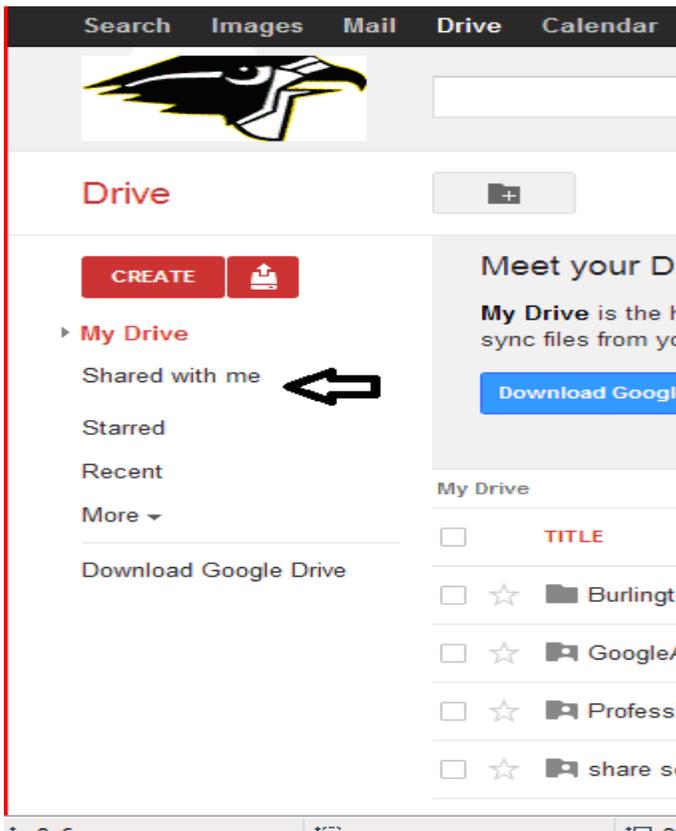
Please click on the "Drive" icon.

Note- if you have an icon that says "Documents" instead of "Drive," please click on that.

If this is your first time logging in to Google “Drive,” you will have to “Get Started using 5g” or something similar to this. You can do this by clicking on the blue button in the upper right hand corner.

You can only begin Step 2 when you see the “My Drive, Shared with me, Starred, etc,” appear on the left hand side of your screen. From there, you may begin Step 2.

Step 2: “Shared With Me File”



Please click on the “Shared with Me” tab.

Step 3: Moving a “Shared With Me” File to “My Drive”

The screenshot shows the Google Drive interface. At the top, there is a navigation bar with links for Search, Images, Mail, Drive, Calendar, Sites, Groups, Contacts, Maps, and More. Below this is a search bar with a magnifying glass icon. The main content area is titled 'Drive' and features a toolbar with icons for adding people, adding to My Drive, deleting, and more options. A prominent message reads: 'Drag files or folders shared with you to My Drive for easy access. Learn more'. Below this message is a table of shared files. The table has columns for 'TITLE' and 'SHARE DATE'. The first row is highlighted in yellow and contains a checked checkbox, a star icon, a folder icon, the title 'DeFiore, BTMS Lesson Plan Folder', and a user profile icon labeled 'Middl'. The second row contains an unchecked checkbox, a star icon, a folder icon, the title 'View 1', and a user profile icon labeled 'Diann'. The third row contains an unchecked checkbox, a star icon, a folder icon, the title 'New files', and a user profile icon labeled 'Diann'. On the left side of the interface, there are navigation tabs: 'My Drive', 'Shared with me' (which is selected), 'Starred', 'Recent', and 'More'.

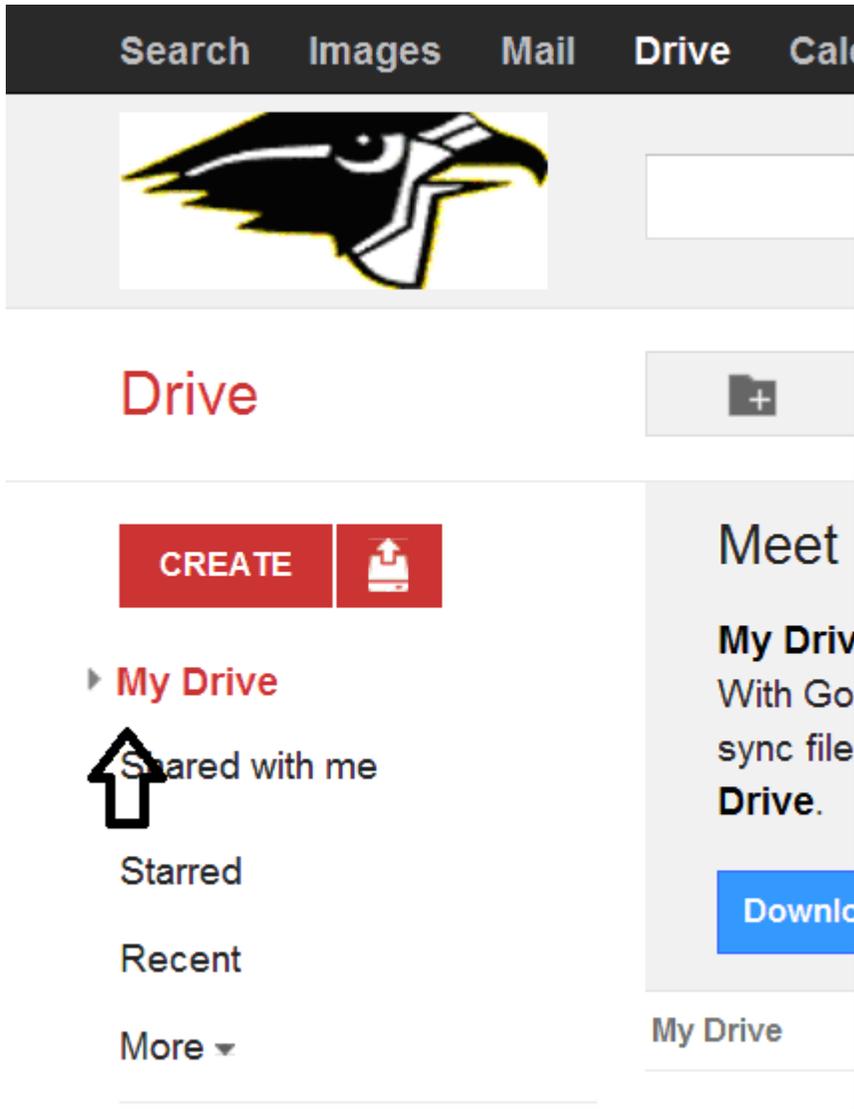
After you click on the “Shared With Me” tab, it will take you to all of the documents or folders that have been shared with you.

Please check the box next to your lesson plan folder.

After you check the box next to your lesson plan folder, you will notice that new tabs appear on the top of your screen.

Please click on “Add To My Drive.”

Step 4: Clicking on my “Drive”



Please check to make sure that the lesson plan folder has been moved to your “Drive.” To do that, please click on the arrow next to “My Drive” to open up your “Drive” folders.

Step 5: New View from “My Drive”

The screenshot shows the Google Drive interface. On the left is a sidebar with a 'CREATE' button and an upload icon. Below it is the 'My Drive' section, which is expanded to show a list of folders: 'Burlington lesson plans 2009-2010', 'DeFiore, BTMS Lesson Plan Folder', 'GoogleApps material', 'Professional Development Material', 'share settings', 'Shared', 'Social Studies Curriculum', and 'Testing'. Below these are 'Shared with me' and 'Starred' sections. A black arrow points to the 'DeFiore, BTMS Lesson Plan Folder'.

The main content area features a 'Meet your Drive' banner with the text: 'My Drive is the home for all your files. With Google Drive for your PC, you can sync files from your computer to My Drive.' Below this is a 'Download Google Drive for PC' button. To the right of the banner is a list of instructions: 'Then, go for a spin', '• Explore the left h', '• Create Google D', '• See files at a gla', and '• Get the Google D'.

Below the banner is a table titled 'My Drive' with columns for 'TITLE' and 'OWNER'. The table contains the following entries:

<input type="checkbox"/>	TITLE	OWNER
<input type="checkbox"/>	☆ Burlington lesson plans 2009-2010	me
<input type="checkbox"/>	☆ DeFiore, BTMS Lesson Plan Folder Shared	Middle School
<input type="checkbox"/>	☆ GoogleApps material Shared	Btsd Trainer

A black arrow points to the 'DeFiore, BTMS Lesson Plan Folder' entry in the table.

If you have successfully moved your Lesson Plan folder to your “Drive,” you will notice that it now appears underneath the “My Drive” section.

There is a separate hand-out for moving documents into your lesson plan folder, but it needs to be in your “Drive” section to be successful!