

****NOTE**** For this to work, you must have already moved your lesson plan folder from “Shared With Me” to “My Drive.” See previous hand-out for instructions.

It is recommended that you create your lesson plan document within your “My Document” section of Microsoft Word. From there, it is easy to upload and place the lesson plan document in your “Drive” account. By doing it this way, you ensure that you have a backup copy of your lesson plans on Microsoft Word located on your desktop.

Written Summary of directions:

- 1) **Upload** or create a document in your “Drive.” It would be better if you uploaded a document to your “Drive.”
- 2) After you have uploaded your document, there are two ways you can move your lesson plan document to your lesson plan folder.

ONE WAY:

First step: Click on the document you want to be moved.

Second step: Click on the folder that says “Organize” on the top of your screen. This will now open up to a new pop-up. Please check off the lesson plan folder.

Third Step: Please press “Apply Changes.”

Second WAY:

First step: Click on the document you want to be moved.

Second step: Click the arrow next to “My Drive” and view all of the folders you have located within your “Drive.”

Third Step: Grab the document you want, move it, and then drop it into the folder you wish it to be placed in.

PICTURE TUTORIAL OF STEPS:

The screenshot shows a web browser window displaying the Google Drive interface. The address bar shows the URL: <https://drive.google.com/a/burltwpsch.org/?tab=wo#my-drive>. The page header includes navigation links for Search, Images, Mail, Drive, Calendar, Sites, Groups, Contacts, Maps, and More. A search bar is present with the email address `ddefiore@burltwpsch.org` and a search icon. Below the header, the 'Drive' section is visible, featuring a 'CREATE' button and a list of files under 'My Drive'. The files are listed in a table with columns for 'TITLE', 'OWNER', and 'LAST MODIFIED'. The file '3--29-10-4-01-10.doc' is highlighted in yellow.

<input type="checkbox"/>	TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/>	★ Burlington lesson plans 2009-2010	me	Aug 9 me
<input type="checkbox"/>	★ DeFiore, BTMS Lesson Plan Folder Shared	Middle School Lesson	1:01 pm me
<input type="checkbox"/>	★ GoogleApps material Shared	Btsd Trainer	Aug 19 Kirt Thomason
<input type="checkbox"/>	★ Professional Development Material Shared	me	Jul 31 Ann Britt
<input type="checkbox"/>	★ share settings Shared	Dianna DeFiore	Aug 5 Dianna DeFiore
<input type="checkbox"/>	★ Shared	me	Aug 19 me
<input type="checkbox"/>	★ Social Studies Curriculum Shared	me	Jul 22 me
<input type="checkbox"/>	★ Testing Shared	me	Jul 23 me
<input type="checkbox"/>	★ 3--29-10-4-01-10.doc	me	1:01 pm me

Upload or create a document in your “Drive.” It would be better if you uploaded a document to your “Drive” then moved in to your lesson plan folder.

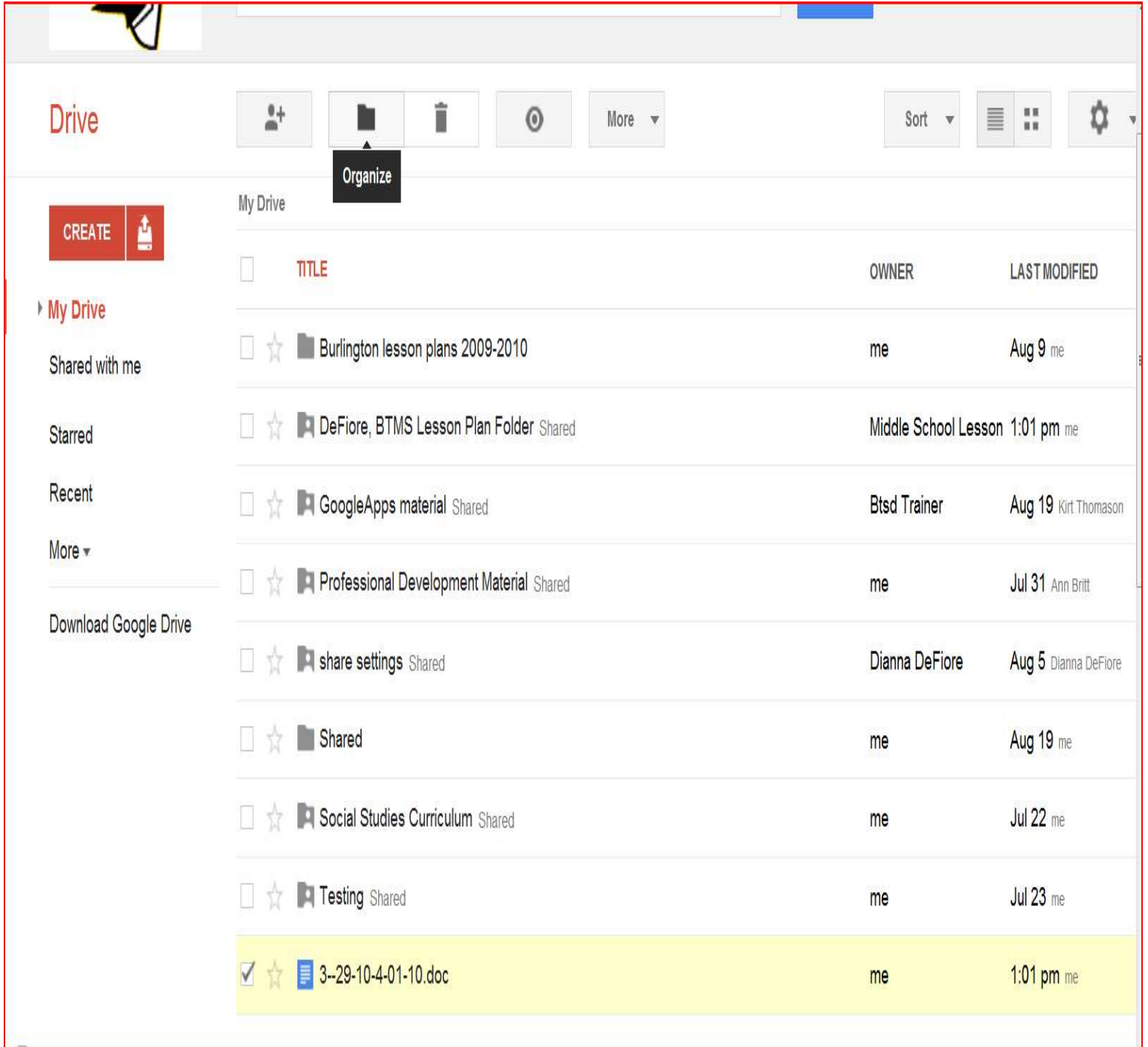
ONE WAY:

The screenshot shows the Google Drive interface. At the top, there is a search bar and the email address ddefiore@burltwpsch.or. Below the search bar is the 'Drive' header with navigation icons for adding people, folders, deleting, and more options. On the left side, there is a sidebar with a 'CREATE' button, a 'My Drive' section, and other navigation options like 'Shared with me', 'Starred', 'Recent', and 'Download Google Drive'. The main area displays a list of files and folders under 'My Drive'. The list has columns for 'TITLE', 'OWNER', and 'LAST MODIFIED'. The file '3--29-10-4-01-10.doc' is highlighted in yellow.

	TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/>	Burlington lesson plans 2009-2010	me	Aug 9 me
<input type="checkbox"/>	DeFiore, BTMS Lesson Plan Folder Shared	Middle School Lesson	1:01 pm me
<input type="checkbox"/>	GoogleApps material Shared	Btsd Trainer	Aug 19 Kirt Thomason
<input type="checkbox"/>	Professional Development Material Shared	me	Jul 31 Ann Britt
<input type="checkbox"/>	share settings Shared	Dianna DeFiore	Aug 5 Dianna DeFiore
<input type="checkbox"/>	Shared	me	Aug 19 me
<input type="checkbox"/>	Social Studies Curriculum Shared	me	Jul 22 me
<input type="checkbox"/>	Testing Shared	me	Jul 23 me
<input checked="" type="checkbox"/>	3--29-10-4-01-10.doc	me	1:01 pm me

Check on the document you wish to be moved.

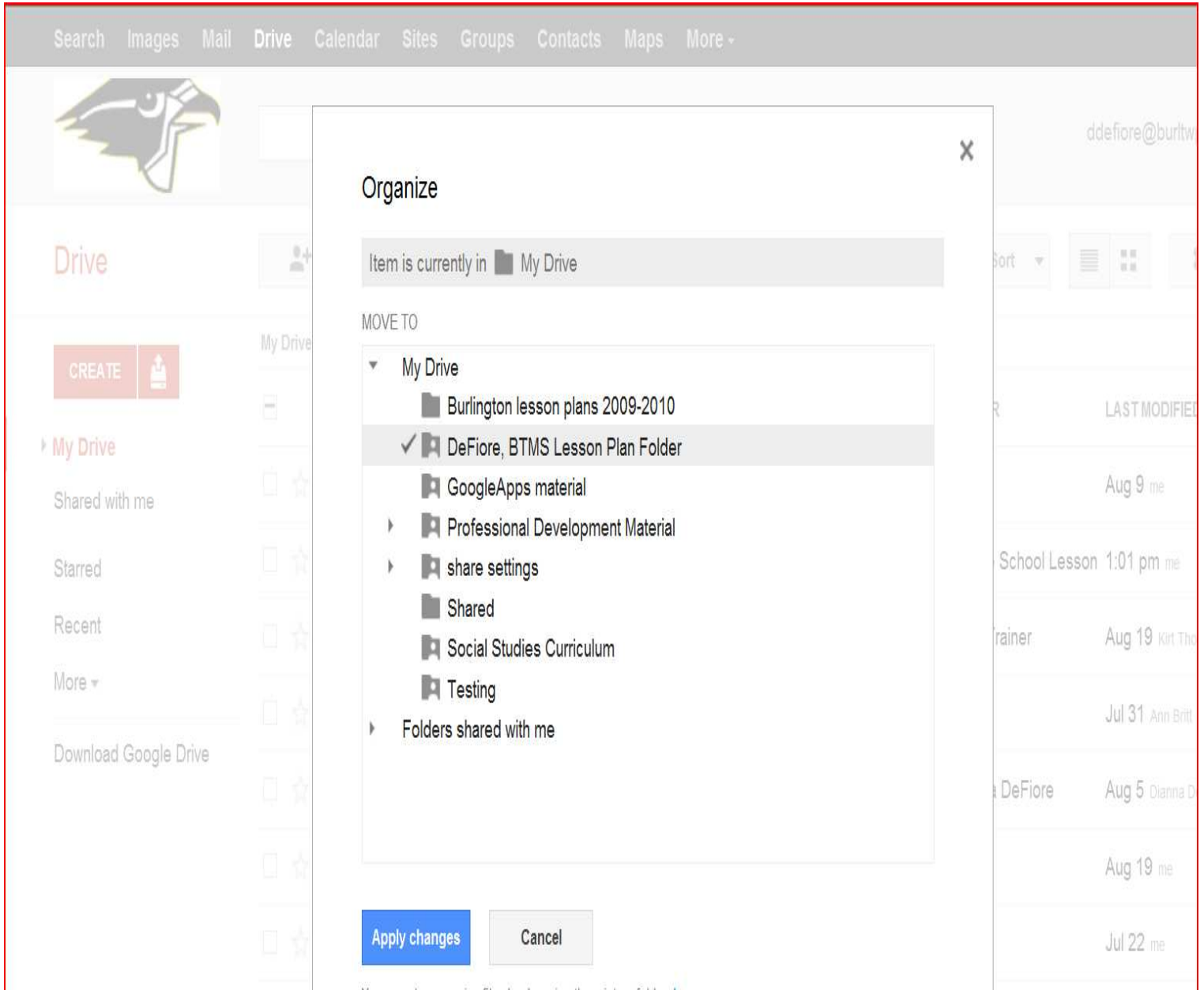
Click on the organize folder that now appears after you check off the lesson plan:



The screenshot shows the Google Drive interface. At the top, there are navigation icons: a person icon, a folder icon, a trash icon, a target icon, and a 'More' dropdown. The folder icon is highlighted with a black tooltip that says 'Organize'. Below the navigation bar, the 'My Drive' section is visible. On the left, there are navigation options: 'My Drive', 'Shared with me', 'Starred', 'Recent', 'More', and 'Download Google Drive'. The main area displays a list of files and folders. The file '3--29-10-4-01-10.doc' is selected, indicated by a checkmark in the first column and a yellow background. The 'Organize' button is highlighted in black.

<input type="checkbox"/>	TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/>	★ Burlington lesson plans 2009-2010	me	Aug 9 me
<input type="checkbox"/>	★ DeFiore, BTMS Lesson Plan Folder Shared	Middle School Lesson	1:01 pm me
<input type="checkbox"/>	★ GoogleApps material Shared	Btsd Trainer	Aug 19 Kirt Thomason
<input type="checkbox"/>	★ Professional Development Material Shared	me	Jul 31 Ann Britt
<input type="checkbox"/>	★ share settings Shared	Dianna DeFiore	Aug 5 Dianna DeFiore
<input type="checkbox"/>	★ Shared	me	Aug 19 me
<input type="checkbox"/>	★ Social Studies Curriculum Shared	me	Jul 22 me
<input type="checkbox"/>	★ Testing Shared	me	Jul 23 me
<input checked="" type="checkbox"/>	★ 3--29-10-4-01-10.doc	me	1:01 pm me

When the folder opens up, click on the lesson plan folder. After you have check off the appropriate folder, press “Apply Changes.”



After you click on “Apply Changes,” your lesson plan will be moved to the lesson plan folder.

You can check by clicking on your lesson plan folder. You will notice that your lesson plan document is now in that folder.

SECOND WAY:

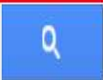
This step occurs after you have uploaded or created a lesson plan document in your “Drive” account.

The screenshot shows a web browser window displaying the Google Drive interface. The address bar shows the URL: <https://drive.google.com/a/burltwpsch.org/?tab=wo#my-drive>. The browser's search bar and various extension icons are visible at the top. The Google Drive navigation bar includes links for Search, Images, Mail, Drive, Calendar, Sites, Groups, Contacts, Maps, and More. A search bar and the user's email address, ddefiore@burltwpsch.org, are also present.

The main content area shows the "My Drive" section with a table of files and folders. The table has columns for "TITLE", "OWNER", and "LAST MODIFIED". The file "3--29-10-4-01-10.doc" is highlighted in yellow.

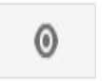
<input type="checkbox"/>	TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Burlington lesson plans 2009-2010	me	Aug 9 me
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> DeFiore, BTMS Lesson Plan Folder Shared	Middle School Lesson	1:01 pm me
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> GoogleApps material Shared	Btsd Trainer	Aug 19 Kirt Thomason
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Professional Development Material Shared	me	Jul 31 Ann Britt
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> share settings Shared	Dianna DeFiore	Aug 5 Dianna DeFiore
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Shared	me	Aug 19 me
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Social Studies Curriculum Shared	me	Jul 22 me
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Testing Shared	me	Jul 23 me
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 3--29-10-4-01-10.doc	me	1:01 pm me

The bottom of the browser window shows the taskbar with several open applications, including "Helpful for teachers...", "Helpful for administ...", "MyWebSearch Hom...", and "My Drive - Google D...". The system tray shows the time as 1:22 PM.



ddefiore@buritwpsch.or

Drive



More ▾

Sort ▾



CREATE

My Drive

Shared with me

Starred

Recent

More ▾

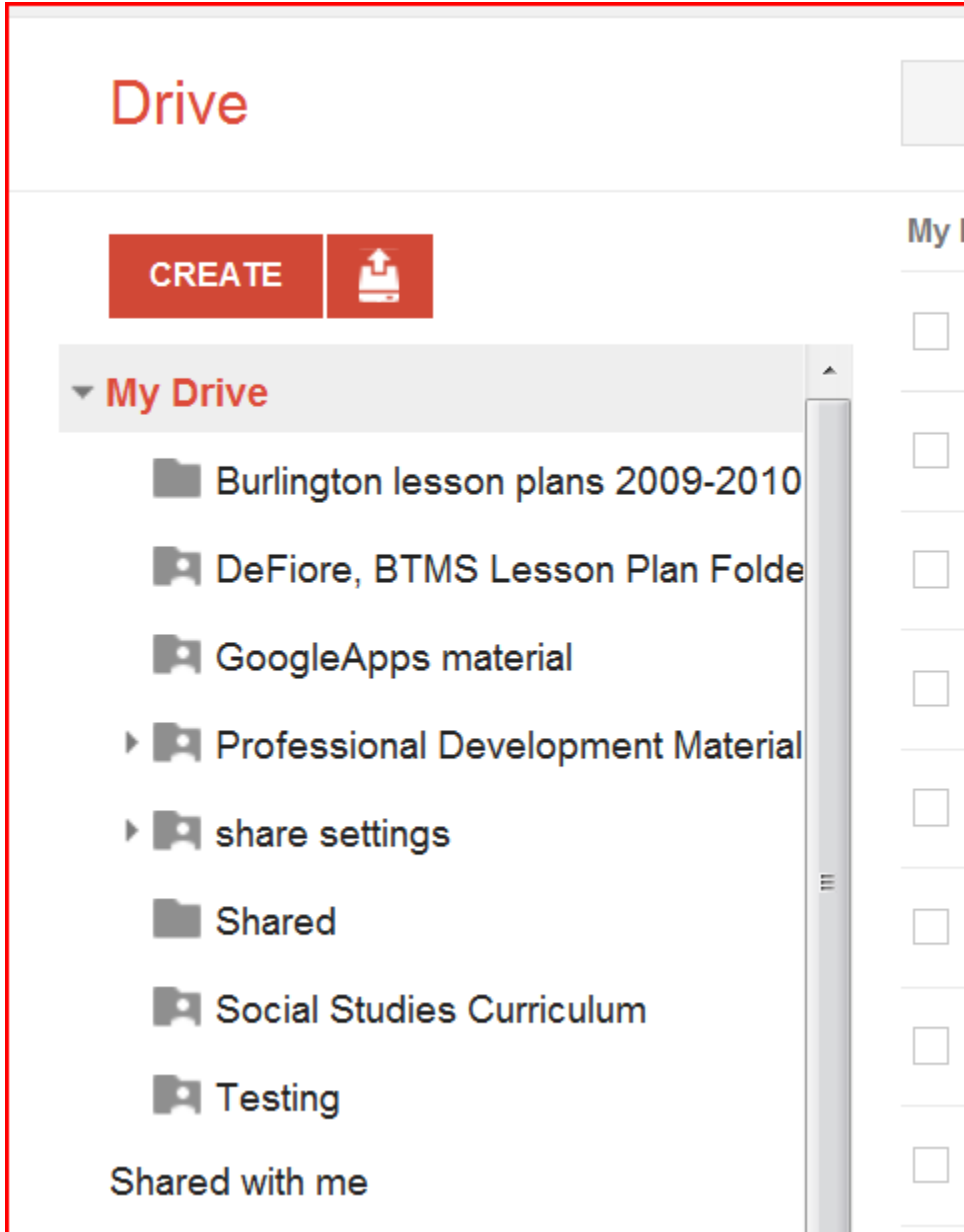
Download Google Drive

My Drive

<input type="checkbox"/>	<input type="checkbox"/>	TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/>	<input type="checkbox"/>	Burlington lesson plans 2009-2010	me	Aug 9 me
<input type="checkbox"/>	<input type="checkbox"/>	DeFiore, BTMS Lesson Plan Folder <small>Shared</small>	Middle School Lesson	1:01 pm me
<input type="checkbox"/>	<input type="checkbox"/>	GoogleApps material <small>Shared</small>	Btsd Trainer	Aug 19 Kirt Thomason
<input type="checkbox"/>	<input type="checkbox"/>	Professional Development Material <small>Shared</small>	me	Jul 31 Ann Britt
<input type="checkbox"/>	<input type="checkbox"/>	share settings <small>Shared</small>	Dianna DeFiore	Aug 5 Dianna DeFiore
<input type="checkbox"/>	<input type="checkbox"/>	Shared	me	Aug 19 me
<input type="checkbox"/>	<input type="checkbox"/>	Social Studies Curriculum <small>Shared</small>	me	Jul 22 me
<input type="checkbox"/>	<input type="checkbox"/>	Testing <small>Shared</small>	me	Jul 23 me
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3--29-10-4-01-10.doc	me	1:01 pm me

Click on the document you wish to be moved.

Click the arrow next to “My Drive” and view all of the folders you have located within your “Drive.”



Grab the document you want, move it, and then drop it into the folder you wish it to be placed in.

The screenshot shows the Google Drive interface. On the left is a sidebar with a 'my Drive' header and a list of folders: Burlington lesson plans 2009-2010, DeFiore, BTMS Lesson Pl (selected), GoogleApps material, Professional Development Material, share settings, Shared, Social Studies Curriculum, and Testing. Below these are sections for 'Shared with me', 'Starred', 'Recent', and 'More'. The main area displays a list of folders and files. A tooltip is visible over the 'DeFiore, BTMS Lesson Pl' folder, showing a blue document icon and the text 'Move '3--29-10-4-01-10.doc' BTMS Lesson Plan Folder Shared'. At the bottom of the list, a file named '3--29-10-4-01-10.doc' is highlighted in yellow, indicating it is the document being moved.

Folder/File Name	Owner
Burlington lesson plans 2009-2010	me
DeFiore, BTMS Lesson Pl	Middle School
GoogleApps material	Btsd Trainer
Professional Development Material	me
share settings	Dianna DeFiore
Shared	me
Social Studies Curriculum	me
Testing	me
3--29-10-4-01-10.doc	me

When you click on the Lesson Plan folder, you will notice that your lesson plan document will now be in that folder.

You can check by clicking on your lesson plan folder. You will notice that your lesson plan document is now in that folder.