



Google Drive

Your secure, cloud-based digital filing cabinet. It's the central place to Store, Share, and Collaborate on all your files—from lesson plans to team documents.



Access Google Drive anytime from the waffle icon (☰) in your Google account.

- **Workspaces:** Pin your current, most important files and folders for quick access.
- **My Drive:** Your personal space. Files you create and own live here.
- **Shared with me:** A stream of all files and folders that others have shared directly with you.

Shared drives: Team-owned spaces where files belong to the group, not one person. Perfect for grade levels, departments, and committees!



Getting Organized!

- **Create Folders:** Click the + New button to create folders and keep your Drive tidy.
- **Add Visual Cues:** Right-click a folder to change its name, color, or add a star to make it a favorite.

Find Anything, Fast: Use the Search bar at the top for a quick search.

- Use the dropdown arrow in the search bar to filter by file type, owner, and more.

Starring Files and Folders: Starring items in Google Drive allows you to quickly locate important and frequently used files and folders.



Creating and Uploading Files

To create a new file:

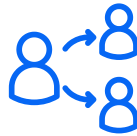
- Create a New, Blank File:
 - a. Click the + New button.
 - b. Choose the type of file you want to make (like Docs, Sheets, or Slides).
 - c. The new file will open. Don't forget to give it a name!

Uploading Files:

You can upload files from your computer to Google Drive in a couple of ways:

- Upload Using the Menu:
 - a. Click the + New button.
 - b. Select File upload or Folder upload.
 - c. Choose the file(s) or folder you want to upload and click Open.
- Drag and Drop:
 - d. Open Google Drive in your web browser.
 - e. Open the folder on your computer where your files are located.

Simply drag the file(s) or folder(s) from your computer and drop them into the Google Drive window.



The Power of Sharing (The Most Important Part!)

When you click the "**Share**" button on a file or folder in My Drive, you control exactly what others can do.

Choose the Right Permission Level:

- **Viewer:** Can only view the file. They cannot edit or comment.
- **Commenter:** Can view and leave comments, but cannot change the content.
- **Editor:** Has full rights to edit, change, and even re-share the file.

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