

Google Drive Dive: Master Your Digital Files

Teacher Quick Reference Guide

1. Understanding Your Drive Spaces

My Drive

Your personal workspace. You own and control all files and folders created here.

Shared with Me

An activity feed of incoming files (like an inbox). You do not own these. **Do not delete** files here, or it may break links.

Shared Drives

School/department-owned storage. Files placed here belong to the organization and remain safely in place if staff leave.

2. Organizing Your Workspace (Colors & Starred Folders)

Use colors and the "Starred" section to keep your current school year folders easily accessible.

1. Go to **My Drive**.
2. Click **+ New** (top left) > select **New folder**.
3. Name your folder (e.g., "2026-2027 School Year") and click **Create**.
4. Right-click the new folder > hover over **Organize** > select a **Color**.
5. Right-click the folder again > hover over **Organize** > select **Add to Starred**.
6. Look at the left sidebar menu and click **Starred** to see your pinned folders for quick access.

3. Taming "Shared with Me" Using Shortcuts

Keep your Drive organized without duplicating files or using up extra storage space.

1. Click **Shared with me** in the left sidebar menu.
2. Single-click a shared document to highlight it (*Do not drag and drop it*).
3. Press **Shift + Z** on your keyboard (OR right-click > **Organize** > **Add shortcut**).
4. In the pop-up menu, navigate to **My Drive** > select your target folder.
5. Click the **Add shortcut** button. The file will now appear in your folder with a small curved arrow icon.

4. Navigating the Google Classroom Folder

Golden Rule: Google automatically creates a folder named "Classroom" in your Drive. **NEVER** rename, move, or delete this main folder, as it will break the connection to your Google Classroom.

1. Click **My Drive** in the left sidebar.
2. Scroll to and double-click the auto-generated **Classroom** folder.
3. Double-click any specific class folder to view all assignments for that class.
4. Double-click an assignment folder to view or grade student submissions directly.

5. Year-End Cleanup & Admin Record Retention

Part 1: Archiving in Classroom

1. Go to your Google Classroom homepage.
2. Click the **three dots** in the top right corner of a class card.
3. Select **Archive**. (This freezes the class but keeps all files intact in your Drive).

Part 2: Cleaning My Drive

1. Open **My Drive**.
2. Click **+ New > New folder** and name it "Archive_Previous Years".
3. Drag any old or unused folders into this archive folder to clear your main workspace.

Part 3: Admin Record Retention (If required by your school)

1. Open **Shared drives** from the left sidebar.
2. Open the designated administrator or school records Shared Drive.
3. Open a second tab with your **My Drive > Classroom** folder.
4. Copy or move the required student assignment sub-folders into the administrator's Shared Drive to ensure the school retains an official, long-term record.