

GOOGLE DRIVE

Share Files and Folders

1. Sign into Google <https://www.google.com> with your school Google username and password that you already set up

2. Select the GOOGLE APPS icon (9 little boxes near top of screen)

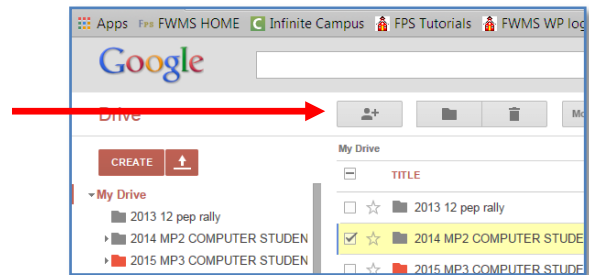


3. Select **DRIVE** from the menu to access your Google Drive



A. Share a Google file or folder that you already created

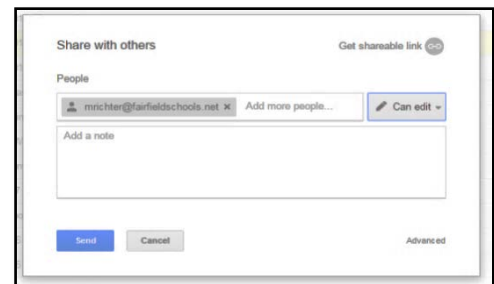
1. Locate the file or folder that you want to share
2. Select the check box next to the file or folder
3. Select the SHARE icon from the top menu



4. In the **SHARE WITH OTHERS** box, type in the FPS Google username of the person you'd like to share the file or folder with

(example = jvilenski@fairfieldschools.net)

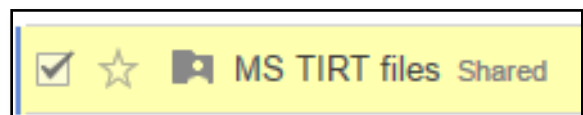
5. Keep the **CAN EDIT** option if you'd like to give the person the option to edit your file or folder



6. If you only want the person to be able to view your file or folder, select the drop down arrow next to CAN EDIT and choose **CAN VIEW**

7. Select **SEND**. The person will get a Gmail about the file or folder you are sharing

If it was a shared folder, you will now see the little share icon inside your folder (as shown at right). Now every file you put in that folder will automatically be shared with that person.



B. Share a Google file while editing the file

1. With the Google file open, select the **SHARE** icon near the top right of the screen
2. Complete steps A4 – A7
3. Or, you could also choose to share the link for the file when in the SHARE WITH OTHERS window

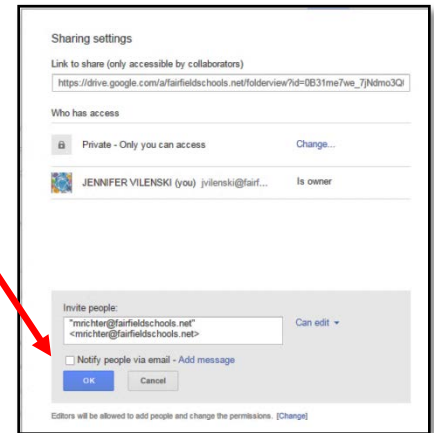


C. How students should share a folder with their teacher for a class

1. Create a new Google folder. Name it in all capital letters with your *grade, class, last name* then *first name*

examples = GR6 LA VILENSKI JEN or GR8 SS VILENSKI JEN

2. Complete steps A2 – A6, with your teacher's user name that he/she gave you
3. Do *NOT* send the email to your teacher.
4. Instead, click on **ADVANCED** on the bottom of the **SHARE WITH OTHERS** box. The box will then expand, and be labeled SHARING SETTINGS
5. UNCHECK "Notify people via email", then select **OK**



From now on, whenever you do a project or assignment for that class, open that class folder and create or upload your file to that shared folder. Your teacher will have access to all your class files in the folder.

D. How teachers should manage students' shared folders

1. Create a folder for each of your classes in your Google Drive (example = period 1 LA, period 2 LA, etc.)
2. Right after your first class finishes sharing their folders with you, click on **SHARED WITH ME** in the left menu of your Google Drive
3. You should see all of your students' shared folders appear in your main view to the right
4. Select the check box at the top of the list. This will select all the files in the SHARED WITH ME list (as shown at right). Uncheck any individual folders or files you don't want to move.
5. Select the **MOVE TO** icon (folder) at the top of the list (as shown at right)
6. In the MOVE TO box, select the class folder that the student folders should go in, then select **MOVE**
7. Once your students' folders are moved into your class folder, delete their folders from the SHARED WITH ME list. (select the trash can) You should do this before the next class shares their folders, so you won't have more than one class in there at a time.
8. Repeat steps D2 – D7 for each of your classes

