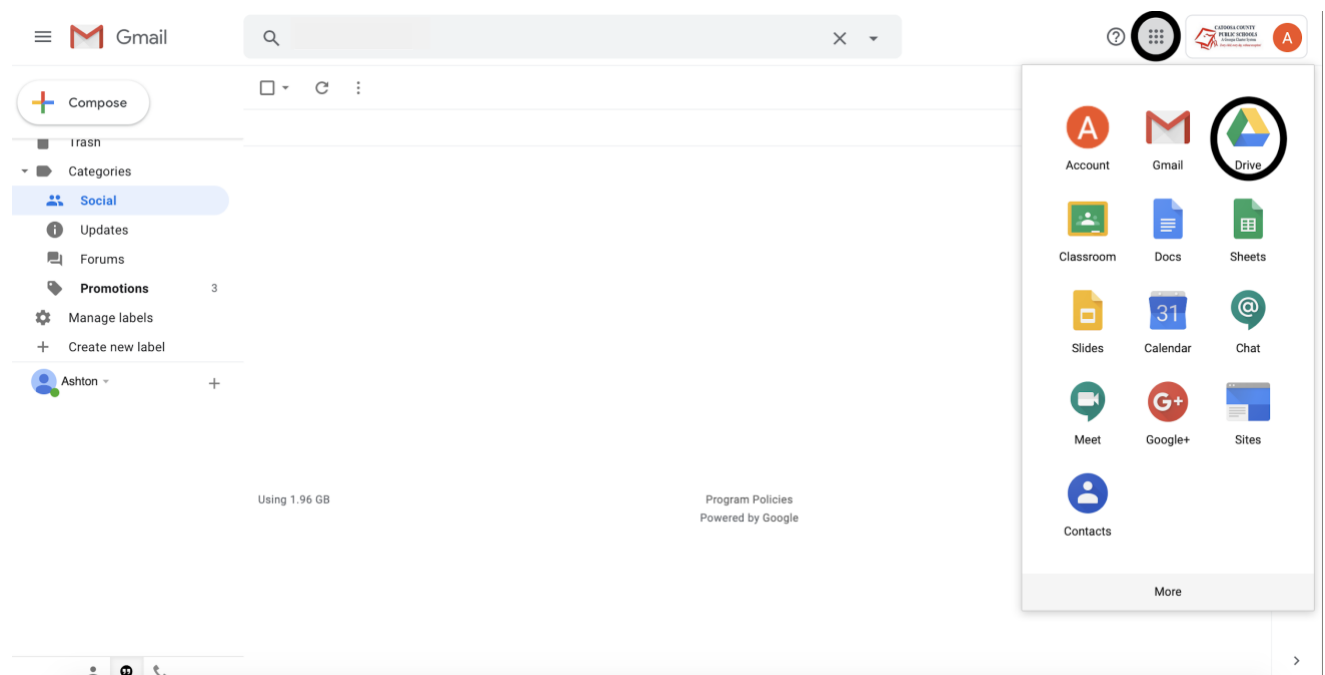


Access Google Drive

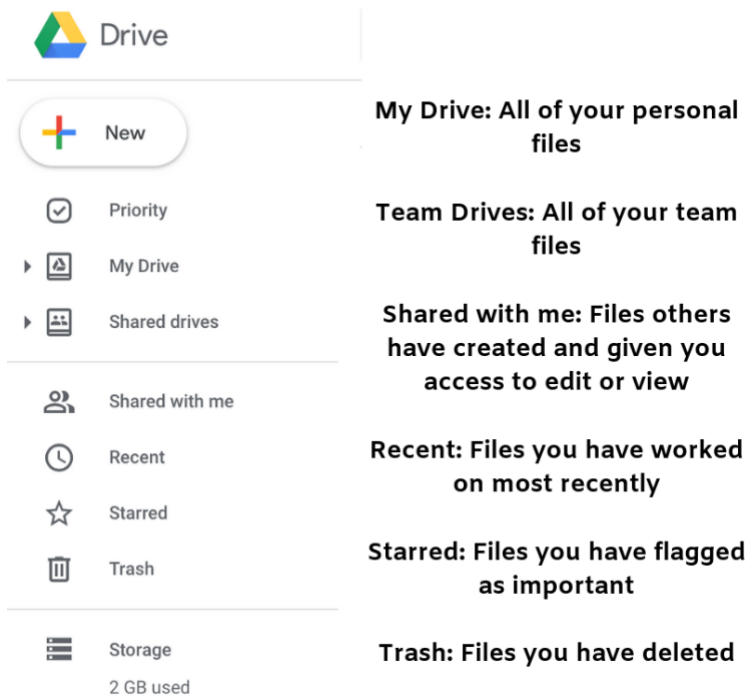
To access Google Drive, you must be on a device with internet access.

1. Login into your school email account.
2. Click on the apps menu
3. Click on Drive

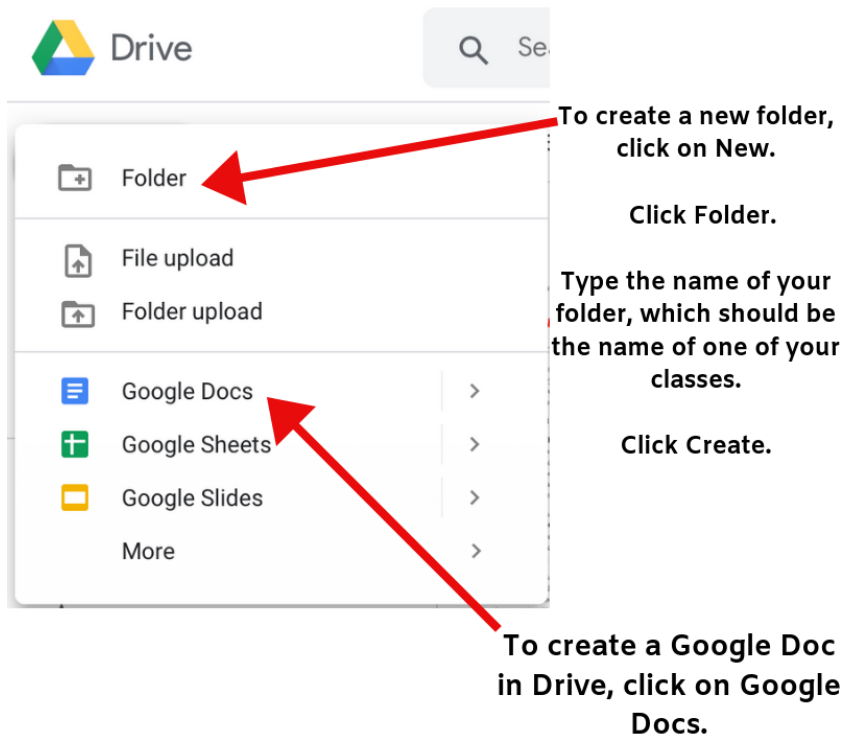


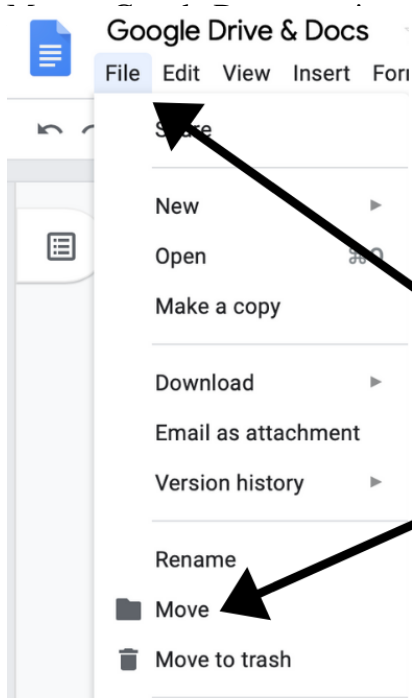
Organize Google Drive

The left menu lists the different aspects of your Drive space.



Create a folder or document





Once you've created a Google doc, click on the document's name to rename it.

You can move it to the appropriate class folder.

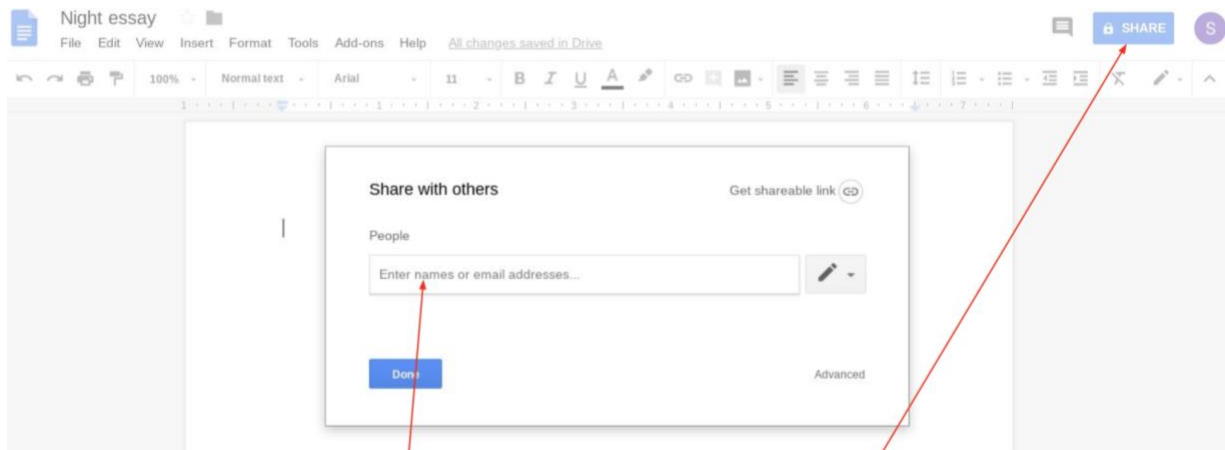
Click on File.

Click Move to.

Choose the appropriate folder.

Once the document is in the appropriate location, click Move.

Share a Google document



-Click **Share**

-Type the email address of the person with whom you would like to share the file.

Share with others

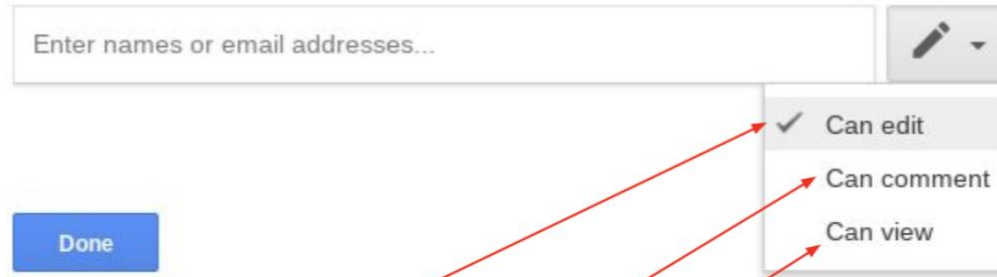
Get shareable link 

People

Enter names or email addresses...

Done

- Can edit
- Can comment
- Can view



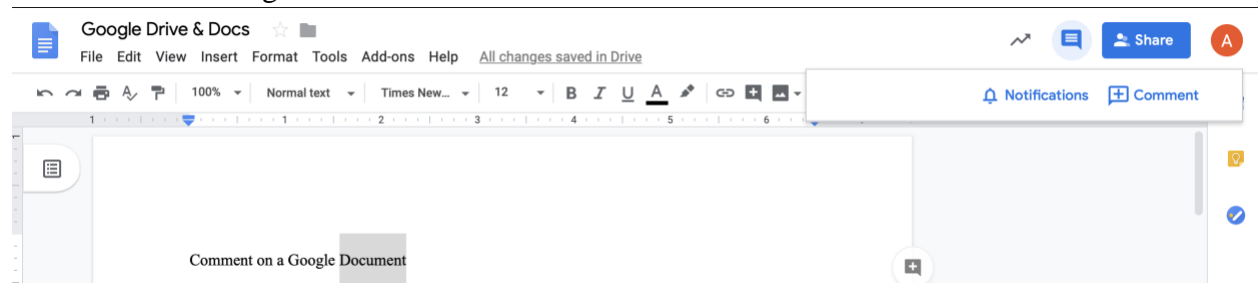
Can edit: They can change anything in your document

Can comment: They can comment in the margin of the document but can't change what you have written

Can view: They can only read your document


Once you've chosen the appropriate editing permission, click Done.

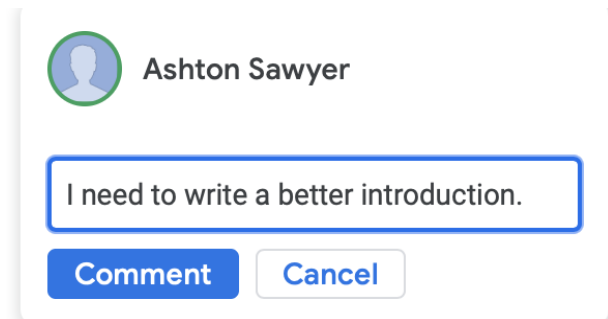
Comment on a Google Document



-To add a comment, highlight the text you want to comment on.

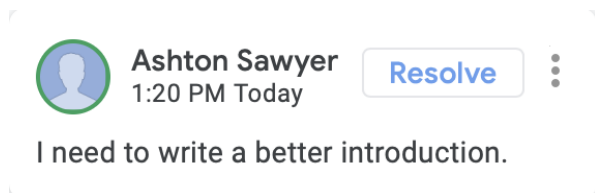
-Click the Comment Icon. 

-You also can click the Comment Icon at the top of the page to get the option to leave a comment.  **Comment**



Type the comment.

Click the “comment” button to save it. The comment will appear in the right margin of your document,



When you no longer need the comment, click resolve.

Other types of Google Drive files

