

Getting into drive is easy from any Google site. If you have Google Drive installed, you can click on the triangle in the task bar and Google Drive will open. Or if you see the grid of 9 dots in any Google application, you can click on that to open Drive.

The screenshot shows a web browser window with multiple tabs. The active tab is Google Drive, displaying the 'My Drive' section. The interface includes a search bar, user profile, and navigation options. A list of files is shown, sorted by 'LAST MODIFIED' date. An orange arrow originates from the 'Shared with Me' link in the left sidebar and points to the first file in the list.

TITLE	OWNER	LAST MODIFIED
Reflection 5.7.2014 (1) (1).pdf	me	9:55 am me
Reflection 5.7.2014 (1).pdf	me	8:36 am me
School Pictures	me	7:18 am me
Reflection 5.7.2014.pdf	me	6:36 am me
Copy of Level 3 Community Service Responses Shared	me	Apr 30 me
Copy of Level 2 C&S Shared	me	Apr 30 me
Life Skills Revisions Shared	me	Apr 30 me
roster verification	me	Apr 30 me

# Welcome to my "Drive"

These are all files that have placed in my drive for storage.  
The files are arranged by the most recently modified in this window.  
Click on "Shared with Me"

# Shared files

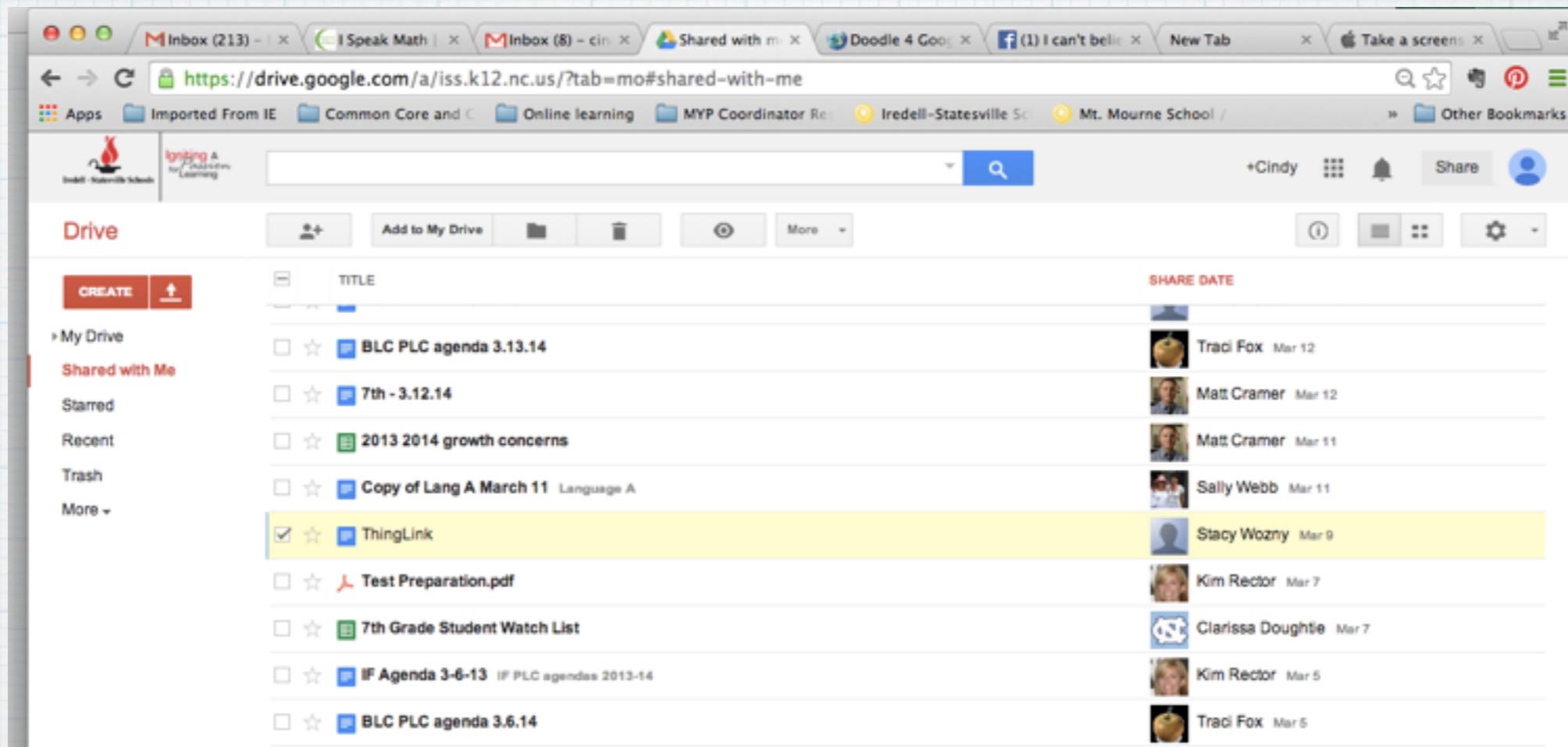
The screenshot shows a web browser window displaying a Google Drive page titled "Shared with Me". The address bar shows the URL: <https://drive.google.com/a/iss.k12.nc.us/?tab=mo#shared-with-me>. The page header includes the Google Drive logo, a search bar, and user information for "+Cindy".

The main content area displays a list of shared files and folders, sorted by "SHARE DATE". The list includes:

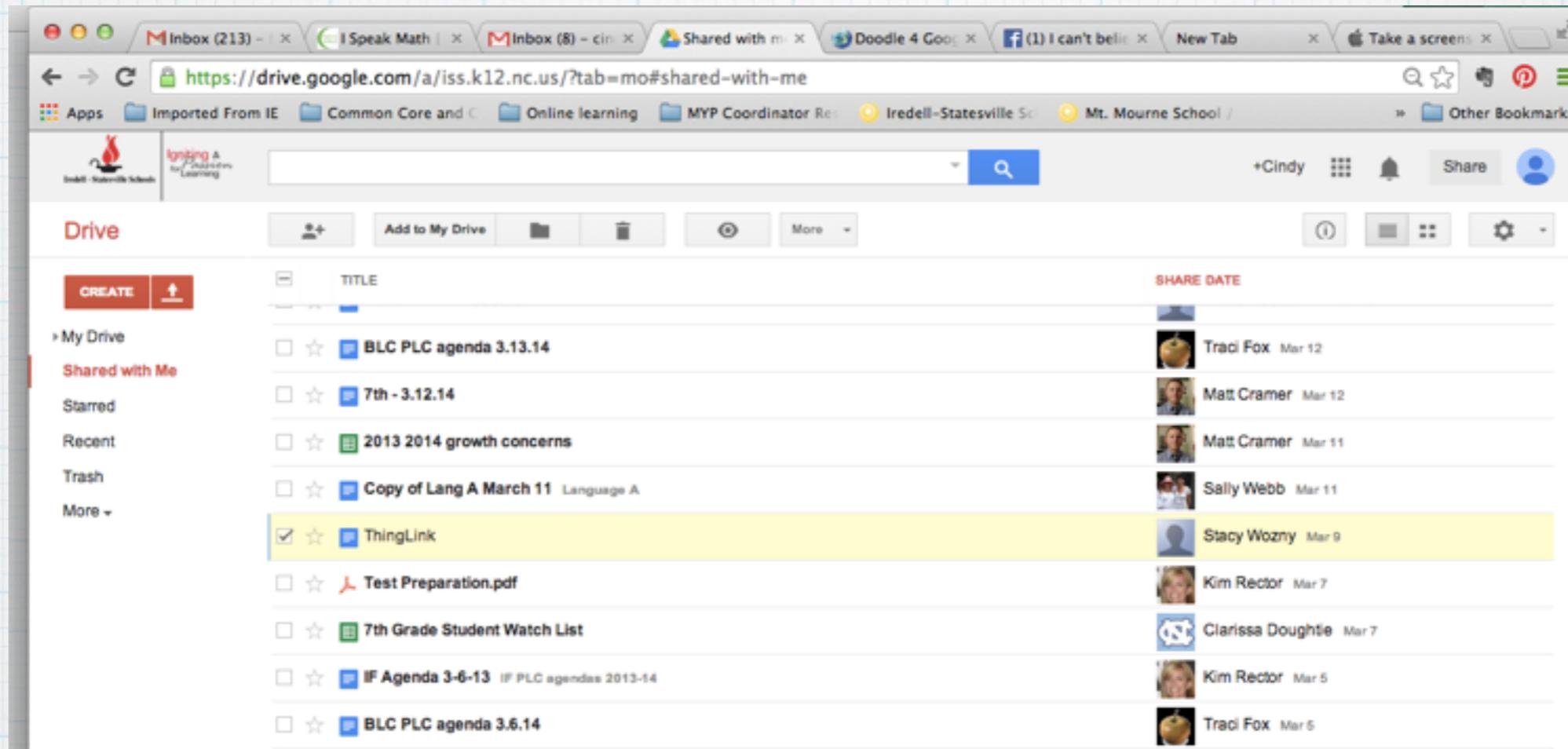
TITLE	SHARE DATE
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Arts PLC 4/29/2014	Sonja Becknell Apr 29
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 4 23 14	Kelly Cooper Apr 23
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Global conversation - Overpopulation.notebook	Matt Cramer Apr 17
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Global Conversation - Overpopulation.docx	Matt Cramer Apr 17
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Middle School Chosen Participants 2014	Kim Rector Apr 11
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 4/11/14	Kelly Cooper Apr 11
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> LANGUAGE B 4/11/14	Victoria Principe Apr 11
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> May	Kim Rector Apr 11

On the left side of the page, there is a sidebar with navigation options: "My Drive", "Shared with Me" (highlighted), "Starred", "Recent", "Trash", and "More". At the top left of the main content area, there are "CREATE" and "UP" buttons.

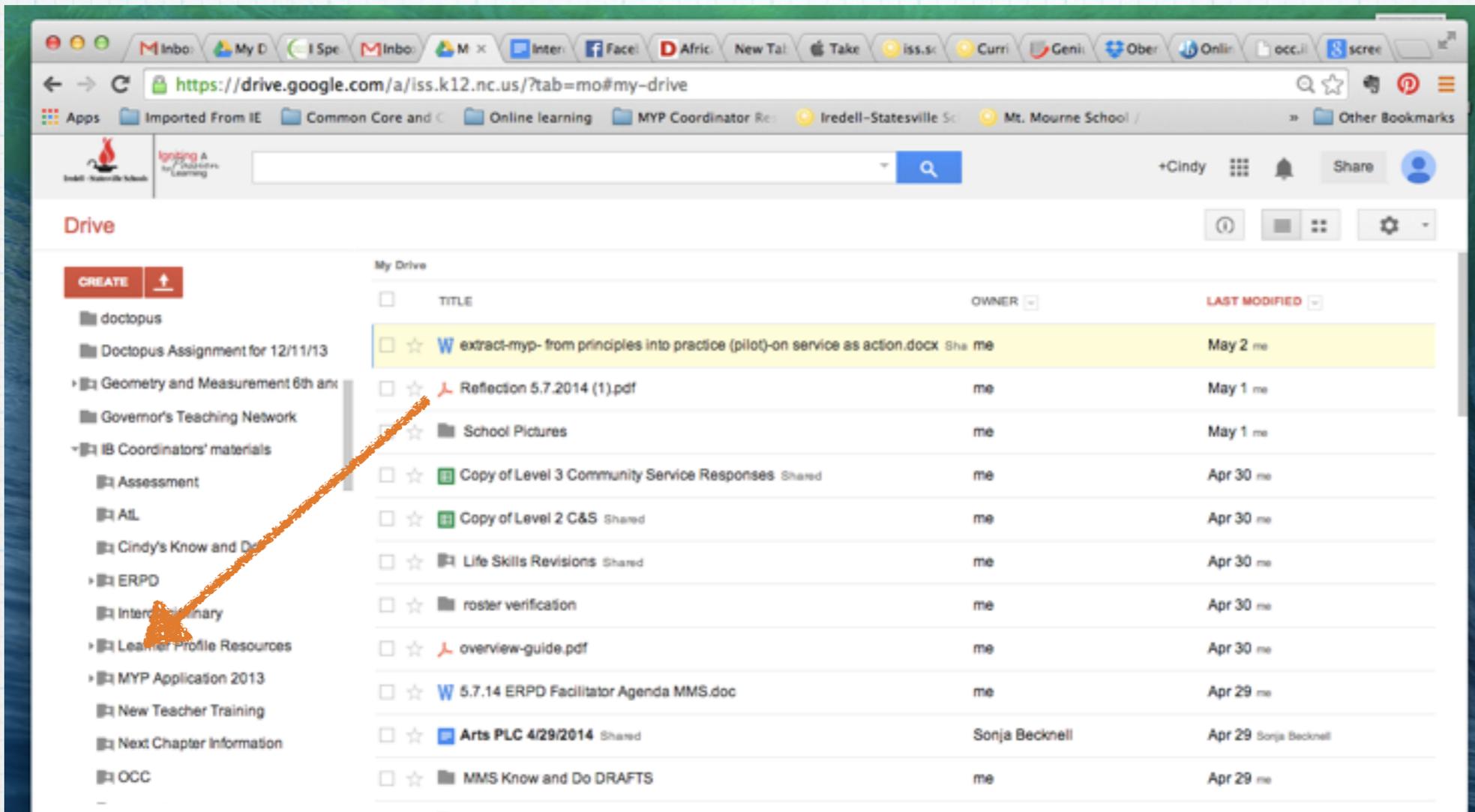
These are files and folders, arranged by the date they were shared. These can be left here or moved into "my Drive". If you click on the name of the file, it will open. If you click in the box beside the file you should see some options appear above the list.



Note that an item is checked and up above are some icons of choices to make about what to do with that item. If you hover over the icons you can see what choices you have. If you want to have that item in your own drive so that you can work with it, you can move it to your drive in a several ways.

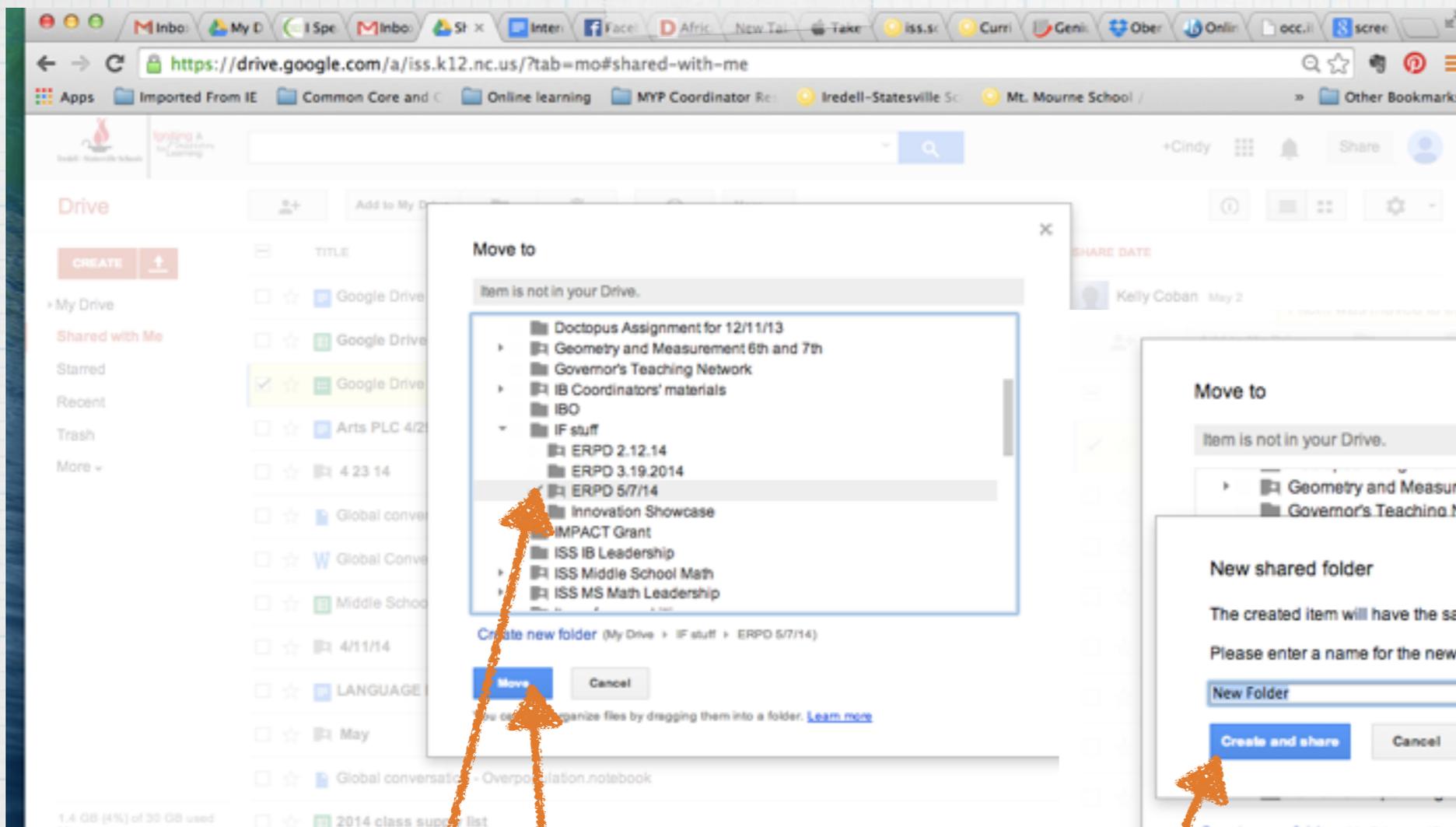


If you click on “Add to My Drive”, the file will be copied into the list of files as we saw earlier, arranged by date of last modification. It is worth noticing that if you do that the file does not leave the shared folder. Those shared files remain in the shared folder until the owner either deletes the file or “un-shares” it with you. This is why, if it is a file you will want to refer to or use later, it would be advisable to move it to your drive.



If you have already created a folder in your drive that you want this new file to go, you can just drag it into your drive.

1. Click on the "arrow" beside **My Drive** and all of your drive folders will be shown in the side bar. Find the folder you want.
2. You can drag the file into that folder.

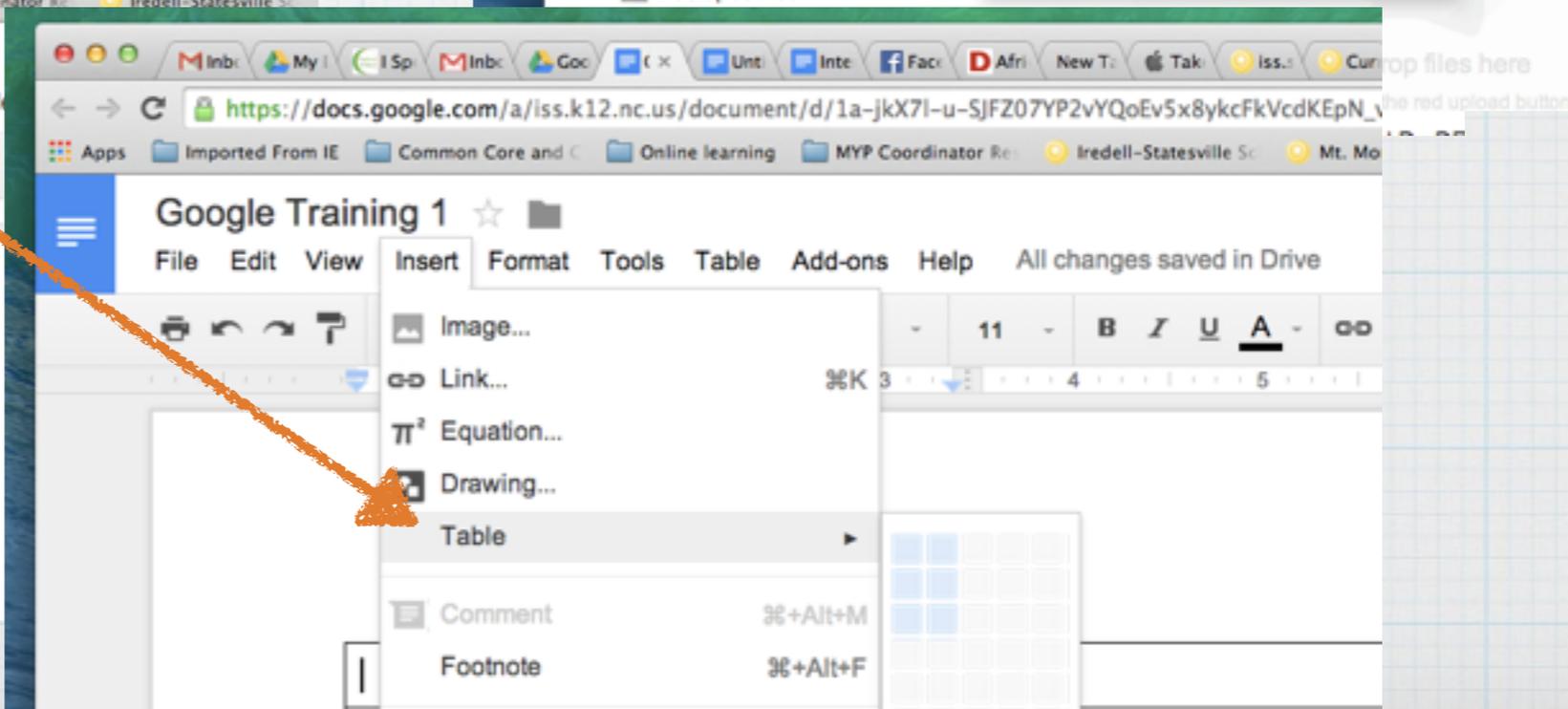
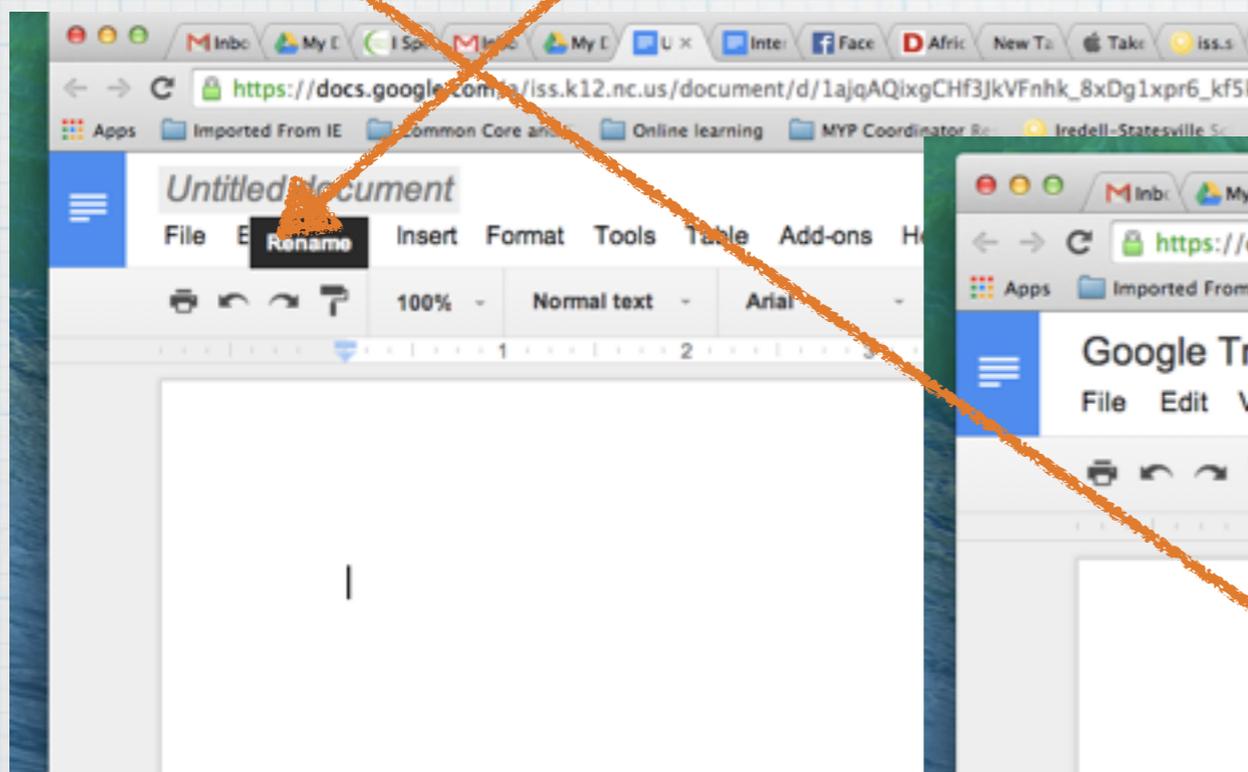
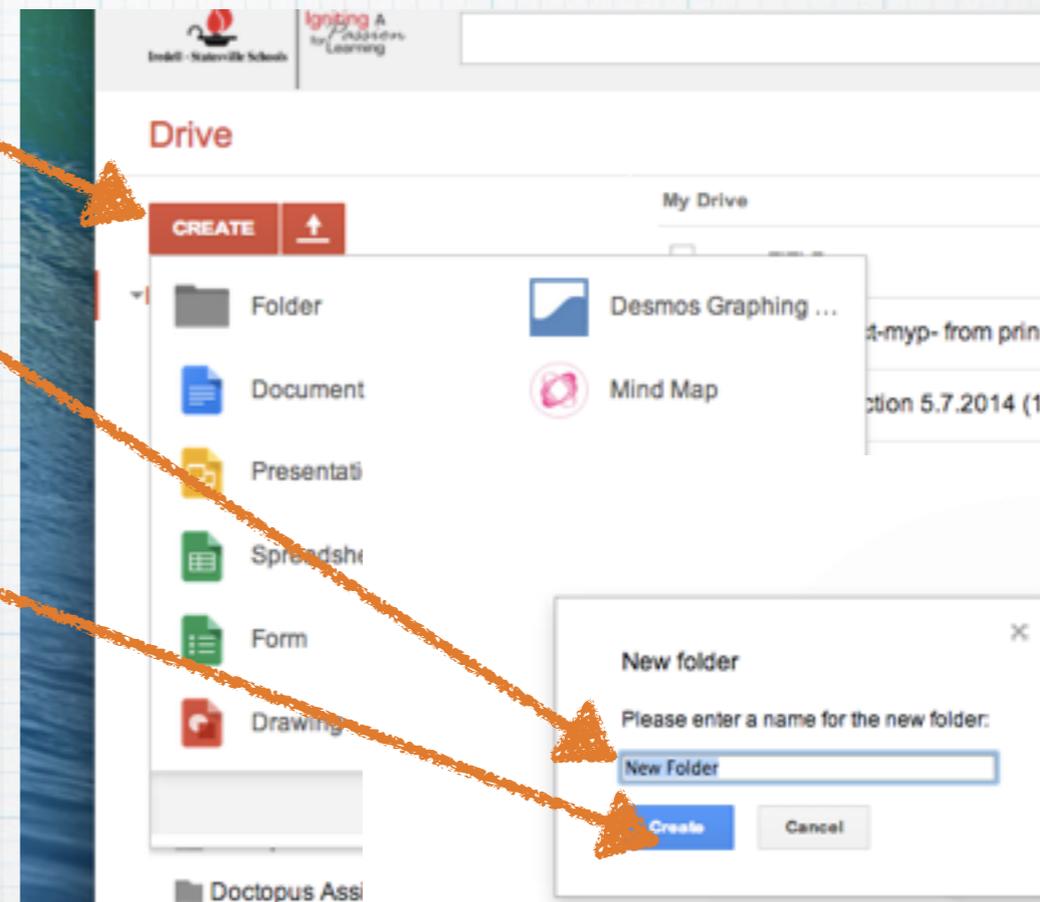


Another way to move a file to your drive:

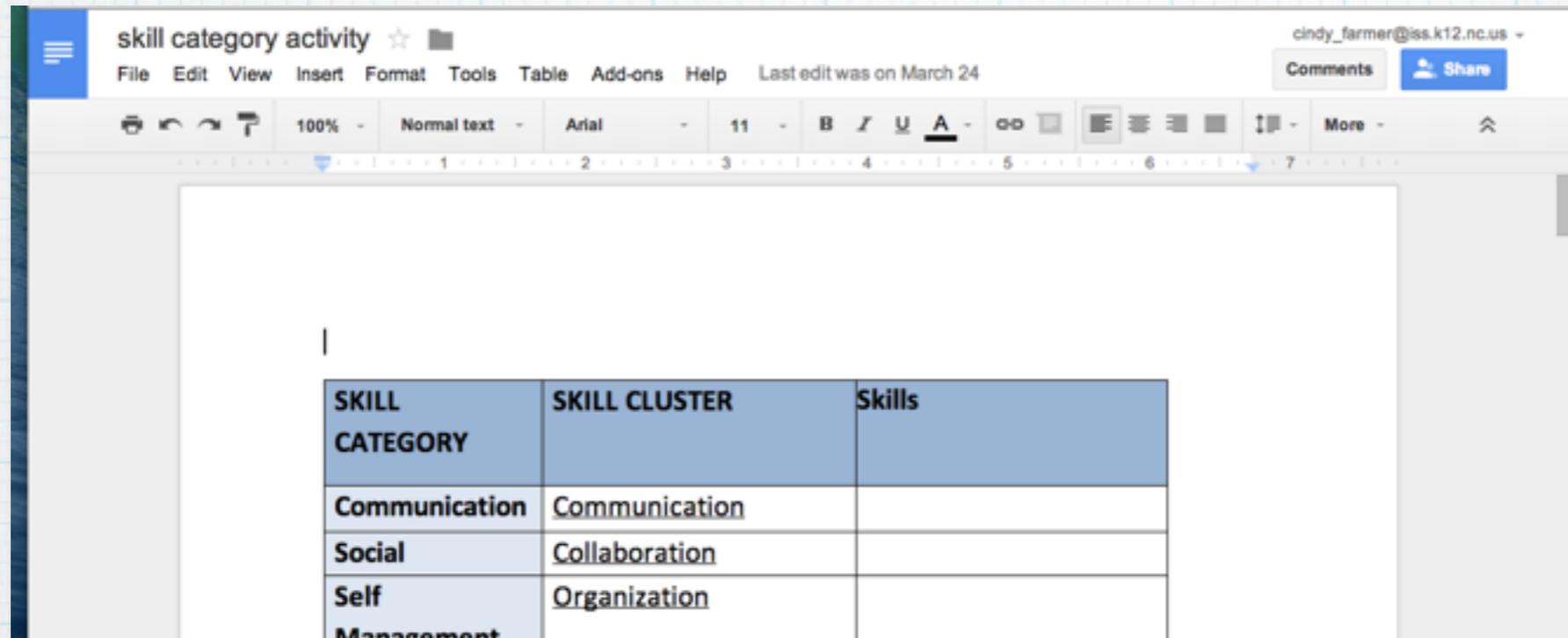
1. Once checking the box beside the file you want, if you click on the folder icon at the top, a dropbox like this will open.
2. Find the folder listed or nested in the list.
3. Select it and a check should appear.
4. Click on the blue "Move" box. You will find your folder there in your drive.
5. You can also create a new folder and determine under which folder you will nest it.

# Now let's create and share a document:

1. In your Drive, click on the red box with the word create. A menu of options should open.
2. Choose "Folder". In the box that opens, enter a name and click on "create".
3. If you open this folder a document can be created in it. You can also create a document in an existing folder.
4. Click on the red box "Create" once more and choose "document".
5. Once the document opens, scroll over "Untitled document". Enter the name and click OK.
6. Insert a table (2 columns by 3 rows) in the document you have created.

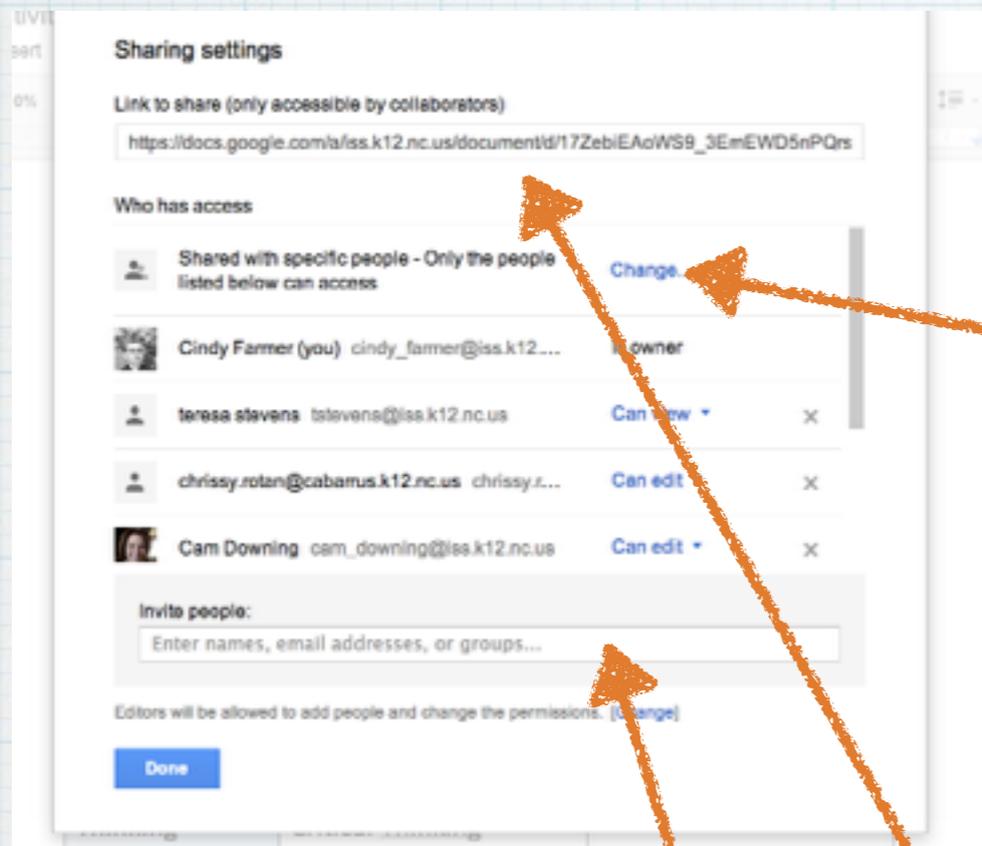


# Sharing your document:



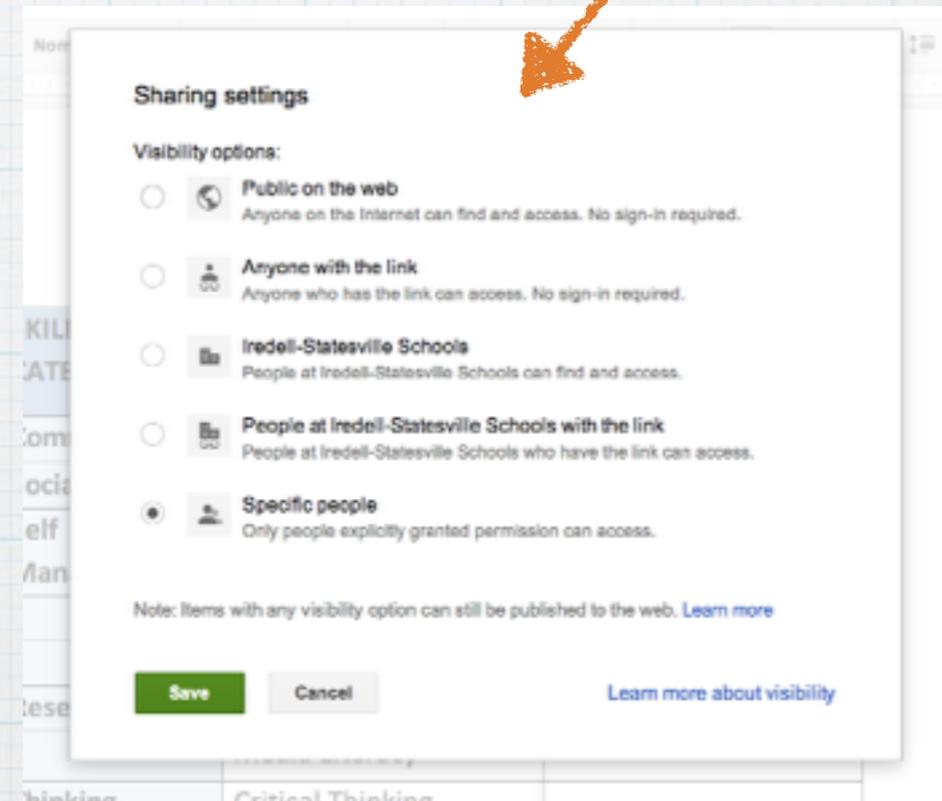
Click on the blue "Share" box. A menu box will open.

You can send people the link or an email message to let them know you have shared something.



You will also want to decide what rights you want people to have with the document. Click on "Change". Then decide which sharing setting you want to assign and to whom.

From here, you can copy a link to paste in an email or document, or you can enter addresses of those with whom you wish to share the document. If you choose to do that, you will be given an opportunity to send them a message as well.



## Untitled form

Form Description

Question Title

Untitled Question

Help Text

Question Type

Multiple choice

Go to page based on answer

Option 1

Click to add option

or Add "Other"

Done

Required question

Add item

Creating a form is very similar to creating any other document.

Question type, allows you to choose whether the question will be short text, longer text, multiple choice, etc.

Explore this useful tool.