**Google Drive Setup Instructions** (<http://drive.google.com>)

(Updated Fall 2020)

**How to Create a Shared Folder:**

I would like for you to **share documents** with me as soon as you create them. **It’s a lot of steps so be patient and go slowly.  Please be sure to give me permission to edit the document so that I may add comments when I grade things.** You should begin by creating a **shared folder**.

1. Go to Google.com and click on the nine-square box on the top right of the screen.
2. Select “Drive” - this is the storage container for ALL of your Google files (docs, slides, sheets, etc.) **Google Docs does NOT allow you to create folders.**
3. In your Google Drive, **click “NEW”** to bring up a menu for creating folders or files or uploading existing files. Click **“FOLDER”** to bring up a dialog box where you can name the folder.
4. Name the folder **Lastname Firstname Mythology Block Semester.**

(Example:  Smith John Mythology 2nd F20)

1. To share the folder you must first open the newly created folder, then click on the **drop arrow** to bring up options for your folder, then select the **person with a + (Share…)**.
2. This will open the **Sharing settings** window.
3. In the middle of the window, there will be a box labeled **People**
4. Click in that box and **type my Gmail address: stephenkirkley1@gmail.com**
5. Next click the **Can edit** button to enable me to **edit** or **comment** on or **view** the file. Finally, click the **Save & share** button.
6. I will receive an **email message** indicating that your folder has been shared with me, and every file you place in that folder will automatically be shared with me.
7. Once you are in your shared folder, go back and resave all of your assignments that you have worked on for me so far.
   1. From now on select “New,” then “Google Doc.” Every assignment you create INSIDE this folder will be automatically shared with me, but it must be located IN the folder.