

Google Drive

GOOGLE DRIVE: Keep Google docs, sheets and slides organized and easy to access in one place.

REVIEW

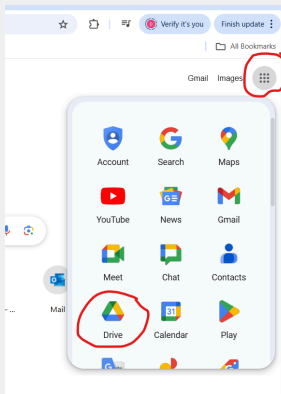
- Review Google Drive strategy
- Review additional helpful resources

PREPARE

- **Gather Materials-** Computer or Mobile Device, Gmail account
- **Seek Support-** Ask your teacher, tutor, parent or peer for support as needed.

APPLY

1. **Go to your Google Apps (9 dots) and click on Google Drive Icon-** All your created and uploaded files and folders are organized here.



2. **Finding Files-**

- a. Use the search bar at the top of the page to quickly find files by name.
- b. Browse the tabs on the left side, such as "Recent" or "Starred," to locate files
- c. Find files and folders that others have shared with you under "Shared with Me"

3. **Creating Files or Folders-**

- a. **Folders-** Click the New button in the top-left corner and select folder
- b. **Files-** Click the New button in the top-left corner and select type of file such as Google Docs, Sheets, Forms or Slides

REFLECT

- Go back to your MINDSpeak Action Plan to reflect on this strategy and earn more coins (<https://studysmart.ca/courses/action-1/>)