



ePortfolio Support | Academic Success Initiatives  
[odu.edu/asis/eportfolio](http://odu.edu/asis/eportfolio)

## Search Options

Search in Drive

Type: Any

Owner: Anyone

Has the words: Enter words found in the file

Item name: Enter a term that matches part of the file name

Location: Anywhere

In trash  Starred  Encrypted

Date modified: Any time

Approvals:  Awaiting my approval  Requested by me

Shared to: Enter a name or email address...

Follow-ups: -

[Learn more](#) [Reset](#) [Search](#)

Searching within Google Drive can be accomplished by clicking on the search bar located at the top of the web browser page.

To make the search more advanced, click on the down arrow located on the right of the search bar.

Search in Drive

Type: Any

Owner: Anyone

Has the words: Enter words found in the file

Item name: ePortfolio

Location: Anywhere

In trash  Starred  Encrypted

Date modified: Any time

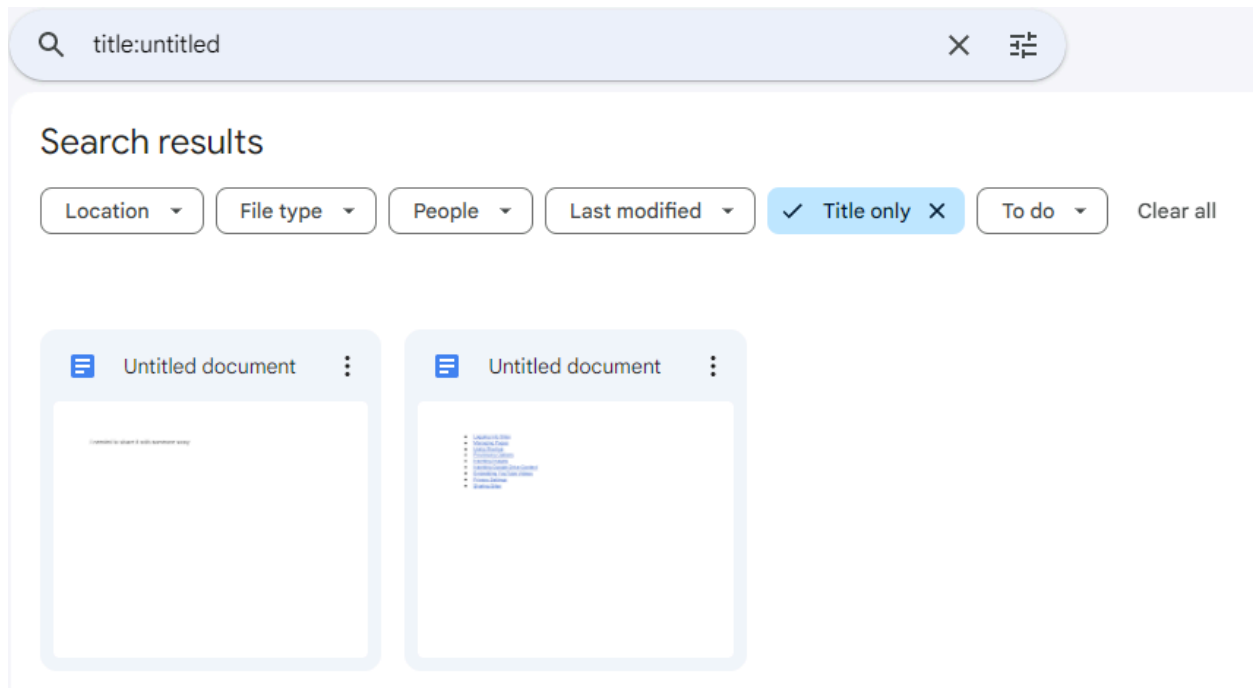
Approvals:  Awaiting my approval  Requested by me

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When viewing the drop down menu, type in search terms and select the filtering criteria. Once finished, click on “Search.”



The results of the search will be found in a list.