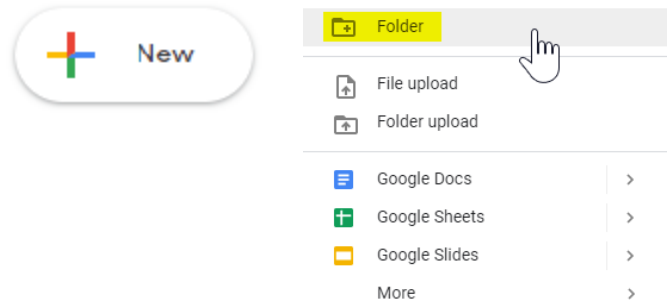


Google Drive

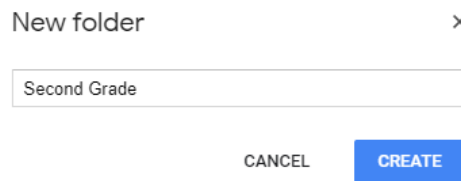
Organizing Your Files and Folders

1. CREATING FOLDERS

- If you have created a Google Classroom you will already have a folder in your Drive called “Classroom”. This is where all your Google Classroom files are stored.
- To create a new folder, click the “New” button in the upper left corner and then click “Folder”.

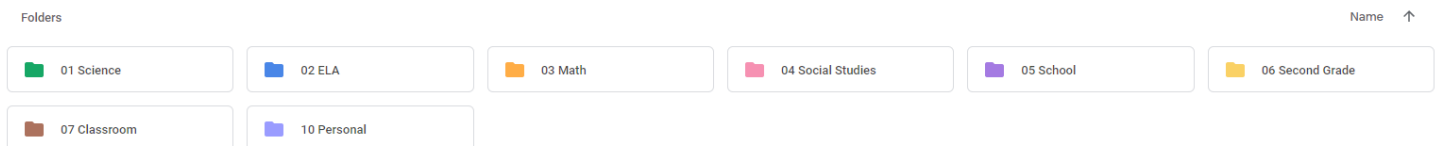


- Type the name you want your folder to have.



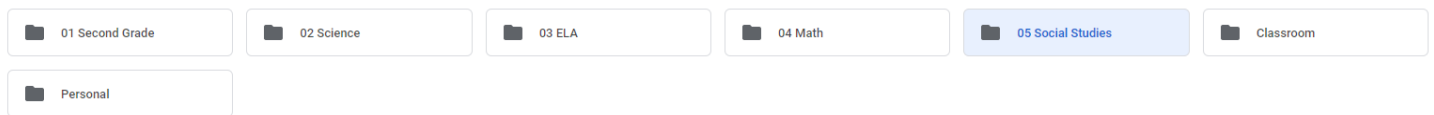
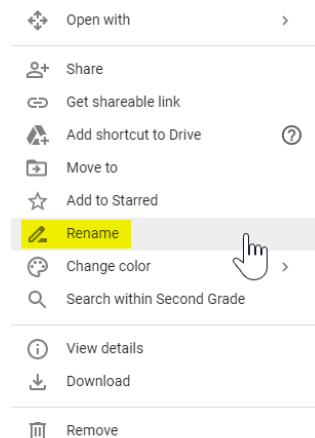
- Click the “Create” button.
- Double click to go inside that folder.
- Create Subcategories using the same method as above.
- Spend some time and THINK about your file structure. It is a lot easier to get it right before you start filling your Google Drive with all your files. One method may be to create a folder for each of the subjects you teach. Secondary teachers could create folders based upon the hour your teach, however, that may not be as useful from year to year or semester to semester if your classes change the hours in which they are taught.

One possible method may be as follows:

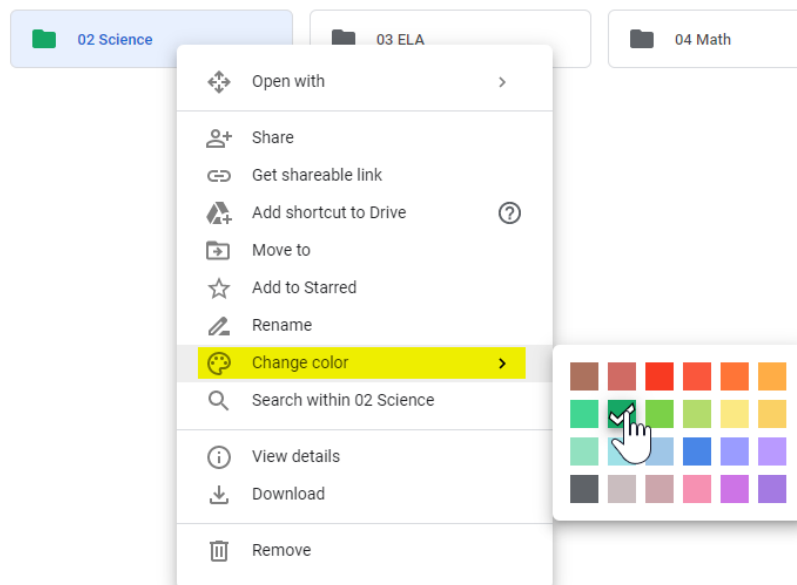


I'll explain why I have numbers in front of my folder names in the next section.

2. **ORDERING FOLDERS** - Folders will appear in your Google Drive in Alphabetical order. If you would like to create a custom order, you can rename the folders by right-clicking on them and selecting “Rename” then use a numbering system to name the files. See below for an example:

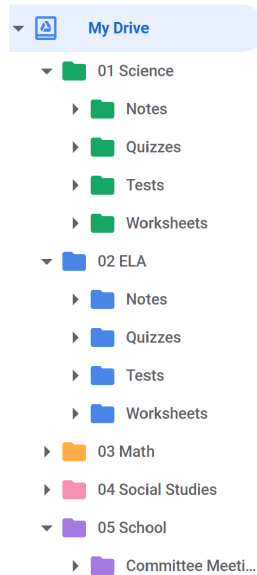


- a. Color your folders (up to 24 colors)
- Right-click on a folder.
 - Find “Change color” in the pop-up menu.
 - Select the color you want your folder to have.



- iv. You can match the color of your main folder if you so choose.
- Click and drag your mouse to highlight all the folders in a subfolder.
 - Right-click on one of the files and select “Change color” and select the color you want.
 -

3. The advantage to doing this is when viewing your folders on the left-hand side of the Google Drive window, you can easily see what sub-folders go with what parent folder.

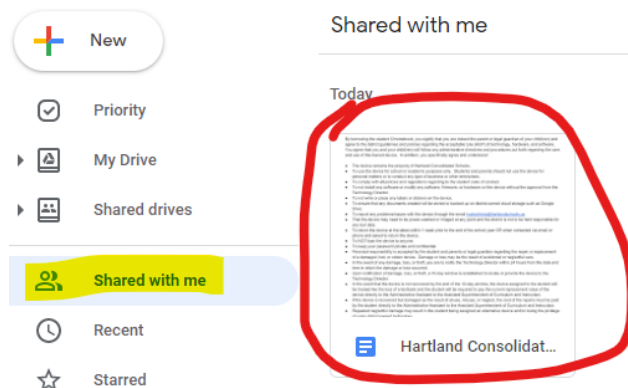


3. Keeping your Google Drive ORGANIZED

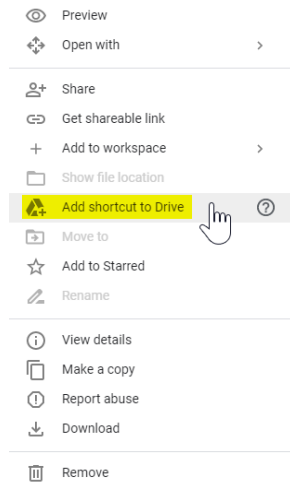
- a. The best way to do this is to IMMEDIATELY place files in folders when you upload them into your Google Drive.
- b. A GREAT Goal is to not have any files in the root of your Google Drive.

4. SHARED with me files.

- a. You WILL eventually have someone share Google Files with you. The best way to keep yourself organized is to move those files shared with you into your file structure.
- b. On the left of your Google Drive window, find the “Shared with me” folder and click on it.
- c. Any file that is shared with you, you can organize it in your file structure by right-clicking on it and then select “Add shortcut to drive” from the pop-up menu.



This creates a shortcut to the original file location (where the other person shared it from). Thus any changes made to the document can still be seen by all parties.



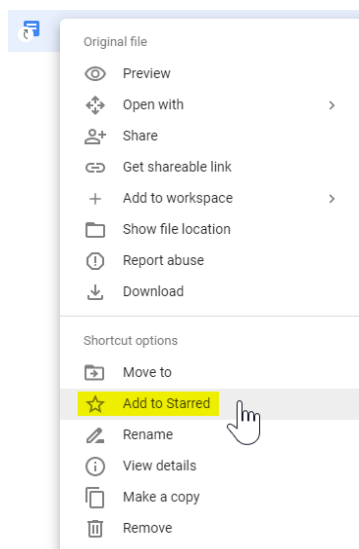
5. Change the way you VIEW your files and folders.

- In the upper right corner of the Google Drive window, you have a button that will either say “List view” or “Grid view” when you hover over it. Clicking on that button will change the view in your Google Drive window between the grid view where the folders and icons are larger and a very small preview of the file can be seen to list view which will allow you to see more files in the same space but gives some additional details about the file or folder including the owner, Last modified date and time, and file size if applicable.

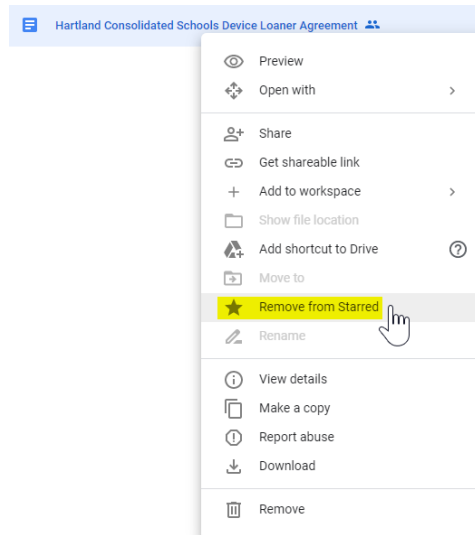


6. Starred Section

- You can add files and folders to the starred section to make it easy to find later.
- Find the file or folder you want to add to the starred section.
- Right-click on the file or folder.
- Select “Starred”.



- e. You can add or remove stars whenever you want which means if you are teaching a particular unit, you can add stars while you are teaching the unit for easy access then remove them when you are through so you can add other files to Starred during the next unit.



- f. Keep ONLY a small number of files in your Starred section and remain organized and efficient!