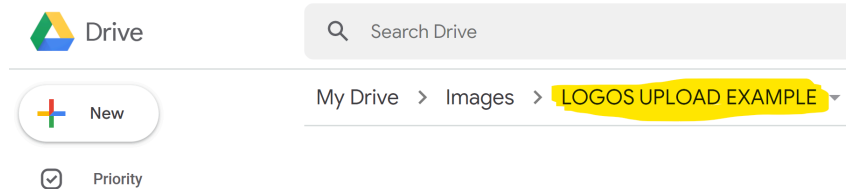


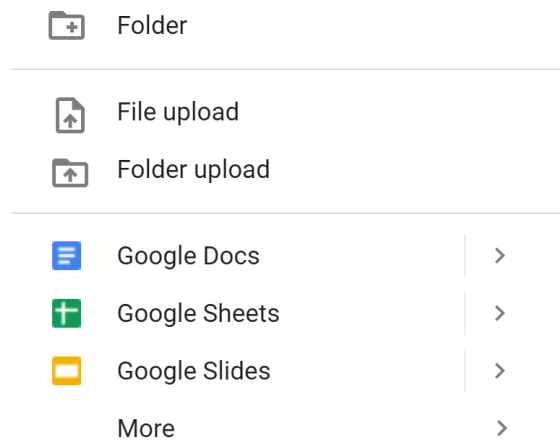
Copying Files From Your H Drive To Google Drive

This must be done from a computer connected to the Hartland Consolidated Schools' network. H drive access from offsite is no longer possible and was disabled in the Spring of 2019 when we disabled the last of our VDI Servers due to extensive cost.

1. Log into Google Drive and browse to the folder location to which you wish to upload files. In my example below, I've browsed to the "LOGOS UPLOAD EXAMPLE" folder in my Google Drive.



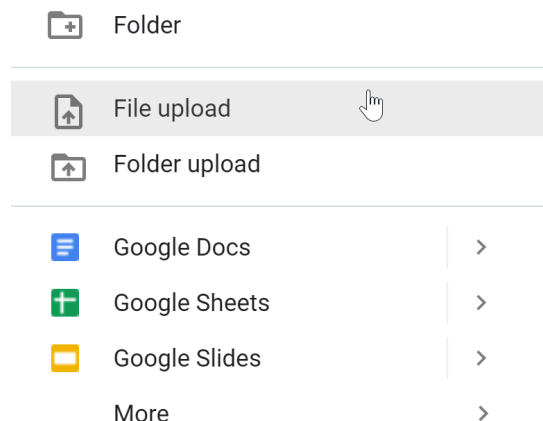
2. In Google Drive and click on the "New" button in the upper left corner.
3. In the menu that appears notice, there are two options: "File upload" or "Folder upload".



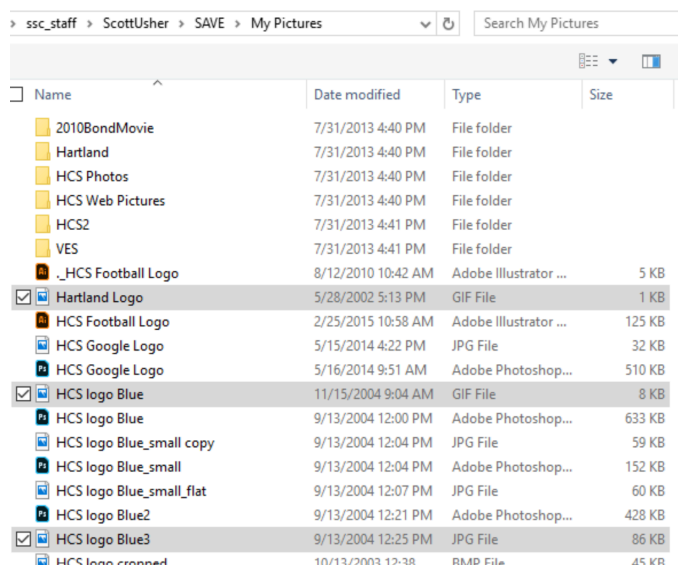
4. If you have an entire folder you wish to upload you may use the "Folder upload" option. If you have individual files you wish to upload, you may select the "File upload" option.

File Upload

5. Click on "File upload" and then browse to your H drive.



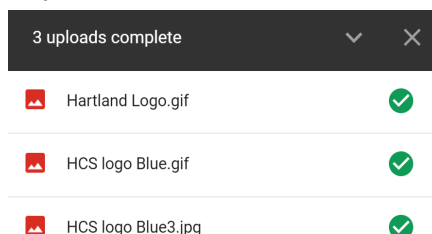
6. Find the specific files you wish to upload to your Google Drive. In the example below I have selected three files. Note that in order to select the three individual files, I clicked on the first one then held the Ctrl button down on my keyboard and clicked on the next two files.



7. Once you have the files selected you wish to upload to your Google Drive, click the “Open” button at the bottom of the window.



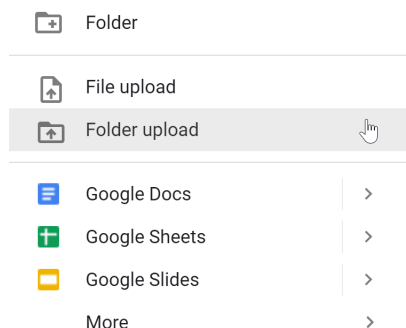
8. Once the upload is complete, you will see a window in the lower right-hand corner with green checkmarks next to the filenames you selected.



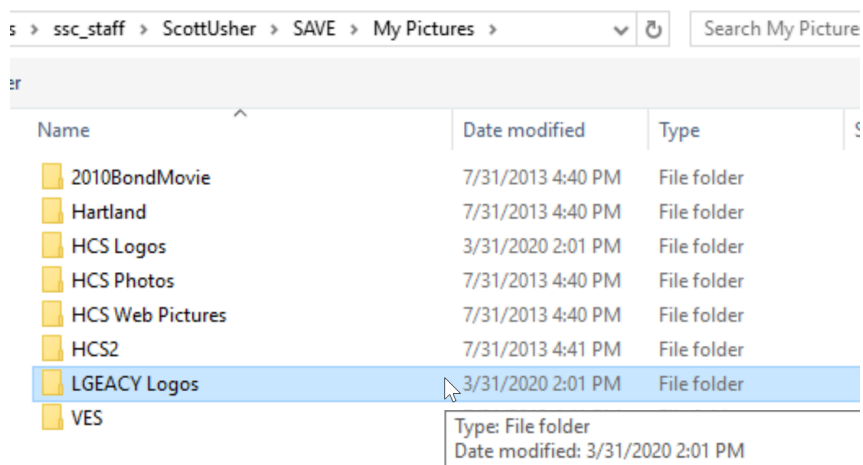
9. Look in your Google Drive folder and you will see those files now located in that location of your Google Drive.
10. Repeat as needed to move all the files you wish to have access to in your Google Drive.

Folder Upload

5. Click on the “Folder upload” option and then browse to your H drive where you have the folder you wish to upload to your Google Drive.



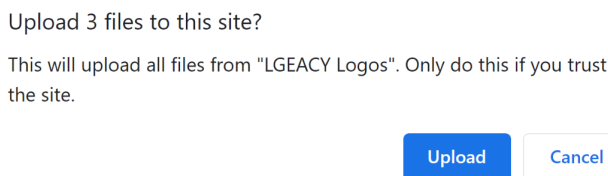
6. Find the specific folder you wish to upload to Google Drive. In the example below, I have selected the LEGACY Logos folder



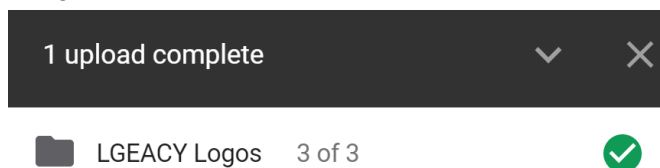
7. Once you have the folder selected you wish to upload, click the “Upload” button at the bottom of the window.



8. You will probably receive a message similar to the one below. As long as you Trust the site (Which you should if it is just your H drive) click the “Upload” button.



9. Once the upload is complete you will see a window in the lower right-hand corner of the screen with a green checkmark indicating success.



10. Look in your Google Drive folder and you will see that folder now located in that location of your Google Drive.
11. Repeat as needed to move all the files you wish to have access to in your Google Drive.