

How to Organize Your Google Drive - a tutorial for students

What is Google Drive, and why is it important to organize it? Google Drive is a place where all of your files (assignments, activities, photos, etc) will be stored. You'll want to keep it organized so that you can find the files you're looking for at a later time. It's easy to organize, and it'll save you a lot of time as you move forward.

1. How to get to Google Drive

- First login to your Google account with your student username (for example, jsmith28@bhbl.net) and password (for example, Bh1234)

- Once you're logged into your account, click on the 9 squares (some people call it the waffle) at the top right of the screen.



- A window will open with many tools that you can use within the Google Suite. Look for Drive and click it.



- At the top right of the new window you'll see something that looks like

this  or like this . Click on it and you'll notice that the materials in your Google Drive will either be arranged in a list or in a grid. Choose the one that is best for you.

- Look to the column on the left and be sure that My Drive is highlighted in blue.



. If not, click on it.

- Under the word  you'll find a list of folders and documents. Each one should have a name. If you click on it, it will open.

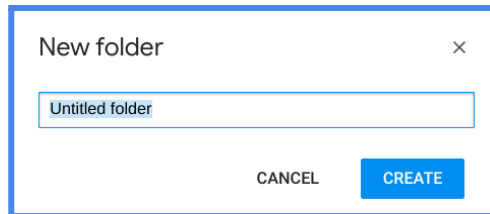
- One folder that you should NOT change is the one called "Classroom" because this one includes all of your files that connect to Google Classroom. Don't edit files or move them around or it may cause problems for you when you're trying to get to these files later through Google Classroom. All other folders and files can be organized using the steps below:

- If you have many folders and files, you'll want to organize them so that you can easily find what you're looking for. There are several ways to do this:

1. If you have several files that you'd like to group together, you should create a new

folder where you can store them. To do this click the  button at the

top left. Then click  which is the first choice. This window will



appear which will allow you to create a name for the folder. Then click “Create.” Now you have a new folder in your Google Drive. Drag any files that you’d like to add into that folder, and they’ll stay there. If you drag the wrong one in by accident, just click “undo” at the bottom of the screen. Folders are a great way to keep your files organized! You can create as many folders as you’d like to organize your files, but you should have an organizational system that works for you.

2. Moving files - you can always drag files to add them to new folders. Another way to move files is to double tap on the file name (in your Drive) and select



. This will allow you to see where it’s currently located, and you can move it to another folder.

3. If you have several folders that you’d like to group together, you can create one folder and place the other folders within it. Follow the same process as above - create a new folder, give it a name, and drag the other folders into this folder.
4. If you find documents that are untitled in your Drive, you should open them and see what they are. If you don’t need them, you can delete them, but if you need them, just give them a name and then organize them into a folder.
5. Eventually all of your files should be in a folder. This will allow you to find your files much more easily. How you organize your folders is up to you. You might decide to organize them by subject (Science, Math, etc.) or based on when you created them (2018, 2019, etc), or by the grade when you created them (4th grade, 5th grade, etc). There’s no right or wrong way to organize your files and folders as long as they are organized. If you need help, please ask you parents or your teachers for suggestions.
6. Staying organized - from now on, you’ll have an organized system of folders. When you create a new document, slideshow, etc, make sure that you give it a name, and make sure that you save it into the correct folder. If there isn’t an appropriate folder for the new file you created, create one.