

Creating a Folder

[Google Drive Folder](#)

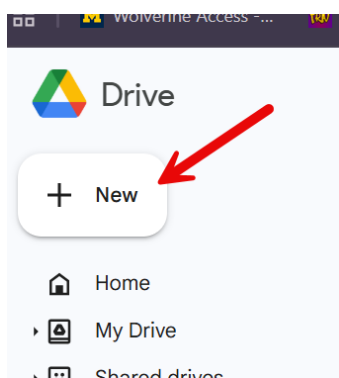
[Microsoft Drive Folder](#)

Google Drive Folder

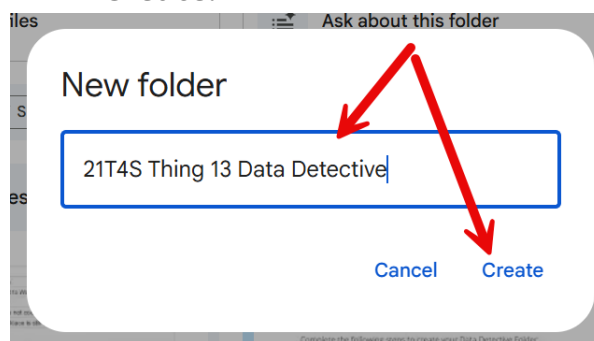
Complete the following steps to create your Data Detective Folder:

1. Log in to your Google Drive on your Chromebook or Computer.

2. On the top left, select New.



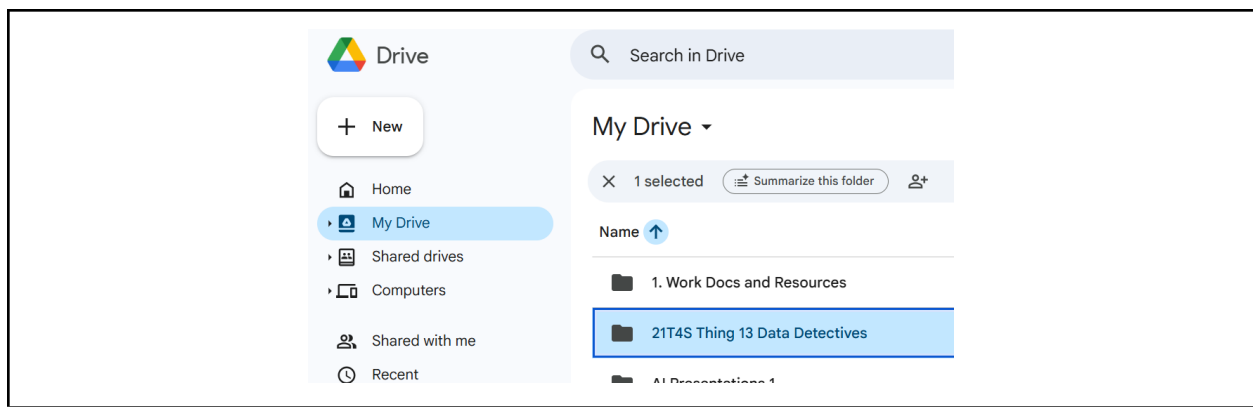
3. Name the folder: **21T4S Thing 13 Data Detective** and then **select Create**.



You will be storing all of your resources (journal, forms to collect evidence, sheets for organizing and analyzing evidence) for Thing 13 in this folder.

Reminder: if you already have a 21 Things 4 Students folder, this Thing 13 folder should go inside the 21 Things 4 Students folder.

To get back to this folder, go to **My Drive** in the left navigation menu for a list of all of your folders. Your list should be in alphabetical order.

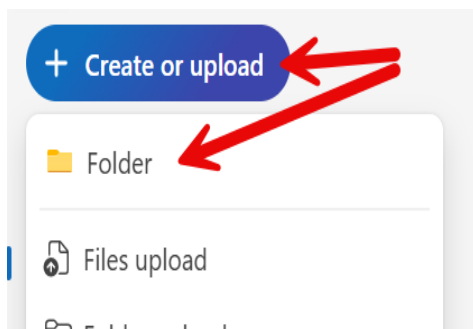


Microsoft Drive Folder

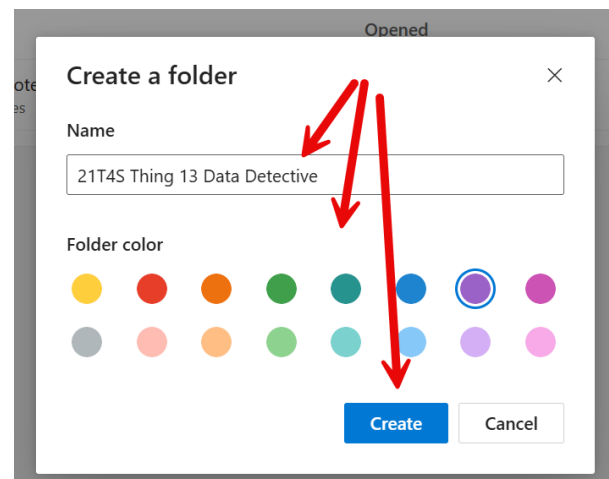
Complete the following steps to create your Data Detective folder:

1. Log in to your Microsoft OneDrive on your Chromebook or Computer.

2. On the top left, select Create and then Folder.



3. Name the folder: **21T4S Thing 13 Data Detective**, select a color, and then Create.



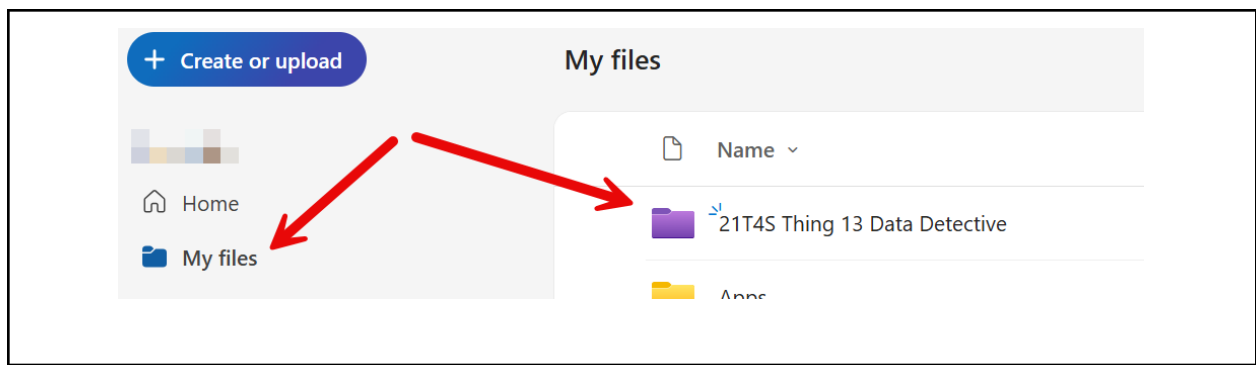
You will be storing all of your resources (journal, forms to collect evidence, sheets for organizing and analyzing evidence) for Thing 13 in this folder.

Reminder: if you already have a 21 Things 4 Students folder, this Thing 13 folder should go inside the 21 Things 4 Students folder.

To get back to this folder, go to **My Files** in the left navigation menu for a list of all of your folders. Your list should be in alphabetical order.



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