

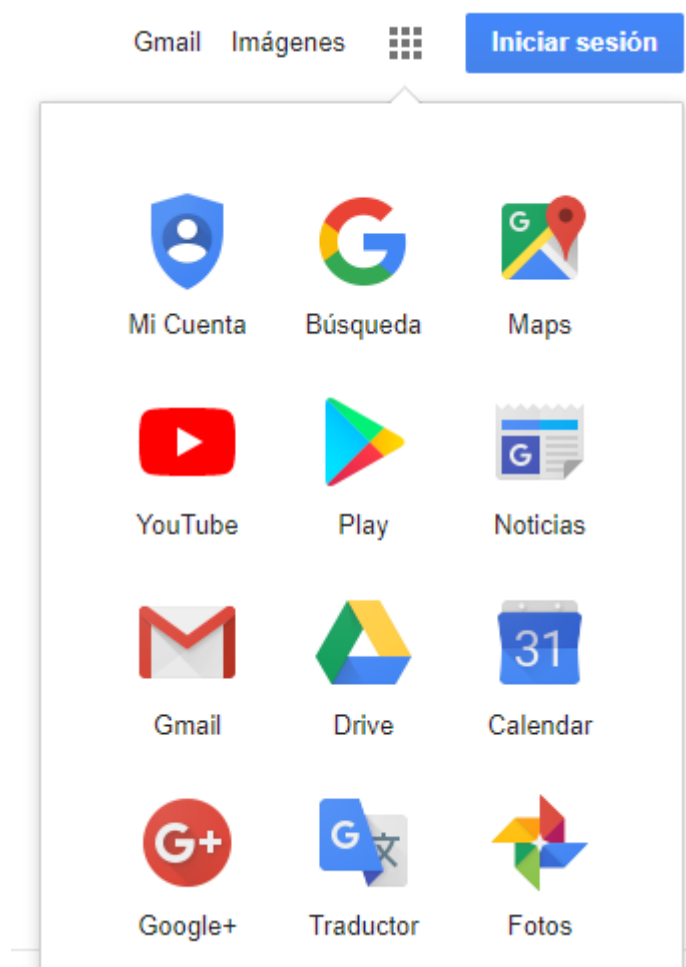
Time for Other Ways: Women who changed the world!

How to make your eportfolio in DRIVE

1. Once you have your email account in educarex:

student@educarex.es , go to <https://www.google.es/>

2. On the top right corner click on  and the following will display:



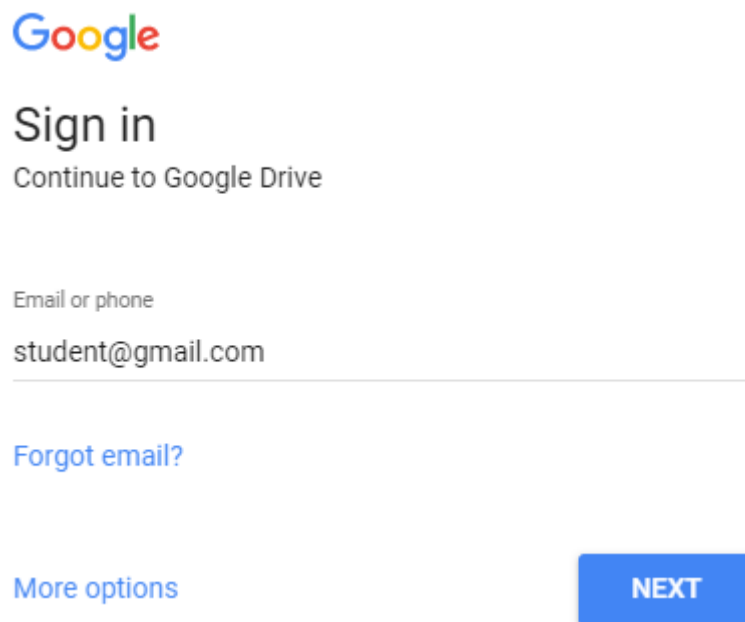


Drive

3. Click on  and tap the “ir a google drive” button on the next screen, as shown in the image:

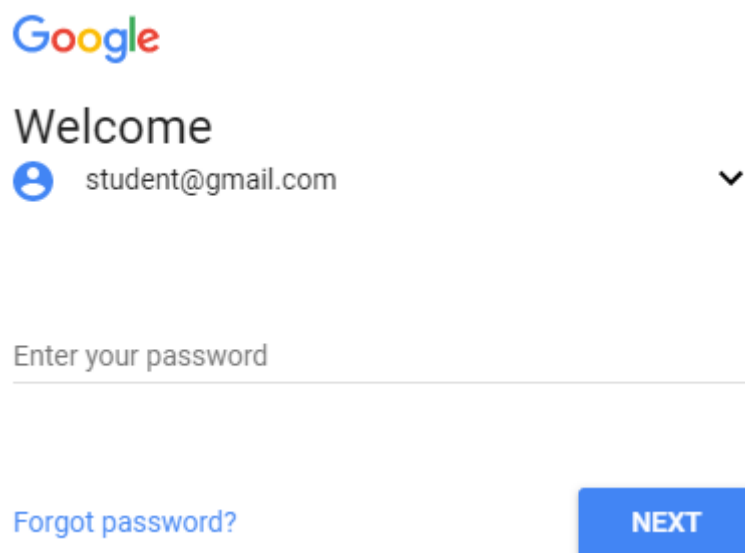


4. It's time now to sign in, that is, complete the information required in relation to your email account. First, your email:



The image shows the Google sign-in interface. At the top is the Google logo. Below it, the text "Sign in" is displayed, followed by "Continue to Google Drive". There is a text input field labeled "Email or phone" containing the email address "student@gmail.com". Below the input field is a link that says "Forgot email?". At the bottom left is a link "More options", and at the bottom right is a blue button labeled "NEXT".

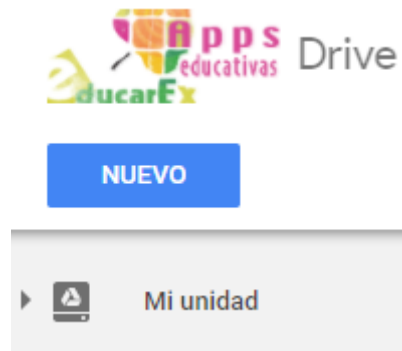
5. Click on **NEXT** and enter your password:



The image shows the Google welcome screen. At the top is the Google logo. Below it, the text "Welcome" is displayed, followed by a user profile icon and the email address "student@gmail.com". To the right of the email address is a small downward arrow icon. Below this is a text input field labeled "Enter your password". At the bottom left is a link "Forgot password?", and at the bottom right is a blue button labeled "NEXT".

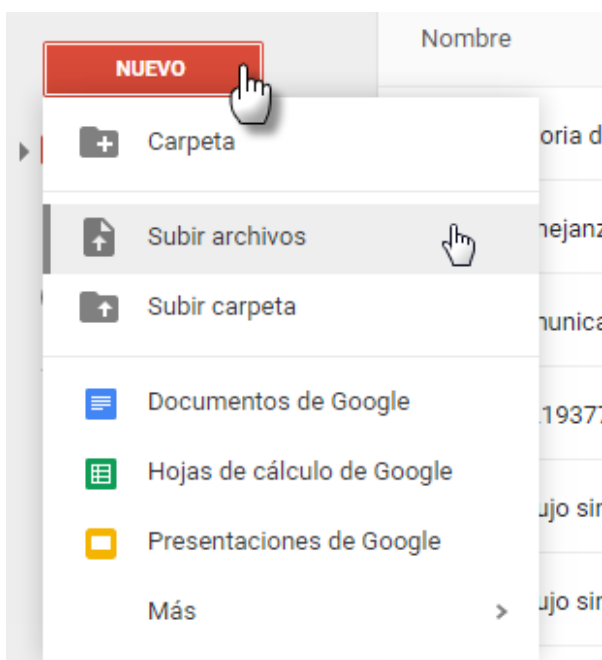
6. When you are in the main page of DRIVE, replicate the model you can see [here](#), by making all the folders you have to use in

every unit. For this purpose, go to the top left corner in DRIVE and click on “nuevo” to create the folders.



At this stage, it is important to **share your eportfolio folder with your teacher.**

7. From here, you can carry out the following actions:



8. So, go ahead and work on your own eportfolio. Good luck!



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