



ePortfolio Support | Academic Success Initiatives

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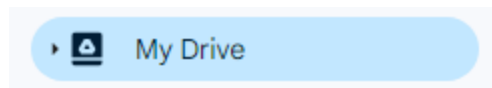
ePortfolio Support | High Impact Academic Partnerships

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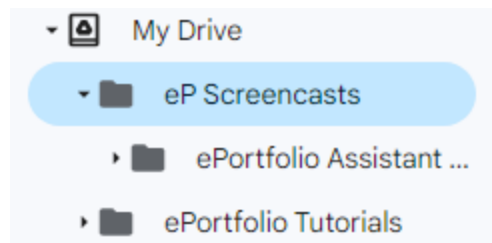
Sorting Material into a Course Folder

There are two primary methods for sorting: adding files directly to Google Drive, or moving existing ones into different folders.

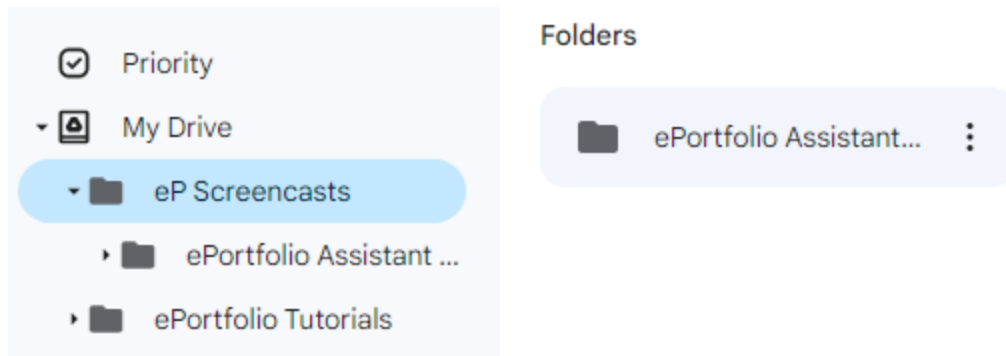
Adding Files Directly



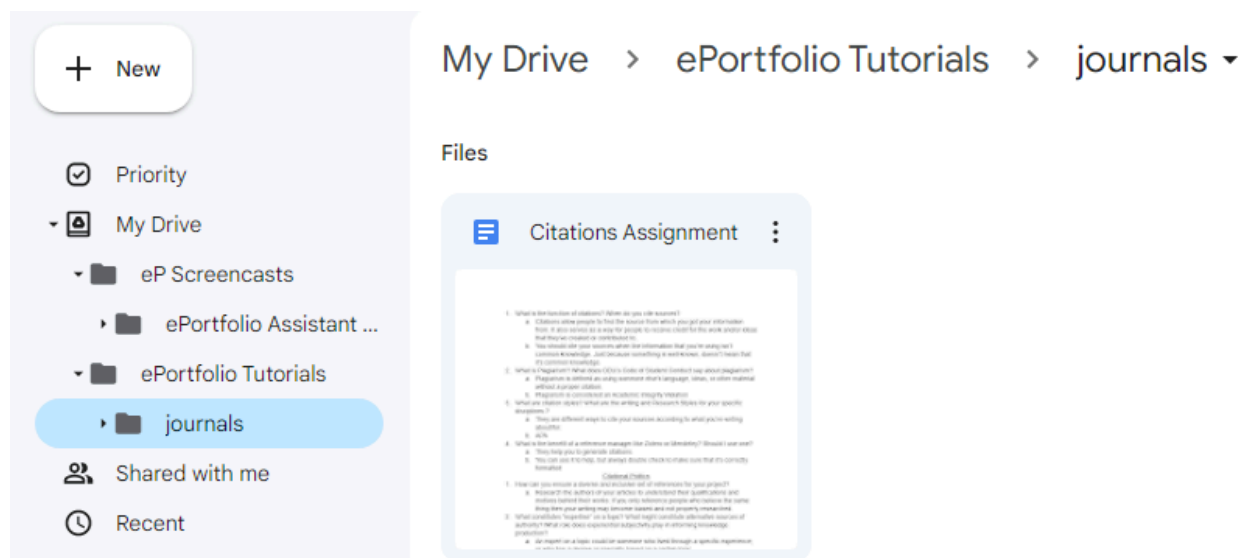
At the top left of the Google Drive screen, select the small arrow next to “My Drive.”



From the drop down menu, select the correct course folder.



Find the folder.



Open that folder by double-clicking it. Then, either [create](#) a Google file or [upload](#) an existing one.

Moving Existing Files

Find the existing file in Google Drive.

Repeat earlier steps from “Adding Files Directly” in order to find the correct folder in the “My Drive” menu, but do not double-click the target folder.

Select the desired file. Click and drag the file to the necessary folder on the left-hand side.