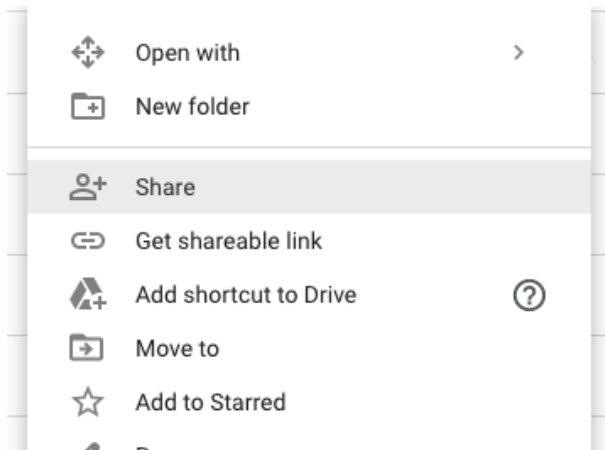Setting Up Your Google Drive Folder (to turn in work & get feedback)
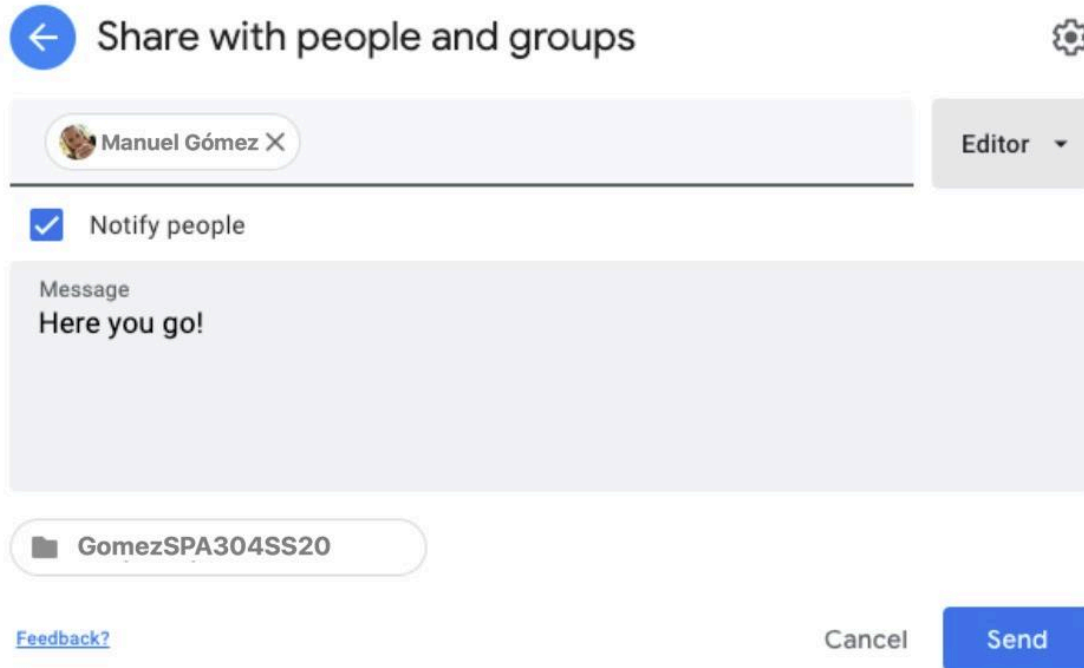
Here is the process:

1. Make sure you are signed into your @boisestate.edu or @u.boisestate.edu address

2. Click on the matrix (nine dots in upper right hand corner in your email inbox; see image below) and select "drive"

3. In Google drive, click "New" (upper left)

4. Select "Folder"

5. Title your folder accordingly: **Last Name, SPA 377, Session** (**Example**: GómezSPA377SP23)

6. Inside your folder create two subfolders (repeat steps 3 and 4). Label each folder the following: **Tarea**, **Proyectos**.

7. Share your folder with me. Be careful! Make sure you click on the main folder (not the module or deliverable sub-folders). The main folder has "your last nameSPA377SP23". Click on it at the top and then hit "Share" (my email is mgomez@boisestate.edu).

(All your subfolders come with it, so <u>no need to share those</u>!)

8. Finally, make sure to grant me **EDITOR** access: mgomez@boisestate.edu (see image below):