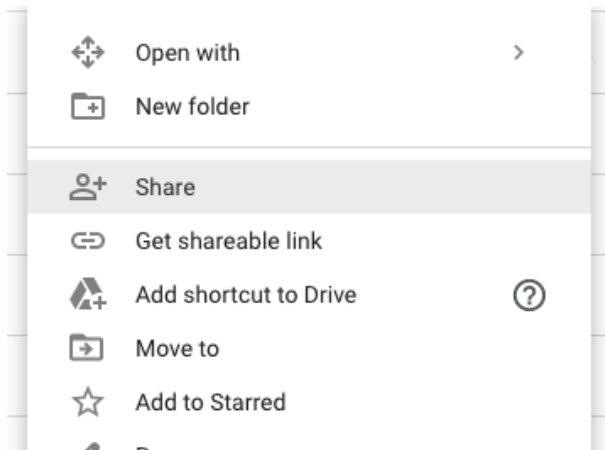


Setting Up Your Google Drive Folder (to turn in work & get feedback)

Here is the process:

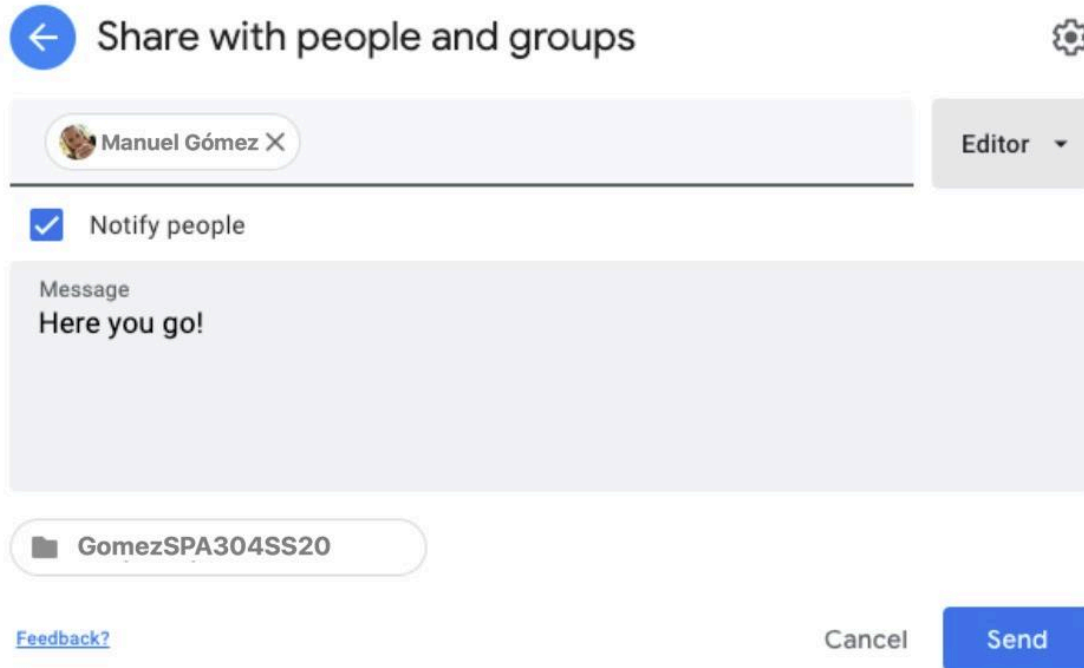
1. Make sure you are signed into your @boisestate.edu or @u.boisestate.edu address
2. Click on the matrix (nine dots in upper right hand corner in your email inbox; see image below) and select “drive”
3. In Google drive, click “New” (upper left)
4. Select “Folder”
5. Title your folder accordingly: **Last 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 no need to share those!)


Setting Up Your Google Drive Folder (to turn in work & get feedback)

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




The screenshot shows the 'Share with people and groups' dialog box in Google Drive. At the top, there is a back arrow icon and the title 'Share with people and groups', followed by a settings gear icon. Below this is a search bar containing 'Manuel Gómez' with a close 'X' button. To the right of the search bar is a button labeled 'Editor' with a dropdown arrow. Under the search bar, there is a checked checkbox labeled 'Notify people'. Below this is a text area labeled 'Message' containing the text 'Here you go!'. At the bottom of the dialog, there is a search bar containing 'GomezSPA304SS20'. In the bottom left corner, there is a link labeled 'Feedback?'. In the bottom right corner, there are two buttons: 'Cancel' and 'Send'.

← Share with people and groups 

 Manuel Gómez X

☒ Notify people

Message
Here you go!

 GomezSPA304SS20

[Feedback?](#) Cancel Send