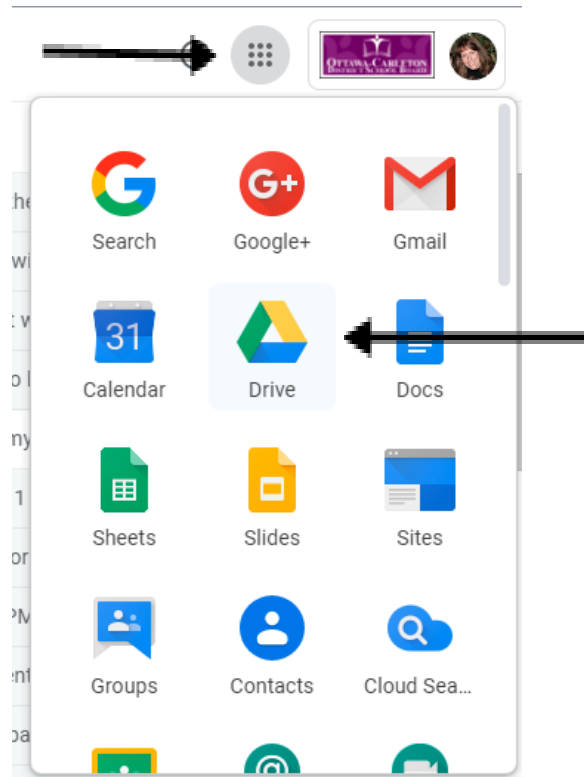


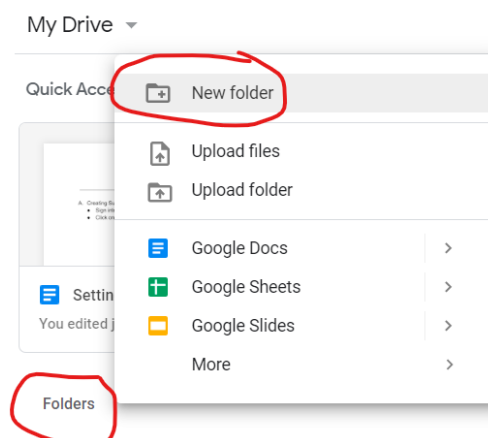
Getting Organized At Home for Coop and Your Other Courses

A. Creating Subject Folders and Subfolders in Your Google Drive

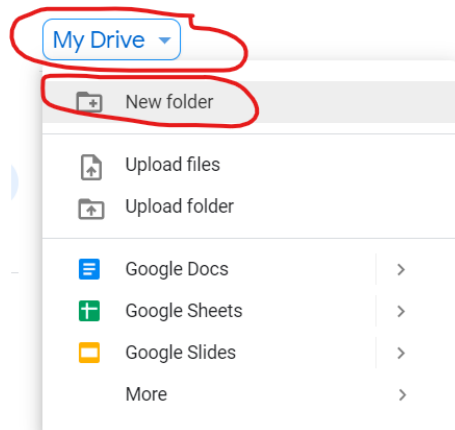
- Sign into your school gmail account.
- Click on the 9 little dots in the circle at the top right hand corner and click on Drive.



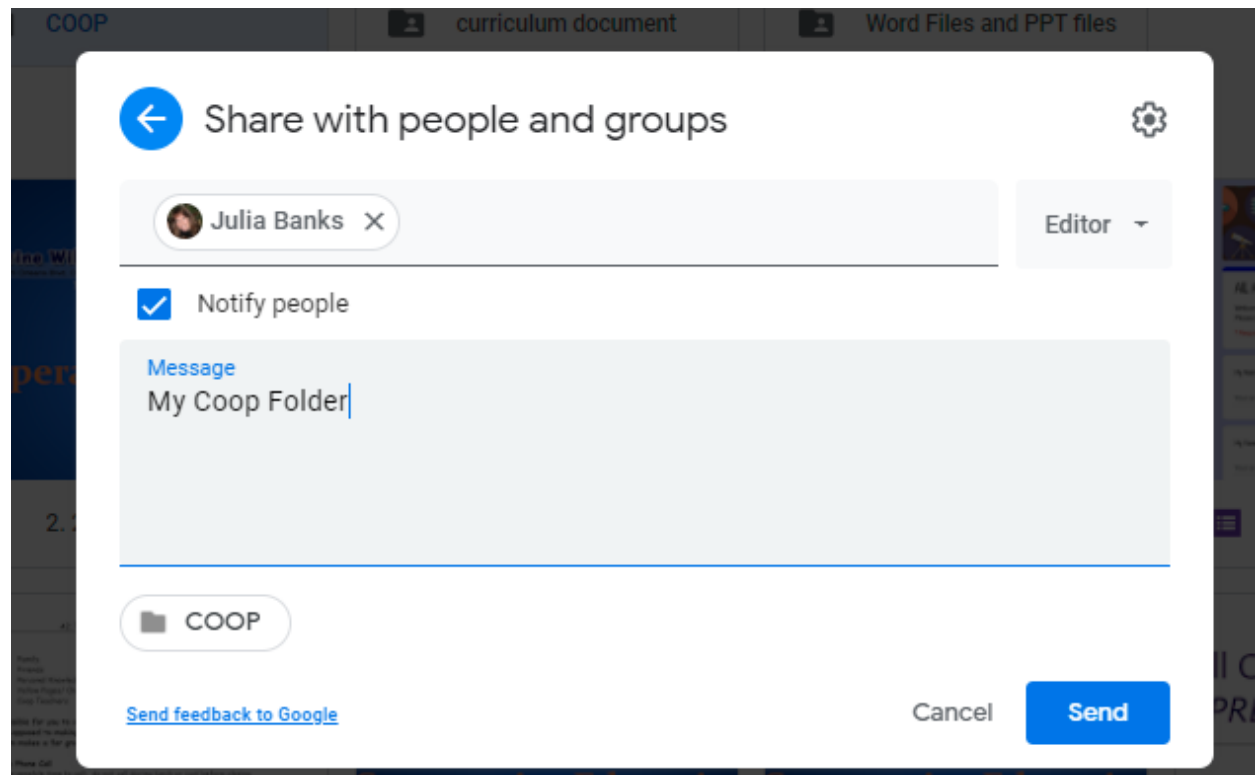
- Move your cursor down to where it says “Folders” and right click to get the box below. Then click on New folder. Name it (First and Last Name, Coop)



- Alternatively you can just click on the little arrow beside My Drive and click on New Folder.

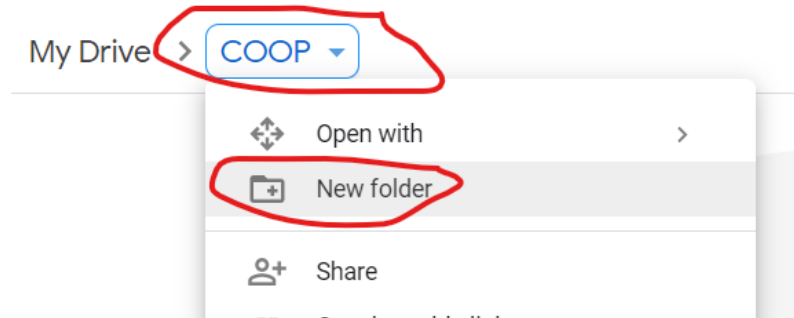


- After you create your Coop folder, right click on it and click on Share. Proceed to share it with julia.banks@ocdsb.ca with editor privileges. Type a quick message and then send it to Mrs. Banks



Scroll down....

- To create **Log Sheet subfolders** in your Coop folder, simply click/open your Coop folder and then click on the little arrow beside Coop. Name it, Log Sheets



- To create additional subfolders in your Coop folder, continue to click on the arrow by Coop above to create additional subfolders for
- Create a Coop Folder in your Google Drive - (Your Name, COOP) and share with julia.banks@ocdsb.ca with editing privileges.
 - Log Sheets and Reflections
 - Module 1 - Health and Safety and Human Rights
 - Module 2 - Finding a Job
 - Module 3 - Employability Skills
 - Module 4 - Employment Law
 - Module 5 - Career Exploration
 - Career Fair

For 2 or 3rd timers in COOP

- Module 1 - Health and Safety and Human Rights
- Module 6 - Financial Planning and Budgeting and Personal Finance
- Module 7 - Business Ethics and Unions
- Career Fair

- To create **separate folders for any of your other classes**, click on **My Drive** to get back to your main drive and then click on the arrow and follow the instructions as described above in the third point.

