



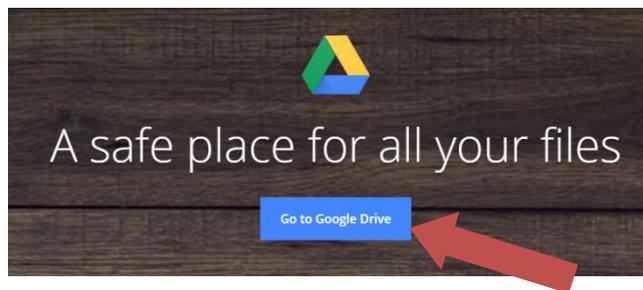
# Getting Started with Google Drive

Ms. Williams 6<sup>th</sup> Grade Tech

## Login to your Drive

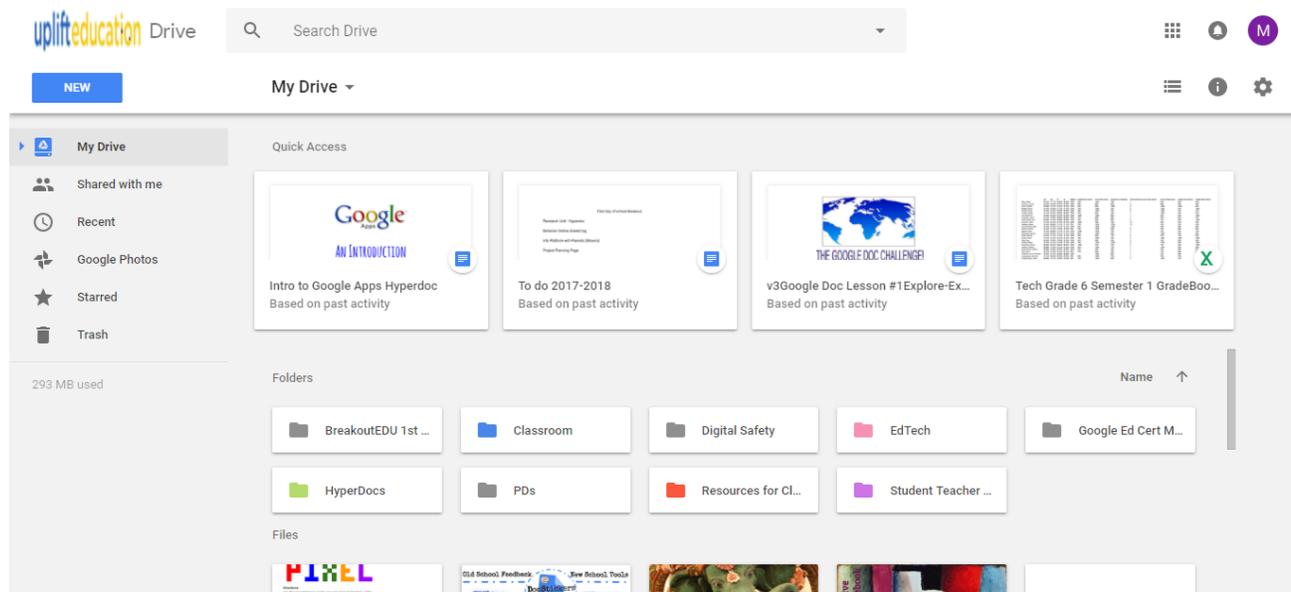
To view a list of documents you own or have access to, or to create a document you must first login to your computers with your NHP student account.

1. Login using your NHP email and password  
([YourUserName1234@students.uplifteducation.org](mailto:YourUserName1234@students.uplifteducation.org))
2. Go to [your Google Drive Account](http://www.drive.google.com/drive) (www. drive.google.com/drive)



## Access your Files and Folders (1)

In Google Drive you'll see all of the Folders and Files you have access to, including documents, presentations, spreadsheets, forms and drawings. You might also see other types of files.



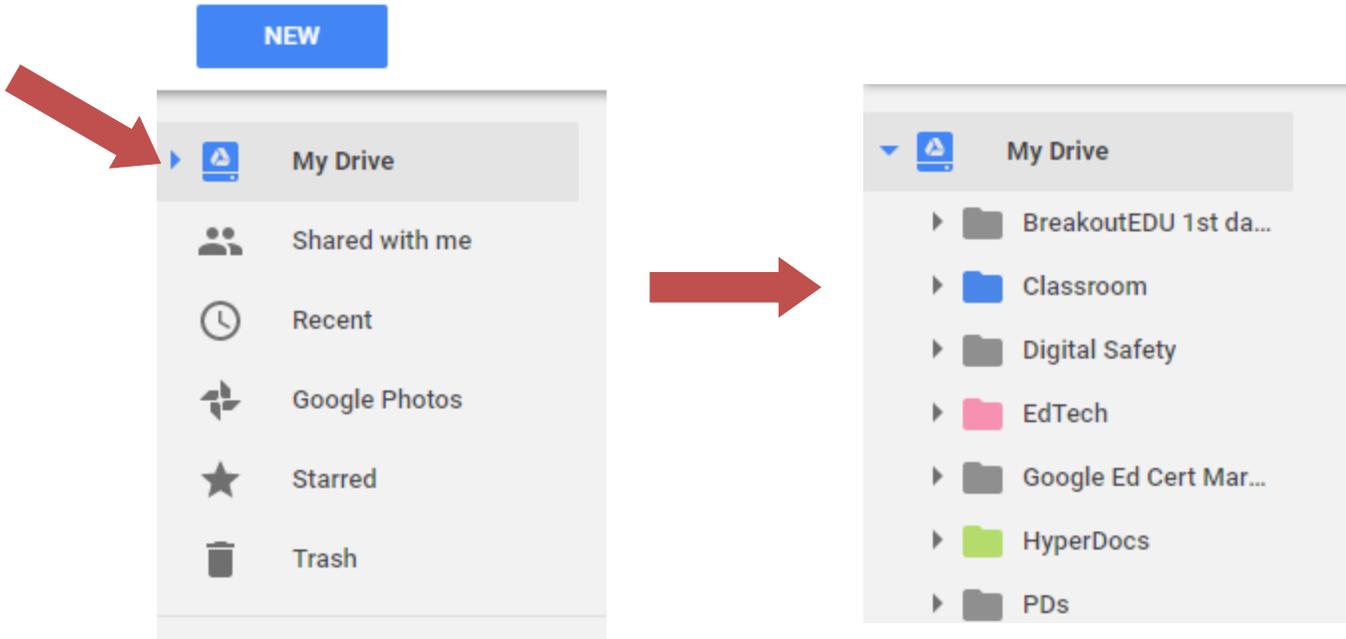


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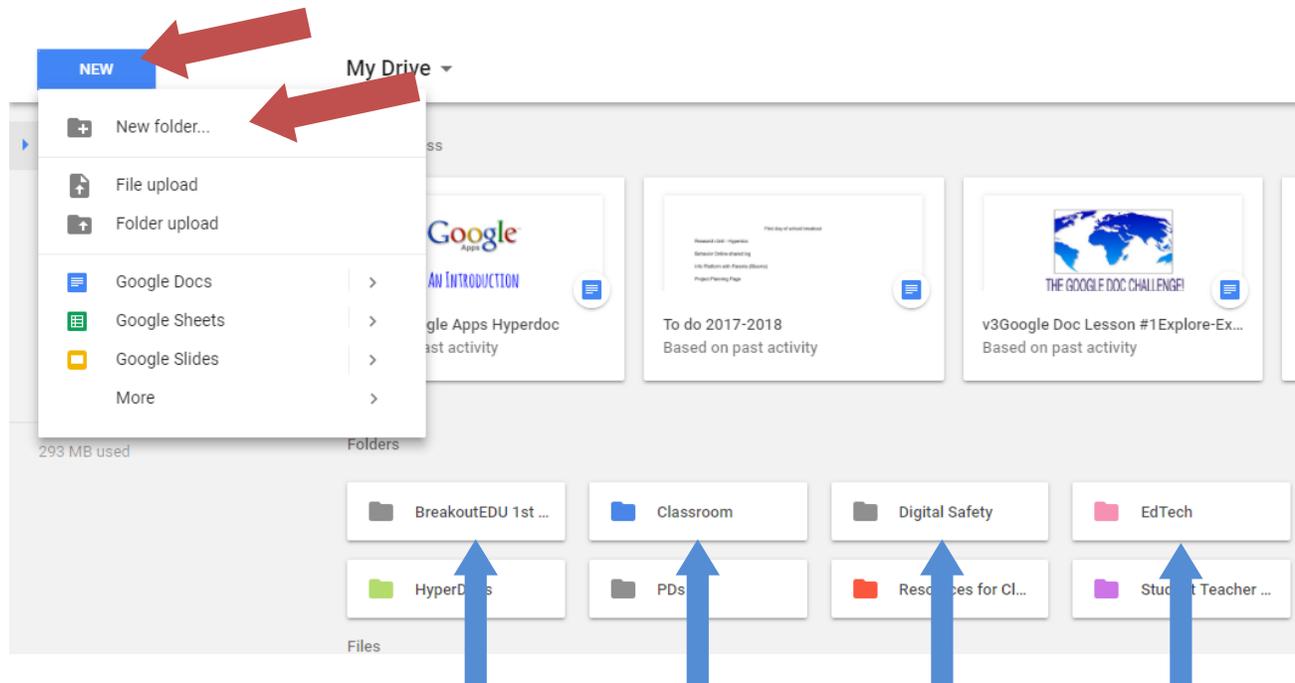
## Access your Files and Folders (2)

Click the arrow next to **MY Drive** to see a list of *all* folders in your Drive:



## Create New Folders

From Google Drive, click **New** and then select **Folder**.





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Create and name folders to keep your Drive Organized and make it easy to find your work.

### Add Files to Folders

If you save a document in the wrong place, you can move a file to a different folder, follow these steps:

1. Select the item(s) in your Google Drive by clicking once on the file and hold down the mouse button.
2. Drag the file over the folder you would like it to be in.
3. Let go of the mouse.
4. The file will be moved to the new folder.

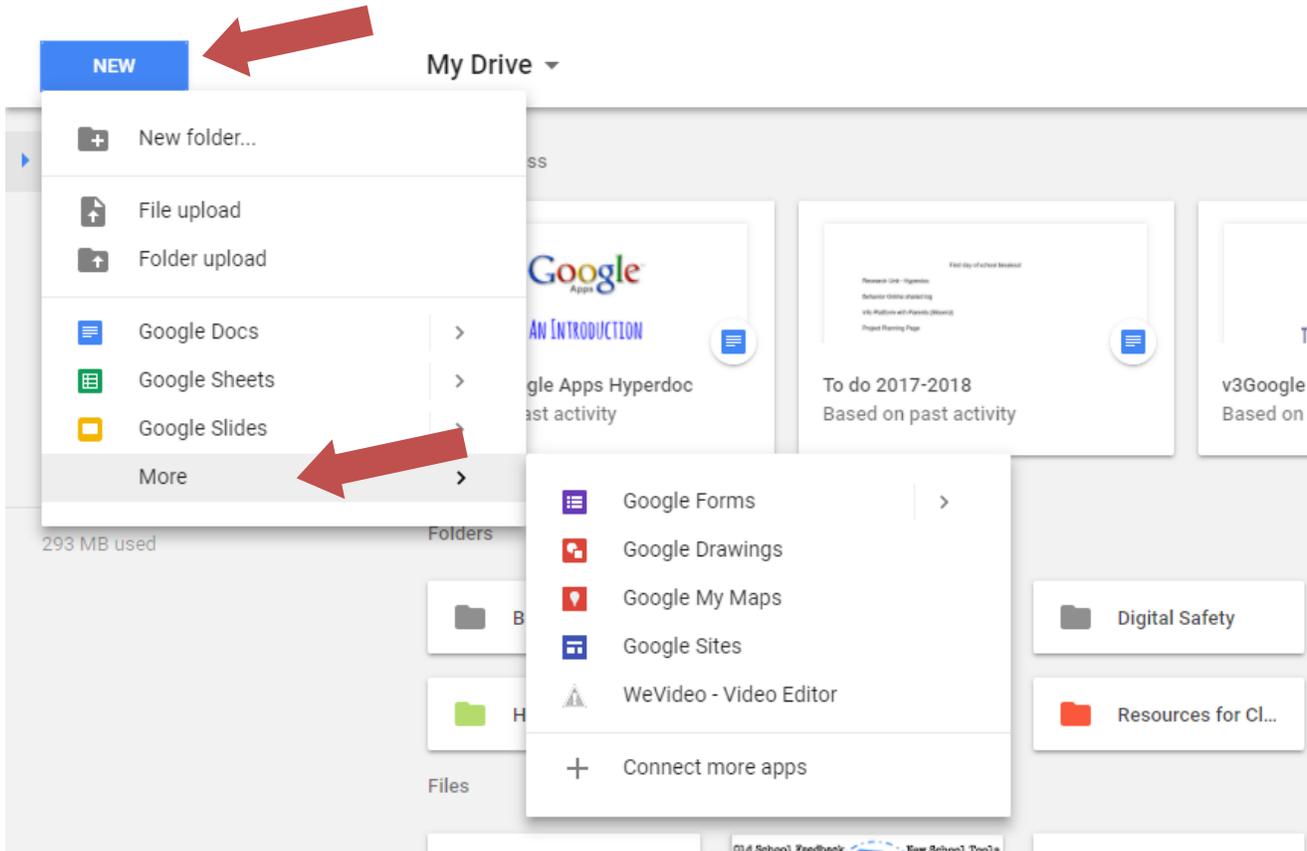


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## See all Apps

To see all the apps you have access to: from Google Drive, click **MY Drive** and then **More**.



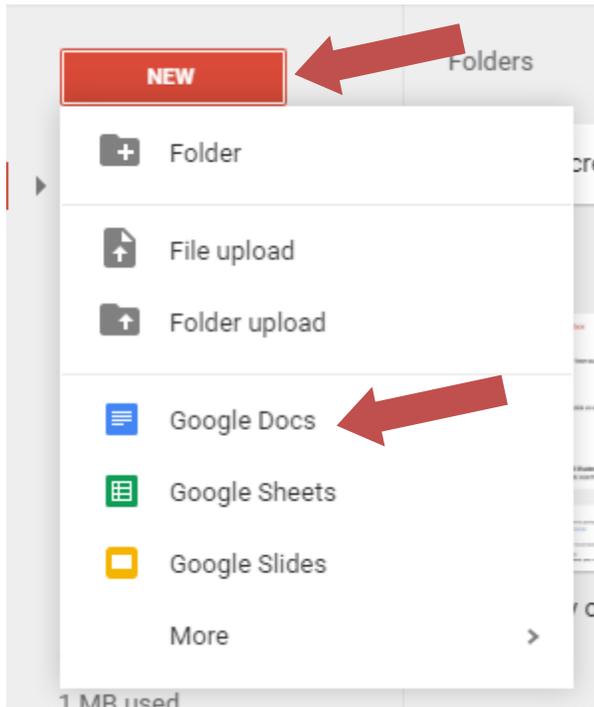


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### Create a Document

From Google Drive, click **New** and then select **Google Docs** (or any other type of file you would like to create).



An untitled document appears in your browser -- now you are ready to edit!

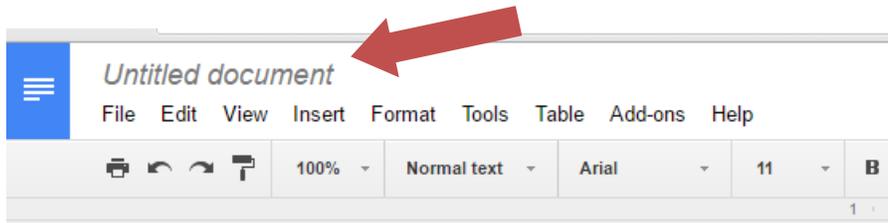


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### Rename your Document

Just click on the title to rename the document (the title is “Untitled document” when you first create it).



Your files should never be named “Untitled”. Always name your files something that will make it easy to find them at a later date. Your teacher may ask you to name your document a specific way. For example, [class period] [last name] [first name] [assignment name]

*For example: 2BWilliamsMeredythDigitalSafety*

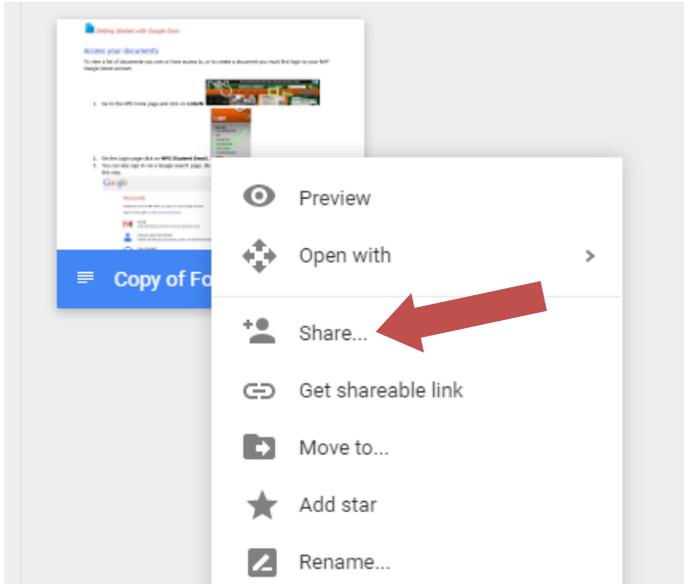


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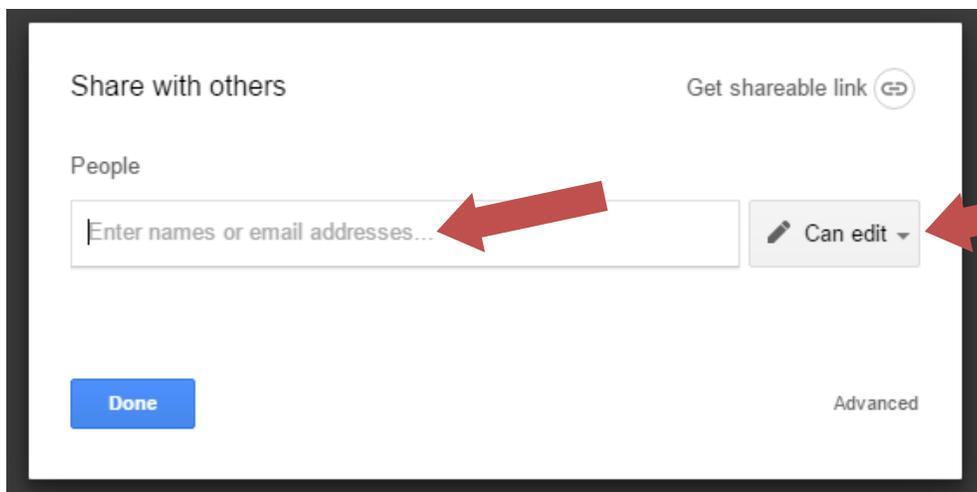
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### Share a Document

To share a document with anyone, right click the file and then hit the **Share** menu.



Then enter the email of the people/person you would like to share the document with and choose whether they can edit the document or just see it without being able to change it (*view only*).





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## See Files Shared with You

To see document that have been shared with you, click on **Shared with me.**

