



LINCOLN
LEARNING

GOOGLE DOC: GETTING STARTED AND SHARING FOLDERS

The purpose of this document is to assist you in setting up and sharing folders with your Google account.



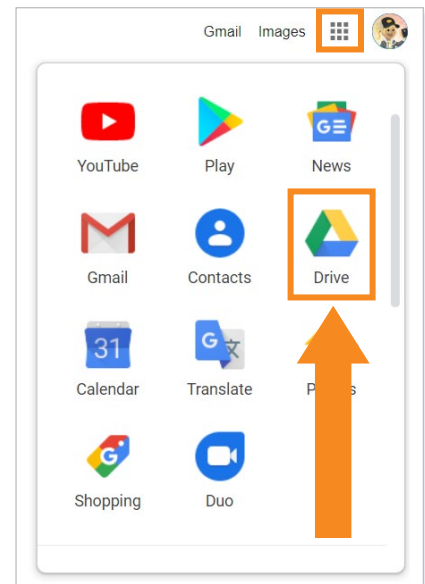
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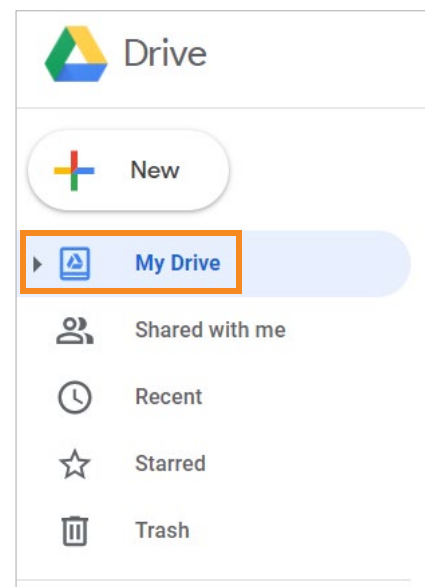
TIP: By creating a folder for each course and placing your assignments within that folder, you will stay organized in your course work and will only need to share the folder with your teacher once.

SETTING UP A FOLDER

After you have logged in to your Google account, click on the **Main Menu waffle icon** and then select **Drive**.



The default setting in Google Drive opens to **My Drive**. Here, you should create a folder you will share with your teacher.

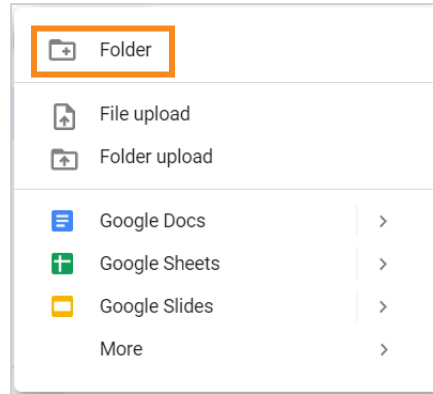




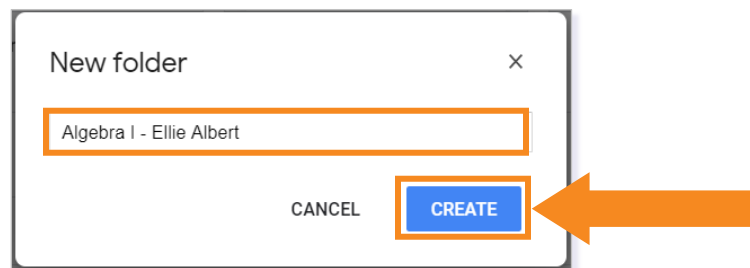
To create a folder, click **New** in the upper left corner.



Then, select **Folder**.



You will be prompted to title your folder. Since you will be sharing this folder with your teacher, remember to add the course name and your name to the folder name (e.g., Algebra I - Ellie Albert). Then, click **CREATE**.



ADDING CONTENT TO A FOLDER

To add content to a Google Drive folder, double click on the desired folder.

Name ↑	Owner
Algebra I - Ellie Albert	me
Biology I - Ellie Albert	me
English Language Art 10 - Ellie Albert	me
German I - Ellie Albert	me
L Grace Coursework - Ellie Albert	me

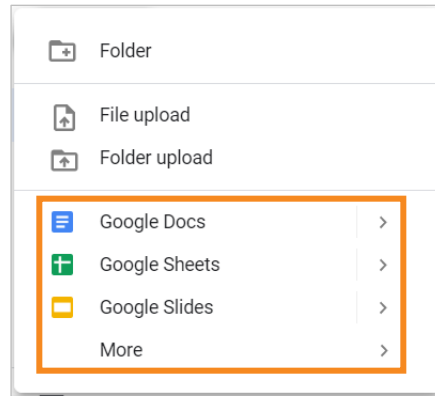


When the folder opens, select **New**.



Next, choose whether you want to create **Google Docs**, **Google Sheets**, or **Google Slides**.

TIP: Google Docs is similar to other word processing programs you may have used, such as Microsoft Word. Google Sheets is a spreadsheet program similar to Microsoft Excel. Google Slides is a presentation program similar to Microsoft PowerPoint.

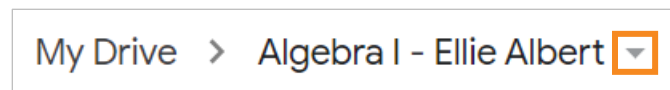


NOTE: Once you have completed your work, you do not need to save it. Your work will save automatically within your selected folder.

SHARING A FOLDER WITH YOUR TEACHER

IMPORTANT: You should share the folder with your teacher prior to submitting your work. If you do not share the folder before you submit an assignment to your teacher, he or she will have to request access to your folder, and you will have to accept the request. This process may delay the feedback and grading of your assignments.

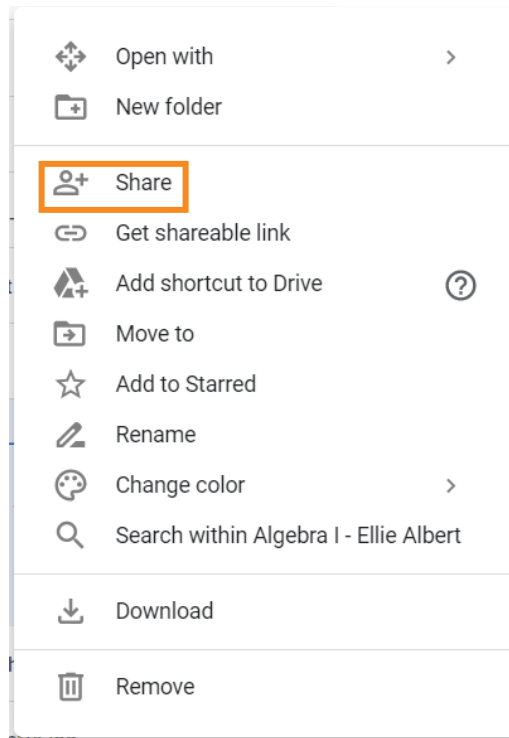
To share a folder with your teacher, find the folder in **My Drive**. Double click on the folder to open it. You will see the folder name across the top of your page. Click once on the **arrow** next to the folder.



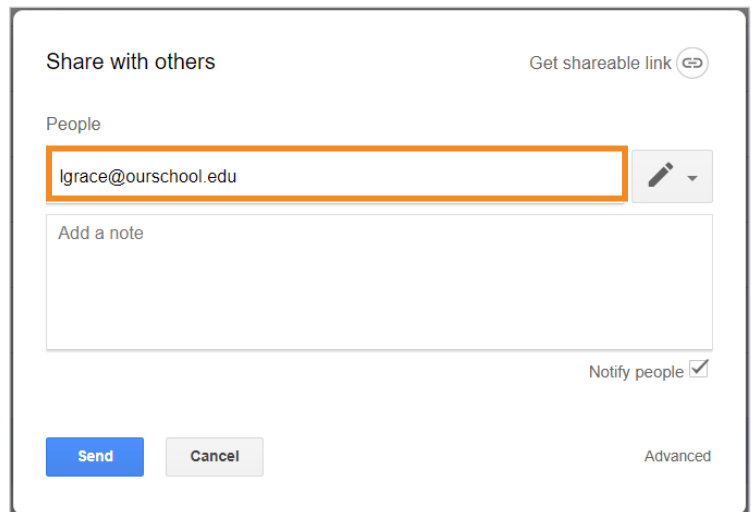


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Choose **Share** in order to share your folder.



Type in your teacher's email address.





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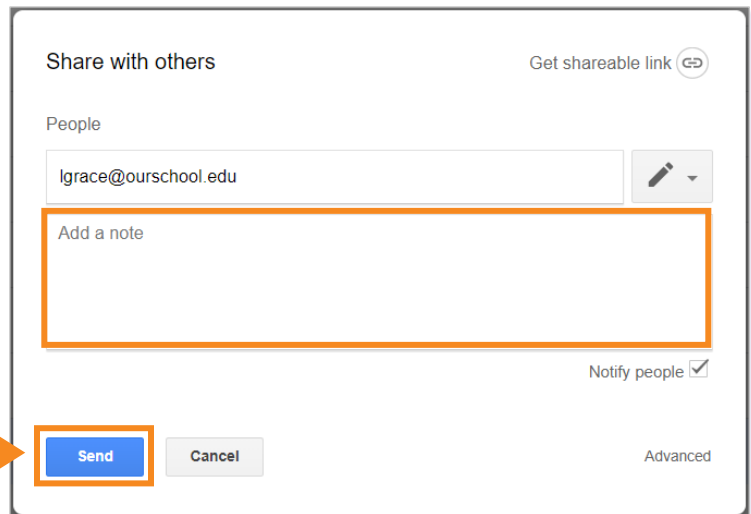
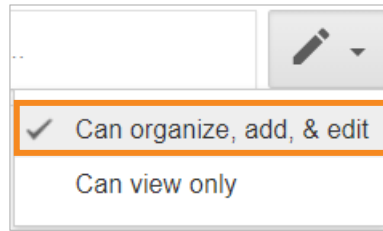
Make sure to choose **Can organize, add, & edit** from the dropdown menu so that your teacher can edit your assignment and provide you with appropriate feedback.

If you do not choose this option, your teacher can **only view your assignment**.

Add a note to your teacher to explain you are sharing the folder.

When you have entered all necessary information, click **Send**.

NOTE: Your teacher will receive an email stating that you have shared the folder. Now, all the material you add to the shared folder will be visible to your teacher.



For more tips on using Google Drive to submit assignments, click [HERE](#).

You can also watch the [How to Submit an Upload Assessment](#) video by following the link.