**How to set up your Google Drive Folder for class**

All assignments will be handed in via Google Drive, in order to do this, you will need to create a "Shared Folder" with me in google drive. Please follow the steps below to do so.

Please read the instructions below very carefully

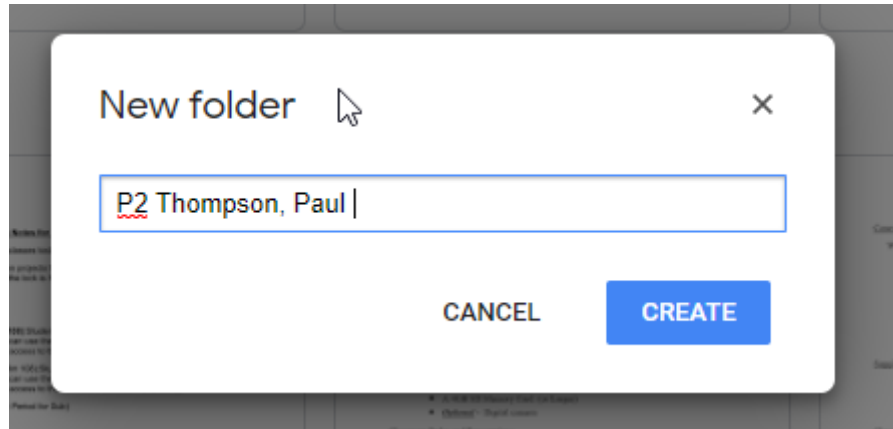Step 1: Log onto Google with your –gicsd.org account

Step 2: once in Google Drive click on the "New" Button on the left hand side and choose "New Folder"
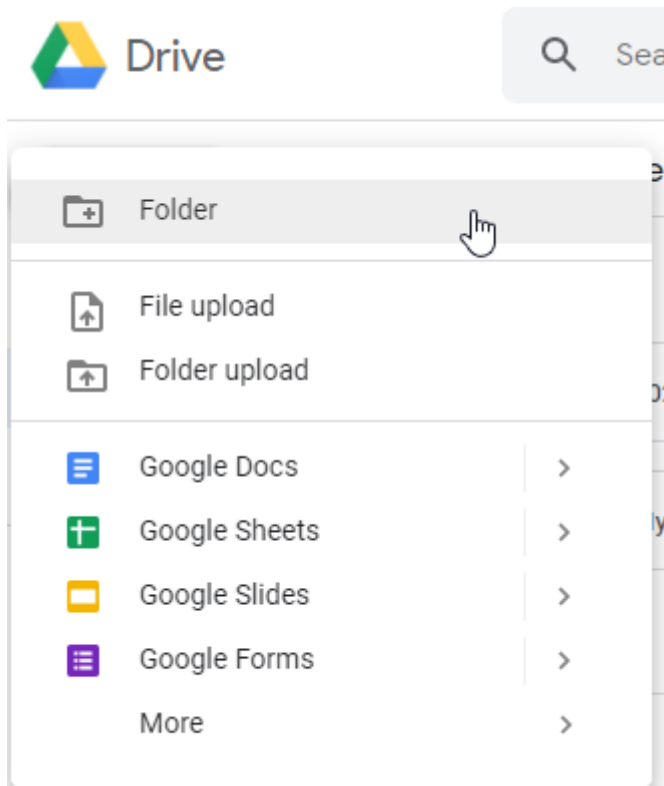
Step 3: Label the folder as such:

Capitol P (your period, even if virtual) Last Name, First name (Show below)
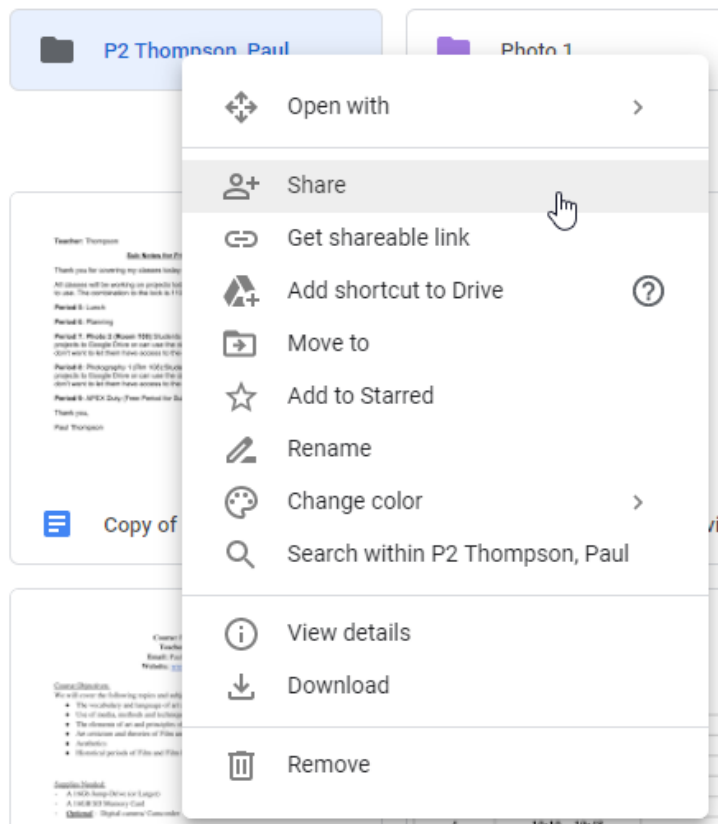
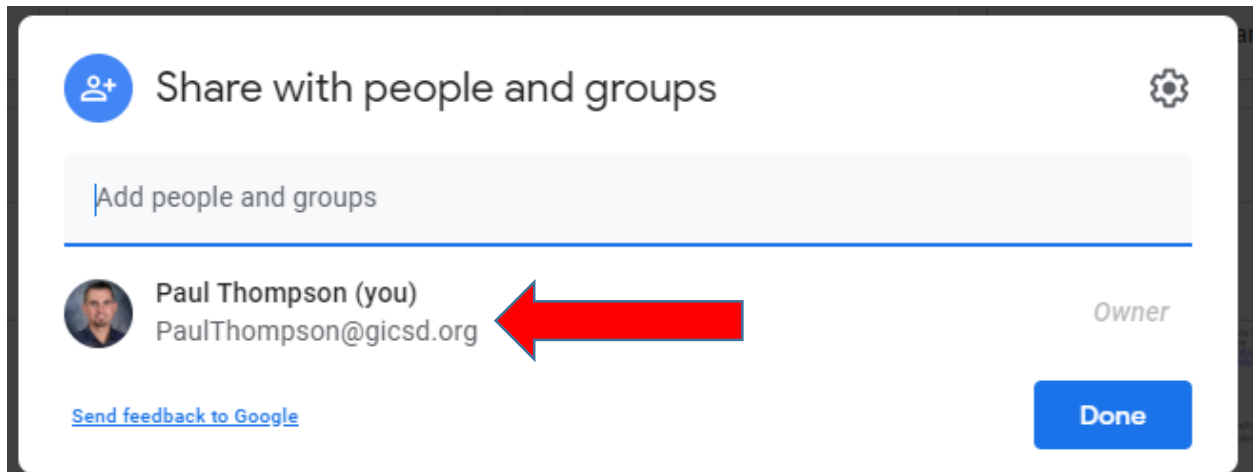**P**(your period) Last name, First name (Example: P2 Thompson, Paul)

Step 4: Sharing the Folder with me:

Right click on the folder your just created

Click "Share"

Where it says "Add People" type in "Paul Thompson", I should pop up, click on my name and then click done:

Congratulations you just shared a folder with me! Inside this folder you will make a new folder for each individual project that we do. Anything you put in this folder I will be able to see.