



I will share a Google Drive folder with you in the first week of class. You will use the link to my shared folder to turn in your folders each week. (Your assignment files for the week should be saved in your folder before you turn it in to my shared folder.) Be on the lookout for my email with the shared link to my Google Drive. Keep the email in your inbox and use the link each time you want to turn in a folder. Follow the steps below to access the link from your personal Gmail. If you don't have Gmail for your personal email, you may need to [create a Gmail account](#) just for this purpose. (I've had problems in the past sharing my Google folder with Outlook and iCloud email addresses.)

1. Login to your personal Gmail account. Make sure all other Google accounts are closed.
2. Click on array button  in the upper right screen to display other Google apps.
3. Click on Google Drive  to open.
4. Click on "Shared with me" link along the left side of window to see my shared Google Drive folder labeled "Drag Folders Here".
5. Make sure all files in your folder have been saved and **closed**.
6. [Restore down the browser window](#) (resize it so you can see other windows on your desktop) and open the window that shows your folder.
7. Drag the windows side-by-side, and drag your closed folder into the "Drag Folders Here" folder in the shared drive.
8. After you drag your folder into "Drag Folders Here", you may open "Drag Folders Here" to verify your folder has reached its destination.

Caution: If you open "Drag Folders Here" before dragging your folder, your folder may end up in another student's folder. It is safer to drag your folder into the parent "Drag Folders Here" folder before opening to verify.