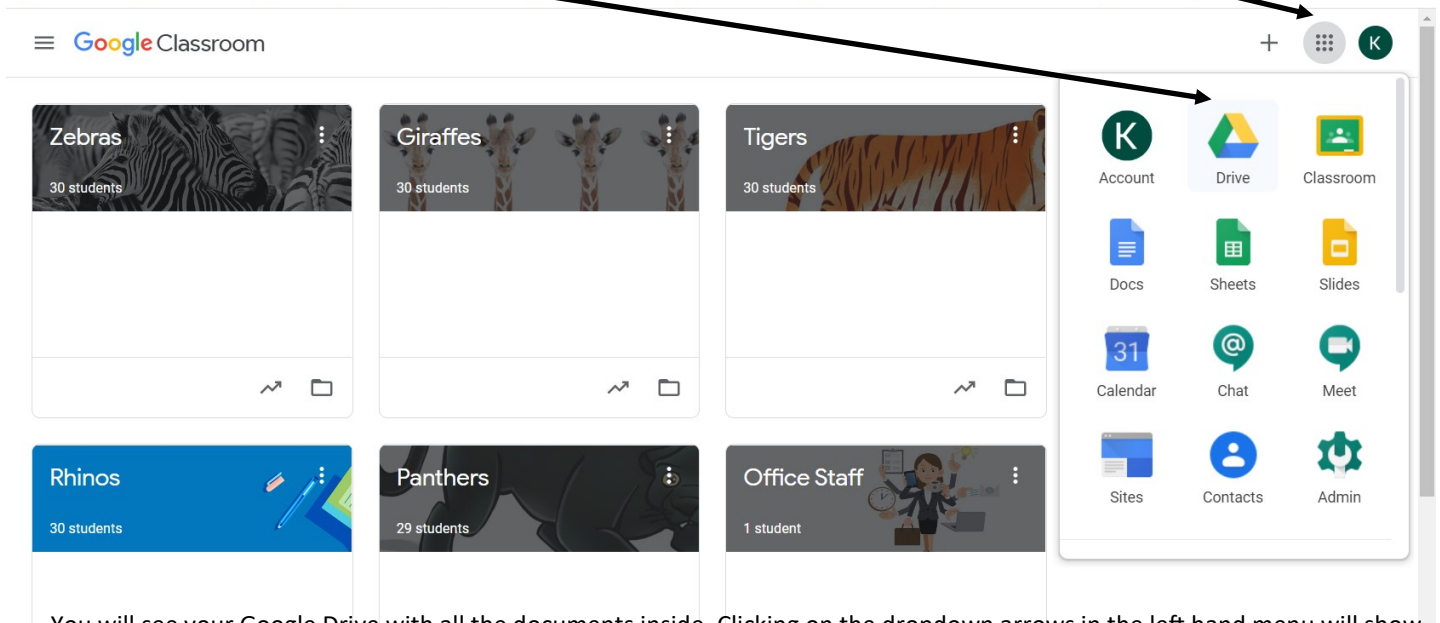


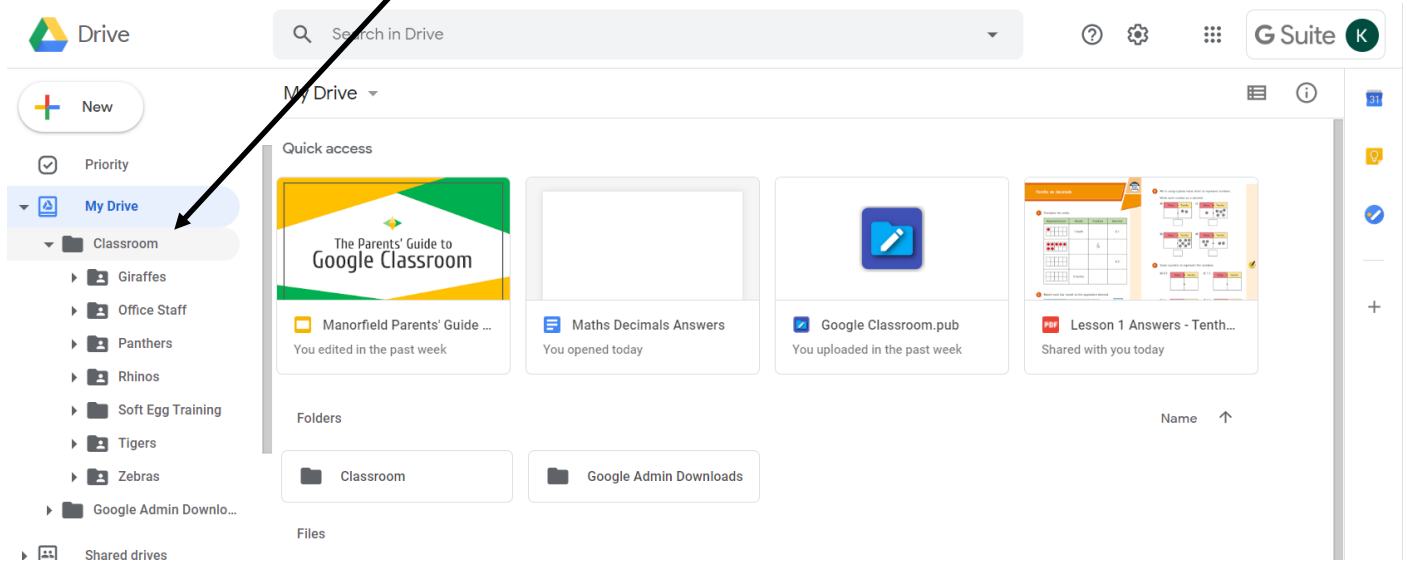
FINDING AND SAVING DOCUMENTS IN THE CLASSROOM GOOGLE DRIVE

Click on the Waffle/Rubiks Cube Icon to see the available apps.

Select DRIVE



You will see your Google Drive with all the documents inside. Clicking on the dropdown arrows in the left hand menu will show which classrooms you are enrolled in. You will probably only see one classroom.



Selecting your classroom will show you the documents in your Class folder,

The screenshot shows the Google Drive interface. On the left, the 'My Drive' sidebar is expanded, and the 'Classroom' folder is selected. Under 'Classroom', the 'Giraffes' folder is highlighted. The main area displays a grid of files from the 'Giraffes' classroom. The files include:

- A worksheet titled 'Finding change from £5 and £10...' with a table for calculations.
- A worksheet titled 'Change from £5 and £10...'.
- A worksheet titled 'Change worksheet 3.PNG'.
- A worksheet titled 'Change worksheet 4.PNG'.
- A PDF titled 'Grid_week2_reading.pdf'.
- An image titled 'hello.jpg' with a large 'HELLO' speech bubble.
- A worksheet titled 'pounds and pence 1.PNG'.
- A worksheet titled 'pounds and pence 2.PNG'.
- A PDF titled 'Yr4_Weekly_Home_Lear...'.

Try double clicking or right clicking on documents to open or download.

The screenshot shows the Google Classroom interface. The 'Classwork' tab is selected. Below the tabs, there is a 'Create' button and a 'Class Drive folder' link. A text box on the right explains that documents can be found by selecting the 'Classwork' tab and then the 'Class Drive Folder'.

You can also find documents by selecting the Classwork tab, and then the Class Drive Folder.

SAVING YOUR OWN DOCUMENTS INTO YOUR GOOGLE DRIVE

The screenshot shows the Google Drive interface. The 'My Drive' folder is selected. A dropdown menu is open, showing options to 'New folder', 'Upload files', 'Upload folder', 'Google Docs', 'Google Sheets', 'Google Slides', and 'More'. Arrows point to the 'My Drive' folder and the 'Upload files' option.

Click on My Drive and select Upload Files.

These are then saved in your Google drive and can be accessed from any where that you are signed in with your Manorfield credentials.

You can share them with your teacher from here.

Try right clicking on the document and sharing.