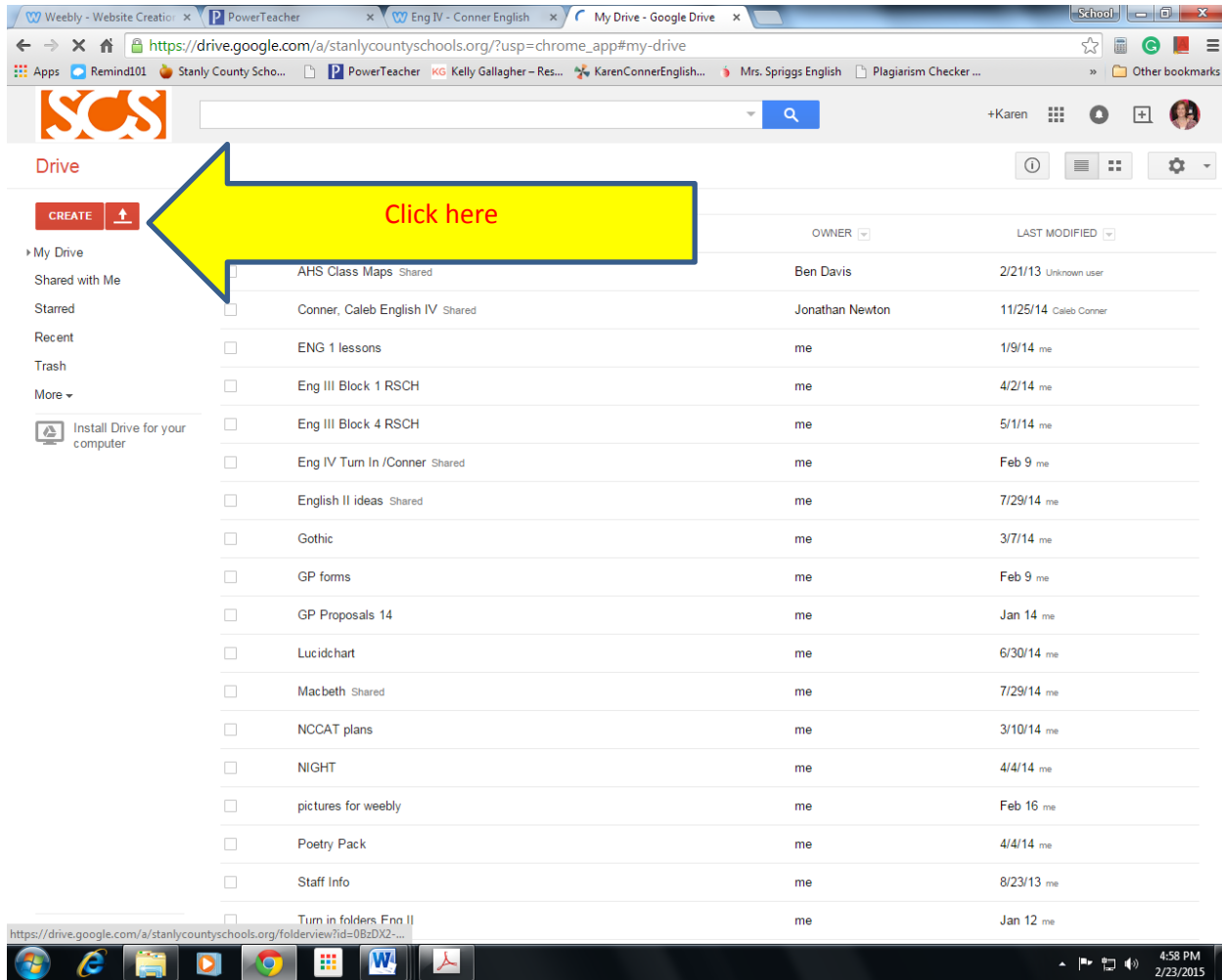Creating Folders in Google Drive
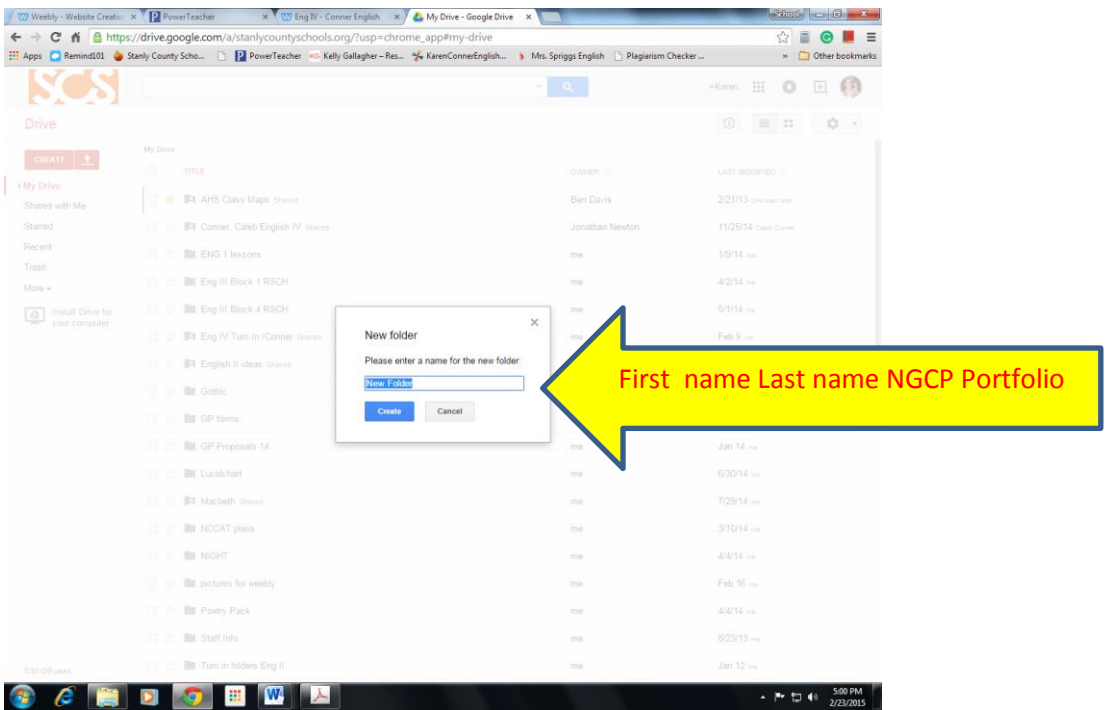
1. Open Google Drive.

2. Click CREATE
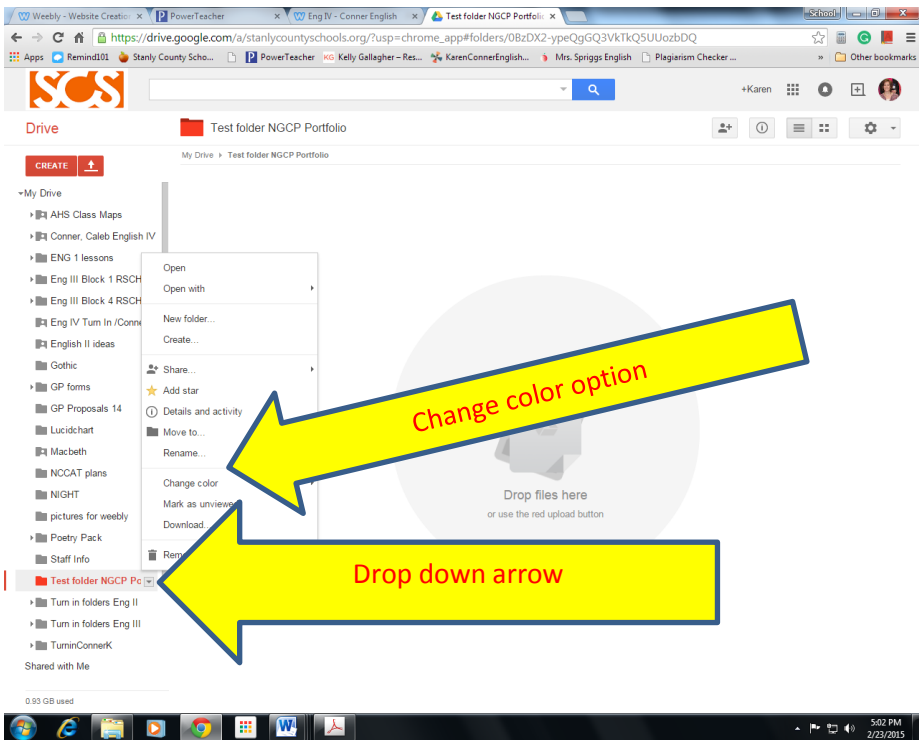

3. Choose folder

4. Name folder - Your first and last name NGCP Portfolio (for the GP Porfolio forms)

First name Last name NGCP Portfolio

5. A good trick is to change the color of the folder so that it is easily found- especially if you have a lot of folders. Click on the drop down arrow beside the folder name, choose change color, pick a color.


Change color option

Drop down arrow

6. Next, share that folder with me (karen.conner@stanlycountyschools.org) by clicking on the little head at the top right of the page.

Click here to share
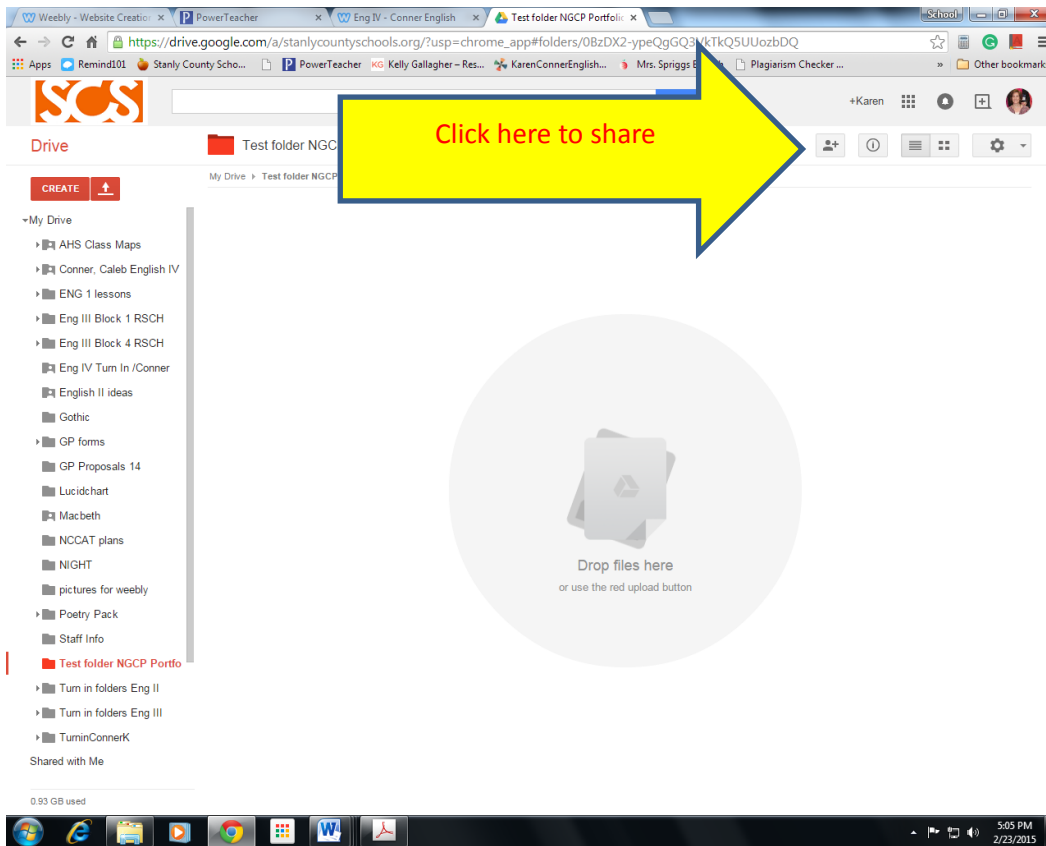
7. Place all graduation project paperwork in here. If you have already completed your resume, you can simply move that document by opening that document, clicking file, then "move to folder" and choose the place you want to move it to, the click "move".
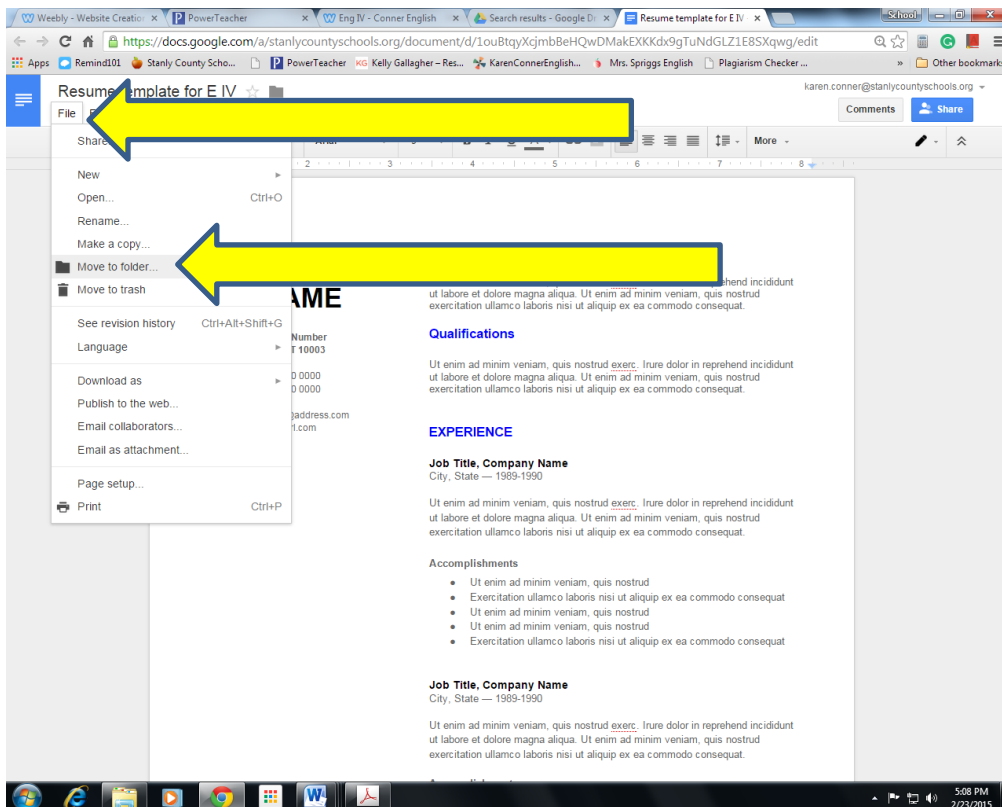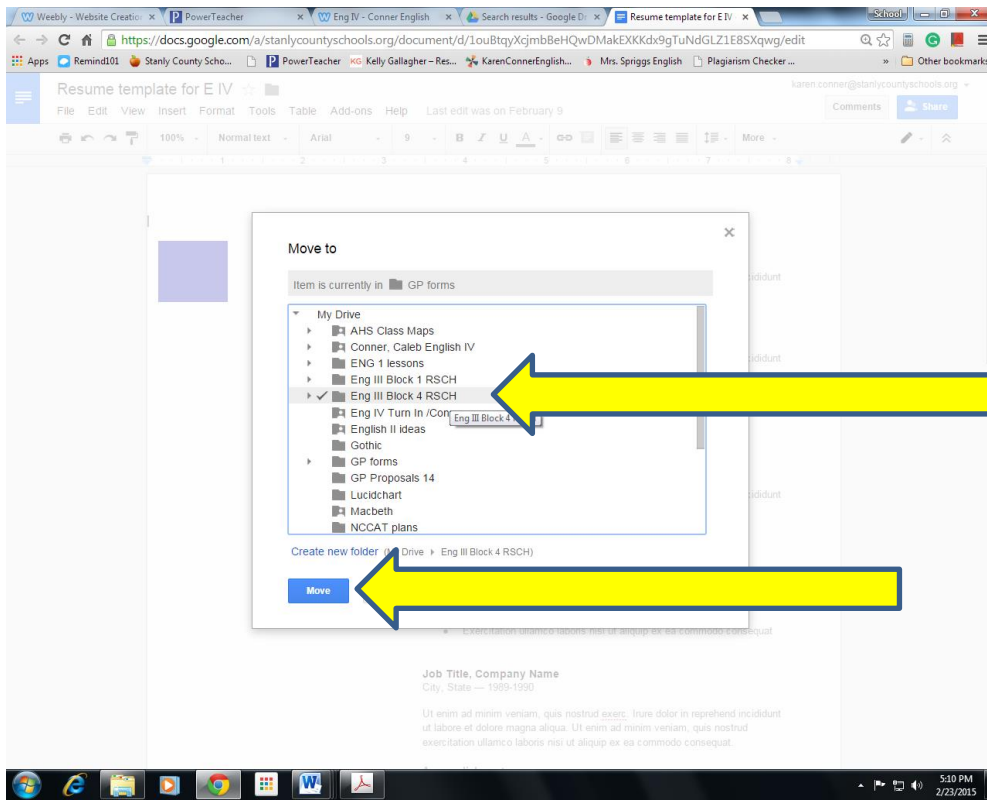
8. Simply repeat this process for your literature folder- except this time call it "Your name Eng 4" From now on, place all Eng 4 work in this folder. Be sure *to label everything*, and be sure you have shared this folder.