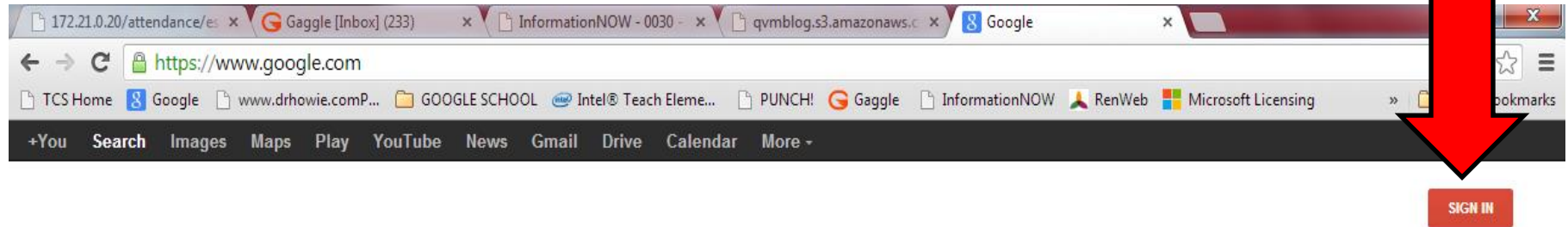


Backing up files to Google Drive!

1. Go to www.google.com
2. Click "Sign In"



Google

Google Search

I'm Feeling Lucky

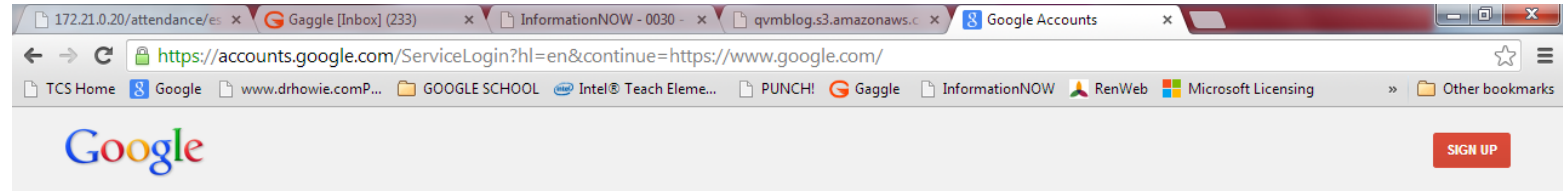
3. Log in with Google School Email Address.

Example: brian.clarke@tms.thomasvilleschools.org

4. Passwords are attached to email. Google passwords must be 8 characters in length. If a student's password is NOT that long, I added zeros to get it that long. Example: red10 would be red10000.

5. Put a check mark by "Stay Signed In".

6. Click "Sign In"



One password. All of Google.

Want to enjoy the best of Google? Just stay signed in. One username and password is all you need to unlock more features from services you use every day, like Gmail, Maps, Google+, and YouTube.

Sign in Google

Email

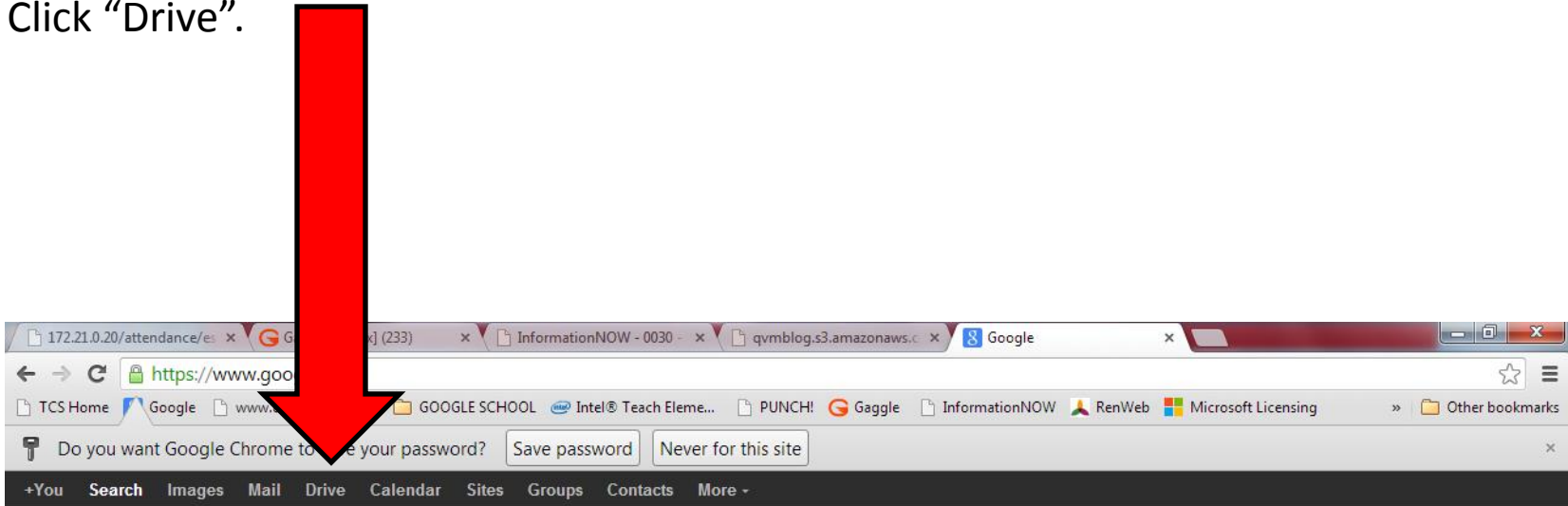
Password

Stay signed in

[Can't access your account?](#)

7. Your screen will now look like the picture below. Notice the students name is now in the top right corner.

8. Click "Drive".



brian.clarke@tms.thomasvilleschools.org

Google

Google Search

I'm Feeling Lucky

9. This page shows the student's storage space.

10. The arrow allows students to send work from their laptop or any other device to their Google Drive, where they will have a back-up of important files.

11. Click the arrow.

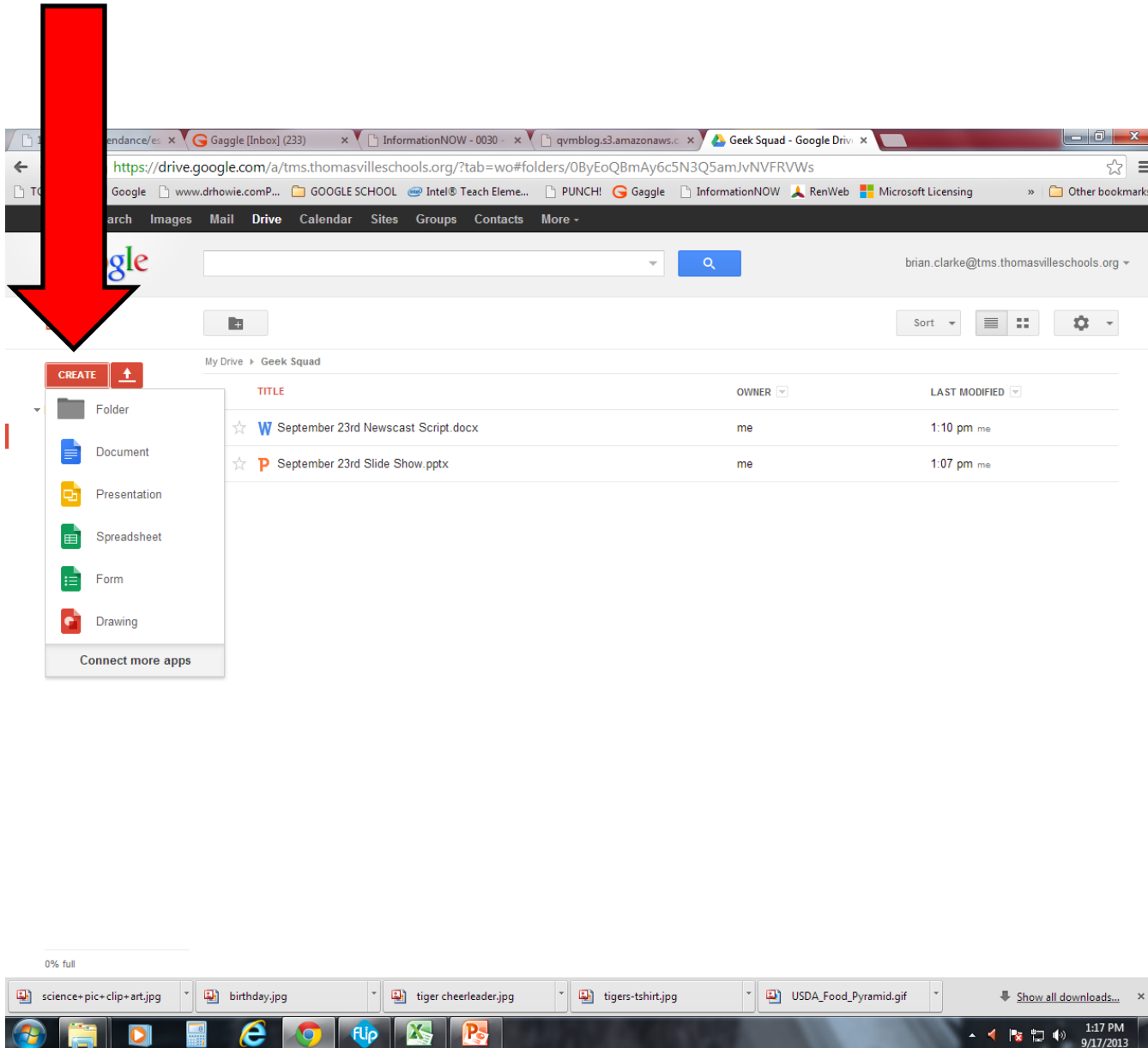
12. Find the file OR entire folder you want to back-up from your laptop.

13. Click "Open".

14. The file will upload to the Google Drive.

The image displays the Google Drive web interface. At the top, a navigation bar includes 'You', 'Search', and various service icons. Below this is the 'Meet your Drive' section, which contains a 'CREATE' button with an upload icon and a 'Download Google Drive for PC' button. A large red arrow points from the top right towards this 'Upload' button. Below the 'Meet your Drive' section is a table of files. The table has columns for 'TITLE', 'OWNER', and 'LAST MODIFIED'. One file is listed: 'September 23rd Newscast Script.docx', owned by 'me', with a last modified time of '1:10 pm me'. A second large red arrow points from the top left towards this file. At the bottom right, a notification box titled 'Upload complete' shows the file 'September 23rd Newscast Script.docx' has been successfully uploaded. A third large red arrow points from the top right towards this notification box. The interface also shows a 'Shared with me' section on the left and a 'Download Drive for PC' button at the bottom left.

To create free Google Docs instead of using Word, Power Point, etc., click on “Create” and take off!



The screenshot shows a web browser window displaying the Google Drive interface. A large red arrow points to the 'CREATE' button in the top-left corner of the Drive interface. The 'CREATE' dropdown menu is open, showing options for Folder, Document, Presentation, Spreadsheet, Form, and Drawing. The main content area shows a list of files in the 'Geek Squad' folder:

TITLE	OWNER	LAST MODIFIED
September 23rd Newscast Script.docx	me	1:10 pm me
September 23rd Slide Show.pptx	me	1:07 pm me

The Windows taskbar at the bottom shows the system tray with the date and time: 1:17 PM, 9/17/2013. The taskbar also displays several open applications, including science+pic+clip+art.jpg, birthday.jpg, tiger cheerleader.jpg, tigers-tshirt.jpg, and USDA_Food_Pyramid.gif.