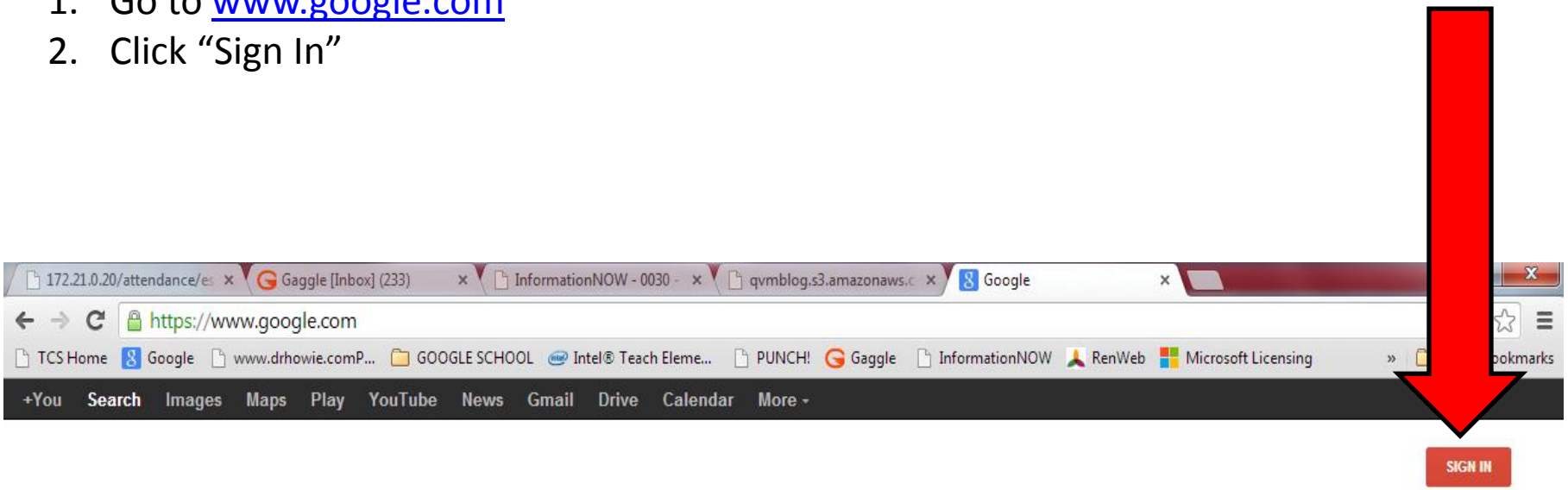
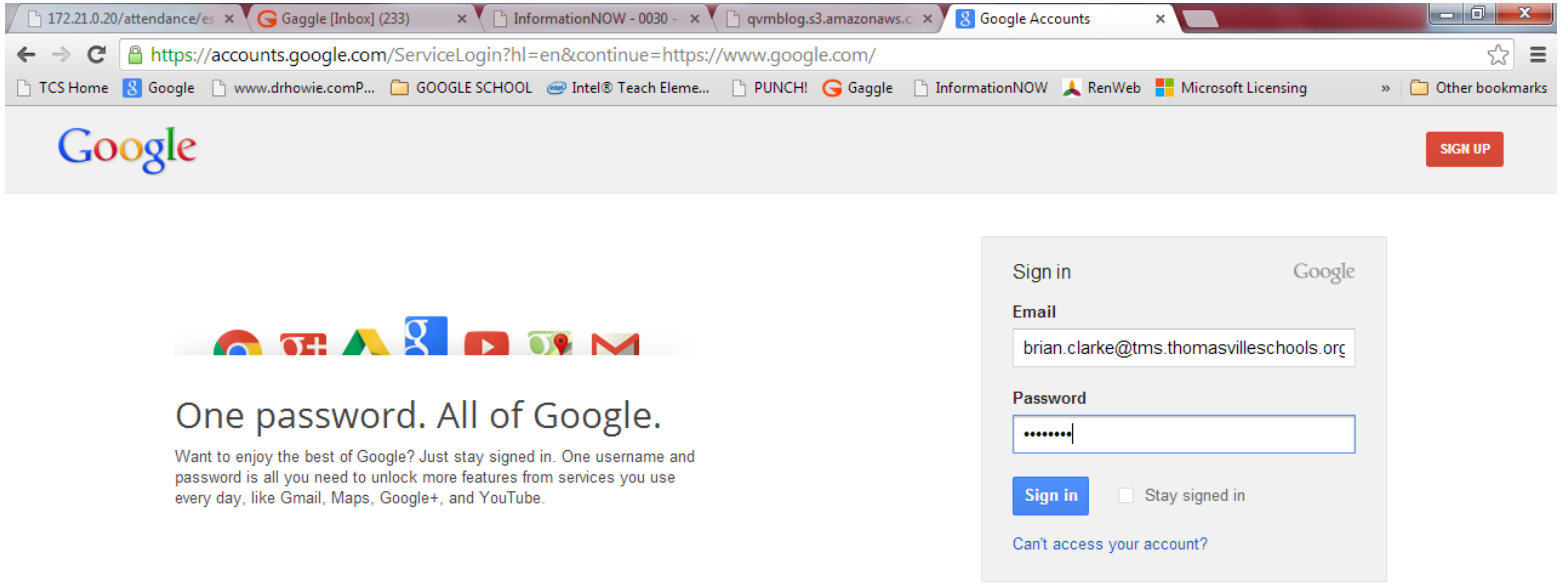
Backing up files to Google Drive!

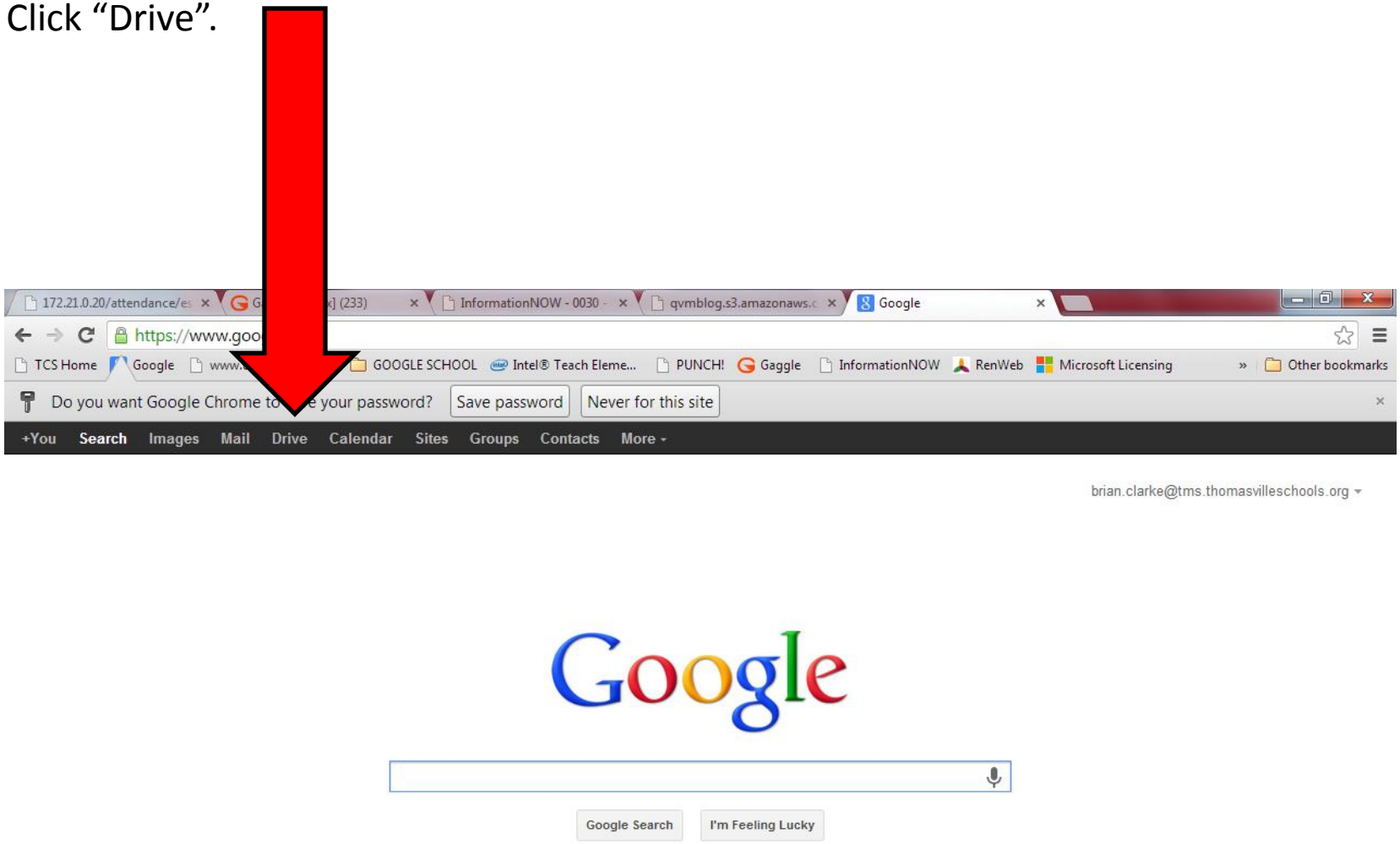
1. Go to www.google.com
2. Click “Sign In”



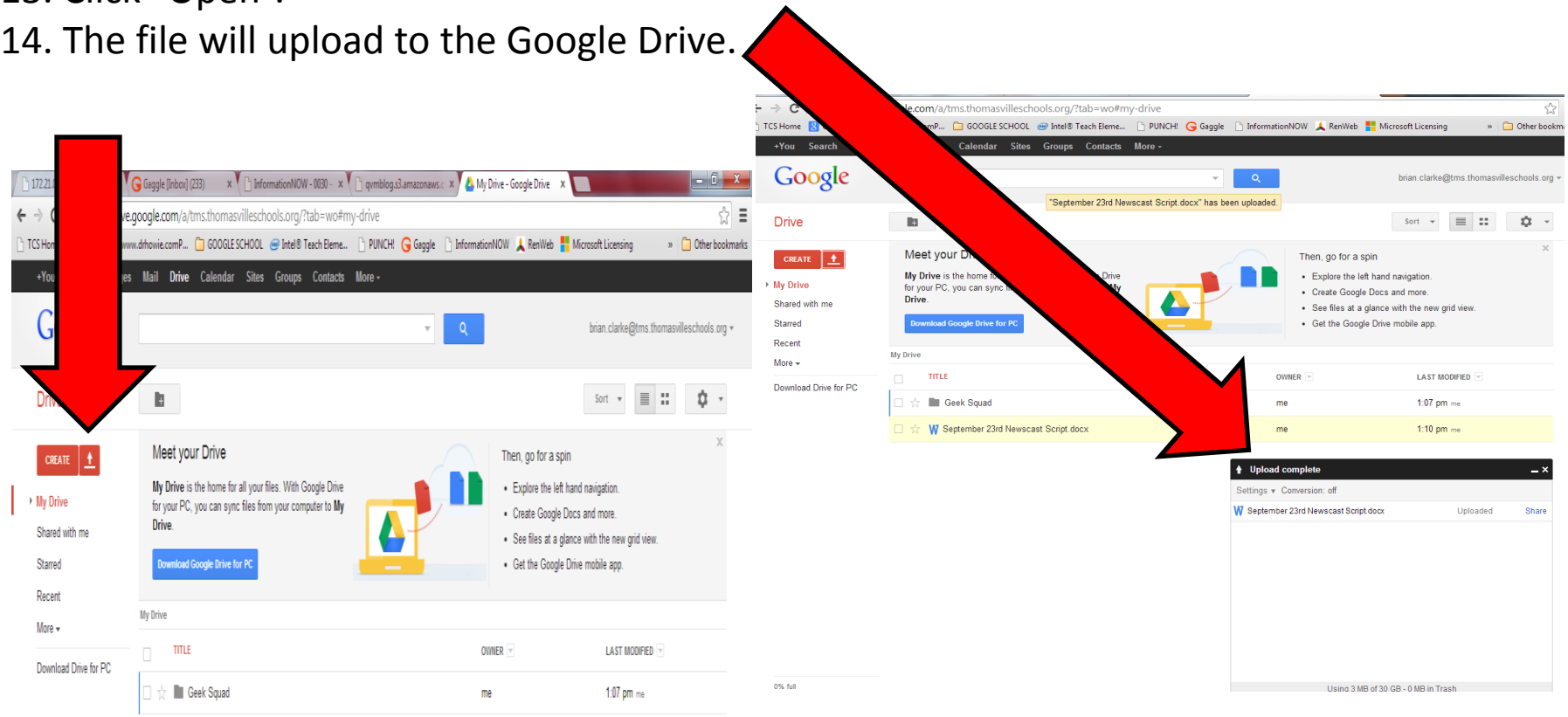
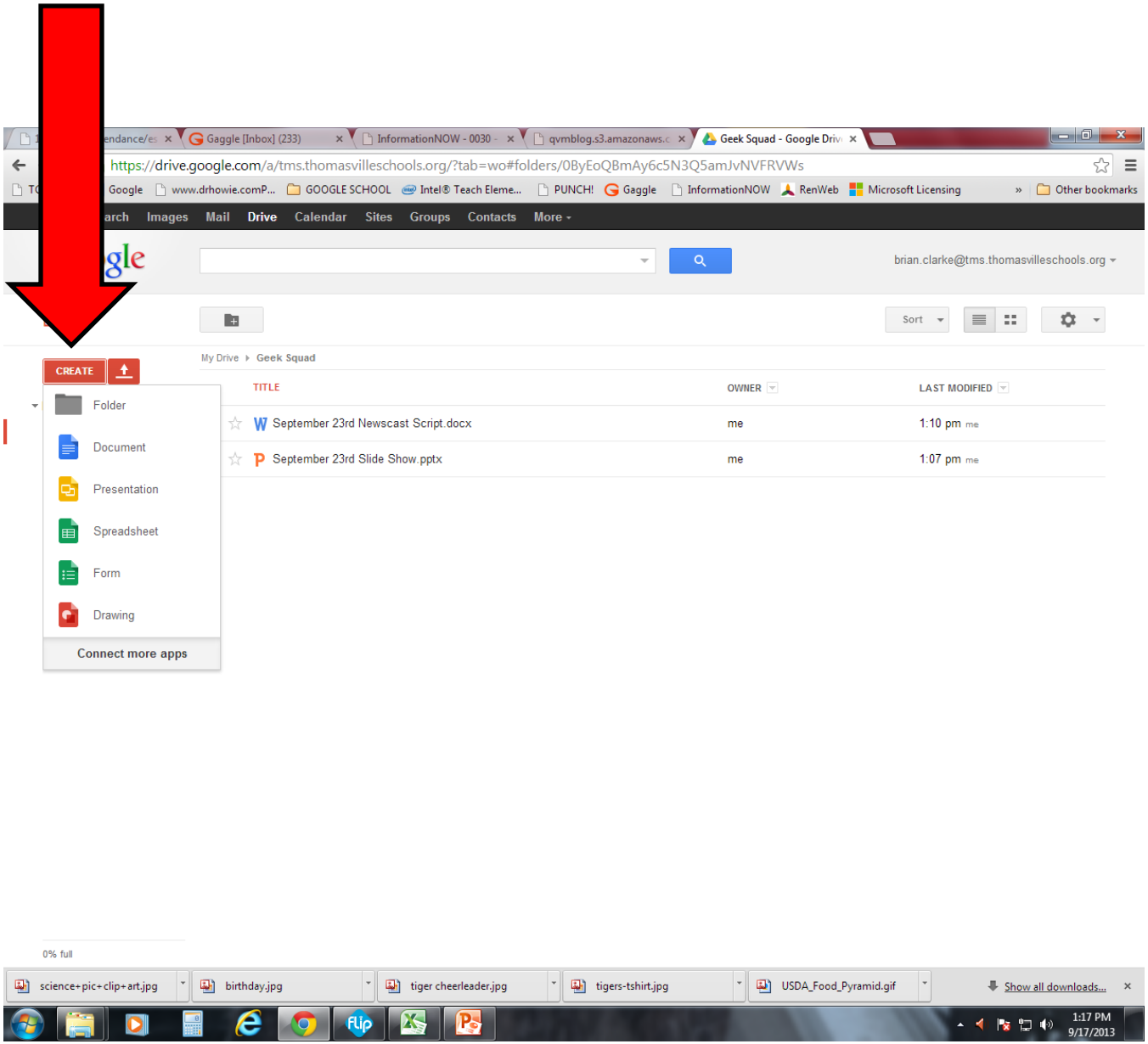
3. Log in with Google School Email Address.
   Example: brian.clarke@tms.thomasvilleschools.org
4. Passwords are attached to email. Google passwords must be 8 characters in length. If a students password is NOT that long, I added zeros to get it that long. Example: red10 would be red10000.
5. Put a check mark by “Stay Signed In”.
6. Click “Sign In”



7. Your screen will now look like the picture below. Notice the students name is now in the top right corner.
8. Click “Drive”.



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.



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