

Document Storage Options

Windows (C:)

This is a way to temporarily save documents directly on your computer. Your storage limit is based on the size of your hard drive. This is not intended to be the way to permanently save documents since they are saved on your hard drive. If your computer crashes, your documents are gone.

H: Drive (H:)

Another way to save your documents is on your H: drive. **You have a limit of 1GB storage.** Within this folder you may have several folders to allow you access no matter which computer you are accessing in the school district. In order to save your documents to H: drive, you will need to select "Save as" and then highlight H: drive. Please note that these documents are only accessible when you are logged into a school computer on the district campus. **You will NOT be able to retrieve these documents outside of the school district.**

Google Drive (G:)

The best way to save your documents is on your Google Drive. These documents are accessible anywhere you go through the web portal. You can also save documents through the google desktop app in the file explorer folder. You can install the google desktop app by typing in Google Drive in your file search option, select it, and sign in. The Google Drive file storage will populate in your file explorer above the H: Drive. To save documents, select "Save as" and then highlight Google Drive. You can also save documents within specific folders on your Google Drive or Shared Drives as well.

If you have any issues or questions, please contact the Tech Support at support@greenwoodk12.com