



Creating Folders

Folders

Having unlimited storage in Google Drive, you can create as many folders and subfolders as you need. Each of these folders can be shared with other teachers and students with various levels of permission.


Important!

★ The **Incoming** folder lists files or folders that have been shared with you, going back several months.

★ The **Recent** folder lists files you have recently worked on, in chronological order, going back several months.



★ The **Starred** folder lists files you have bookmarked.

Creating the Folder

1. In Google Drive, Click **My Drive** to make it the active folder.
2. Click the **New** button: 
3. Choose **Folder** from the drop-down menu.
4. Type a name for your folder and click **Create**.
5. The folder is now a subfolder in **My Drive**, and you can right-click the folder for options such as **Share** or, select your folder and use the buttons along the horizontal menu:



Uploading to the Folder

1. In Google Drive, click the folder you want to upload files to.
2. Click the **Settings** icon at the top right: 
3. Choose **Settings** from the drop-down menu.
4. Checkmark **Convert Uploads** and click **Done**.
5. Click the **New** button: 
6. Choose **File upload** from the drop-down menu.
7. In the window that opens, find the file to upload and double-click it. When the file is uploaded, you will see it next to a Google App icon in your folder.