

The Google logo, consisting of the word "Google" in its signature multi-colored font (blue, red, yellow, blue, green, red), is enclosed within a black rectangular border.

Apps

How to set up folders in Google Drive and utilize them for assignments



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Google can be a tough system to navigate without organization.



My files are automatically organized alphabetically and things are saved for years!

Helpful Hints

- Label folders by subject
- Label submission documents with words like **FINAL** or **SUBMIT**
- Erase old folders each year or create a folder for each grade year to store old documents
- Once you have created folders you can drag documents to the folder or choose “move” from the **FILE** drop down menu.
- When in doubt check “Shared With Me” on the left hand side of the Google Drive homepage. You may find documents shared by teachers or other students in there.

Consejos Útiles

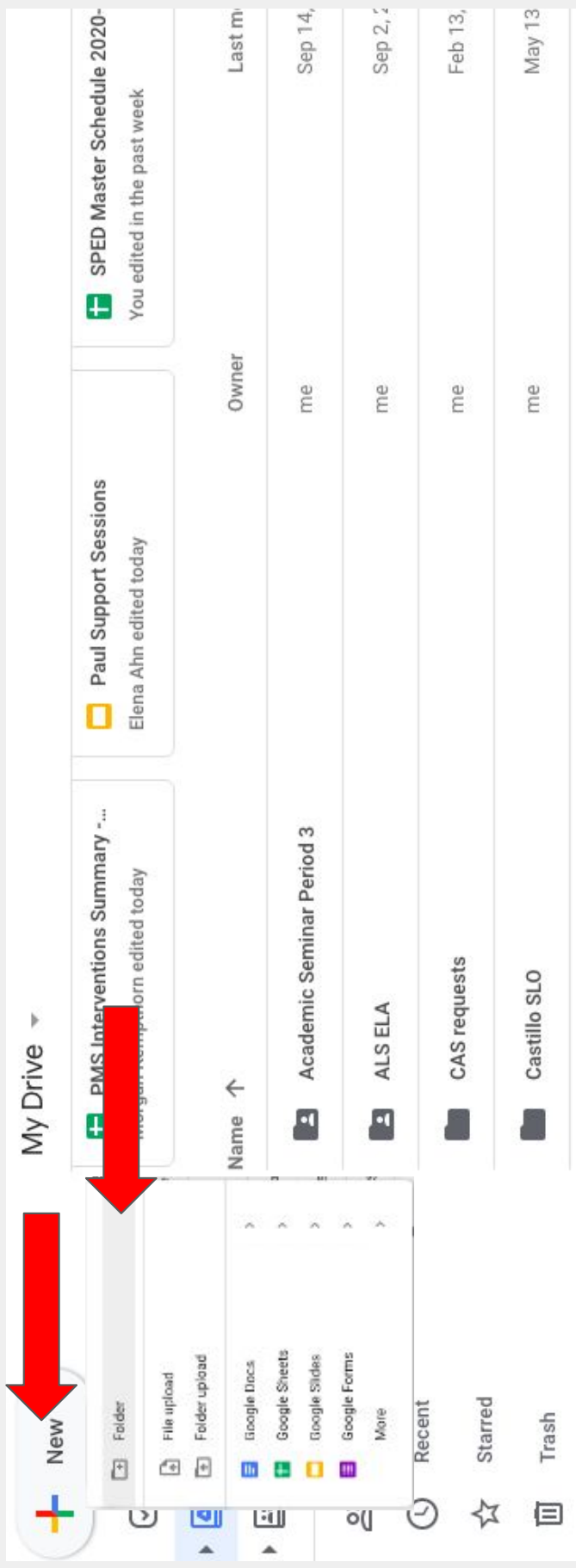
- Nombre carpetas por tema
- Nombre documentos finales con palabras como **FINAL** o **ENTREGAR**
- Borre carpetas viejas cada año o cree una carpeta para cada año de grado para guardar documentos viejos
- Ya que ha creado carpetas, puede arrastrar documentos a la carpeta o elegir “mover” del menú desplegable **ARCHIVO**.
- En caso de duda revise “Compartido Conmigo” en el lado izquierdo de la página de inicio de Google Drive. Puede encontrar documentos compartidos por profesores u otros estudiantes allí.

Make folders by subject. *Erase each year.

The screenshot shows the Google Drive interface. At the top, there are three notification cards: 'PMS Interventions Summary -...' edited today by Morgan Kempthorn, 'Paul Support Sessions' edited today by Elena Ahn, and 'SPED Master Schedule 2020-' edited in the past week. Below these is a 'My Drive' header with a dropdown arrow. The main content area shows a list of folders: 'Academic Seminar Period 3', 'ALS ELA', 'CAS requests', and 'Castillo SLO'. The folders are sorted by name in ascending order. The interface includes a sidebar with navigation options like 'New', 'Priority', 'My Drive', 'Shared drives', 'Shared with me', 'Recent', 'Starred', and 'Trash'.

Name	Owner	Last modified
Academic Seminar Period 3	me	Sep 14, 2020
ALS ELA	me	Sep 2, 2020
CAS requests	me	Feb 13, 2020
Castillo SLO	me	May 13, 2020

How to create a folder? Same as creating a document, spreadsheet, ect.



Tips

1. Double check to see that your child does not already have a folder shared by their teacher first.
2. Help your child delete folders/files no longer needed.
3. When in doubt? Email the teacher

Middle School 2019



Middle School 2020



The screenshot shows a Google Drive interface with a list of files and folders. The interface includes a navigation menu on the left with options like 'New', 'Priority', 'My Drive', 'Shared drives', 'Shared with me', 'Recent', 'Starred', 'Trash', and 'Storage'. The main area displays a table of items with columns for Name, Owner, and Last modified by me.

Name	Owner	Last modified by me
Conversation	me	Jun 22, 2015
Copy of easy_forms_completed_teacher2020	me	Mar 10, 2020
Copy of 4th Graphic Organizer	me	Jul 6, 2017
Copy of 4th Graphic Organizer Rachel	me	Jul 6, 2017
Copy of 5. MS-HS Transition Meeting Scheduler	me	Nov 18, 2020
Copy of 6.6.1.2.3 distance learning	me	Apr 30, 2020
Copy of 6.6.1.2.3 distance learning	me	Apr 30, 2020
Copy of 6.6.1.2.3 distance learning	me	Apr 30, 2020
Copy of 6.6.1.2.3 distance learning	me	Apr 30, 2020

Submitting Google Docs assignments

Click submit
after finishing
assignments

Submit Assignment

Due Saturday by 11:59pm Points 10 Submitting a file upload Available after Nov 16 at 12am

GRAMMAR

PARTS OF SPEECH

ACTIVITY

 **Directions:** Review the following websites to learn how to identify the parts of speech.

- [Introduction to Nouns](#)
- [Introduction to a Verb](#)
- [Using Adjectives and Adverbs](#)

Make a **copy** of the [Parts of Speech PowerPoint for reference](#). On the worksheet below there is a chart that highlights the eight parts of speech, and **10 questions to answer**.

[Click on this Parts of Speech Worksheet to fill out](#)

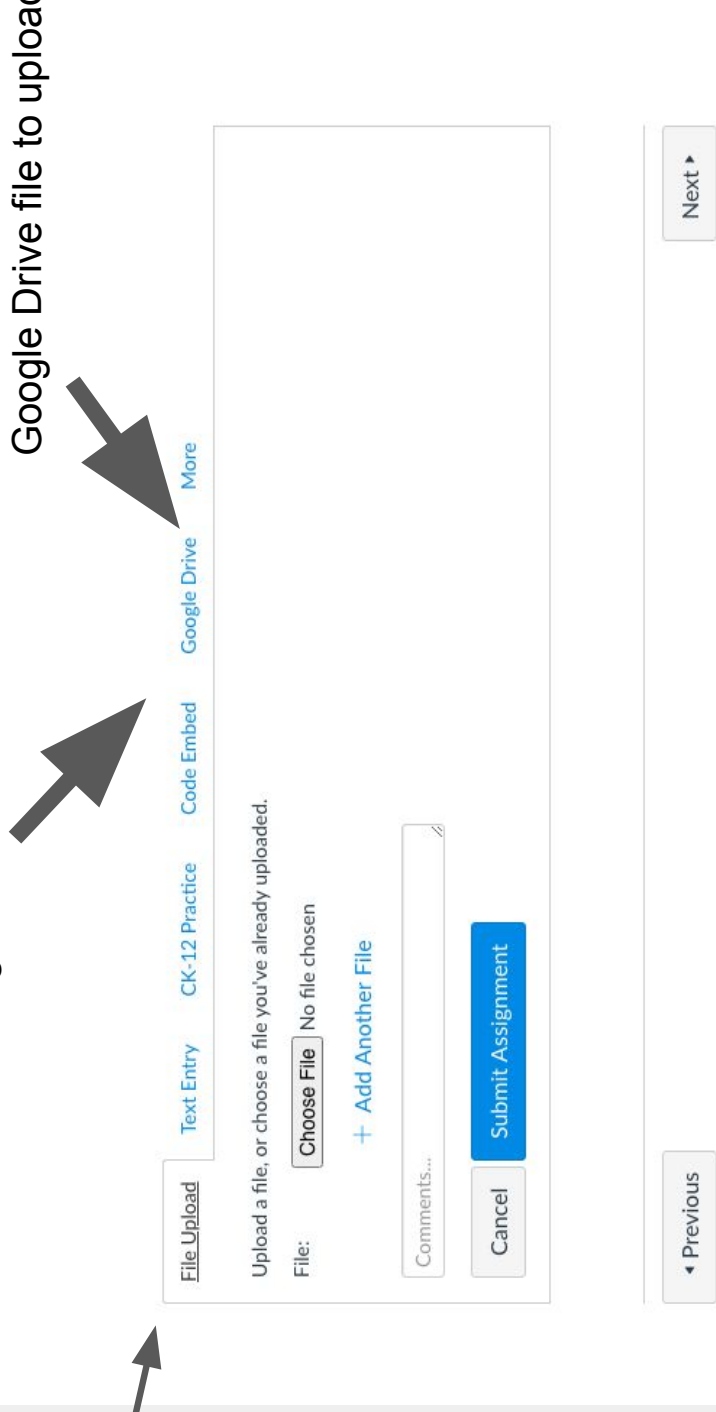
1. Answer the questions on the worksheet!
2. Then submit to this assignment when you are done.

Submitting Google Docs assignments

Upload a file from the computer

Google Drive is where most teachers have students work on assignments

Students would choose their Google Drive file to upload!



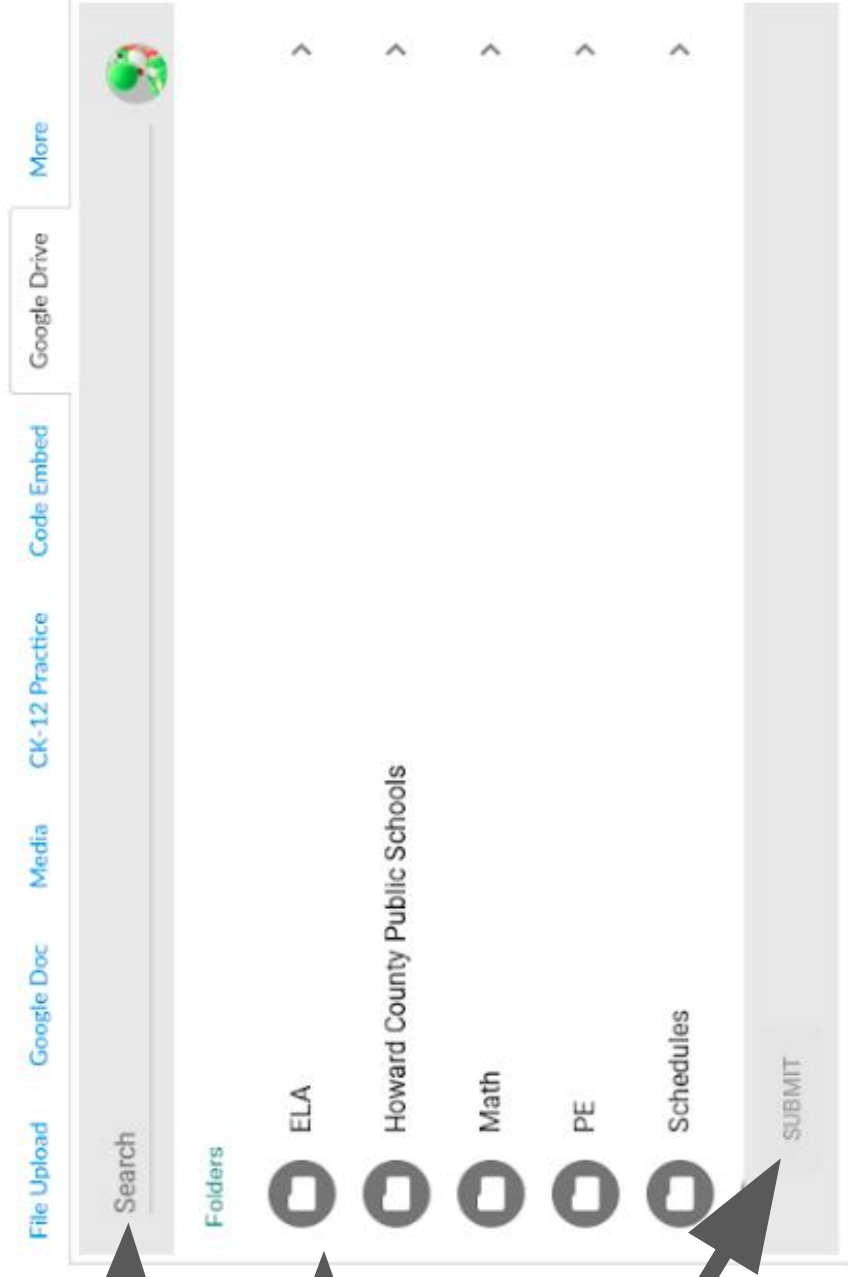
The screenshot shows a submission interface with a top navigation bar containing the following links: [File Upload](#), [Text Entry](#), [CK-12 Practice](#), [Code Embed](#), [Google Drive](#), and [More](#). Below the navigation bar, the text reads: "Upload a file, or choose a file you've already uploaded." Underneath this text is a "File:" label followed by a button labeled "Choose File" and the text "No file chosen". Below the "Choose File" button is a link: "+ Add Another File". To the right of these elements is a text input field labeled "Comments...". At the bottom of the main content area are two buttons: "Cancel" and "Submit Assignment". At the very bottom of the interface are two navigation buttons: "◀ Previous" and "Next ▶". Three arrows are overlaid on the image: one points from the text "Upload a file from the computer" to the "File Upload" link; another points from the text "Google Drive is where most teachers have students work on assignments" to the "Google Drive" link; and a third points from the text "Students would choose their Google Drive file to upload!" to the "Submit Assignment" button.

Submitting Google Docs assignments

Search bar if you know what the assignment is called

Or scroll through the list or folder

When you select one, this button will change to blue



Any questions?

Open format to talk about any other Google apps.



Google Jamboard



Pear Deck



Feedback form:

<https://forms.gle/zFjNnEDFAhK29r5u8>