Overview

Google Drive is used for file storage and synchronization. Within Google Drive, users can store many types of files and share those files with colleagues. This quick reference guide (QRG) will demonstrate how to create a folder, upload files, and upload folders to Google Drive. These instructions can be used for district employees and students with laptops and desktops.

Getting Started

1. Navigate to MyFWISD Apps (www.fwisd.org/myfwisd)

2. Sign in with Microsoft and enter your username and password, if asked.

3. Click Google Drive.

Create a Folder

Create folders to organize documents (files). Storing documents in folders make them easier to find later.
1. Click **New**.
2. Choose **Folder**.
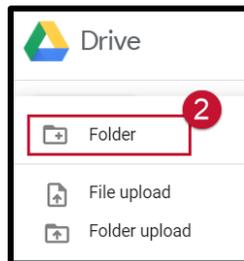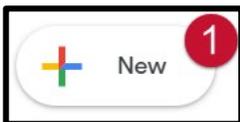
3. Type a name for the folder.
4. Click **Create**.

Upload Files

Upload any file to Google Drive (Google, Microsoft, PDF)—including photos, drawings, recordings, and videos. After you store a file in Drive once, you can open it from any web browser on any device. You can also view the file using the Drive app on Android and Apple®iOS®.

1. Click **New**.
2. Choose **File Upload**.
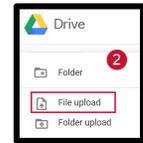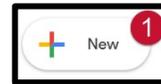
3. Browse your computer to locate the document or documents. Typically, you will
   a. Locate the folder.
   b. Click on the file. To select multiple files hold down the CTRL key on your keyboard as you select files. The files will highlight as they are selected.
   c. Notice the file name or names under File Name.
   d. Click **Open**.
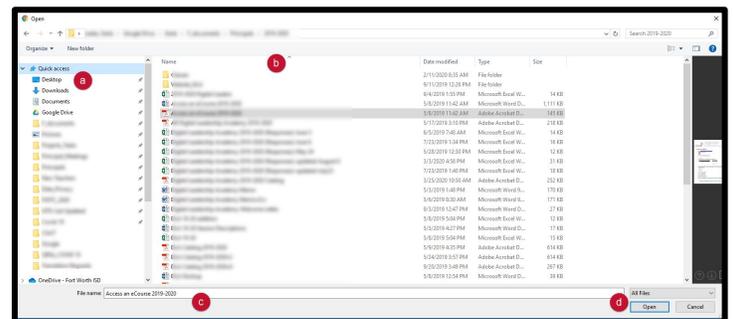
Upload Folders

If your documents are already organized in folders on your computer, you can upload those folders to Google Drive

instead of uploading individual documents or groups of documents.

1. Click **New**.
2. Choose **Folder upload**.