




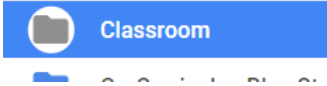
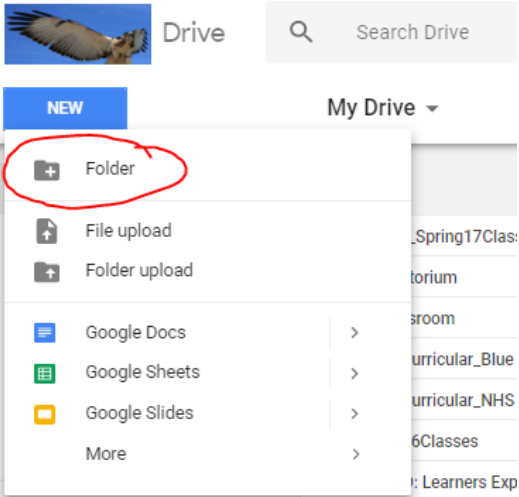







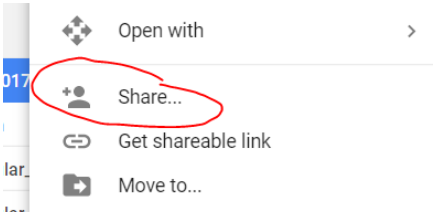

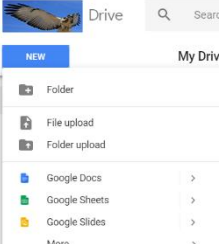


How to... Create Your Class Folders in Google *Drive*

 <p>Google Classroom™</p>  <p>Drive</p>	<p>Important Background Knowledge</p> <p>When you join Google Classroom, Google automatically adds a folder to your Google Drive. It is labeled “Classroom”.</p>
<p style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">CAUTION!!!!!!!</p>    <p style="text-align: center;">Google Classroom™</p>	<p>Since we will be creating a Digital Portfolio, we will need to be careful with where we place and move files. For this reason...</p> <p>DO NOT create any folders within the Classroom folder.</p>  <p>DO NOT MOVE any file out of the Google Classroom folders. (If needed, you can copy files from Classroom to your drive.)</p>
 <p>DO NOT create this within the Google Classroom folder that has been added to your drive by Google.</p>	<p>Now you're ready to your Class Folder system in your Google Drive!</p> <p>This folder system will be just for your work in our class this semester and it is an <i>ESSENTIAL</i> component of your digital semester portfolio.</p> <p>To create your Class Folder in Google Drive, select “New” and then Select “Folder”. Name this folder in the following manner (<i>substituting your name</i>):</p> <p> Smith, Mary_Fall2017English</p> <p>Then create six (6) folders inside of your class folder and give them the following names:</p> <ul style="list-style-type: none">  Competency # 1 Reading  Competency # 2 Writing  Competency # 3 Research  Competency # 4 Listening/Speaking/Viewing  Competency # 5 Technology  Semester Poetry Project
	<p>Share your class folder with Mrs. Juster:</p> <p style="text-align: right;">ejuster@londonderry.org</p> <p> Smith, Mary_Fall2017English</p>
	<p>As you create all sorts of digital wonderfulness for this course (papers, responses, presentations and more), place all of your work in your class folder. If you're not sure which sub-folder to put it in, don't worry. I'll help you out with it.</p>