

Google Drive (Step 1)

Introduction: For the course, you will need a Google Drive account. Even if you already have one, it might be best to create one just for school. Here are some instructions for using these sources.

Google Drive Instructions:

If you already have a Google/YouTube/GoogleDrive/Google+Account, you can skip this step

1. Visit www.Google.com
2. In the top right corner, click “Sign In”
3. On the following page, click “Sign Up”
4. Enter your name, and then create a user name and password. Use your Mt. Lebanon email account and password:

Ie. John Smith would be

JSmith@mtlstudents.net....and your password would be whatever you already created for your school password.

Include other information (age, phone number, other email address) only if you want. This is optional.

6. Click “Next Step” twice, and then click “Get Started”
7. You will now be on the Google Home Page. Congratulations!! You’re ready for step 2.

Create a Shared Folder (Step 2)

Introduction: Another key component of class this year will be the use of a shared collaborative folder what you will submit many of your assignments electronically. Here are some instructions on how to create a shared folder for World Cultures.

1. Once you are on the Google Drive home page you will select the “Create” button at the top left side of the screen. It is a red button.

2. A list of options appears to create a number of items. You will want to select folder.

3. Once you have selected the folder option you will be asked to provide the folder with a name. Please label your folder the following:

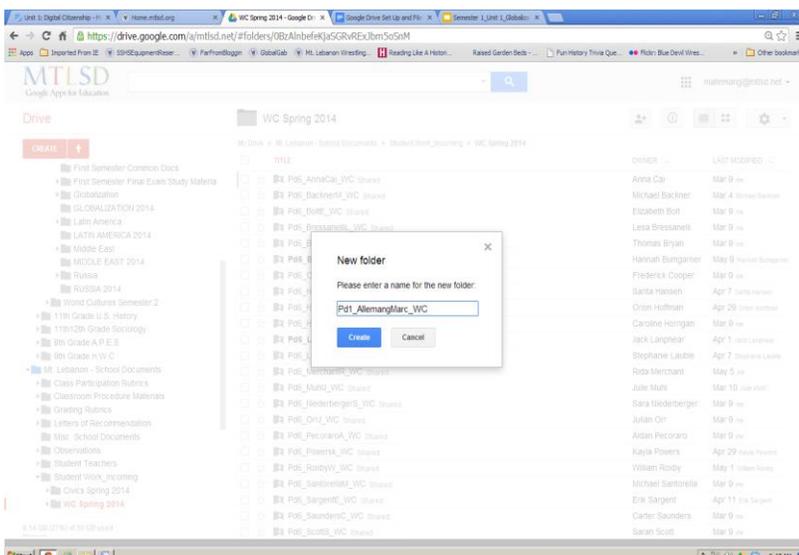
- Pd#_LastNameFirstName_WC
- Example: Pd1_AllemangMarc_WC
- This will allow for me to keep all of your class folders organized. If you decide you want to name the folder something other than the way provided above you will be asked to change the name.

4. See the example to the right...

5. The next step is to share the folder with Mr. Allemang.

6. Click on the folder and it will open up the content inside. At this point you do not have anything saved into the folder. You will soon!

7. At the top right side of the screen you will see a list of options as to what you want to do with the folder. Select the first icon, the share icon.



8. Once you have selected the share icon, you will be asked to type in the name(s) of those you wish to share your folder with. Begin to type in my first and last name (Marc Allemang) and my email will appear. Please allow me to have editing privileges (default) and click send.

9. All graded assignments, papers, projects, ect. will now be added to this folder any time you work on something for this class.

