

Ready, Set, Google Drive!

CTech Reference Guide



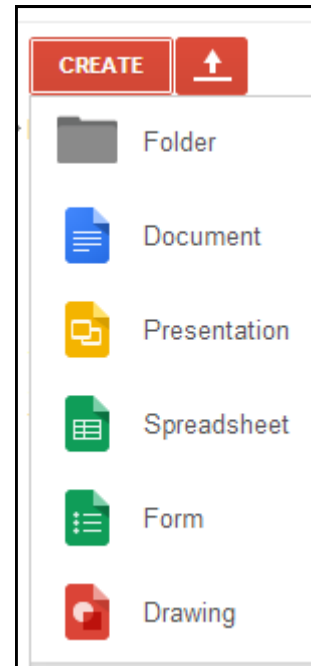
Sign in to Google Drive

1. Open your browser and go to <http://docs.copley-fairlawn.org> OR click on the Google Apps icon on the teacher home page
2. Enter your network user name (firstname.lastname)
3. Enter your network password

A screenshot of a sign-in form for Copley-fairlawn.org. The form has a light green background and contains the following elements: the text 'Sign in to your account at Copley-fairlawn.org', a 'Username:' label followed by a text input field with '@copley-fairlawn.org' pre-filled, a 'Password:' label followed by a text input field, a checkbox labeled 'Stay signed in', and a 'Sign in' button.

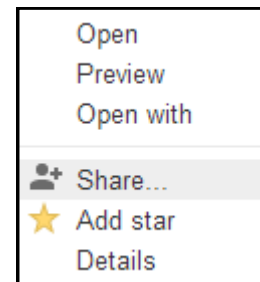
Create New Files or Upload Existing Files

1. To create a new file click the Create button
2. Select the type of file you wish to create
OR
1. To upload existing files, click the arrow next to the word Create
2. Choose Files or Folders
3. Browse for the items you wish to upload



Share Files & Folders

1. Right click on a file or folder name and select Share OR open a file and click the share button
2. Type the email address of the person/people you would like to share the file with
3. Set the user access to either view or edit (all files in a shared folder will have the same sharing permissions as the folder)



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<http://www.copley-fairlawn.org/ctech>

Copley-Fairlawn City Schools Technology Department