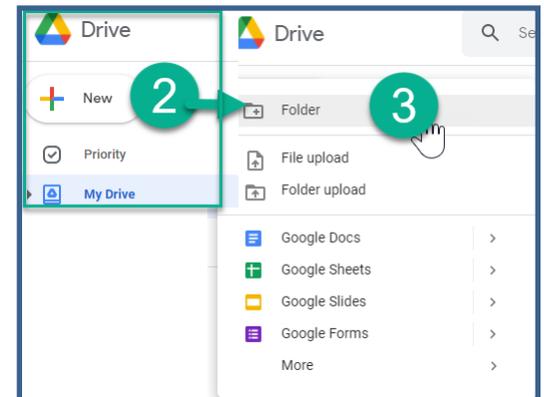


Uploading to Google Drive

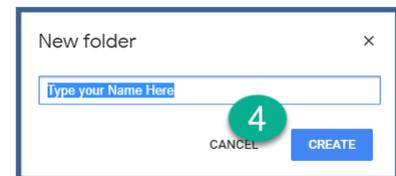
You can share files with students or anyone else through your VCCS Google Drive. This is good for videos you need to share out or document files, the process is the same for all.

Preparing your G Drive

- 1) Log in through **myRCC**, click on the **Google Drive** tile.
- 2) It is best to keep related or like items in a folder, if you mean them to be shared generally it is simpler to share the folder than each file. In the upper left click **+New**
- 3) From the drop down select **Folder**
Note: you may create a new Folder here or any file type, even upload files or whole folders.



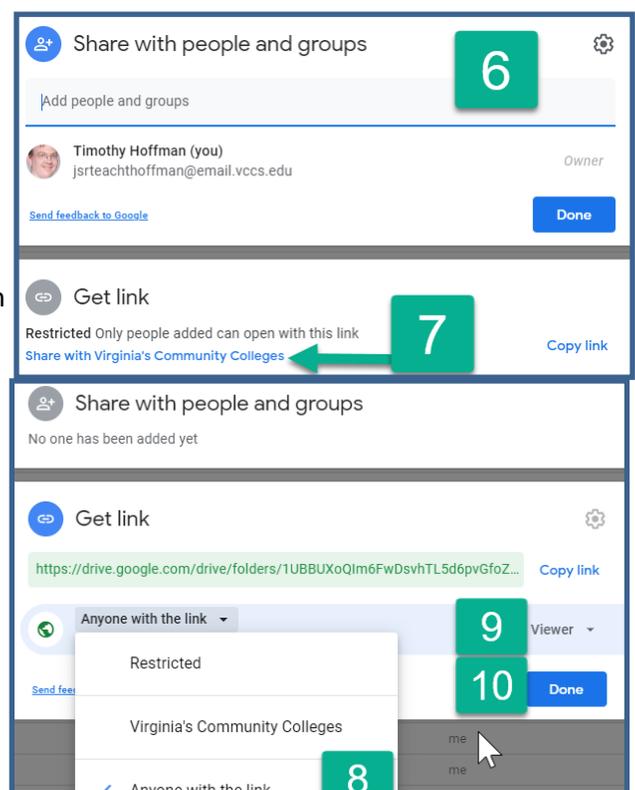
- 4) In the New Folder dialog, Type your folder name where prompted
Click Create



- 5) Your New Folder will automatically be highlighted—in the Upper Right click the **Share** icon to Share the folder.

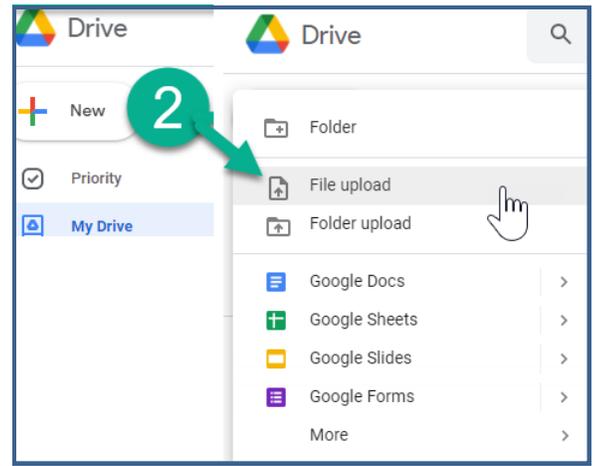


- 6) By Default, sharing will be Restricted—this means only people you specifically add will be able to access this folder or the files in it—Sending them the URL at the top of the page does NOT change that.
- 7) At the bottom, click where it says **Share With...** or **Change** (if an existing folder is already shared, you can change its sharing)
- 8) When you click the Share With link you will be able to choose the level of sharing. For posting to classes or on web sites we recommend **Anyone With the Link**—this means if someone clicks on the link they will be able to View the file only. It is not automatically searchable on the web (they have to have the link FIRST).
- 9) You can allow others to edit if you wish.
- 10) Click **Done** when finished. Click **Copy Link** to post it or EMail it.

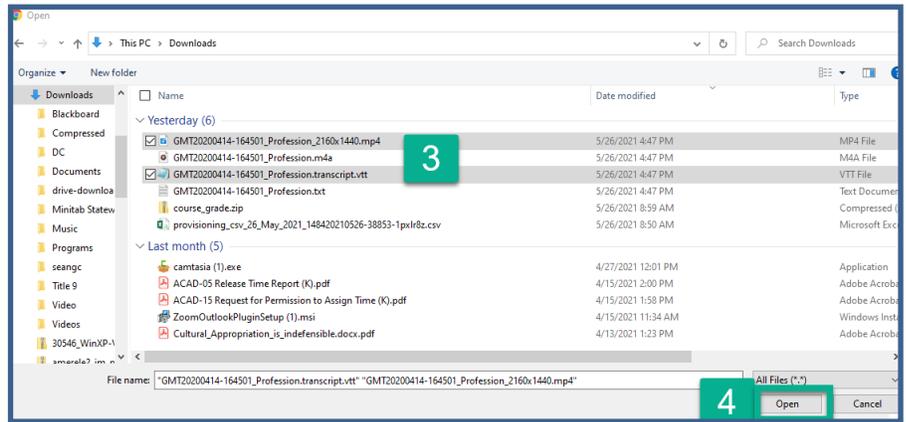


Uploading Files

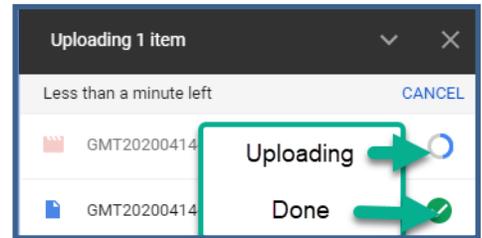
- 1) Log in through **myRCC**, click on the **Google Drive** tile, if already there go to your shared Folder
- 2) **+New**—From the drop down select **File Upload**



- 3) Using the Pop-up dialog, find your file(s) - you may select more than one.
- 4) Click **Open** to start the upload



- 5) In the lower right you will see a status box. When the icon is green, the upload is completed.



- 6) Your files are displayed in your folder and note the shared icon at the end of the filename shows that these have picked up the sharing setting of the folder automatically.

