How to Use Google Drive: Quick Reference Guide

\*\*\*Note: if you have it, use Google Chrome, as it works better with Google Drive\*\*\*

**Steps**

1. Open up your internet browser (preferably Google Chrome)
2. Bring up Google Search Bar
3. Type in “Drive”
4. Once “Google Drive” comes up, click on “Sign in to Drive”
5. One of two processes will occur:
	1. It will bring you directly to a log in screen
	2. Or, it will prompt you to “add new account” – if this occurs, click on “add new account”
6. At the sign in screen, type in the following information:
	1. Username: ardreykellapush14
	2. Password: ardreykell
7. Once in the drive, you can turn in “soft” copies of assignments to me (aka digital copies)
	1. Click on your respective class: A Day APUSH or B Day APUSH
	2. Find the assignment folder you need to drop your file into
		1. Ex. “Pre-Contact Historiography Assignment Turn In” is the first assignment you will turn in digitally
	3. Double click on the assignment folder
	4. Once in the folder, you can either drag and drop a file from a file viewer, or you can click the “New” button (RED BUTTON IN TOP LEFT) and insert the file that way
	5. **Note**: Save your files as: First Name\_Last Name\_Assignment Title (Ex. Sig Arnesen Pre Contact Historiography)

It’s as easy as that folks!

Now, one last thing: Do NOT click on, alter, or submit work completed from another student. I can view all activity on the Google Drive and it will be extremely easy for me to tell if you are clicking on submitted files from other students or if you change them in any way.

You will be held liable for any and all of your online actions, therefore the AK Student Code of Conduct and subsequent punishments apply with the Google Drive as well.