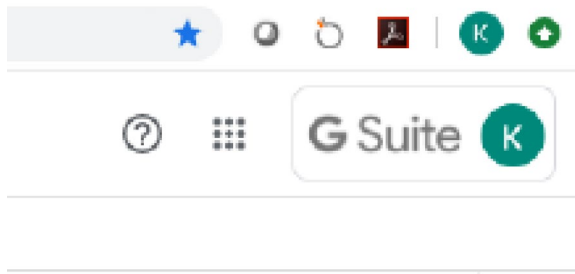


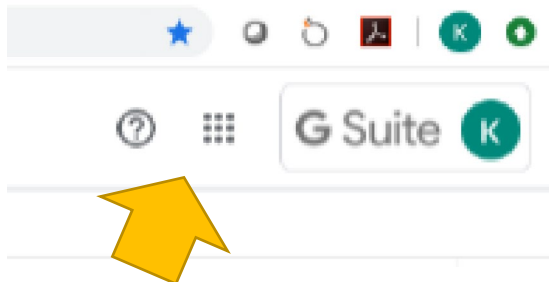


## Accessing Google Drive

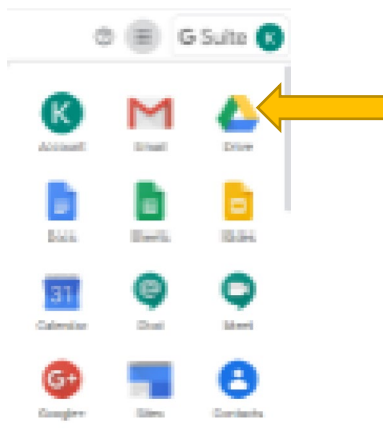
We will be using Google Drive folders to share work between members of the same school during the Instructional Leadership Institute. Here are some images and steps to help you do this if it is new to you. You will need a free Google account which you already have if you use Gmail. You will sign in to your Google account. When you are signed in, you will see, when you open your browser, at the top right, your image, Gmail, 9 little dots, etc. It will look like this:



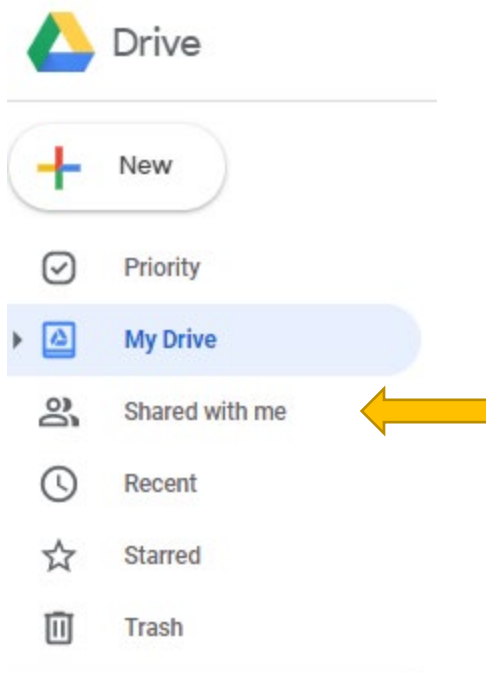
You will click on the little dots:



Next, choose **DRIVE** from the drop-down menu:



Drive will open and look like this: You will be in “your drive”. You will click on “shared with me.”



Once you are in your “shared with me” drive, you should see a folder with your school’s name. Click on this and it will open. You will post your work from the institute in this folder. You can drag and drop the files you want to upload into the folder. Only team members from your school and I will have access to this folder.