Teacher's Guide to Sharing Google Drive Folders in the Classroom

AUDIENCE: Teachers who want to create a workflow for sharing information with their students and receive finished assignments using Google Drive.

These directions show:
- How to create class content folders, share them with students, and how students can add the folders to their Google Drive. (Teacher ONLY Editing Rights)
- How to bring folders shared by your students and place them in a personal folder in **My Drive**. (Like a Student Dropbox for turning in assignments - Editing Rights for Teacher and Student)
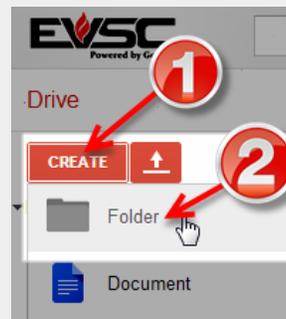

Create Class Content Folders and Share with Students

STEP 1 - Select **My Drive** from the sidebar.
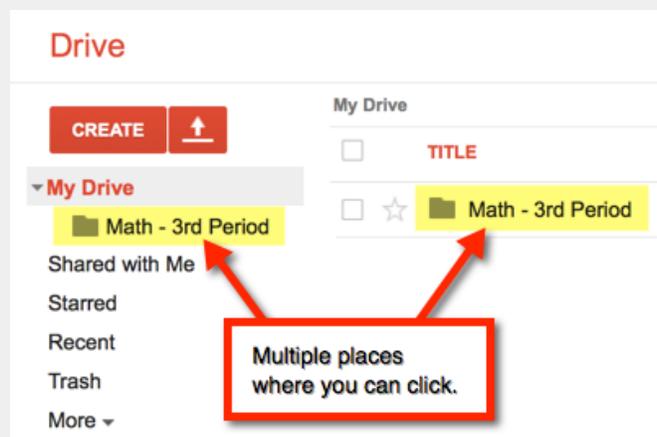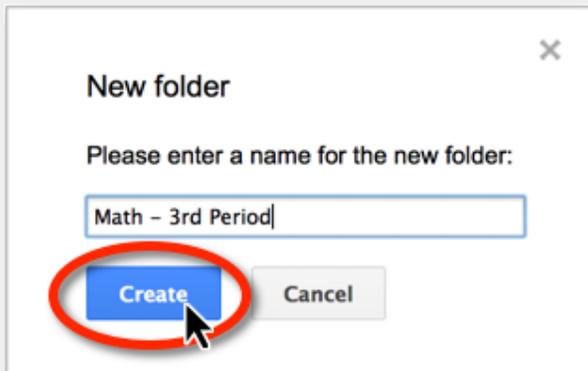
STEP 2 - Create a Folder
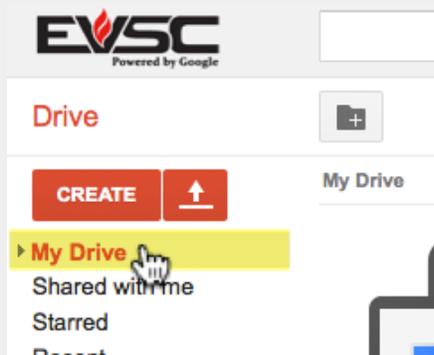
- Click the **CREATE** button and select **Folder**.

STEP 3 - Give your folder a name and then click **CREATE**.

STEP 4 - Click the folder name.

STEP 5 - Create additional folders to organize your class content.

With the class folder selected, click the **CREATE** button again and select **Folder** to create more folders to organize your class contents. These next folders can be labeled homework, projects, class notes, lessons, templates and examples, syllabus and rules, etc.
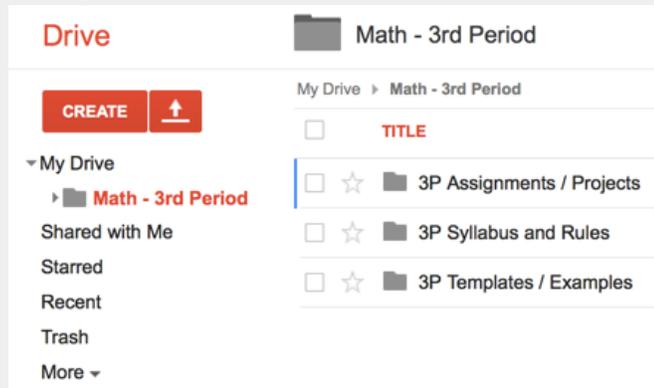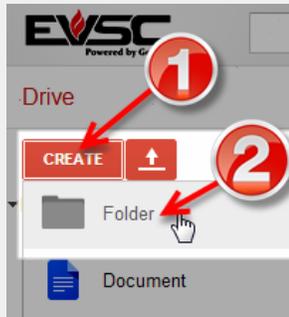
## STEP 6 - Place class documents and files in their respective folders.

You can do this 3 ways:
1. Create the documents using Google Drive.
2. Upload files and place them in the folders. **+*Directions on converting files to Google format.***
3. Use the Google Drive app to sync your files and folders to your computer. This allows you to organize your files and folders in Google Drive using your computer instead of your browser.

STEP 7 - Share the folders with your students.

NOTE: When you share a folder with someone, the permissions you give to users are also applied to all the files and folders that are contained within the folder. Since the folders contain content students will not need to edit, we will give them **View Only** access.

NOTE: Anytime content is added or changed in these folders, students will immediately receive the changes or the newly added content in their Drive. **No notification is sent to users when content is added to shared folders.** You will need to make your students aware when you put new files in these folders.
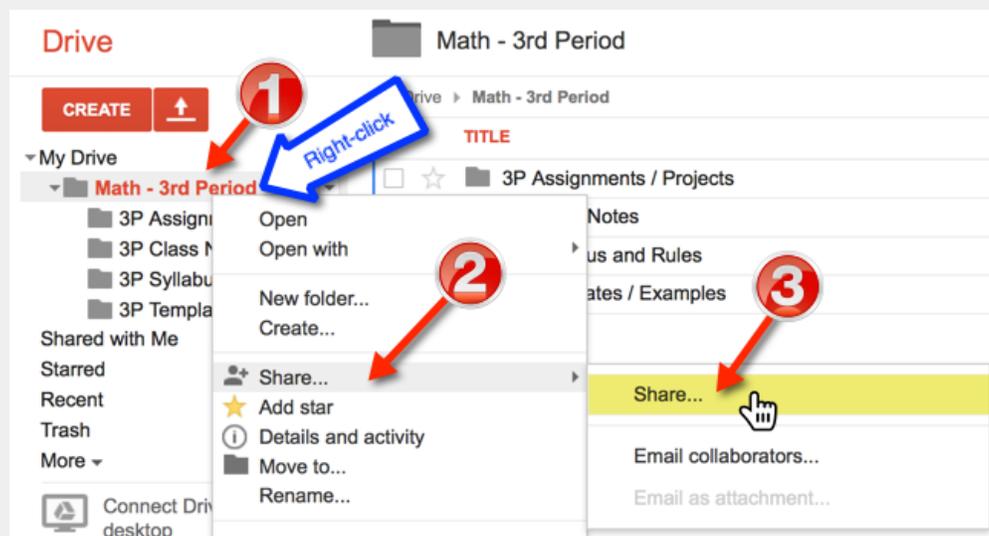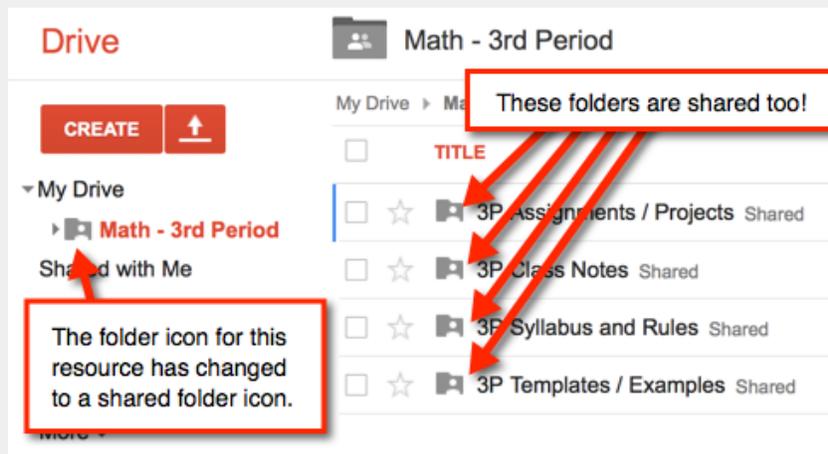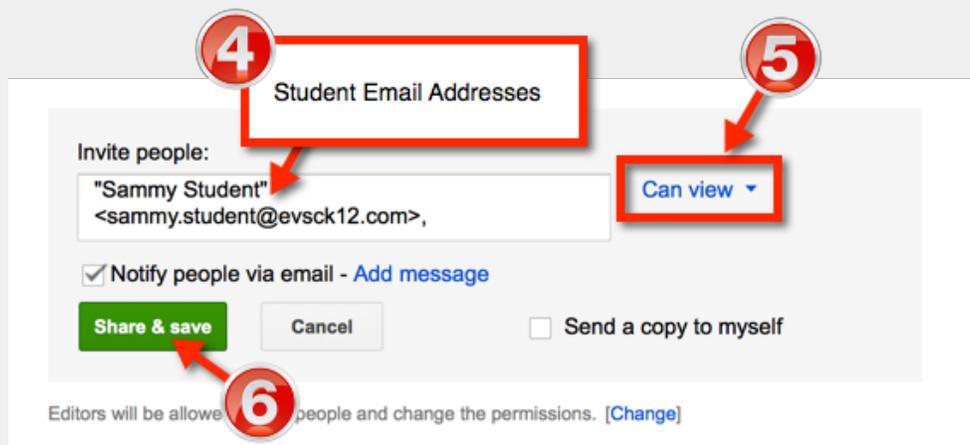
NOTE: You can always go back and change permissions on folders and files later using the same steps.

## STEP 8 - Students need to locate class shared folder.

Students need to move the class folder you shared with them from their **Shared with Me** into their **My Drive**. Just drag-and-drop the shared folder from the middle part of the screen to **My Drive** located in the sidebar.

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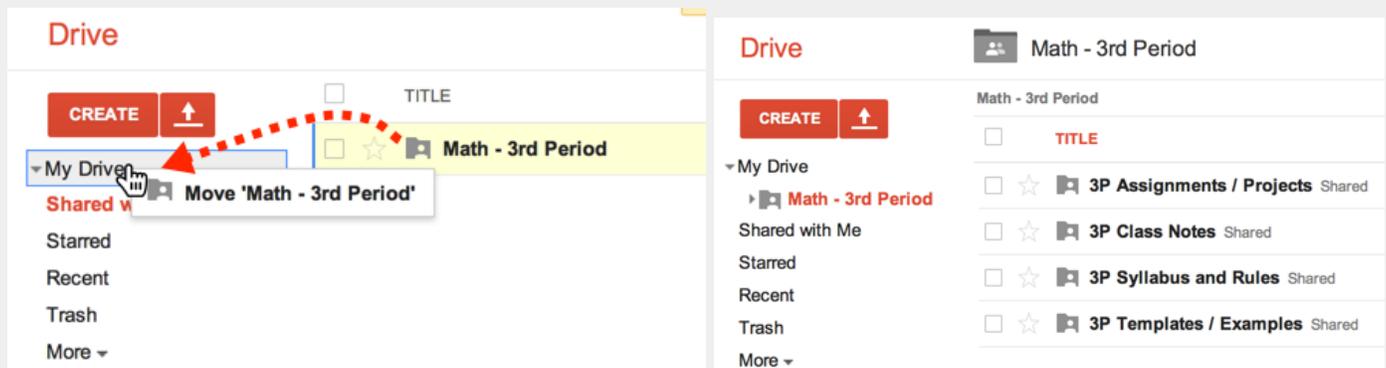
Organize Shared Student Classwork Folders (like Dropboxes)
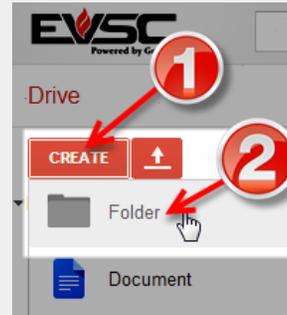
- Click for *"Student's Guide to Sharing a Google Drive Folder with their Teacher"*

STEP 1 - Select **My Drive** from the sidebar.
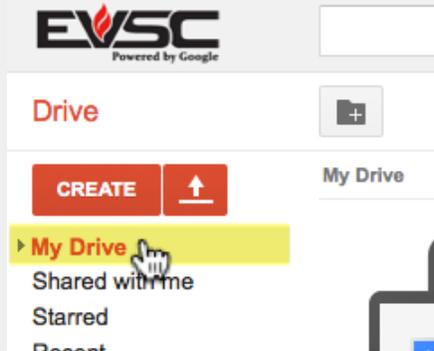
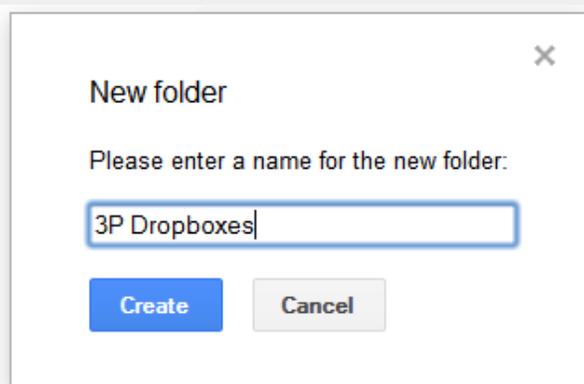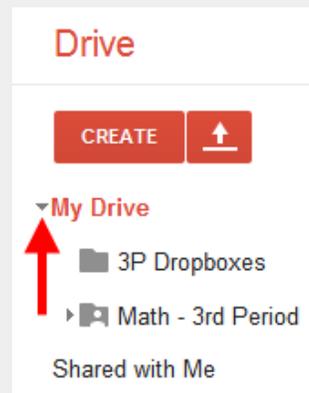**STEP 2** - Create a Folder

- Click the **CREATE** button and select **Folder**.

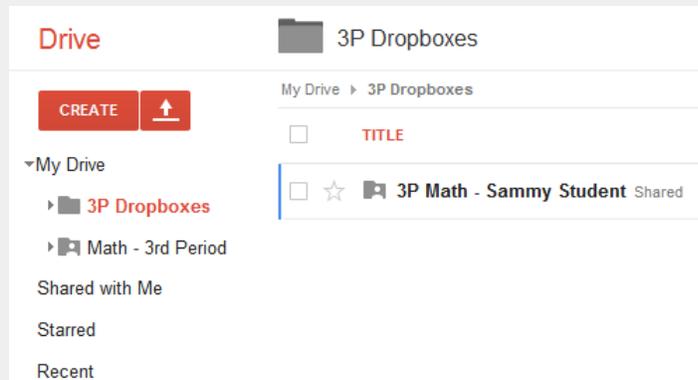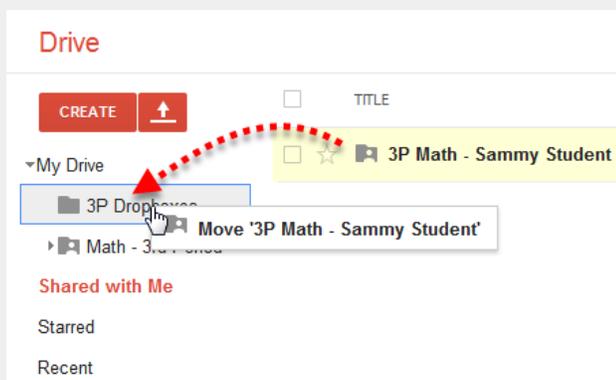**STEP 3** - Name the folder **3P Dropboxes**.

STEP 4 - Click the ► next to **My Drive** to expand folder list.

STEP 5 - Select **Shared with Me** from the sidebar.

Then drag-and-drop student folders into the **3P Dropboxes** folder in the sidebar.