**Setting up Google Drive Account:**

Go to [www.google.com](http://www.google.com) and sign in using your EVSC gmail account:

* + Your login is: firstname.lastname@evsck12.com
		- Example: Natalie.renner@evsck12.com
	+ Your password: same as your computer login



Then Click on this icon:



Click on the Google Drive Icon:

**Create a Google Drive Folder** – click on “create” button & then the folder button from the drop down menu

 

* + Name the folder”# Lastname, Firstname English”
		- Example: if you are in 4th period, your folder name would be: 4 Smith, Joe English
	+ Once the folder is created, You must share the folder with Ms. Renner (Natalie.renner@evsck12.com)
		- This gives Ms. Renner viewing/editing/grading rights to all your files

