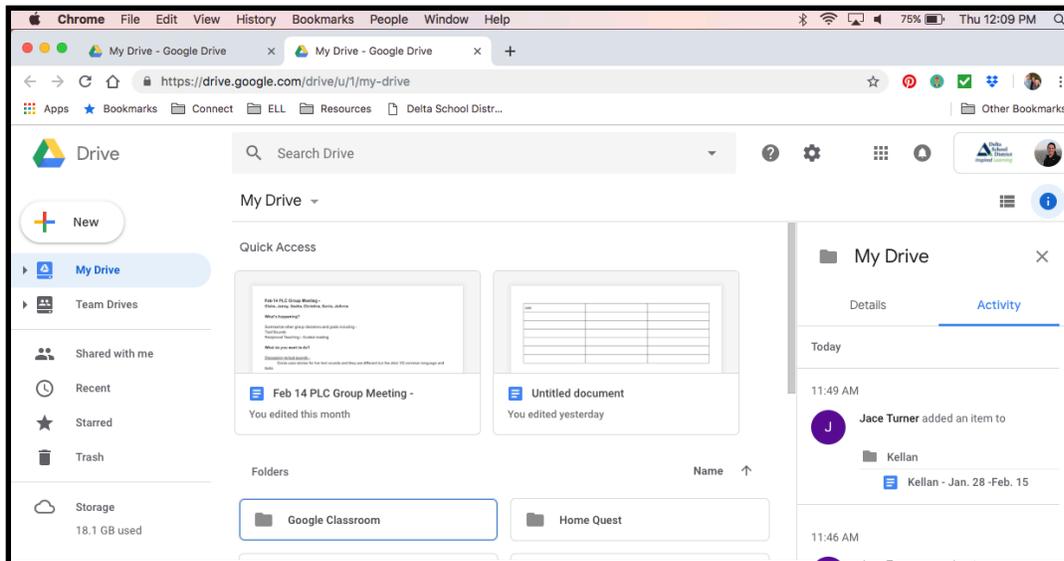
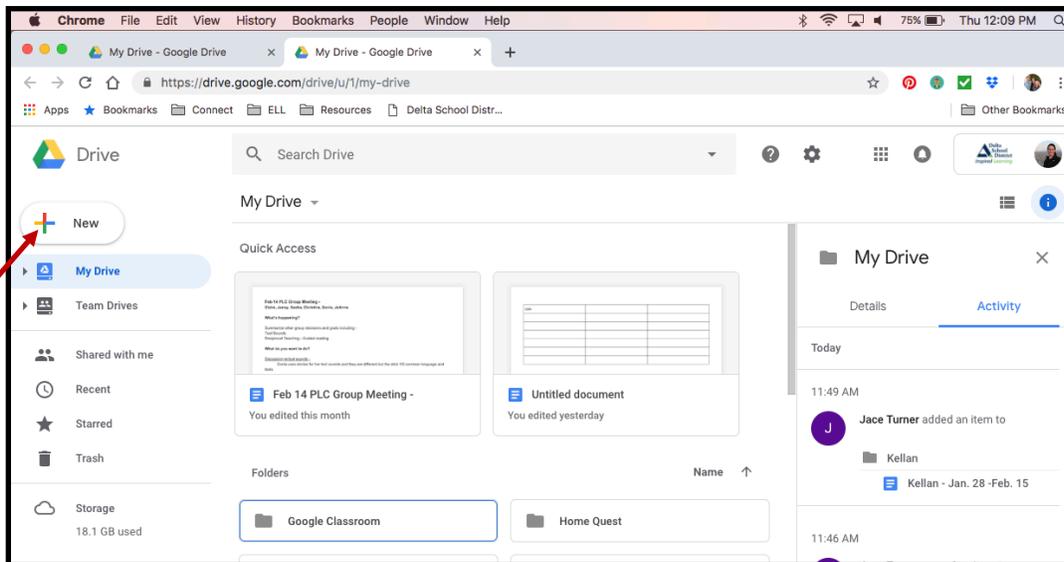


Setting up and sharing a Google Folder.

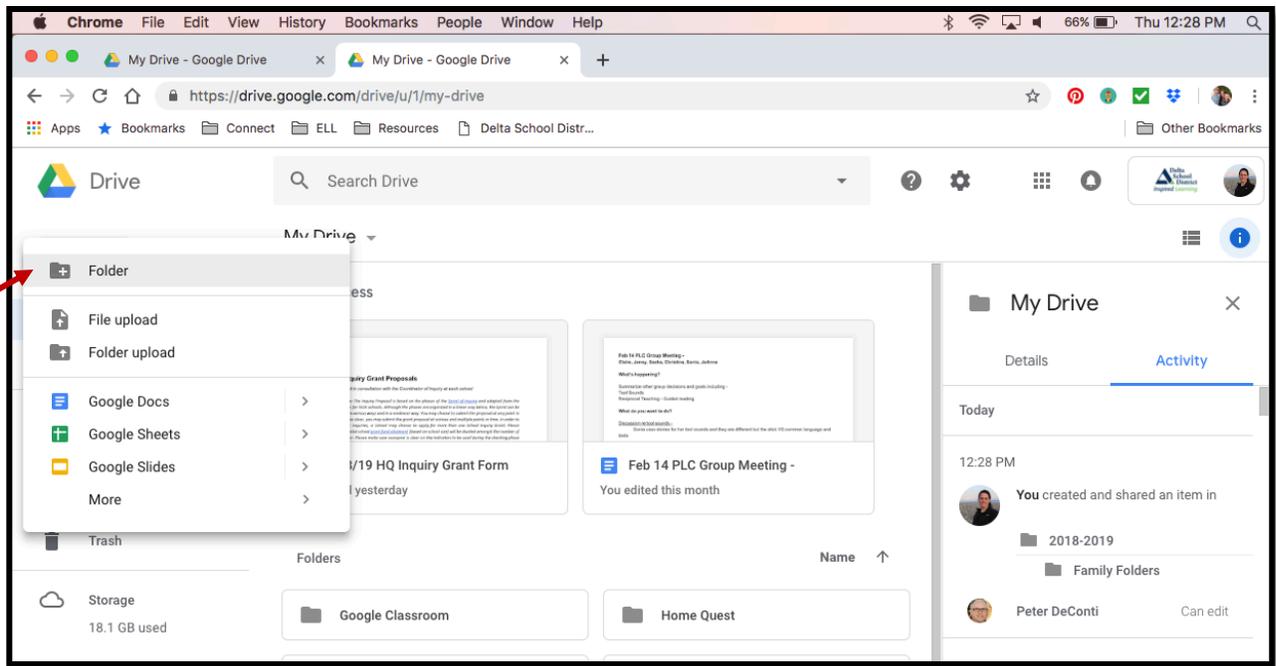
1. Log into Google Drive (on a computer will be easiest to follow these steps – it will look slightly different on your phones or tablets) with one of your children’s deltalearns.ca accounts. You should be here when you start:



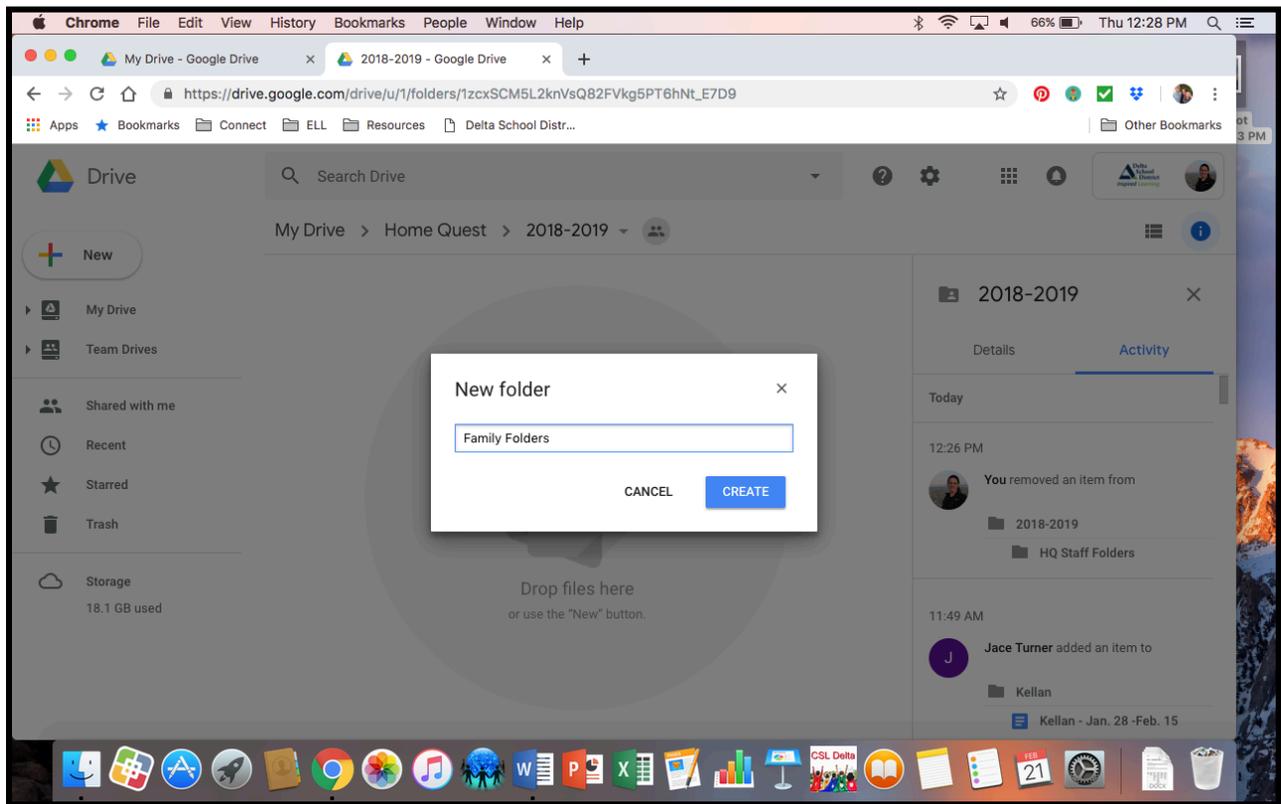
2. Click the + button on the left to create a new folder.



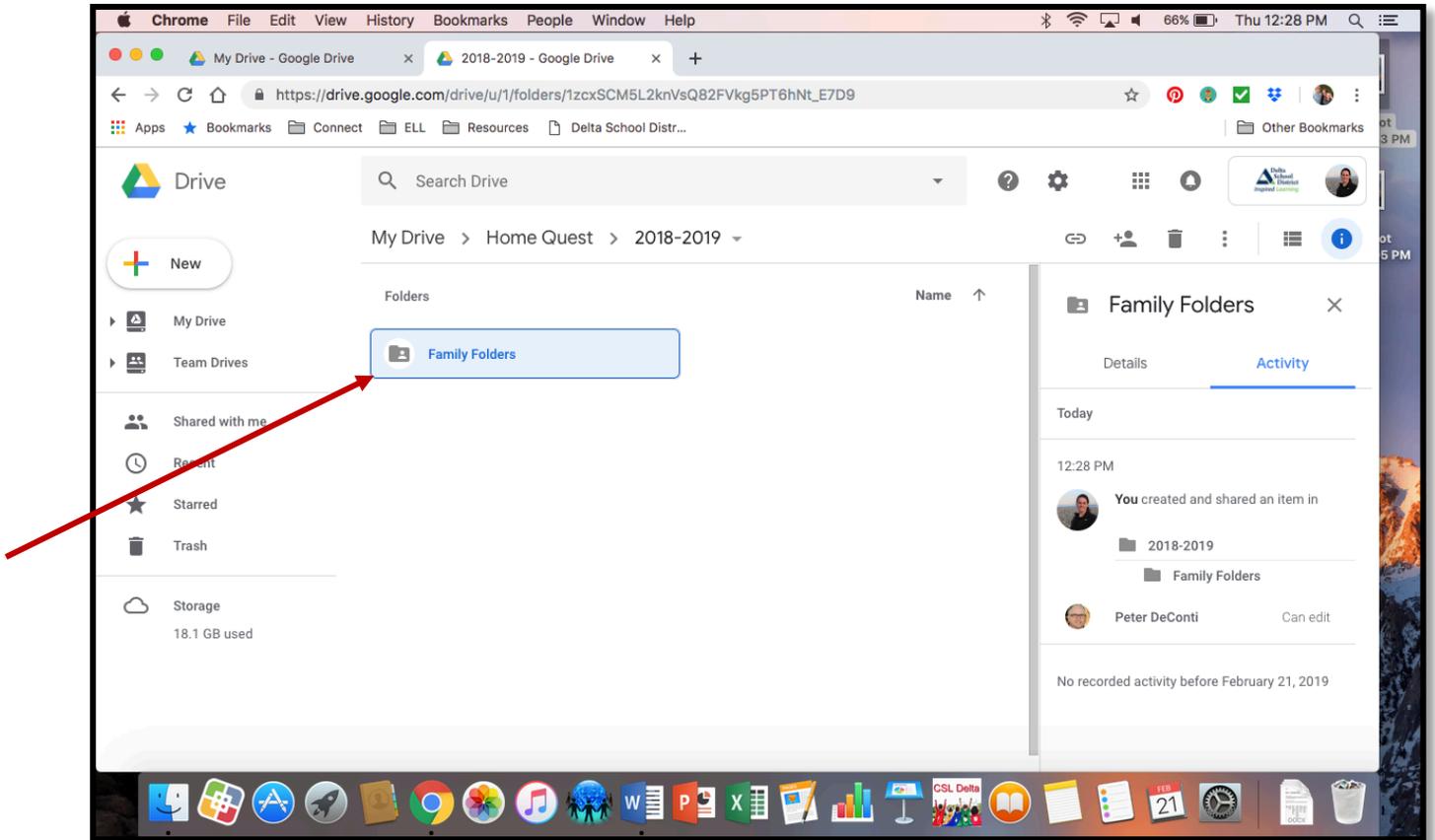
3. Choose “New Folder” from the drop-down.



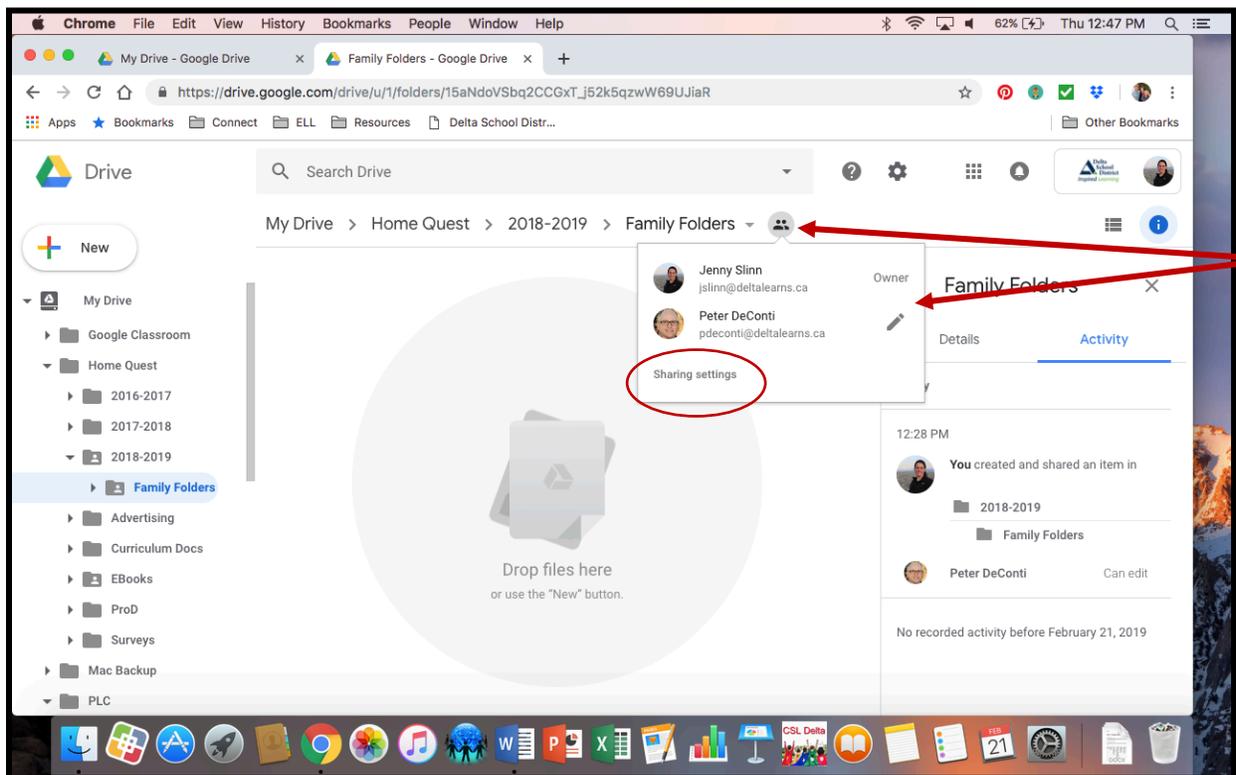
4. Title your folder. If you have more than one child, just make this your family folder (last name) and then you can share it with your other children and it will appear in everyone’s Drive and you can just use the ONE folder no matter whose account you are in (I will show you later). You can add sub-folders later for individual children. (I will show you later.)



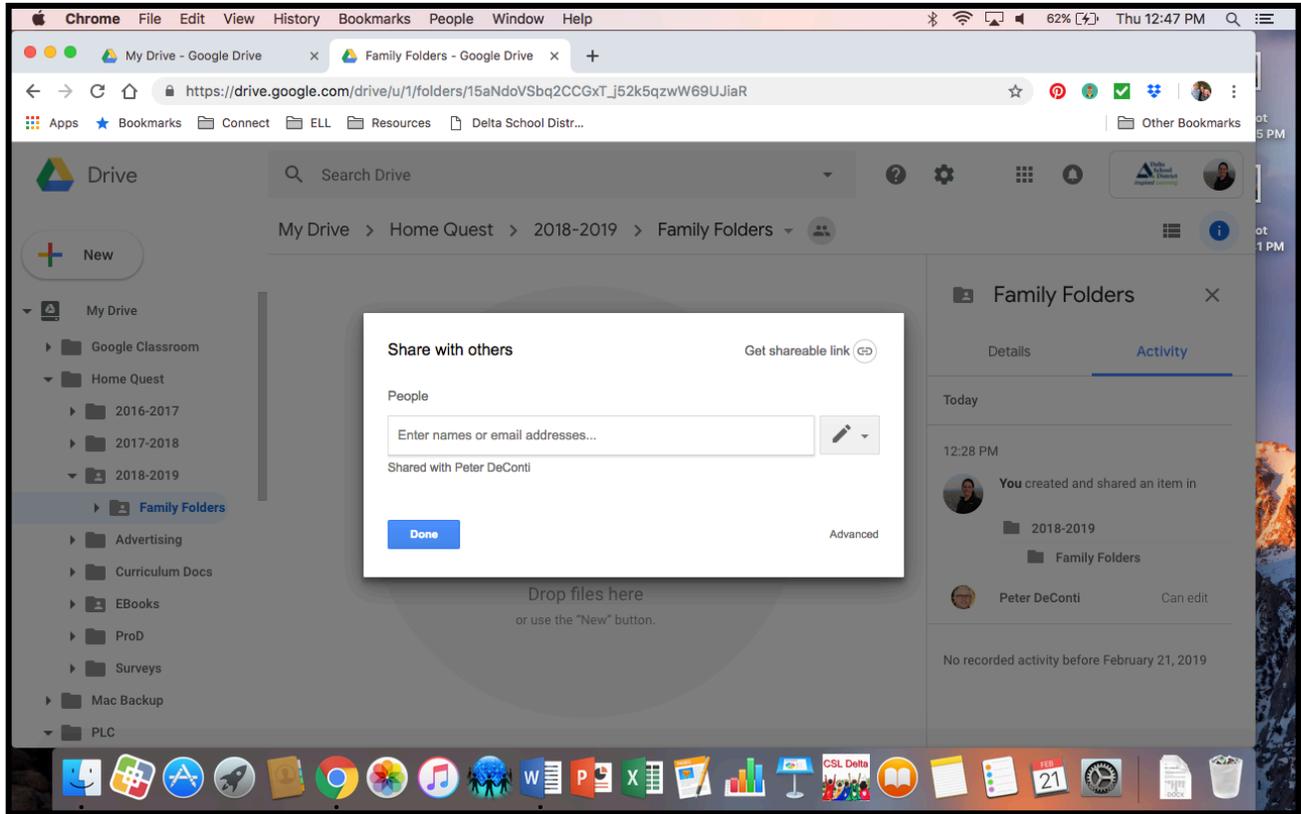
5. Your New Folder is now in your Drive.



6. Now to share your folder, double-click to open it up and you will then see a circle with heads in it near the top center of your screen. This is your Shared Information. Hover over it and you will see this (or something very similar!) –



7. Click the Sharing Settings in that box (circled in the previous photo) and you will get to this –



8. Type in the teachers you need to share your folder with here. You will need to use their deltalearns.ca email addresses below. Once you have them all in, just click send and you are done!

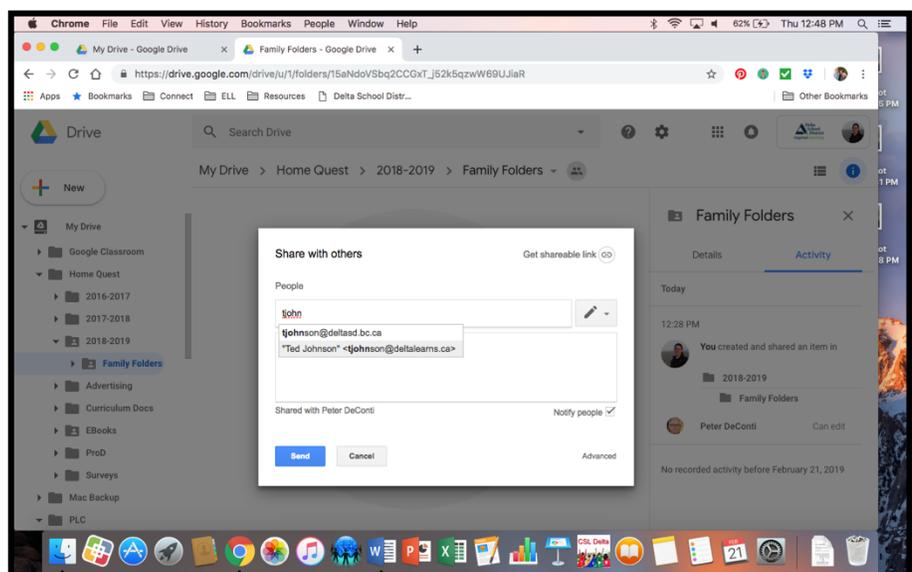
Kerry Dyck – kdyck@deltalearns.ca

Chantelle Desharnais - cdesharnais@deltalearns.ca

Jenny Slinn – jslinn@deltalearns.ca

April Stebbings (just in case!) – astebbing@deltalearns.ca

NOTE: Anything you add to that folder – including sub-folders – after this will automatically be shared with those people because those people now have access to your folder.



9. If you wish to add a sub-folder, just click the + button on the right when you are in that folder and it will add the new folder inside. You can also drag and drop as needed. Your teacher (or I) can help you with any of that!

10. If you wish to share the family folder with siblings so that you are using and access one main folder no matter whose account you are in, add their (the sibling's) deltalearns.ca email to STEP 8.