HOW TO ACCESS AND USE YOUR GOOGLE DRIVE STUDENT ACCOUNT

Did you know that you can store all of your documents in the cloud using Google Drive? All students are given access to Google Drive when they start taking classes and it is a great option for backing up your files. To access your Google Drive, go to the CRC homepage (https://www.crc.losrios.edu/) and click on the link for Los Rios Gmail and Google Apps under Student Login:

You will be asked to enter your student ID and password and then are taken to a screen that includes a link for Google Drive like this:

Clicking on the link takes you to your Google Drive where you can store any documents that you wish as well as create new documents using Google’s Productivity Apps that work much like Microsoft Office’s Apps. For example, Google Docs is very similar to Microsoft Word, Google Slides is like PowerPoint, Google Sheets works like Excel, etc. To create new documents, click on the New icon which is usually in the upper left hand corner:

Once you click on the icon, a small menu opens and you can choose what you want to do
For example, if you click on Google Docs, you will be able to create a new document in your browser in much the same way that you can work in Microsoft Word, even the controls are similar:

Notice that a new document is called “Untitled document”. To change the name, just click on those words and type in whatever name you would like. Google will save automatically as you type, so you don’t have to worry about closing your document or browser by accident! Once you create anything using Google, it will show up on your Google Drive homepage by clicking on My Drive:

You can also upload files from anywhere to Google Drive by dragging them onto the home screen. You should see this pop up as you are dragging:

This is just an overview of a few of the things you can do with Google Drive. If you want to get more training, Google has created a page with instructions that you can access at:

https://support.google.com/drive/answer/2424384