

Google Drive Instructions to create folder

1. Download app
2. Sign-in renselaerschools.org and email password
3. + for new folder
4. Name folder PeriodofscienceclassLastnameFirstname
(nospaces)
5. Tap create
6. Tap arrow
7. Tap + (who has access)

8. Type my email address
jennifer.church@rensselaerschools.org
9. CAN EDIT is checked
10. Add
11. Tap on folder
12. Tap + button to create folder in folder
13. Create 3 folders titled
Turned In
Graded
Reviewed