**To open Google Drive**

1. Log in to your gmail account.

2. Click on the nine squares in the upper right corner.

3. Google Drive should appear at the bottom of a small window. Click on it.

**To upload to your Google Drive**

1. In the upper left corner, next to “Create” you’ll find a red box with an arrow pointing up. Click on it.

2. Choose “File” if you want to upload one document. Choose “Folder” if you want to upload an entire folder.

3. Find your existing document or electronic data you wish to upload from your computer and click “Open”.

4. Your file should appear on your Google Drive within seconds.

**To turn in homework via GoogleDrive**

1. Right-click on the file you wish to turn in.

2. Select “Share” - a sub-window will appear, where you should once more choose “Send”.

3. In the pop-up window that appears, click on the empty box below “Invite People”.

4. Enter my email address: bainivytech1@gmail.com

5. Hit “Send”

6. Hit “Done” and you’re done!