

## Using Google as Cloud Storage

It has been my goal to find an easy way for students to access their work from both home and school using a kind of cloud technology that would be an alternative to using a flash drive.

Every student has such a cloud called Google Drive, which holds up to 30 GB. When you login to your Google Account (ie: Joe-Student@fcsgclass.com) you will find you have a folder called **My Drive**. Every student has **their own** My Drive, which is the default folder where all of your documents are stored.

If you copy a file from your own computer to your Google Drive, using Microsoft Office, and you want to copy it into your Google Drive

Students, to access your cloud:

In order to access your child's Google account:

- 1) Open any Internet browser
- 2) Go to Google.com
- 3) On the upper right hand corner click Sign In

Login:

Password:

Click on the 9-box icon on the upper right of screen

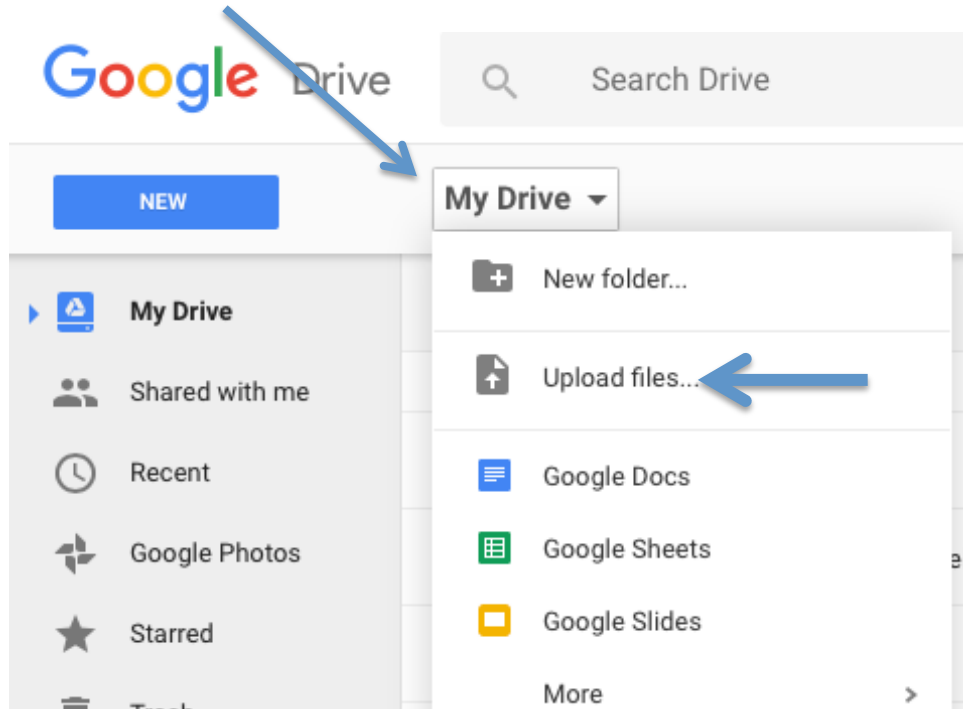


Select Drive

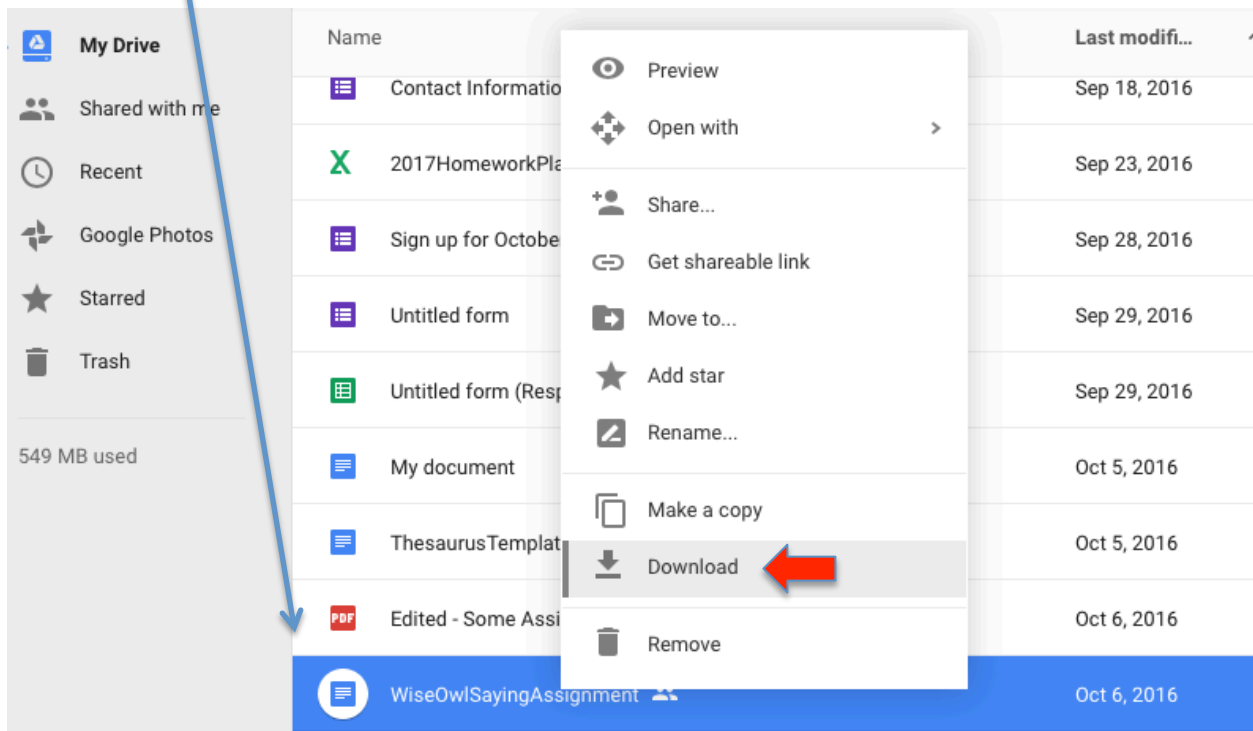


Drive

Click on My Drive on the top menu (toward left side of screen) and you can select upload files to bring files in from a computer hard disk.



If you right click on the file within your Google drive you also have the option to download the file to another computer.



You can even open files within the Google drive; however, they will convert to a type of compatible Google doc. Try it out!