

Delaware Valley School District

Google Drive on the Web



Use Google Drive on the web to store and organize all your files. You get 15 GB of free storage.

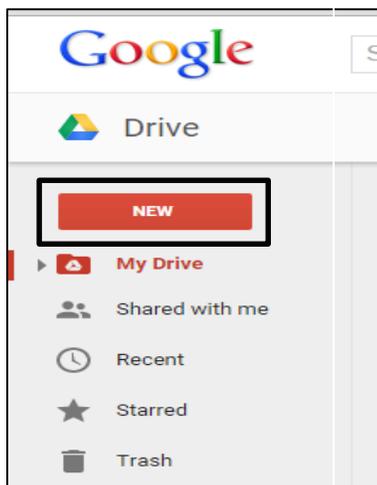
To access Google Drive:

1. Open a web browser and navigate to www.googledrive.com
2. Teachers can log in with their DVSD email address and password.
3. Students can log in with their Student ID@dvsdedu.org and password.
EX.(12345678@dvsdedu.org)

With Google Drive on the web, you can:

- Create, add, or upload a file with a single button.
- Easily find and add shared files.
- Access your files from anywhere.
- Drag and drop files and folders, just like you do on your desktop.
- Share files with others and choose what they can do with them: view, comment, or edit.
- Save Microsoft Word, Excel and PowerPoint files to Drive.
- Files created in the Google Docs, Sheets and Slides apps are saved to Google Drive by default.
- Google Docs, Sheets and Slides can easily be converted into a Microsoft format and vice-versa.
- You can create a new file directly from the Google Drive Web app.

Google Drive Create/Upload

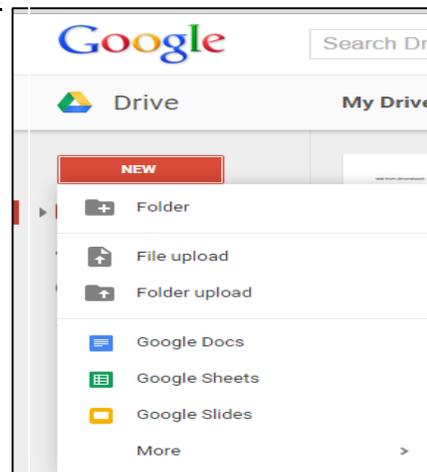


Steps for Creating a new file:

1. Click NEW
2. Click on the file type you would like to create.

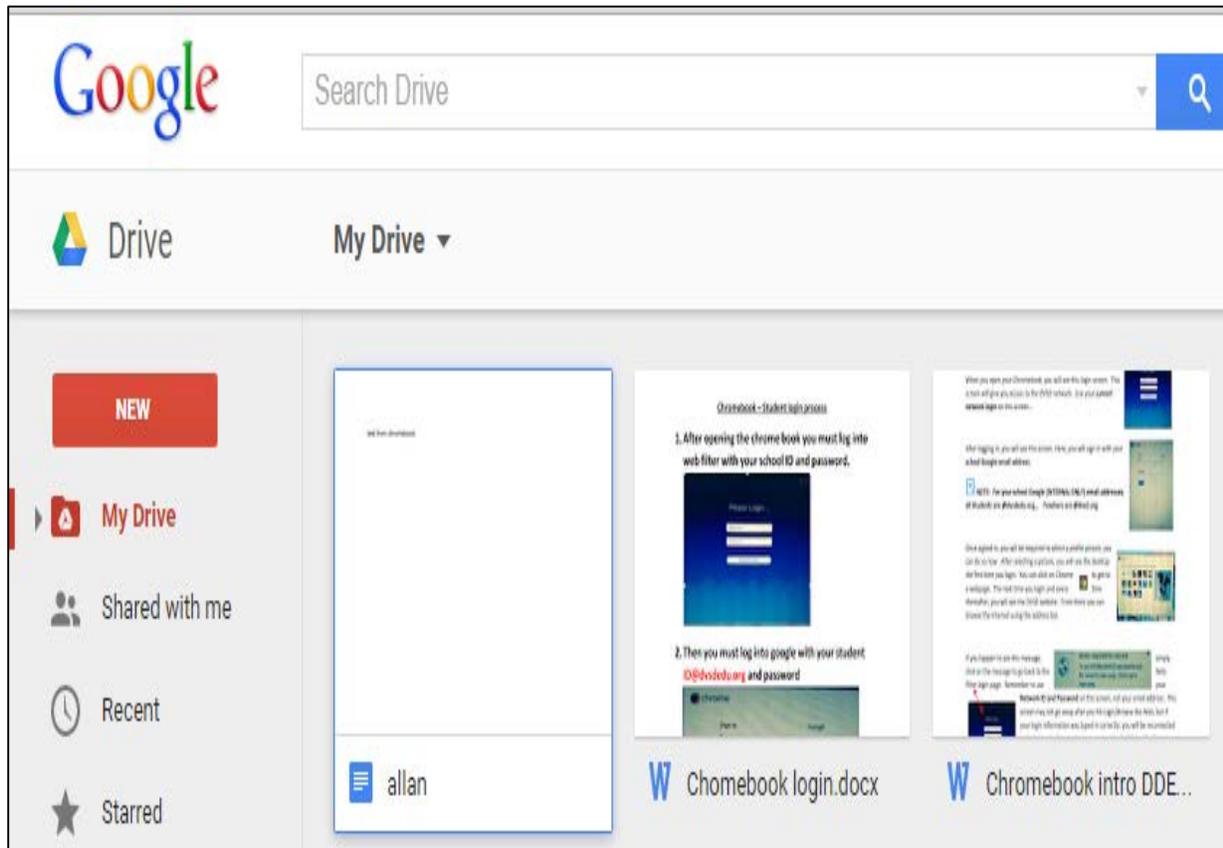
Steps for Uploading a File/Folder:

1. Click NEW
2. Click File Upload/Folder Upload
3. Select file or folder you wish to upload



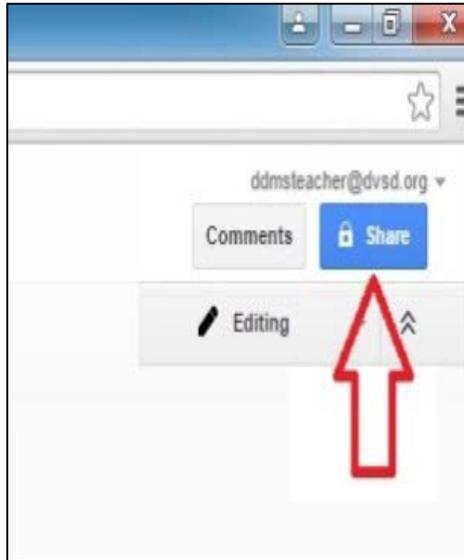
This is what your files will look like in Google Drive

- Picture previews make it easy to find a file, or you can use the google drive search bar.



Sharing in Google Drive

- Google Drive allows you to easily collaborate with others on a document through its share feature. Great for group projects or sharing worksheets.
- Any document can be shared with multiple people.
- The creator of the document can choose what rights others have with the shared document. These rights include Edit, Comment and View.



1. Open a Document from your Drive.
2. Click share in the upper-right hand corner.
3. Type in the email address of everyone you wish to share with
4. Select permission rights.

