


Using Google Drive and Google File Stream



Accessing Google Drive

Go to Google Chrome. 

Click on the telephone pad in the top-right corner. 



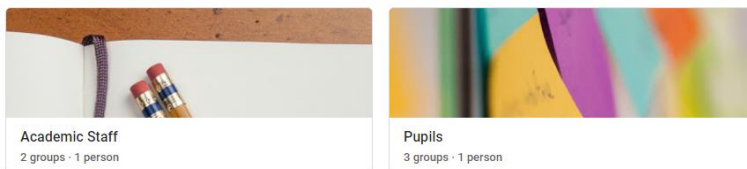
Click on 'Google Drive'. Drive (You may have to sign in with your school email address and password.)

On the left-hand side, click on 'Shared drives'.

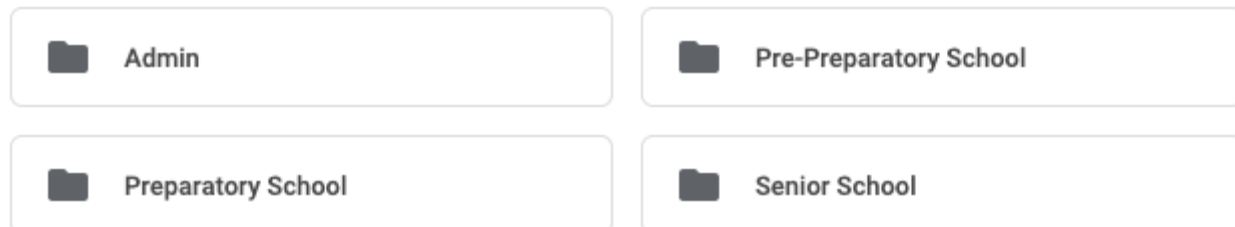
 **Shared drives**

Then click on 'Academic Staff'.

Shared drives



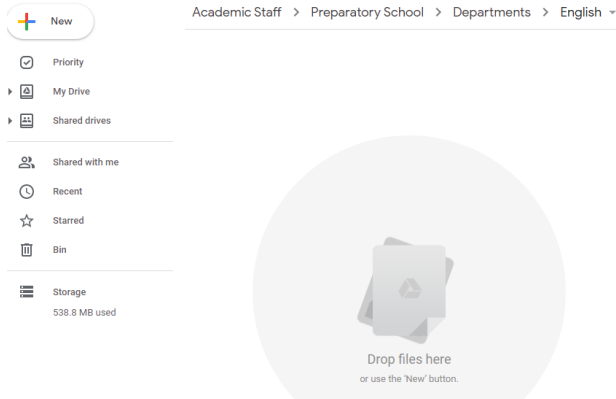
Click on the folder where you want to upload your files or folders.



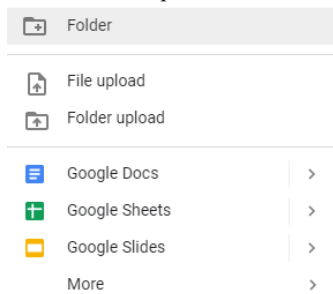
Navigate to your subject area.

There are 2 ways to upload your files or folders.

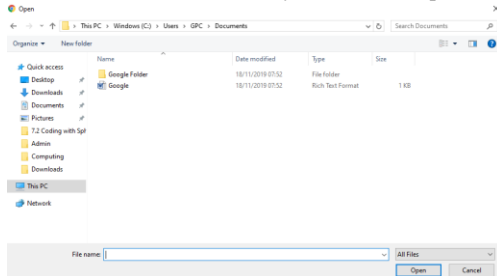
1. Click on the 'New' button in the top-left corner.



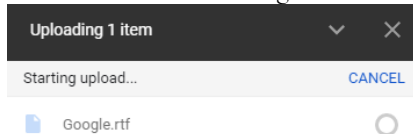
Choose 'File upload' or 'Folder upload'.



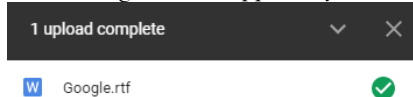
Click on the file or folder you want to upload and then press 'Open'.



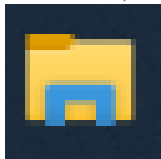
You will then see a message in the bottom-right corner explaining that your files are uploading.



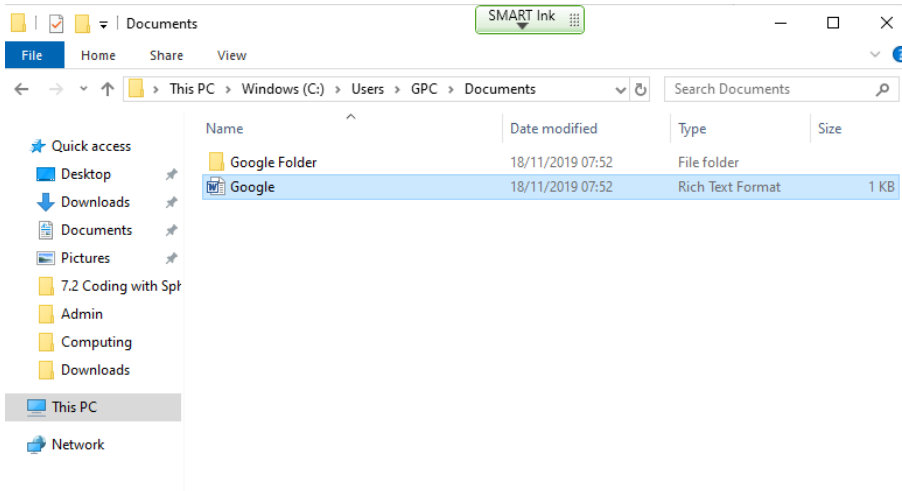
When the green tick appears, your files have successfully uploaded.



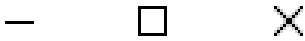
2. Alternatively, you can click on the yellow folder on your taskbar to open 'Documents' or a school drive (e.g. Staff, GlobalShare, SeniorData).



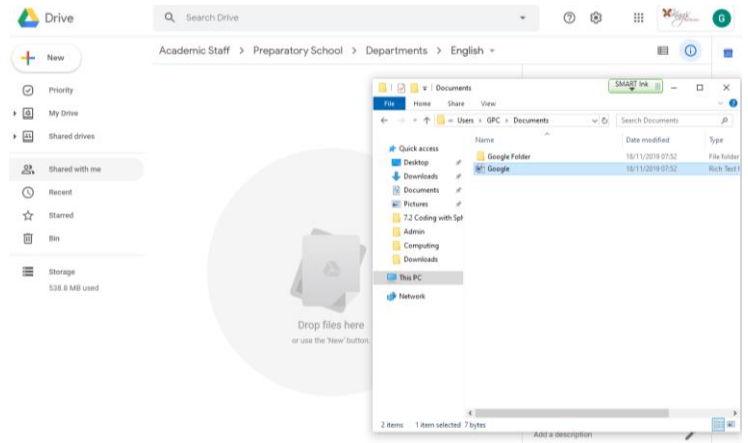
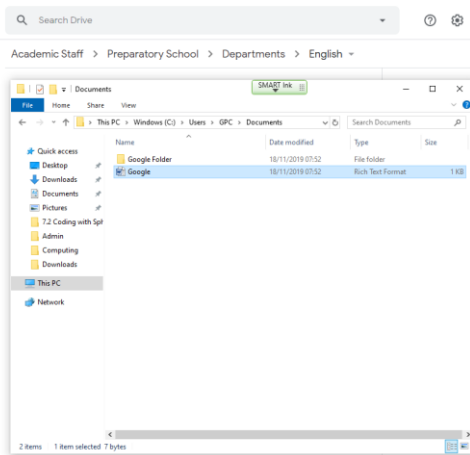
Find the file or folder you want to upload.



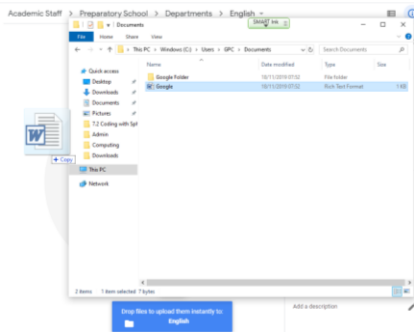
Click on the Restore button (□) in the top-right corner.



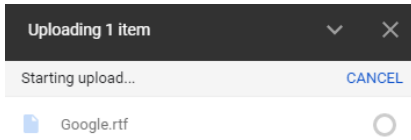
Move the 'Documents' window so that you can see the text, 'Drop files here'.
Before



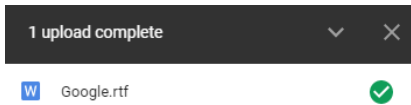
Drag your file or folder onto 'Drop files here'.



You will then see a message in the bottom-right corner explaining that your files are uploading.

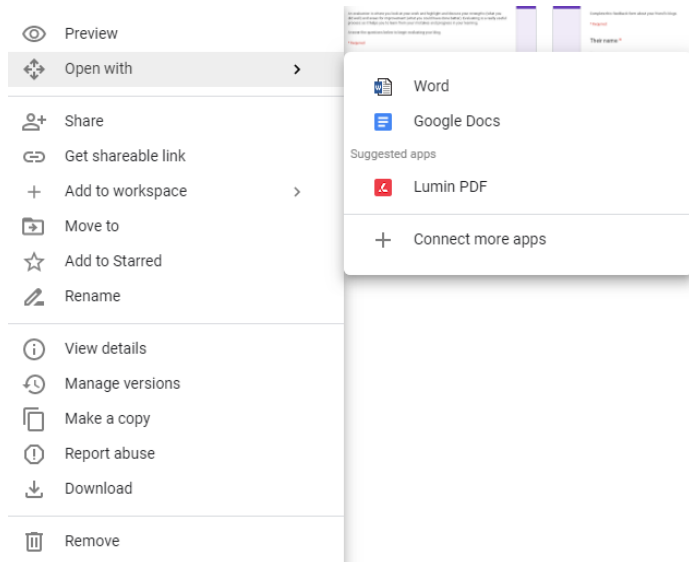


When the green tick appears, your files have successfully uploaded.



Editing Files in Google Drive

Right-click on the file you want to edit and click on 'Open with'. Then choose either 'Excel', 'PowerPoint' or 'Word'.



Edit your file as normal, you will see a small green tick in the bottom-right of the screen informing you that the file has been saved and uploaded.

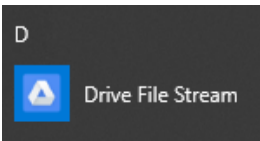


Google File Stream – First Time

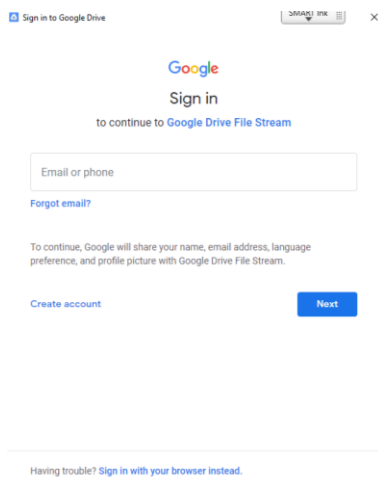
Click on 'Start'.



Scroll through your programs and then click on 'Drive File Stream'. If this does not display, log off and log back on.



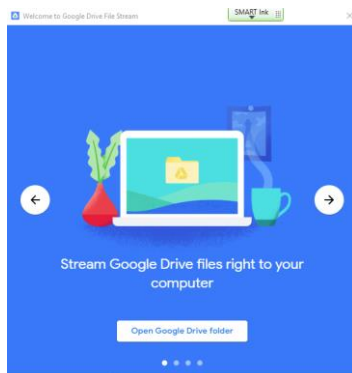
Enter your school email address and press 'Next' when the following box appear.



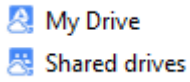
Enter your password and then press 'Next' again.

You will not have to repeat these steps on the computer you are logged onto.

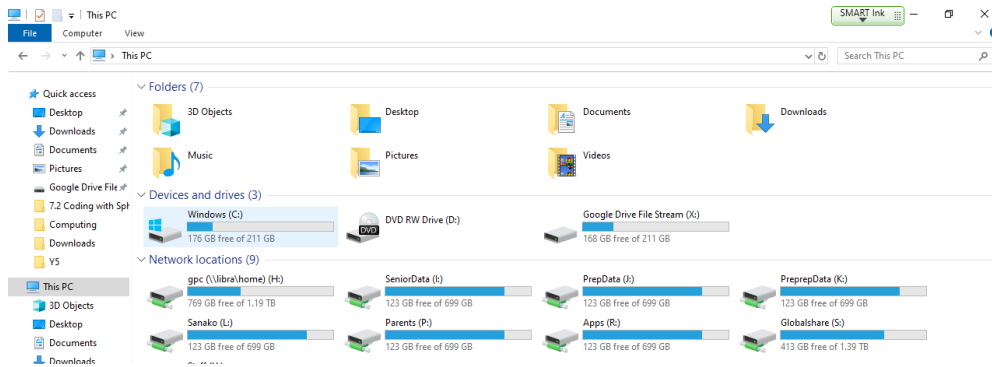
Click on the cross to close the following window.



Your Google Drives will then be displayed.



'Google Drive File Stream' also appears as a drive when you go through the File Explorer.



You can create, move and delete files as your normal would using Staff, GlobalShare, SeniorData, etc.

Please note that when you delete files from Google File Stream, they will appear in your "Recycle Bin" on your desktop.