


Log into your Google Edu Account.

When you log in your screen will look similar to the one below



Search Images Mail Drive Calendar Sites Contacts Maps YouTube More ▾




vschmehl@agoraeagles.org ▾

Drive

My Drive

<input type="checkbox"/>	TITLE	OWNER ▾	LAST MODIFIED ▾
<input type="checkbox"/>	☆ 📁 AHB_Virginia Schmehl Instructional Plans Shared	me	Sep 13 Jill Phillips
<input type="checkbox"/>	☆ 📁 Exit Tickets Shared	me	Oct 11 me
<input type="checkbox"/>	☆ 📁 Virginia Schmehl Instructional Plans 13-14 Shared	me	Sep 13 Amanda Harbaugh
<input type="checkbox"/>	☆ 📅 Catch Up Day (Responses) Shared	me	Oct 11 me
<input type="checkbox"/>	☆ 📅 Ms. Schmehl's Book Club Shared	me	Oct 11 me
<input type="checkbox"/>	☆ 📅 Ms. Schmehl's Book Club (Responses) Shared	me	3:03 pm me

My Drive  
Shared with Me  
Starred  
Recent  
More ▾

 Connect Drive to your desktop

1. Click on the red create box. A drop down box will appear

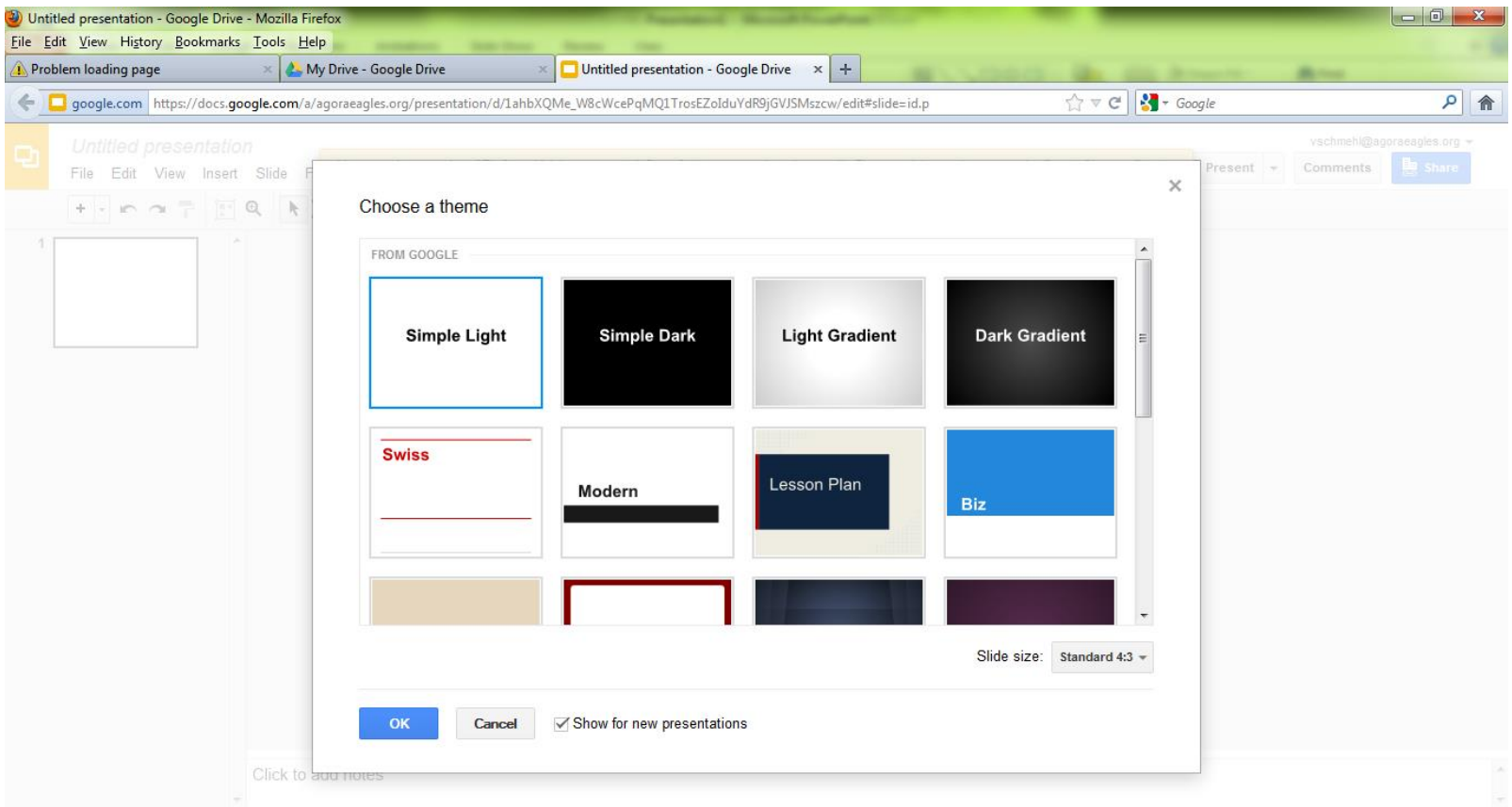
The screenshot shows a Mozilla Firefox browser window displaying the Google Drive interface for 'AGORA CYBER CHARTER SCHOOL'. The address bar shows the URL: <https://drive.google.com/a/agoraeagles.org/?tab=wo#my-drive>. The interface includes a search bar, navigation tabs (Search, Images, Mail, Drive, Calendar, Sites, Contacts, Maps, YouTube, More), and a user profile for 'vschmehl@agoraeagles.org'. The main content area shows a list of files in 'My Drive'. A red 'CREATE' button is visible, and a dropdown menu is open, showing options: Folder, Document, Presentation, Spreadsheet, Form, and Drawing. A blue arrow points to the 'CREATE' button, and another blue arrow points to the 'Presentation' option in the dropdown menu. The file list includes:

	OWNER	LAST MODIFIED
☆ AHB_Virginia Schmehl Instructional Plans Shared	me	Sep 13 Jill Phillips
☆ Exit Tickets Shared	me	Oct 11 me
☆ Virginia Schmehl Instructional Plans 13-14 Shared	me	Sep 13 Amanda Harbaugh
☆ (Responses) Shared	me	Oct 11 me
☆ Ms. Schmehl's Book Club Shared	me	Oct 11 me
☆ Ms. Schmehl's Book Club (Responses) Shared	me	3:03 pm me

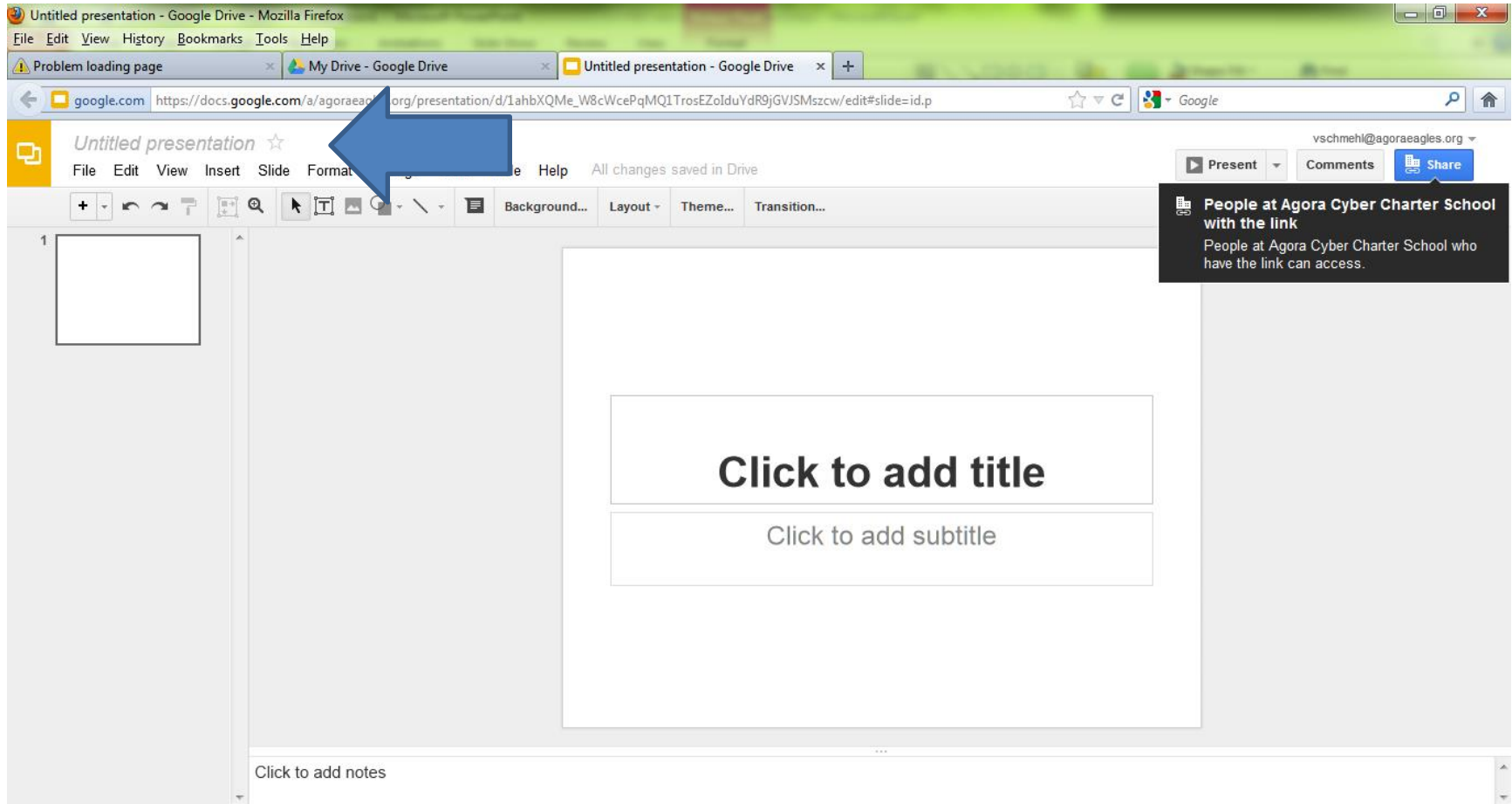
At the bottom left, it shows '0 GB (0%) of 30 GB used' and a 'Manage' link.

2. From the drop box menu choose Presentation

This box will pop up. Choose a background theme for your project

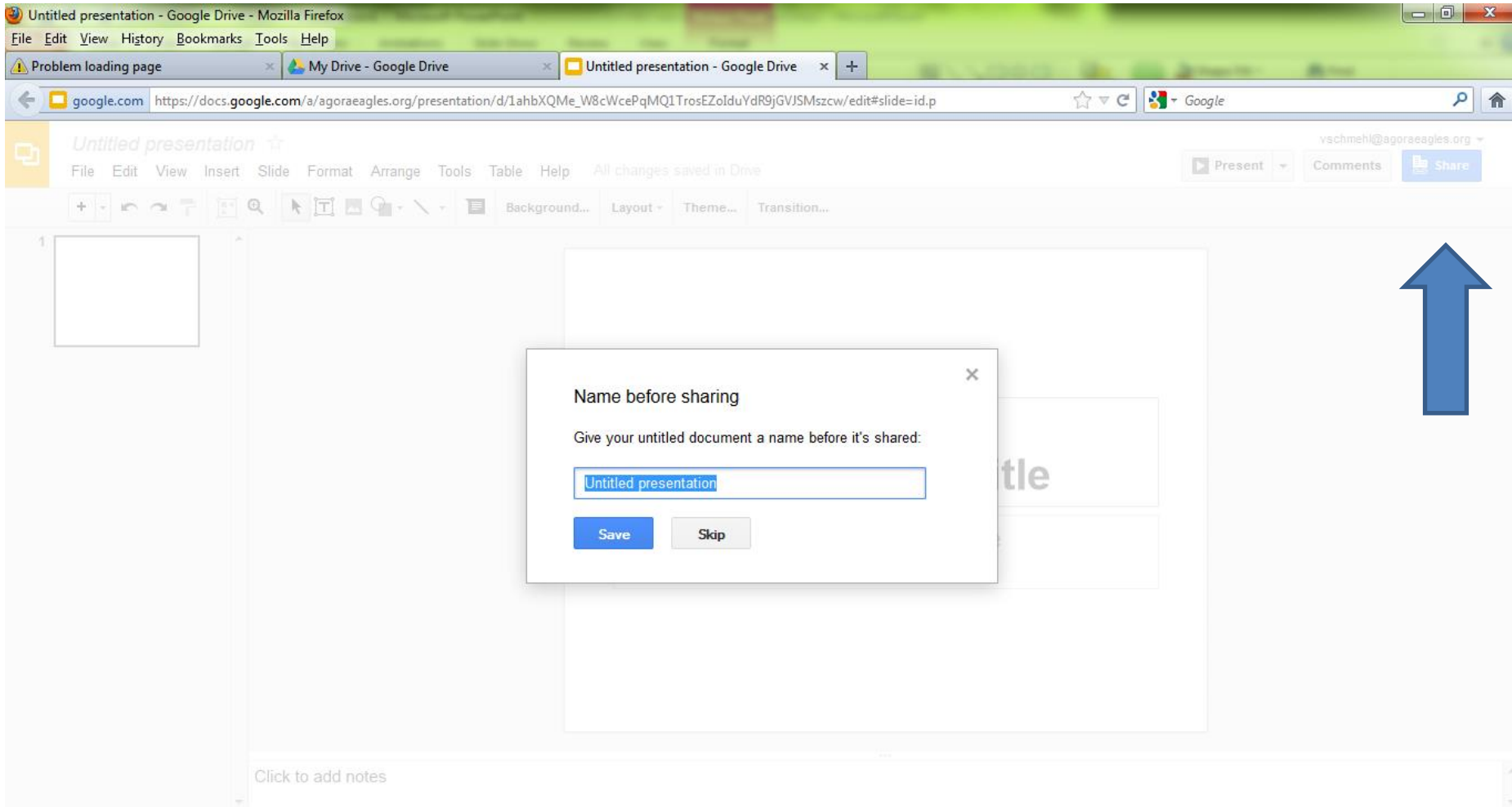


Make sure you click Untitled Presentation and give your presentation a name  
Please name your presentation with your name and the title for example  
Mary Smith Book Jacket



Work on your book jacket. Remember to hit file save so you don't lose your work

After you are finished and ready to turn in your project. Click the blue share button  
In the right hand corner



If you didn't name your project this box will remind you. Make sure you name it with  
Your first and last name

The image shows a Mozilla Firefox browser window with three tabs: 'Problem loading page', 'My Drive - Google Drive', and 'Ms. Schmehl's Project - Google Drive'. The address bar shows the URL: [https://docs.google.com/a/agoraeagles.org/presentation/d/1ahbXQMe\\_W8cWcePqMQ1TrosEZoIduYdR9jGVJMSzczw/edit#slide=id.p](https://docs.google.com/a/agoraeagles.org/presentation/d/1ahbXQMe_W8cWcePqMQ1TrosEZoIduYdR9jGVJMSzczw/edit#slide=id.p). The document title is 'Ms. Schmehl's Project'. The sharing settings dialog box is open, displaying the following information:

- Link to share:** [https://docs.google.com/a/agoraeagles.org/presentation/d/1ahbXQMe\\_W8cWcePqMQ1TrosEZoIduYdR9jGVJMSzczw/edit#slide=id.p](https://docs.google.com/a/agoraeagles.org/presentation/d/1ahbXQMe_W8cWcePqMQ1TrosEZoIduYdR9jGVJMSzczw/edit#slide=id.p)
- Who has access:**
  - People at Agora Cyber Charter School who have the link can **view** [Change...](#)
  - Virginia Schmehl (you) vschmehl@agoraea... **Is owner**
- Invite people:** Enter names, email addresses, or groups...
- Editors will be allowed to add people and change the permissions. [\[Change\]](#)
- Done** button

A blue arrow points to the 'Invite people' text input field.

Enter your teachers agora eagles address in the box and click done