THORPE ST ANDREW SCHOOL

Excellence for All

Chromebook For All
#WeAREOrganised

THORPE SIXTH FORM

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The aim of this activity is to set up and organise your Google Drive filing system!

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Opening Google Drive

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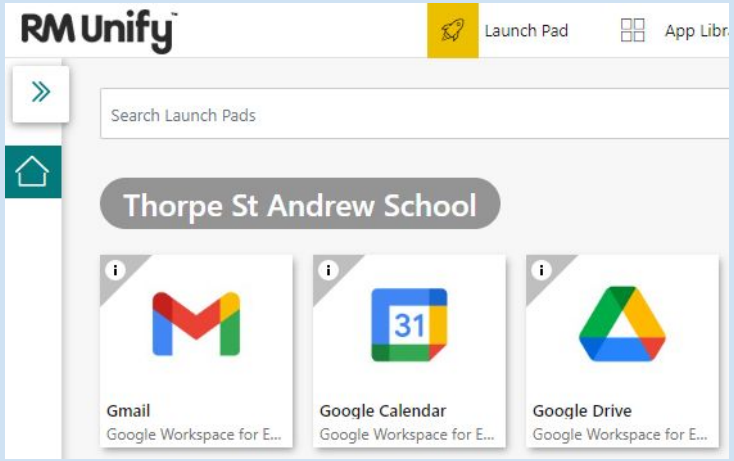
1. Load up Google Chrome
2. Log into RM Unify
3. Load up Google Drive



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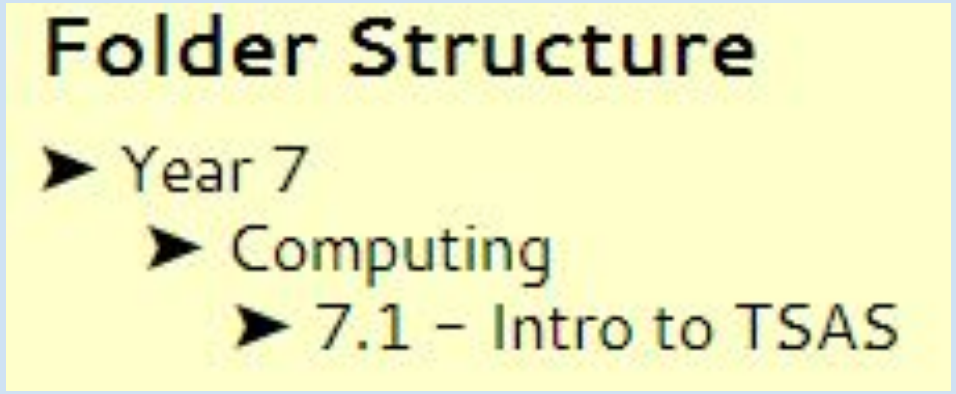
Creating Folders

In Google Drive, you may have already set up a folder structure last year – so check and see if it looks like this:



Have you done the same for this year? If no, then you will need to create this structure – see the next slide for a reminder of how you create a folder in Google Drive.

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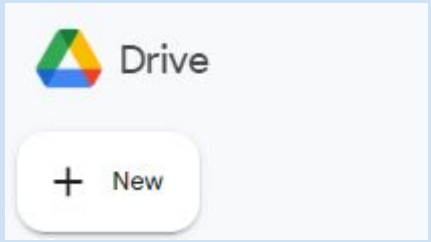
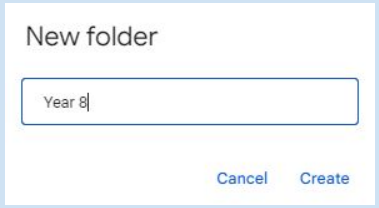
Creating Folders

Here is a reminder of how you create a folder in Google Drive:

1. Open Google Drive
2. On the top left, click New then Folder



3. Enter a name for the folder – in this case it could be Year 8
4. Click Create



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Creating Folders

Watch this video, if you need more help with folder creation, subfolder creation and colour coding your folders:

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Creating Folders

If you haven't already done so, your challenge is to create additional folders for all subjects you study, making sure they sit in your new year folder.

Here are the subjects that you may need folders for:

Art and Design, Computing, Design Technology, Drama, English, Ethics, Geography, History, Maths, MfL, Music, PE and PSHEE and Science.

Double check that you have all these folders set up in your new year folder!

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File Organisation

Organising files, such as documents and spreadsheets, into your folders can help you access them more efficiently and easily.

Watch this video, if you need reminding about how to rename a folder, move files, delete files, create subfolders or upload files:

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File Organisation

Have you organised your files for all your subjects, as you have been going along? If not, now is your chance!!

If you haven't already done so, relocate all the documents that you have created last year into the appropriate year folder and subject subfolder – you may wish to create additional sub-folders for each topic you have studied.

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Using Drive

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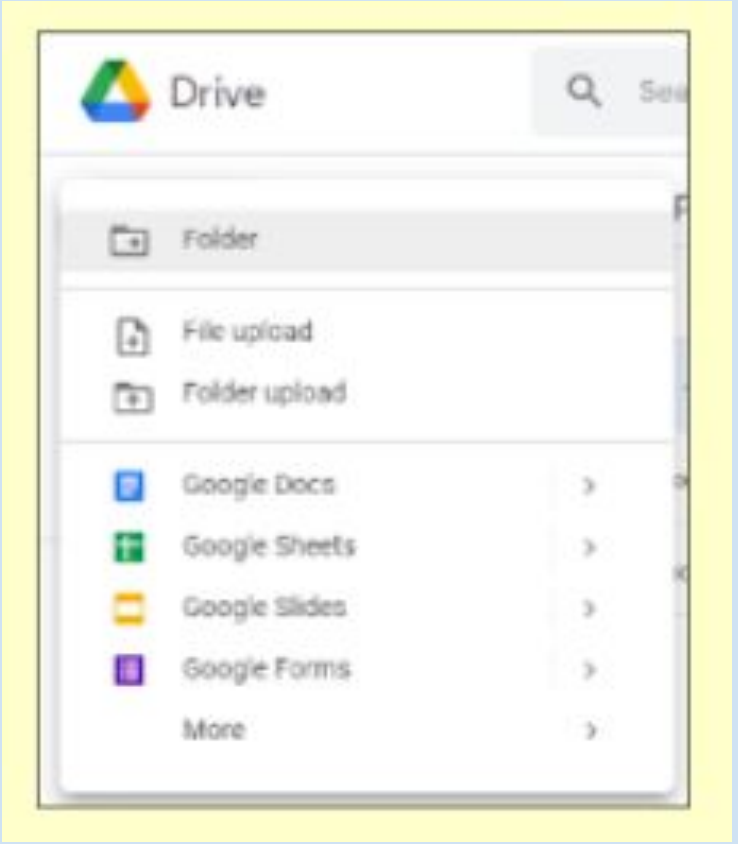
Using Drive

Drive can be used to create:

- Documents
- Presentations
- Spreadsheets
- Mind maps
- Drawing



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If you are at this page and have more time on your hands – then lend a hand to another student who may need more practice at being organised.

Remember to ask your Form Tutor if this is ok!!

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Need Help?

If you have any General Chromebook For All questions contact:

chromebook-tsa@yare-edu.org.uk

If you have any IT-related Chromebook For All issues contact:

itsupport-tsa@yare-edu.org.uk

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