

Uploading Files to Your Google Drive Folder

Step 1 – Accessing Your Evaluation Folder on Google Drive

To access Google Drive, you will need to login with your ACC email address and password. You can navigate to Google Drive in several ways. Here is one way that should work for everyone:

- a. Click on your folder link that was provided to you in the email. This will take you inside your main folder. All of your yearly folders are in this main folder, so it's a good idea to bookmark this link so you can find it easily each year.
- b. Inside this folder is the current year's folder. Open it to access all the individual folders for your materials.

Step 2 – Uploading to Your EVAL Folder

- a. First, gather all of the documents you plan to upload into one folder in an easy to find location.
- b. Double-click to open **20XX Eval-YourName**.
- c. Inside the EVAL folder are several folders for each category of documents.
- d. Double-click to open the appropriate folder.
- e. Once you have the correct folder open, click the **New** button on the left side of the screen. Select **File upload**.
- f. Navigate to where you saved your documents on your computer.
- g. Click **Open** at the bottom of that screen to upload it. You can upload more than one document at a time by shift-clicking the documents.
- h. Click **Upload and Share**.
- i. When you see the **Upload Complete** message, click on the **X** on the right side of the box to close it.
- j. Repeat for each category.

For more information

If you have questions about evaluation process, contact Chris Cavalli - ccavalli@austincc.edu

If you have questions about uploading documents, contact June Mullin - jmullin@austincc.edu