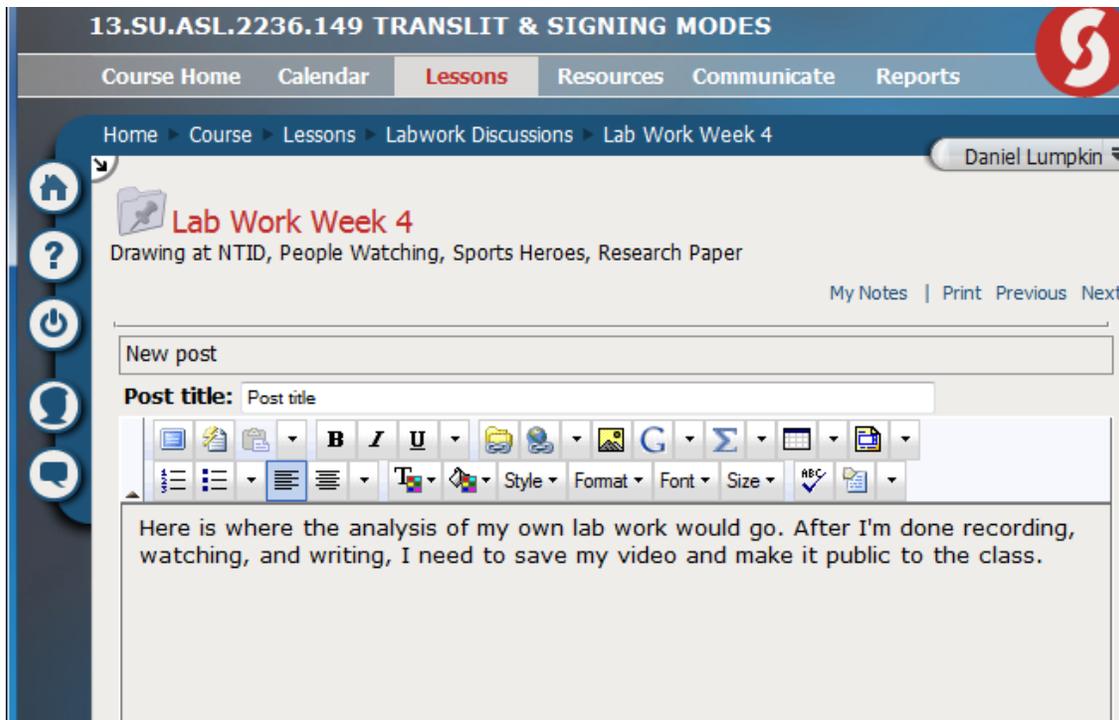


Google Drive Instructions

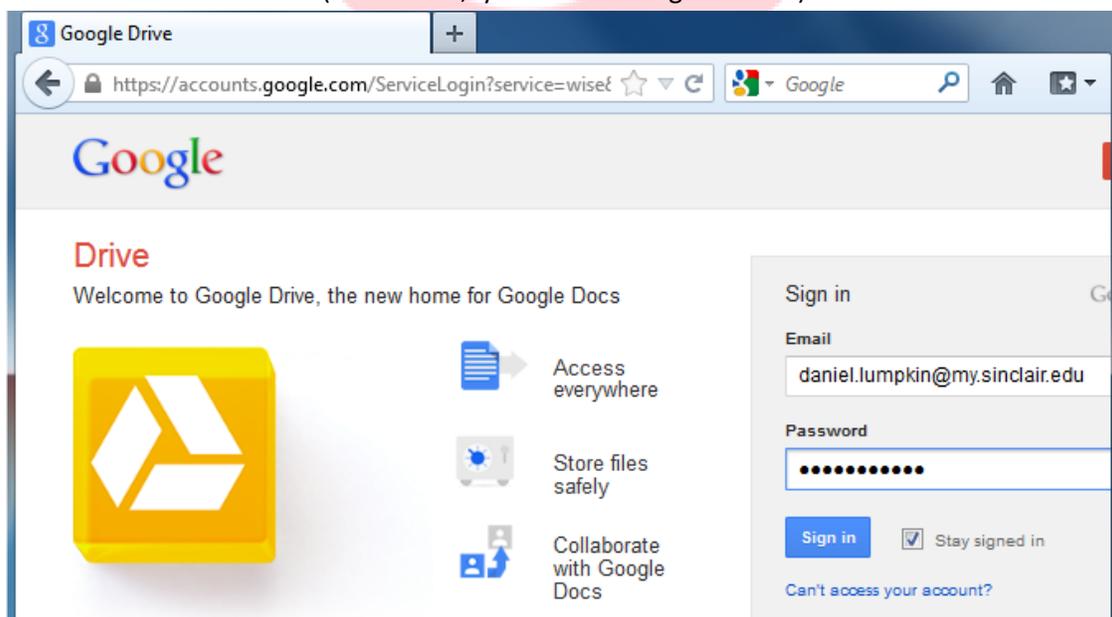
Here is a good process for making your labwork available to other students without need of a flash drive or a CD/DVD.

1. Record and write your own analysis:

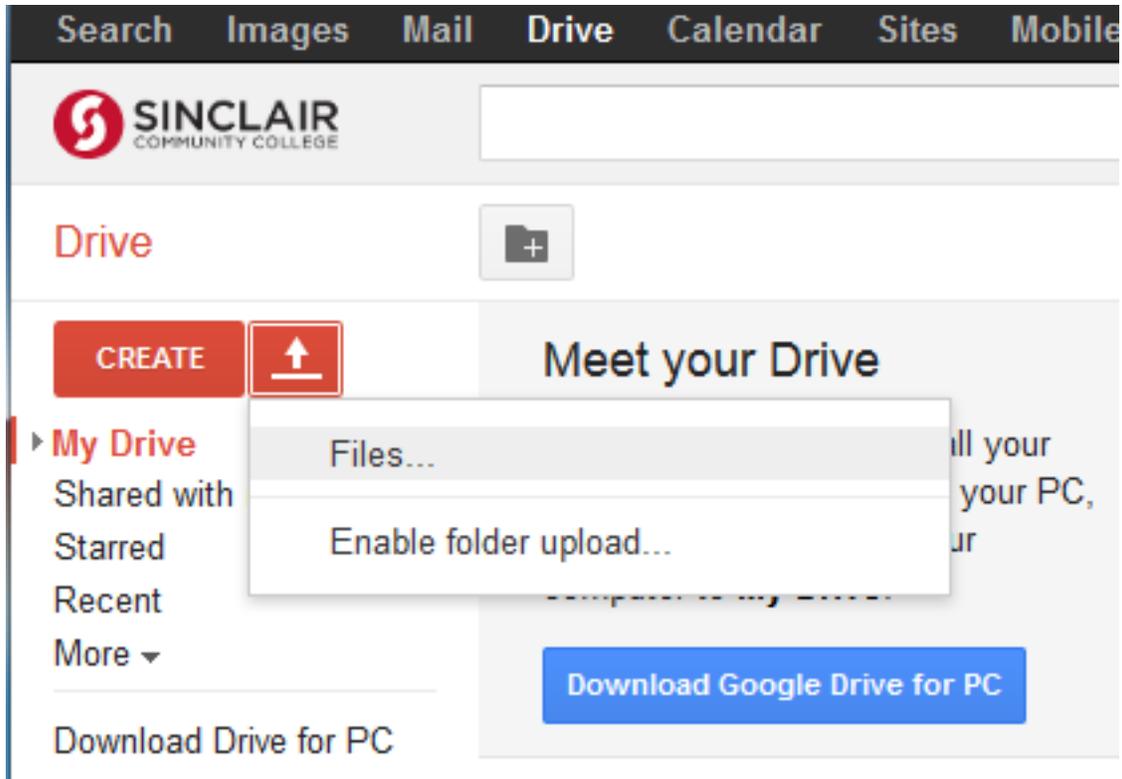


2. Go to www.drive.google.com. You can sign in with your personal or my.sinclair information.

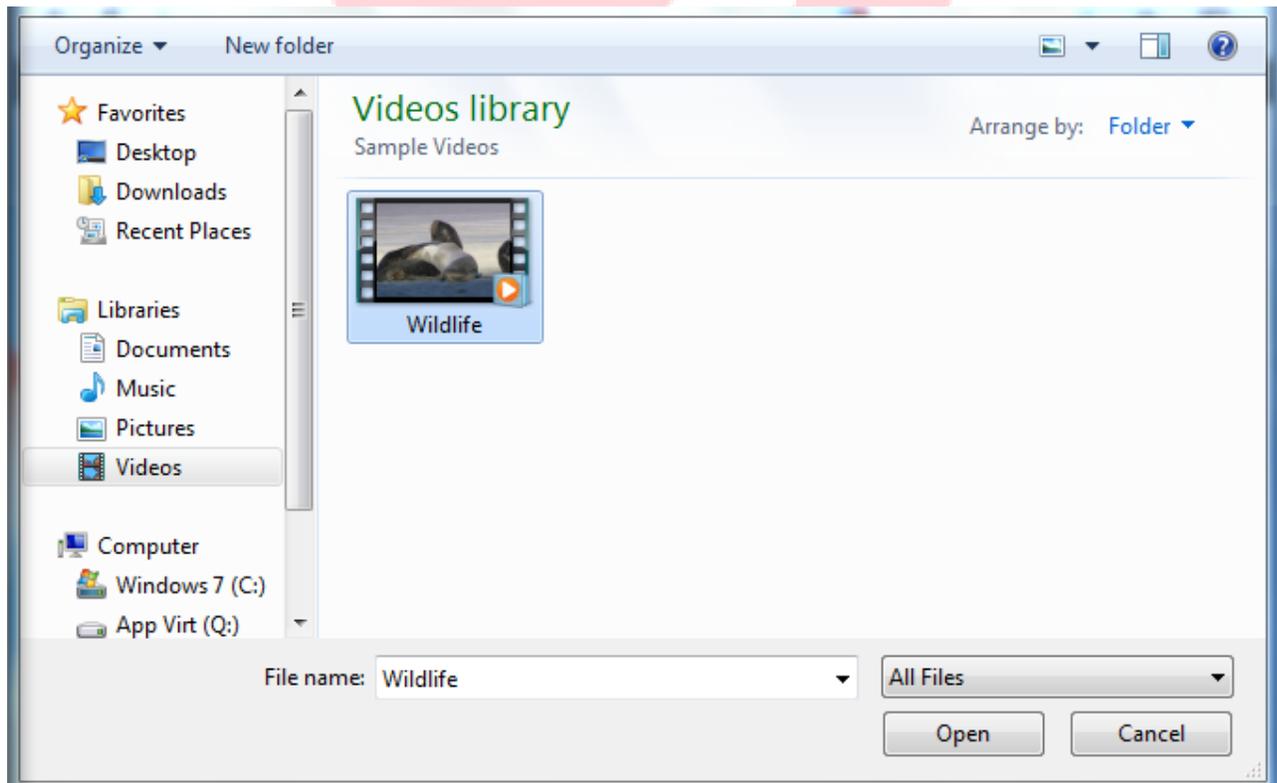
(sometimes, you'll need to sign in twice)



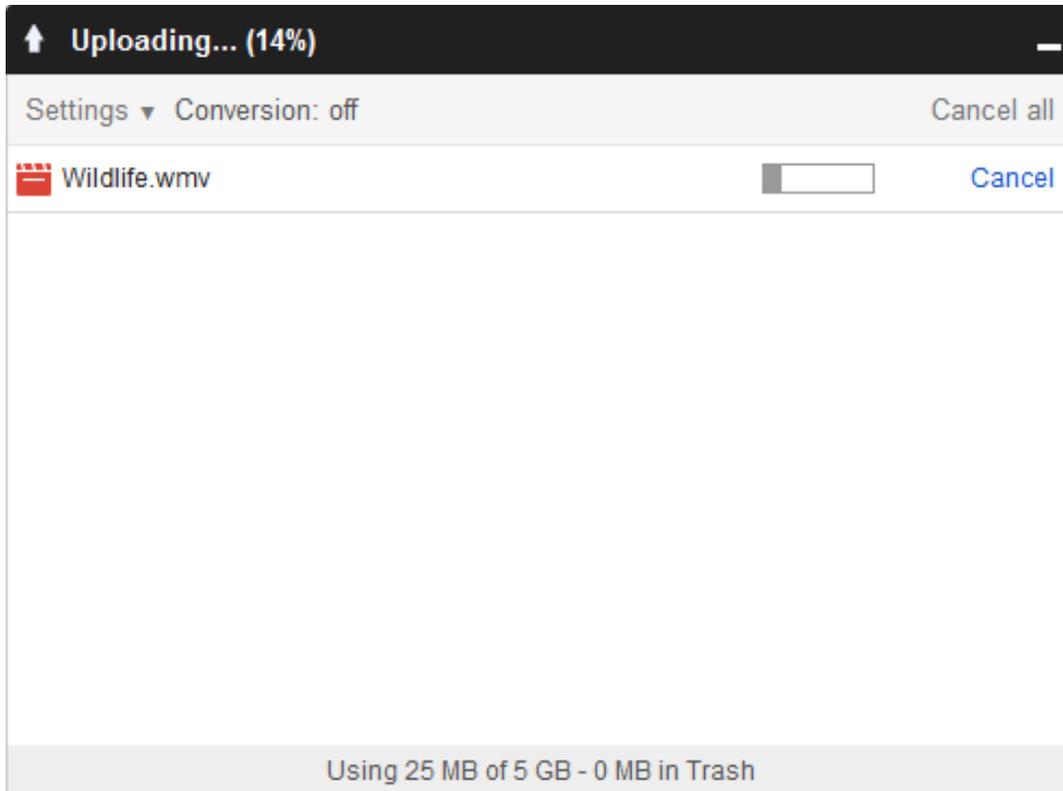
3. Ignore the download suggestion, hit the red upload button (the up arrow), and then click “Files...”



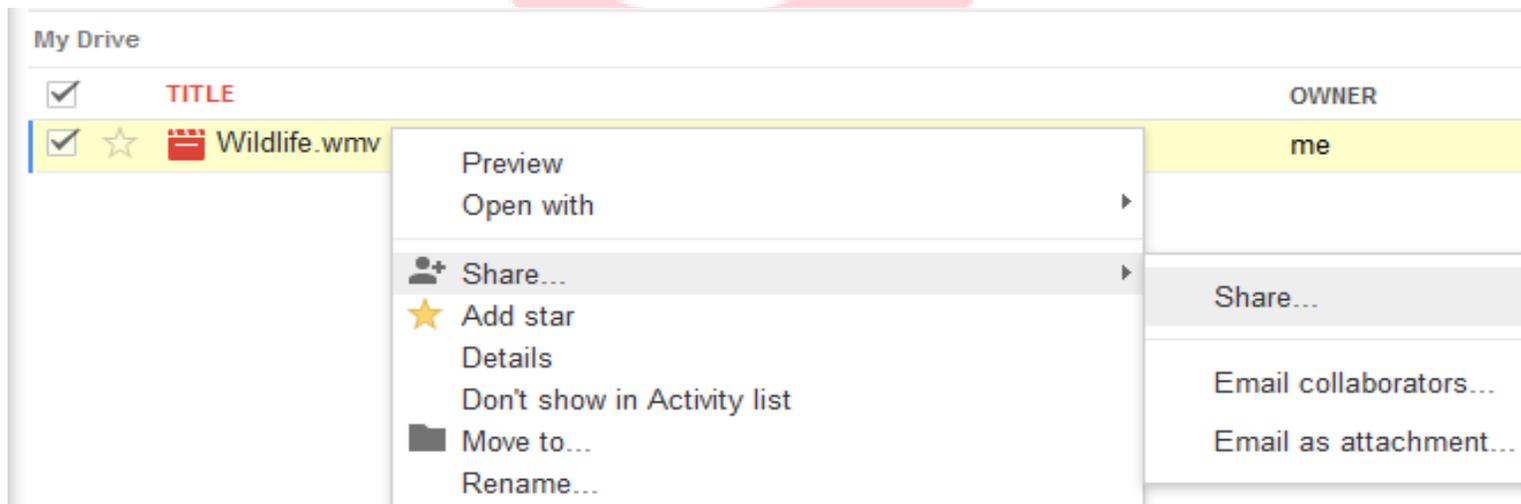
4. Select the file(s) that you want to upload and click “Open”.



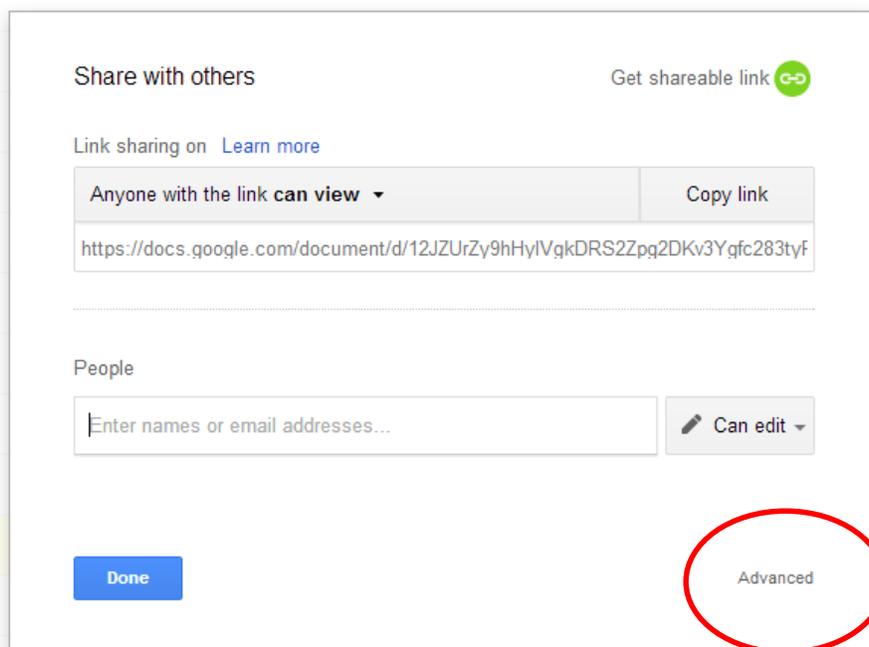
5. Wait for the file to upload. The longer the video is, the longer it takes.



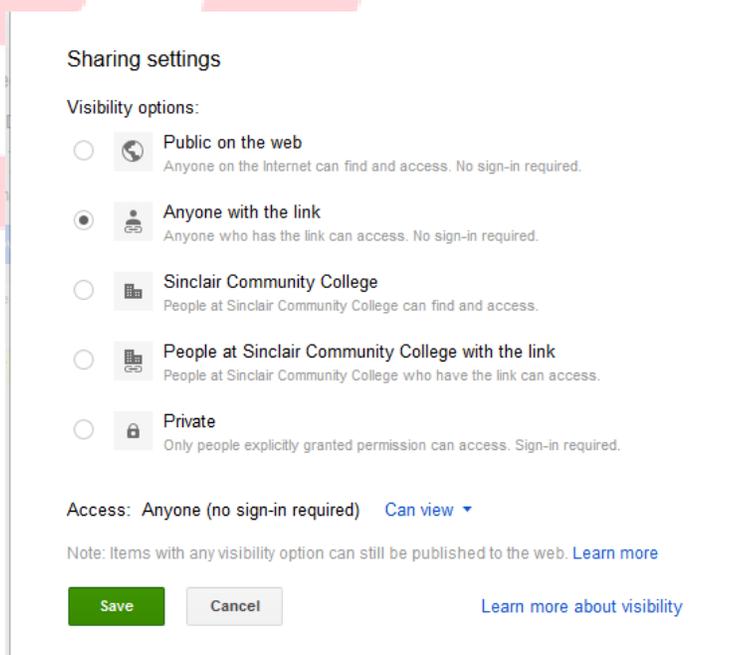
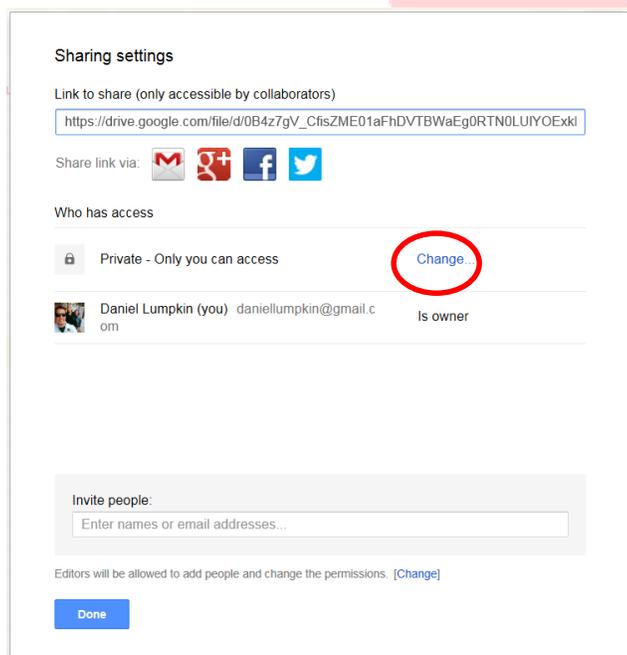
6. After the upload is complete, the file will be listed on the main page of the drive. Right click the file, click "Share...", and then click the other "Share..." in the menu.



7. A dialogue box will appear. Click on the button in the bottom right that reads “Advanced”.



8. Now there will be a dialogue box with the link to your video. **It is important to pick the right privacy settings.** The default is Private, meaning only you can see it. Click “Change...” and choose the appropriate settings. Although there is an option to share it with Sinclair students, I find it easier to select “**Anyone with the link**” as it makes the authorization to see the file much easier. Then click **Save**



9. You can now copy and paste the link into your Angel discussion forum. Only the people who have the link (i.e. the other students in your Angel course) will be able to access it.

Sharing settings

Link to share

<https://docs.google.com/file/d/0B2ftFXQrA2PiV3MxeEJPTmJMU2c/edit?usp=sharing>

Who has access

10. **Please note:** The file is now saved in your Google Drive. However, as soon as you delete it from your drive, the link will no longer work. Be sure to keep the video saved in your drive for as long as the assignment requires.

