

Saving Files to your Google Drive

Go to <http://www.southforsythhs.org>, and click the **Click here to log in** button on the right.

If you are logged into your computer with another Google account other than your southforsythhs.org account, you will want to click **Sign in with another account**.

Sign in with your network username.

- Student passwords are the same as their network password.
- Teacher passwords are available from your ITS.

Once returned to the SFHS Learning Portal, click the **Docs** button.

Once in your Google Drive, you may want to confirm your Upload Settings. Click the **Gear** button in the upper right, and choose **Upload Settings**.

If you want Google Drive to convert your Office files (Word, Excel, PowerPoint) to editable Google Docs files, select **Convert uploaded files to Google Docs format**.

If you want Google Drive to ask you every time before you upload, select **Confirm settings before each upload**. (I highly recommend this.)

Click the **Upload** button in the upper left (next to **Create**). You can choose to upload individual **Files**, or an entire **Folder** at once.

Once you've selected the files, you'll see a progress window in the lower right.

Now your files are saved in the cloud. You can download them at school, from home, or on any other computer. You can even share them with other people (they don't even have to have a southforsythhs.org account) and those people can download them directly from the cloud.

