

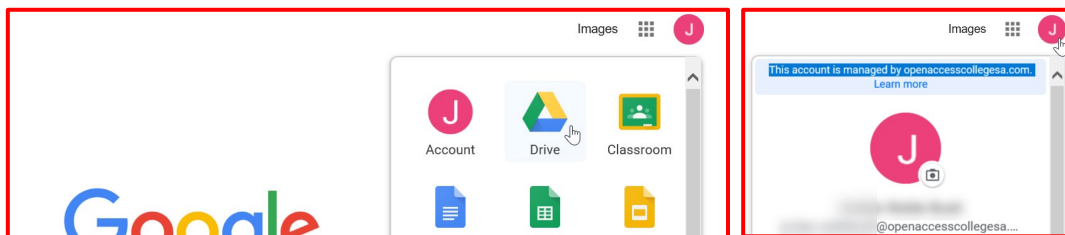
## Google Drive - Returning Completed Work (SOTA)

Teachers at SOTA facilitate student work submissions by creating and sharing a special Google Drive folder to each student's OAC Google account. Both teacher and student have full access to all files within this folder.

This help sheet will show you how to locate, favourite, upload work to and create files within this shared folder on computers, laptops and mobile devices such as tablets and phones. This includes Apple and Android devices.

### Option 1 – Internet Browser for All Computers & Mobile Devices

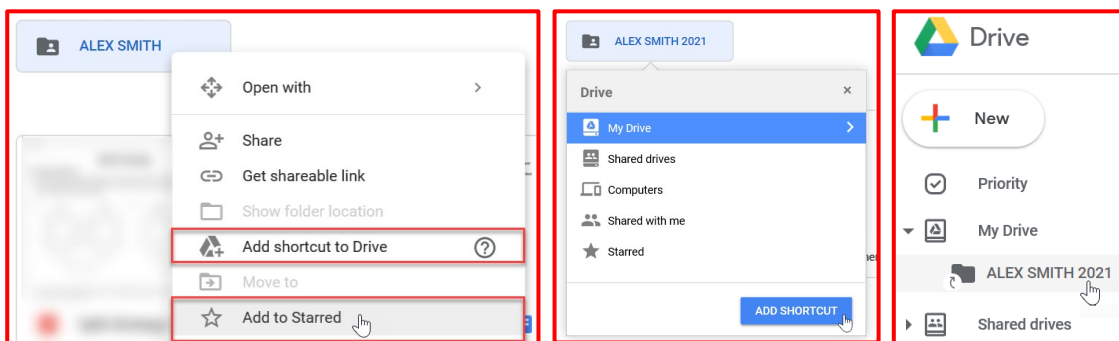
1. Open any **internet browser** (e.g. Chrome, Firefox, Edge), go to **<https://drive.google.com/>** (or click on the **nine dots numpad button** in the top right of any Google site and select **Drive**), then log in to the student's **OAC Google account**  
**Note #1:** Ensure that you are logged in to the student's **OAC Google account** (**[studentID@openaccesscollegesga.com](mailto:studentID@openaccesscollegesga.com)**) by clicking the **letter or picture in the top right**, or contact SOTA if you cannot find your OAC Google account login details  
**Note #2:** To add additional Google accounts or switch between existing accounts, click the **letter in the top right**



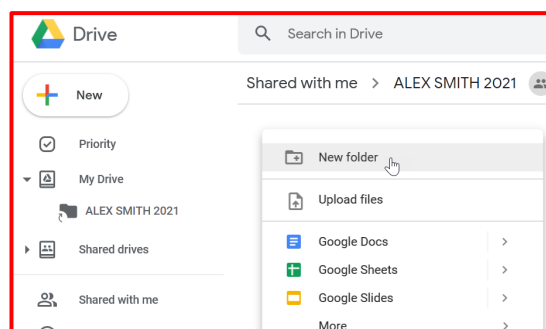
2. Click **Shared with me** on the left and locate the folder named **STUDENT NAME YEAR** (e.g. *Alex Smith 2021*)  
**Note:** If you cannot locate the folder, search for it by entering the student's name in the search bar at the top



3. After locating the shared folder, **right-click** it and select **Add to Starred** to favourite it, then **right-click** it again, select **Add shortcut to Drive**, ensure **My Drive** is selected, and click **Add Shortcut** to create a shortcut



4. Open the appropriate **Term # > Week # > Subject** folders for the work to be returned (e.g. *Term 3 > Week 4 > English*)
5. To create files and folders, or to upload files directly from your computer, **right-click** any **blank space** within the folder or click the **New** button in the top left to see the file/folder creation and upload menu



6. If you cannot locate your shared folder or if you are experiencing trouble uploading work, please contact SOTA

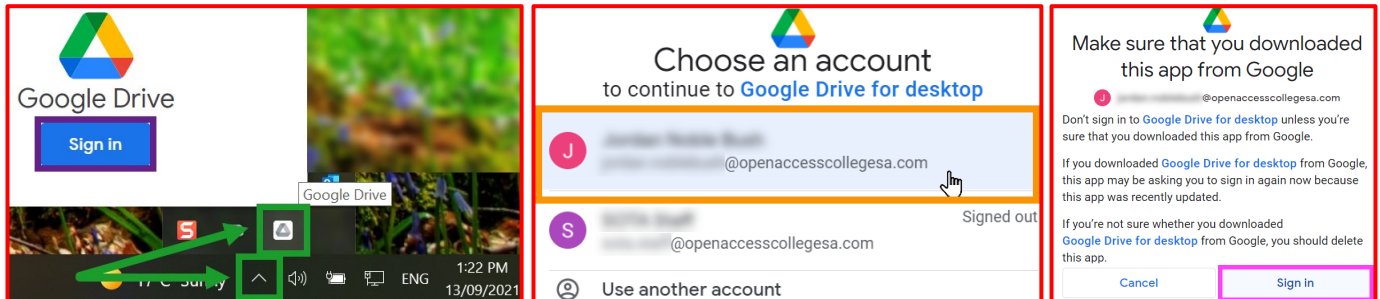
## Option 2 – Google Drive Desktop App for Windows Computers

1. In the *bottom right* of your screen, locate the **Google Drive icon**, **left-click** it and select **Sign in**

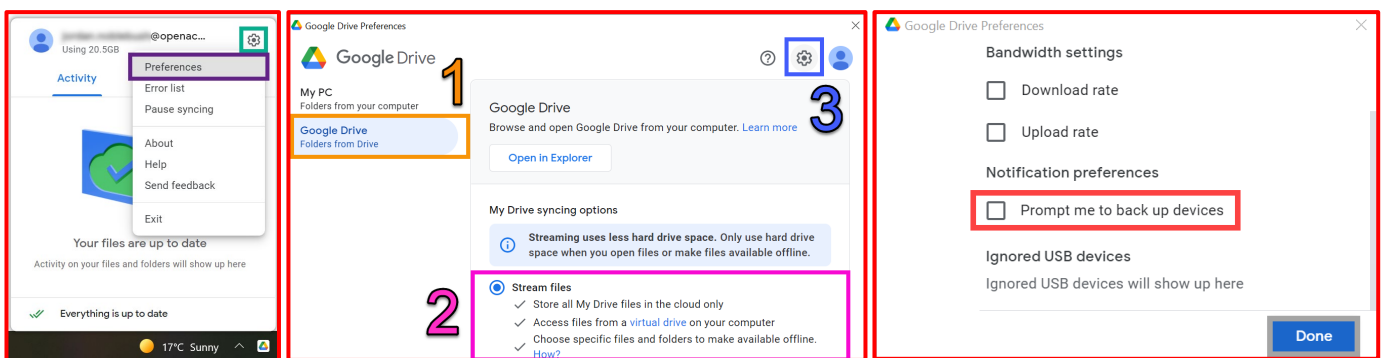
**Note:** If you cannot find Google Drive on your computer, please download and install it from the link below:


[https://www.google.com/intl/en\\_au/drive/download/](https://www.google.com/intl/en_au/drive/download/)

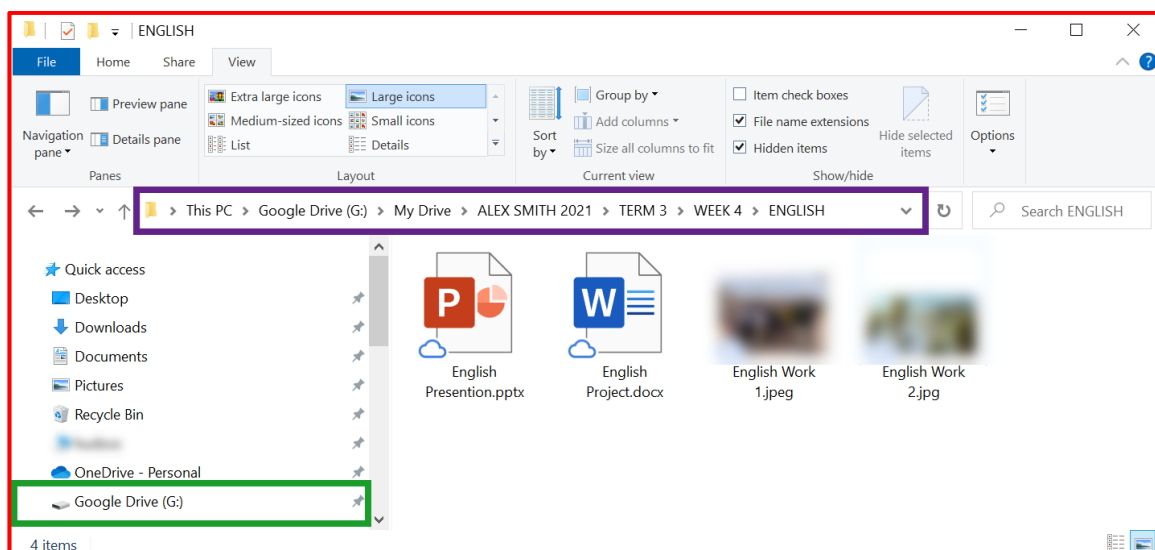
2. Select or sign in to your **OAC Google account** (*StudentID@openaccesscollegesga.com*) and then click **Sign in**



3. Click the **Google Drive icon** again, select **Settings** (gear icon), **Preferences** and then **Google Drive** on the left
4. Ensure **Stream files** is selected, click **Settings** (gear icon), scroll down to **Notification preferences**, **untick Prompt me to back up devices** and click **Done**



5. Open File Explorer , select **Google Drive (G:)** on the left and navigate to your **work returns folder** (e.g. *STUDENT NAME YEAR > TERM # > WEEK # > SUBJECT*)
6. Simply copy-paste or drag-and-drop your work into the corresponding work returns folder to immediately upload those files to that same folder in Google Drive

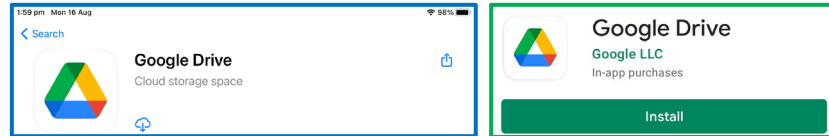





7. Done! Your OAC Google Drive account will now remain on your computer for easy access in the future

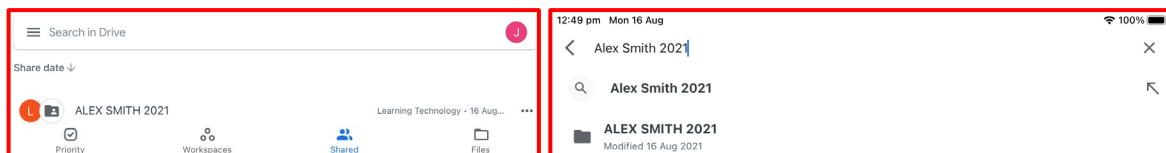
**Note:** This Google Drive folder is located on the internet; an active internet connection is required for access

## Option 3 – Mobile Device App for Android, iPad & iPhone

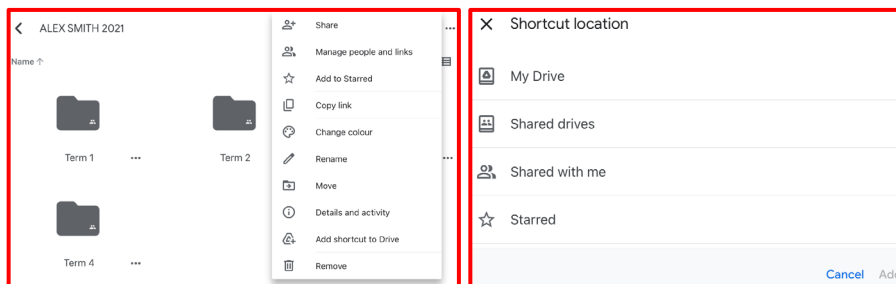
1. Open the **App Store**  (iPad & iPhone) or **Play Store**  (Android), search for and download **Google Drive**   
**Note:** If you encounter an error stating that you cannot install Google Drive due to your device being out of date, please instead download the **Firefox**  or **Chrome**  internet browsers from the store and follow the steps on **Page 1**




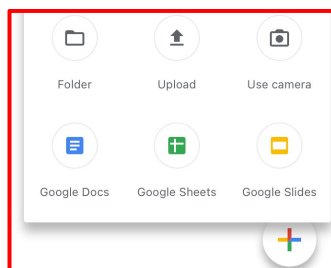
2. After Google Drive has finished downloading and installing, locate the **Google Drive** shortcut  and tap to open  
**Note #1:** If prompted to **sign in**, log in to your **OAC Google Account** ([StudentID@openaccesscollegesga.com](mailto:StudentID@openaccesscollegesga.com))  
**Note #2:** If prompted to **create a passcode**, open the **Settings app**  and set a device **Passcode, Password or PIN**
3. Tap the **Shared** tab  at the bottom and locate the **STUDENT NAME YEAR** folder (e.g. **ALEX SMITH 2021**)  
**Note:** If you cannot locate the folder, **Search** for it by entering the student's name in the **Search in Drive** bar at the top




4. To make the student work returns folder easier to locate in the future, tap the **three horizontal dots** in the top right, tap **Add to Starred**, tap **Add Shortcut to Drive**, tap **My Drive**, then tap **Add** in the bottom right



5. Open the appropriate **Term # > Week # > Subject** folders for the work to be returned (e.g. **Term 3 > Week 4 > English**)
6. Tap the **Add button**  in the bottom right and select **Folder** to create a new folder, **Upload** to add a document or photo, or **Use camera** to immediately take and upload a photo



7. If you need to upload work for other students, press the **Files** tab  in the bottom right to return to the home page, tap the **letter or picture** in the top right of the page and tap the **account name and email** to switch to that account  
**Note:** If any student accounts are missing, tap **Add another account** and follow the prompts to add that account to the list

