


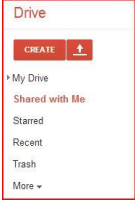





COMPUTER: Sign into Google Drive:

1. Go to: <http://gohs.tvusd.k12.ca.us/>
2. Click "Student Email Access" (left hand side)
3. Enter your full address: example@my.tvusd.k12.ca.us
(it should be your full 10 digit id number)
password: same as your password for the school computers
*** you must sign into a school computer at the beginning of the year to set your new password
(when you log in for the first time your password might be your first name initial + your 6 digit birthday. Remember your new one if you change it!)




Upload a document:

1. Click on Google Drive 
 - a. If it opens to your email, click  then click 
2. Click "shared with me" 
3. Click your period folder  **DO NOT skip this step!!**
 - a. If you do not see it, you may have to refresh  the page a few times.
4. To **upload**, click the red button with the hard drive and arrow on it. 
5. Select the file from your computer.
6. Once it's done uploading you're good to go!!

Check your work- I highly suggest you text a friend *from your period* and ask them to check to make sure it's in there. If your friend can see it then you did it right!

PHONE: do you have the app on your phone/ipad?

(sorry Android users.. the app doesn't work as well for you- lots of bugs)

1. Download "Google Drive" app 
Sign in: example@my.tvusd.k12.ca.us (use your full 10-digit ID)
password: same as your password for the school computers
2. Click top left  then "shared with me"
3. Click your period folder  **DO NOT skip this step!!**
4. To upload: click the upper right button "+"
5. Select your video from your camera roll.
6. Once it's done uploading you're good to go!!

Sign in using your app you can easily access the folder at a later date and not have to sign in again 