

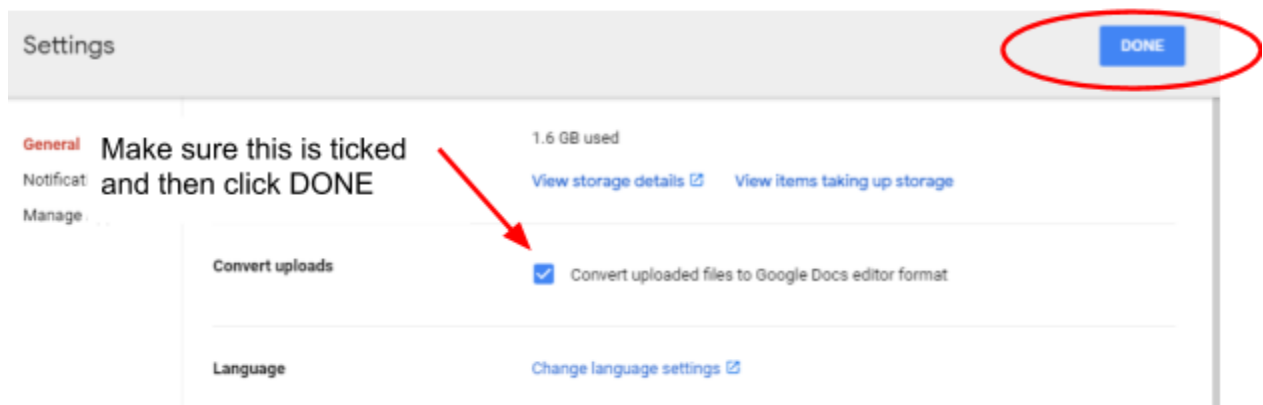
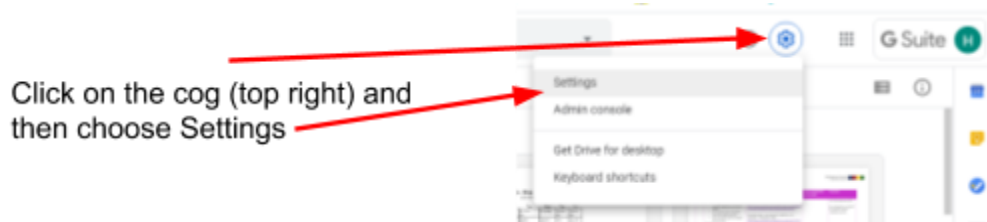
# Google Drive for Students

Go to <https://drive.google.com/> and sign in using your @whitstoneschool.org account.

You have your own personal drive. Once you have uploaded your files, stop using the ones on the network.

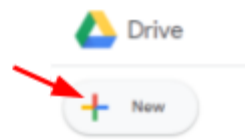


To make sure that all files are converted as you upload them:

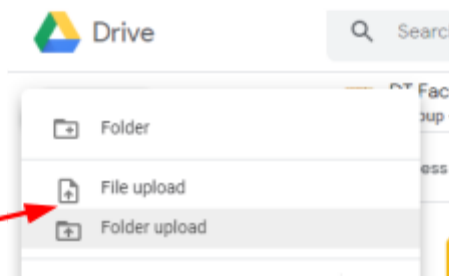


To upload a whole folder or individual files:

Go into the relevant drive and click on the

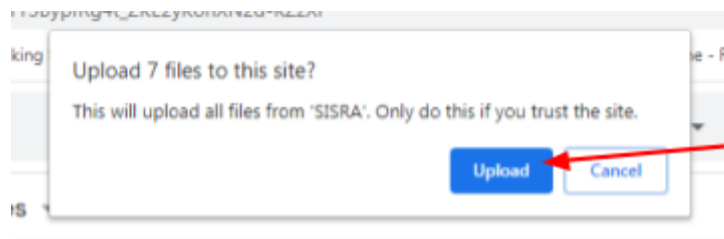
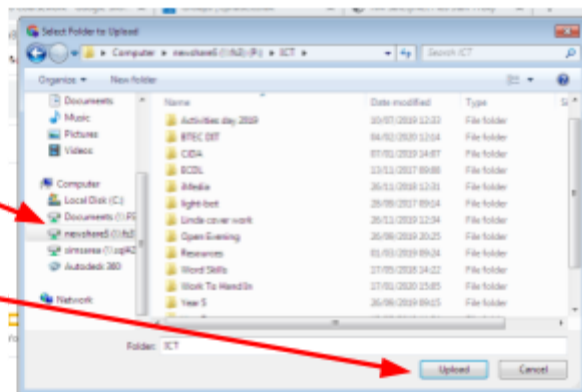


Select either File upload or Folder upload



Find your files/folders from either Documents or Newshare

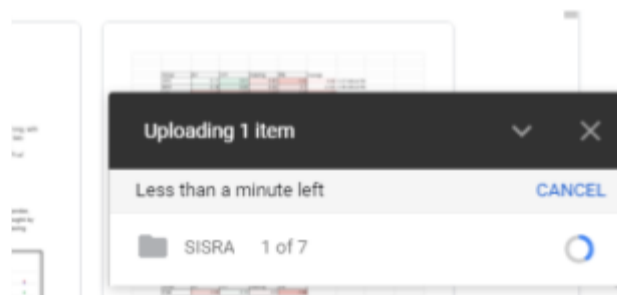
Click upload



Click upload and it will start automatically

You can track the progress here.

It will warn you if any uploads fail - on the whole these are temporary files so you don't need them!



You can set it to work uploading multiple files and folders and it will carry on in the background.