

MSDE's Google Drive SLO DropBox

Setting Up an Account:

To set up an account, click on the link for the Google Drive SLO DropBox account (<https://drive.google.com/folderview?id=0Bz7ufedBmVNqbW1YaVlyY1Y2ems&usp=sharing>). Here you will be asked to sign in, but since you have not set up an account yet, click on the red button in the upper right-hand corner of the page that says "sign up". To sign up and create an account, you will be asked to fill in your name, choose a username (use the email address the invite was sent to as your username), create a password, and enter some additional, basic personal information.

Logging-In to MSDE's Google Drive SLO DropBox:

Once you have created an account, use your username (email address) and newly created password to login to the Google Drive SLO DropBox account.

Viewing/Downloading Documents from the SLO DropBox:

Once you have logged in you should see, under "My Drive", the link to "MSDE's SLO DropBox". When you click on "MSDE's SLO DropBox" you'll see all the subfolders within the SLO DropBox (subfolders like "Career & Technology Education – SLOs and Assessments" and "English/Language Arts - Elementary SLOs and Assessments") and when you click on one of those subfolders you'll see the documents that have been posted under that topic-specific subfolder (however some subfolders are empty, because nothing has been uploaded to them yet). Click on any of the documents in the subfolder to view and/or download them.

Uploading Documents to the SLO DropBox:

To post documents to the Google Drive SLO DropBox, click on the subfolder where you would like the document to go (depending on the subject of the document you will be uploading), then click on the red button in the upper left-hand corner of the page with an arrow pointing upwards (next to the button that says "Create"). Choose a file from your computer to upload. After you choose the file from your computer to upload, you will get a prompt from Google Drive asking "upload to shared folder?" Click the blue "upload and share" button and your file will be added to the subfolder you specified in the SLO DropBox and made available to all the other LEA and MSDE folks who have been invited to this Google Drive account.