




Chromebook Google Drive - PC

Accessing Google Drive on a PC

On a PC, you can access your Google Drive by going to the Student page of irvingisd.net and clicking on G Suite for Education.

Student Tools

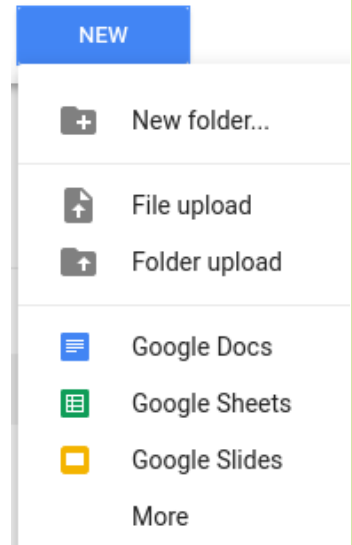
- ▶ Email
- ▶ Edmodo
- ▶ Engrade (Textbooks)
- ▶ G Suite for Education (Google Apps) 
- ▶ Google Classroom
- ▶ Library Catalog

Uploading Your Documents from a PC to Google Drive

In Google Drive, you have the option to upload single files or entire folders to your Google Drive. Once these documents or files are in your Google Drive, you can access them on any device with an internet connection.

To upload a file, click on New and choose "File upload." Browse for the file you want to upload.

To upload a folder, click on New and choose "Folder upload." Browse for the folder you want to upload. This will create a folder in your Google Drive with the same name as the folder you uploaded.



If you want to upload a file into a folder you have already created in Google Drive, open that folder before you click on NEW.

Downloading Documents from Google Drive

If you need a Google Document in a specific format (MS Word, PDF, etc.), open the file. Go to File > Download As and choose the format you want. Always check downloaded documents for formatting before you send them to someone.

