

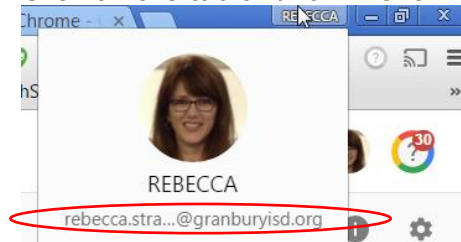
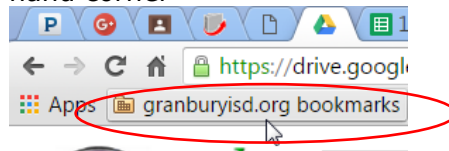


How to Access Your CURRICULUM DOCUMENTS Folder in Google

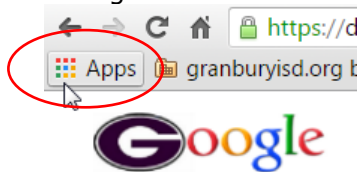
1. Open **Google Chrome** 
(Do NOT use Internet Explorer, Firefox, or any other internet browser.)
2. Make sure you are **logged in** with your GRANBURY ISD email. To check, look at the tab in the top, right-hand corner.
 - a. If the "bathroom man" is there , you're not logged in. Click on the "bathroom man" and log in with your Granbury ISD email and password.
 - b. If your name is on the tab, it is very important that you make sure you are logged in with your Granbury ISD email and not your own personal gmail password. You can check this two ways:
 - i. Click on the tab and it will show the email used to login



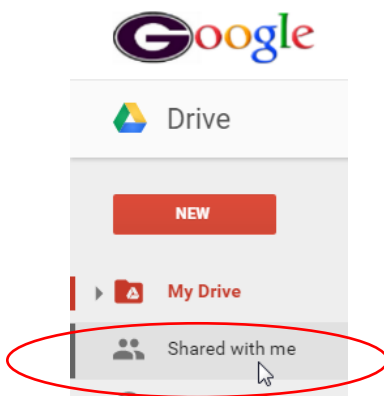
- ii. Check that you have the granburyisd.org bookmarks in the upper, left-hand corner



3. Open your **Google Drive** by clicking the "Skittles Apps" button and then clicking "Google Drive"



4. Click "**Shared with me**"



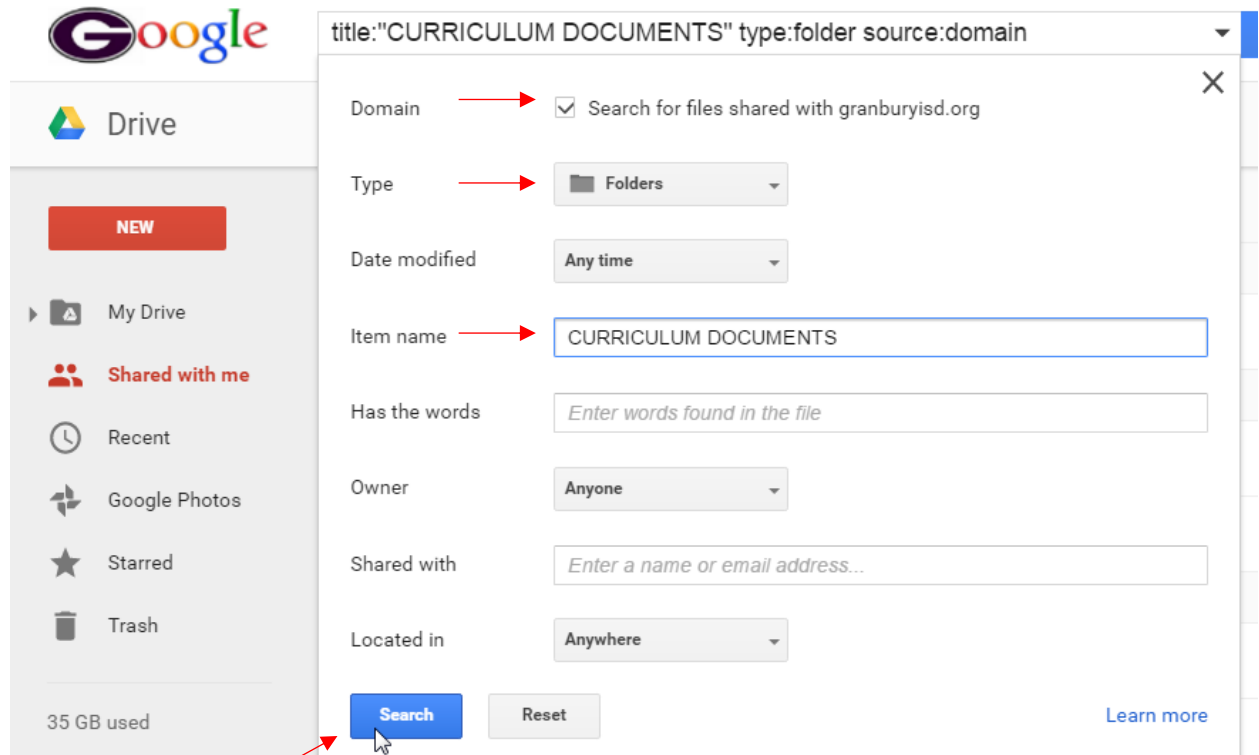
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5. Click the **pull-down arrow** in the "Search Drive" box

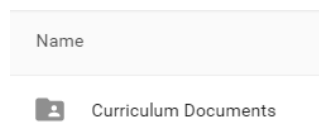


6. Do the following
 - a. Click the **Domain** check box
 - b. Pull down the **"Type"** to show "Folder"
 - c. By **"Item Name"** type "CURRICULUM DOCUMENTS"

Your search screen should look like this:

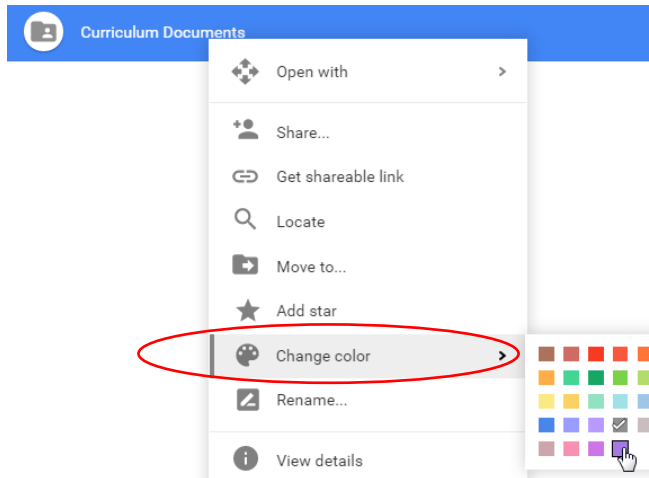


7. Click **"Search"**
8. Your **Curriculum Documents** folder should appear.

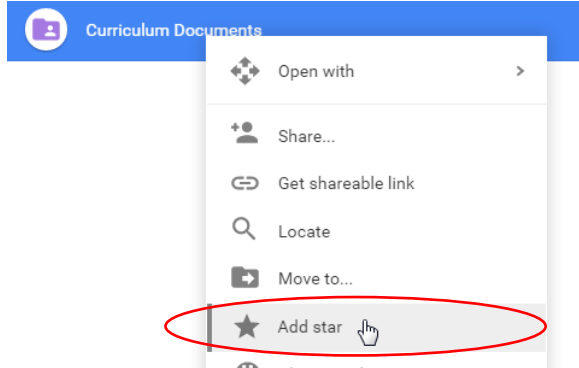


9. RIGHT-CLICK the Curriculum Documents folder and click **"Add to my drive"**
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10. RIGHT-CLICK the Curriculum Documents folder and click "**Change Color**" to make this very important document more visible

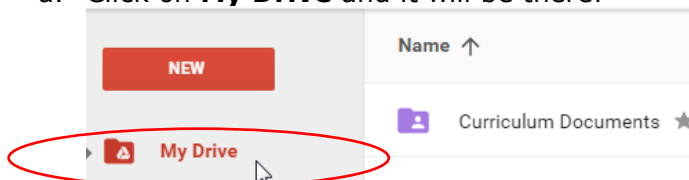


11. RIGHT-CLICK the Curriculum Documents folder and click "**Add star**"



12. Now there are always **TWO ways** to find your CURRICULUM DOCUMENTS folder!

a. Click on **My Drive** and it will be there!



b. Click on "**Starred**" and it will be there!

