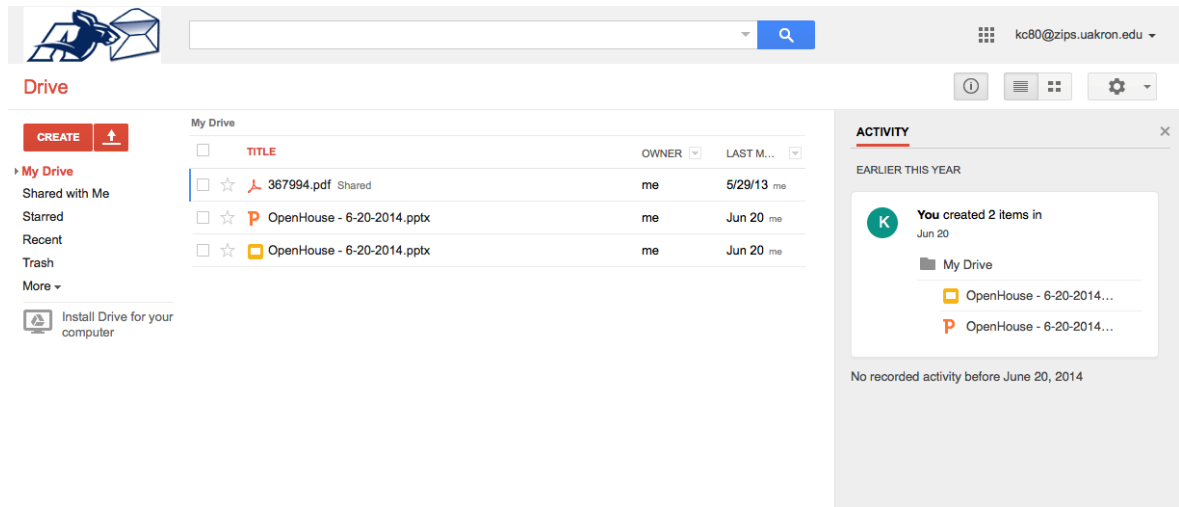
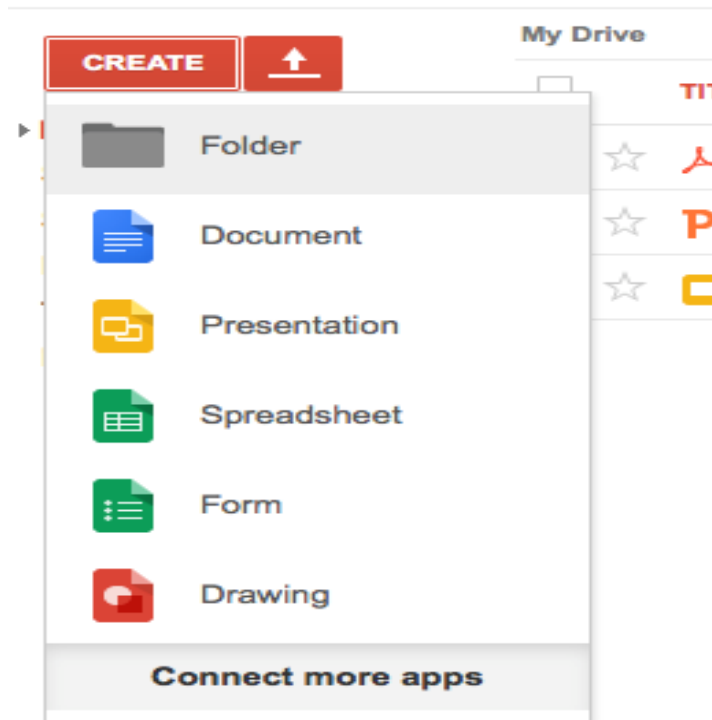


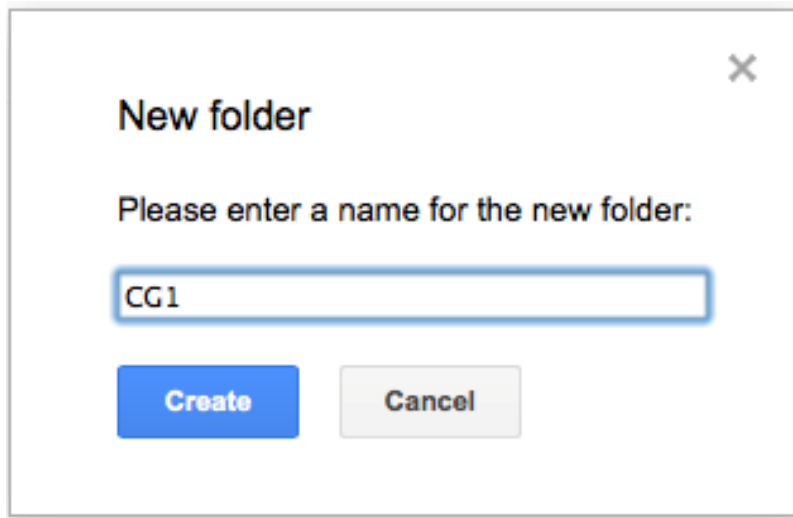
1. Visit GoogleDrive from the link below.
<https://drive.google.com>



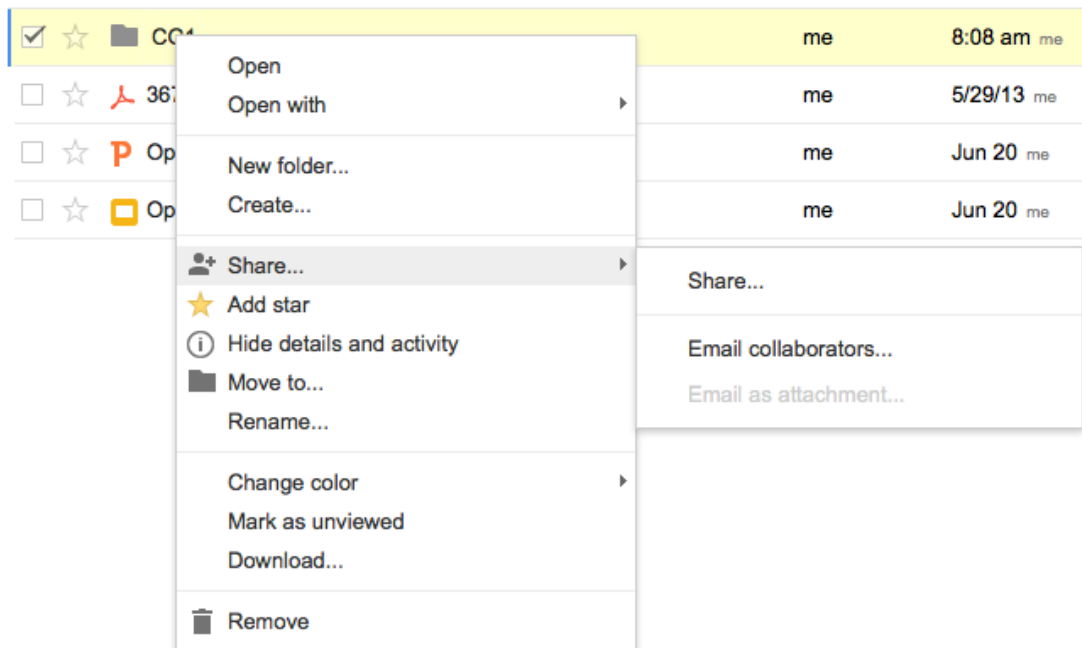
2. Create a folder for your class. In order to do this, you need to click the "Create" icon on the left hand side, and then click on "Folder."



3. Enter your folder name formatted as CourseAbbreviation-AssignmentNumber-YourFirstName-LastName.



4. Next, you need to share this folder with Dr. Xiao. Right click on the folder that you just created and click on "Share."



5. Type Dr. Xiao's grading email (uacsxiao@gmail.com) in the “ Invite people” box, then send.

The screenshot shows the 'Sharing settings' interface for a Google Drive folder. At the top, there is a 'Link to share (only accessible by collaborators)' field containing the URL: `https://drive.google.com/a/zips.uakron.edu/folderview?id=0B8UvscdJ3as0VHNjaXF3\`. Below this is the 'Who has access' section, which shows the folder is currently 'Private - Only you can access' with a 'Change...' link. A single user, 'Kritsakorn Chaumpanich (you) kc80@zips...', is listed as the 'Is owner'. At the bottom, there is an 'Invite people:' section with a text input field containing the placeholder 'Enter names or email addresses...'. To the right of the input field is a 'Can edit' dropdown menu. Below the input field, there is a checked checkbox for 'Notify people via email - Add message' and an unchecked checkbox for 'Send a copy to myself'. There are 'Send' and 'Cancel' buttons. At the very bottom, a note states: 'Editors will be allowed to add people and change the permissions. [Change]'.

6. Create a new shared folder for each new assignment submission. Don't put all assignments under just one shared folder. Otherwise Dr. Xiao will not be notified of your subsequent submissions.