# Cleaning Up Your Google Drive

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Why clean up your Google Drive?

You should be able to find any item in your Drive easily. This will be a big help when you need to retrieve your work to turn it in, or when you need to find a file to keep working on it.

FOLDERS are the best way to organize these files.

Begin by deciding how many folders you need and what you should call them.

One way to organize your drive is to create a folder for each class and label them accordingly (English, Math, Social Studies, etc.).
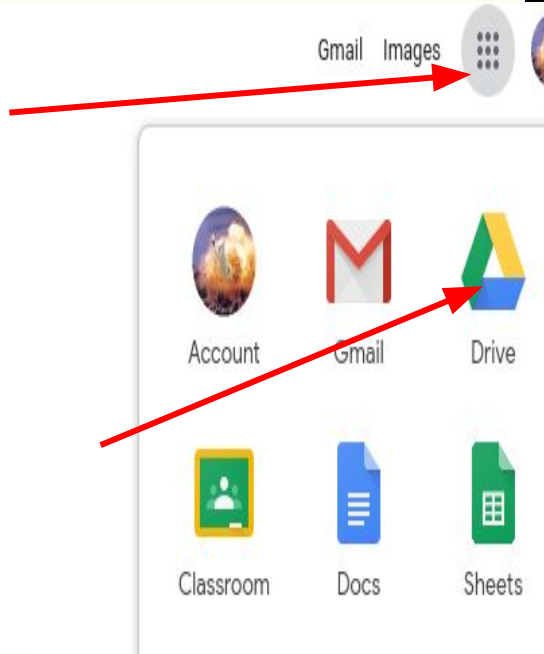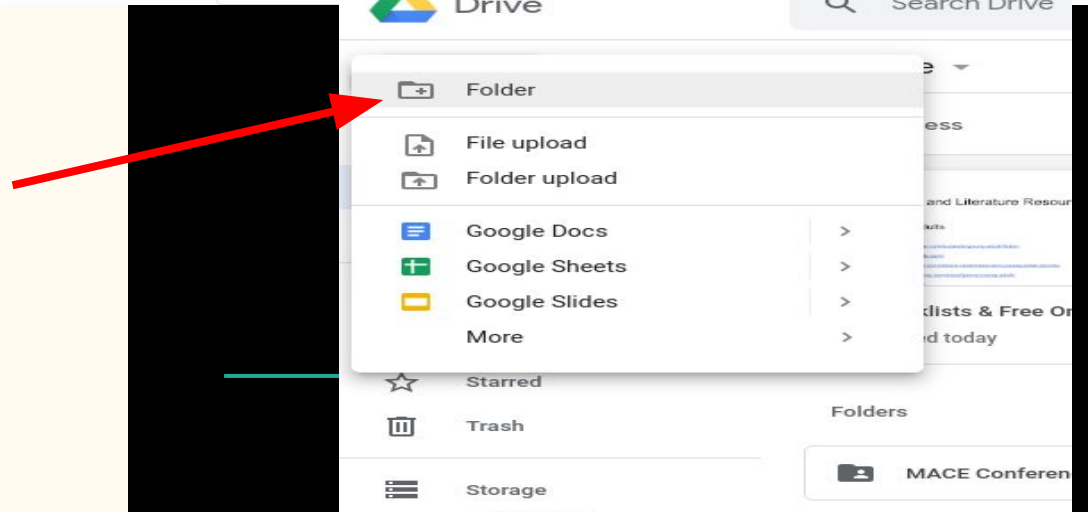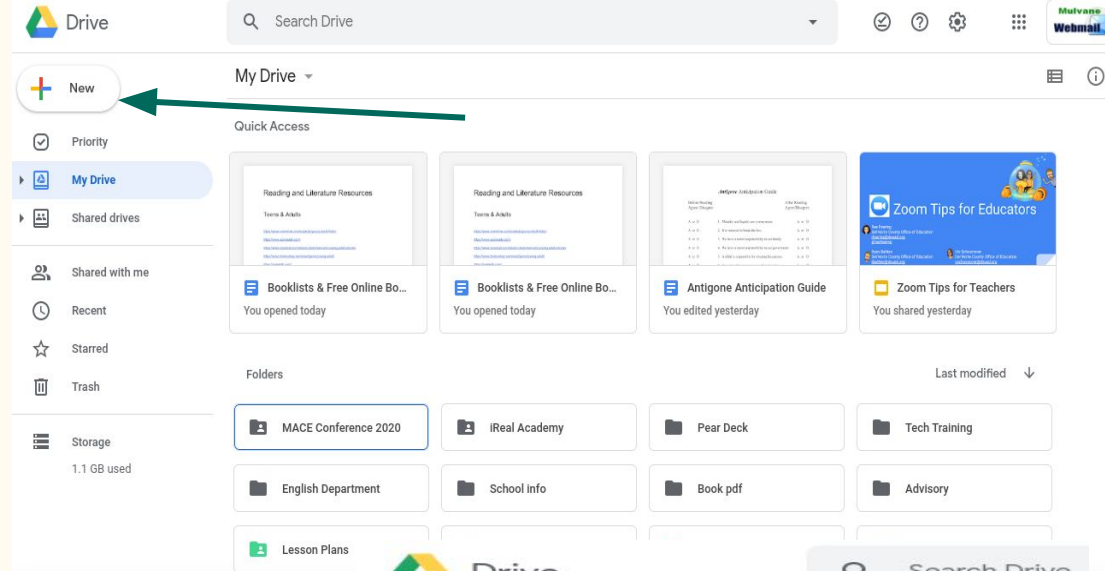
Begin by opening a new window and typing Drive.google.com into the address bar, or click the waffle icon and select the Drive icon.

Folders

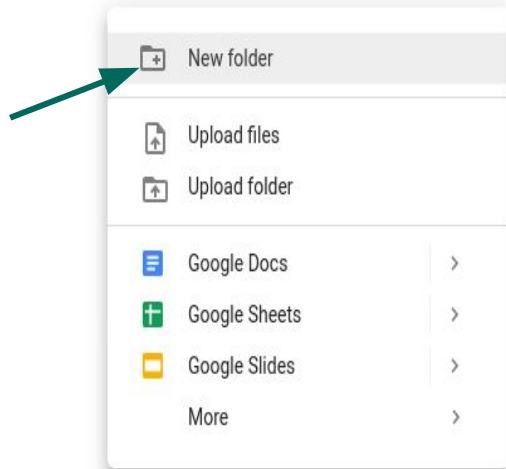On your main page, click the NEW button at the top left, then select FOLDER.

Folders

1st Session

Files

Tech Training Day:

New folder

Upload files

Upload folder

Google Docs >

Google Sheets >

Google Slides >

More >

Name your folder.

After you have created and named the folder, you can go a step further and create folders within the folder to further organize your documents.

To do this, 2-finger click on your mousepad, then select FOLDER again in the new dialog box.

A good reason to do this would be to separate your work into the units in your class, so that you can tell if the ~~work is~~ older or more current.
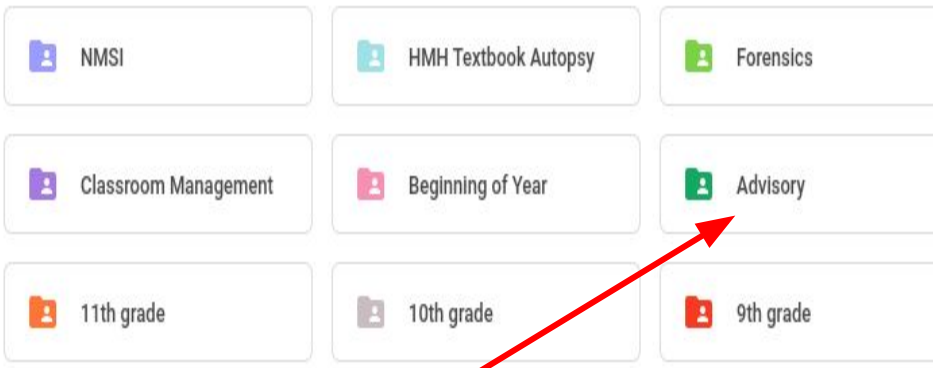
You can then click and drag your files into the appropriate folders that you have created.

This can be done from your main MY DRIVE page, where you click a file and drag it to the appropriate folder.

Your folders will show up at the top, and your files will be below. Just click and drag the file up to the folder where you want to put it.

New

Priority

My Drive

▶ 9th grade

▶ 10th grade

▶ 11th grade

▼ 12th grade

  ▶ AP Lit

  ▶ Collection 1

  ▶ Collection 2

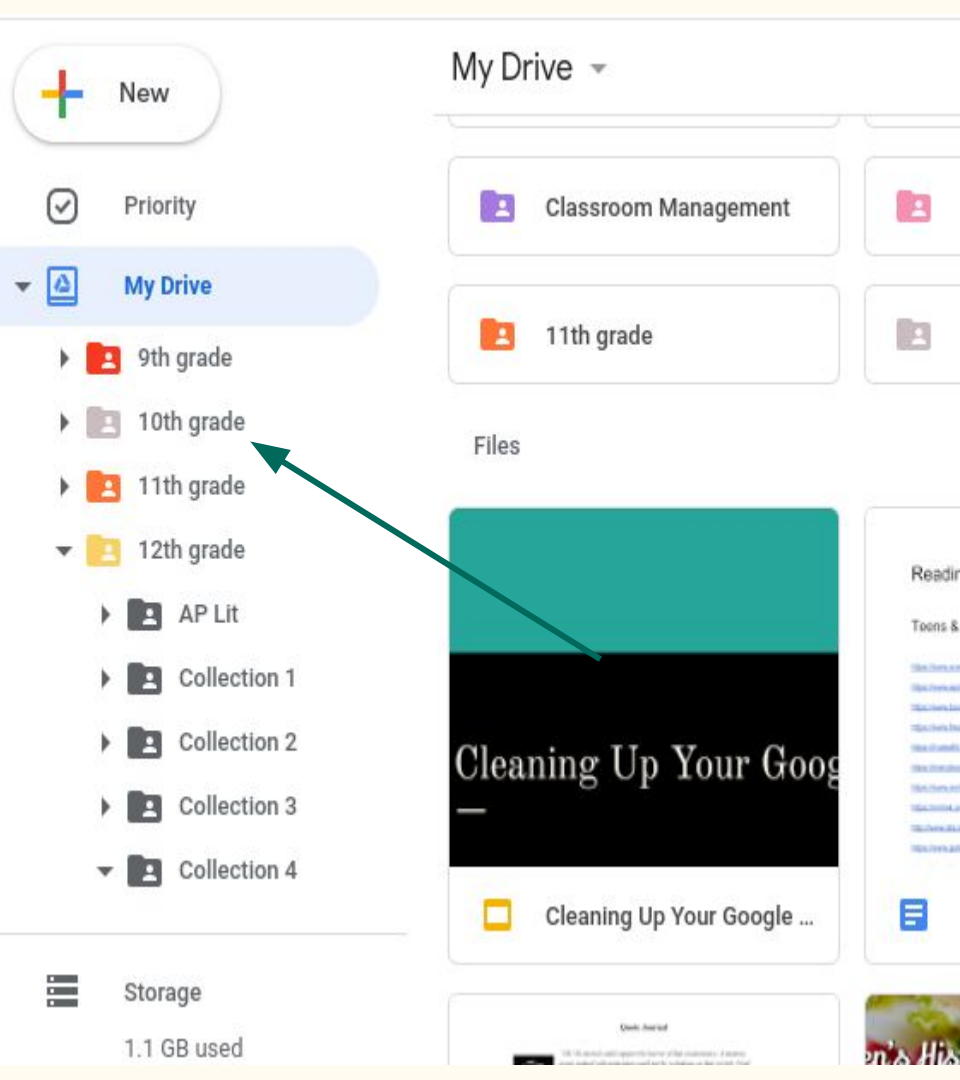 ▶ Collection 3

  ▼ Collection 4

Storage

1.1 GB used

My Drive ▼

Classroom Management

11th grade

Files

Cleaning Up Your Goog

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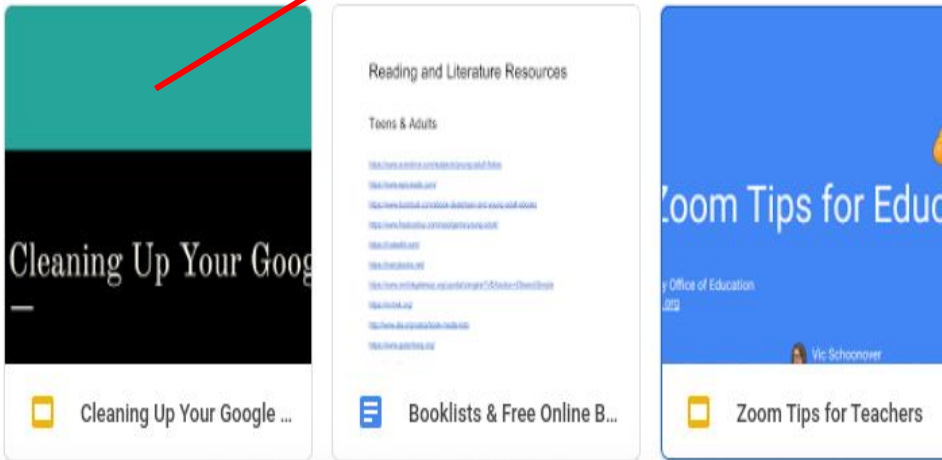
This can also be done from a list view.

On the left, click the dropdown arrow next to MY DRIVE to see all of your folders.

You can then click a file and drag it to the folder in the list on the left.

If you have folders within folders, as mine show on the left, you can use the dropdown arrows to show those as well.

You can 2-finger scroll on your mousepad to move up and down the list.

Clean Desktop

When you are done, your MY DRIVE desktop should be relatively free from unfiled documents.

As you add new documents to your Drive, you should either create the document within the appropriate class folder, or organize the file when you finish using it. This will help you stay organized.