UPLOADING A DOCUMENT TO GOOGLE DRIVE FROM YOUR COMPUTER
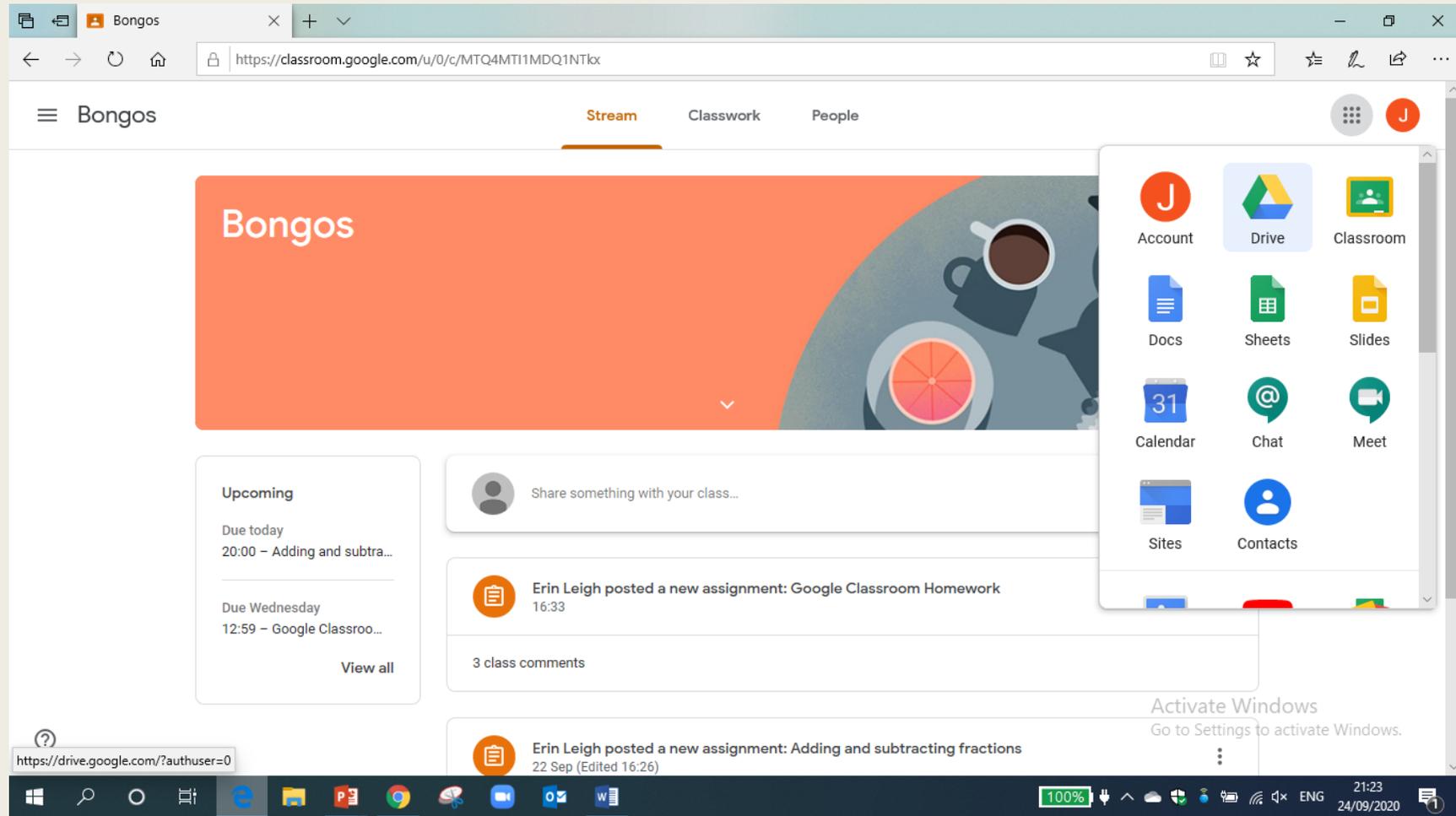
Firstly, click on the 9 dots next to your name initial.

Then click 'drive'.
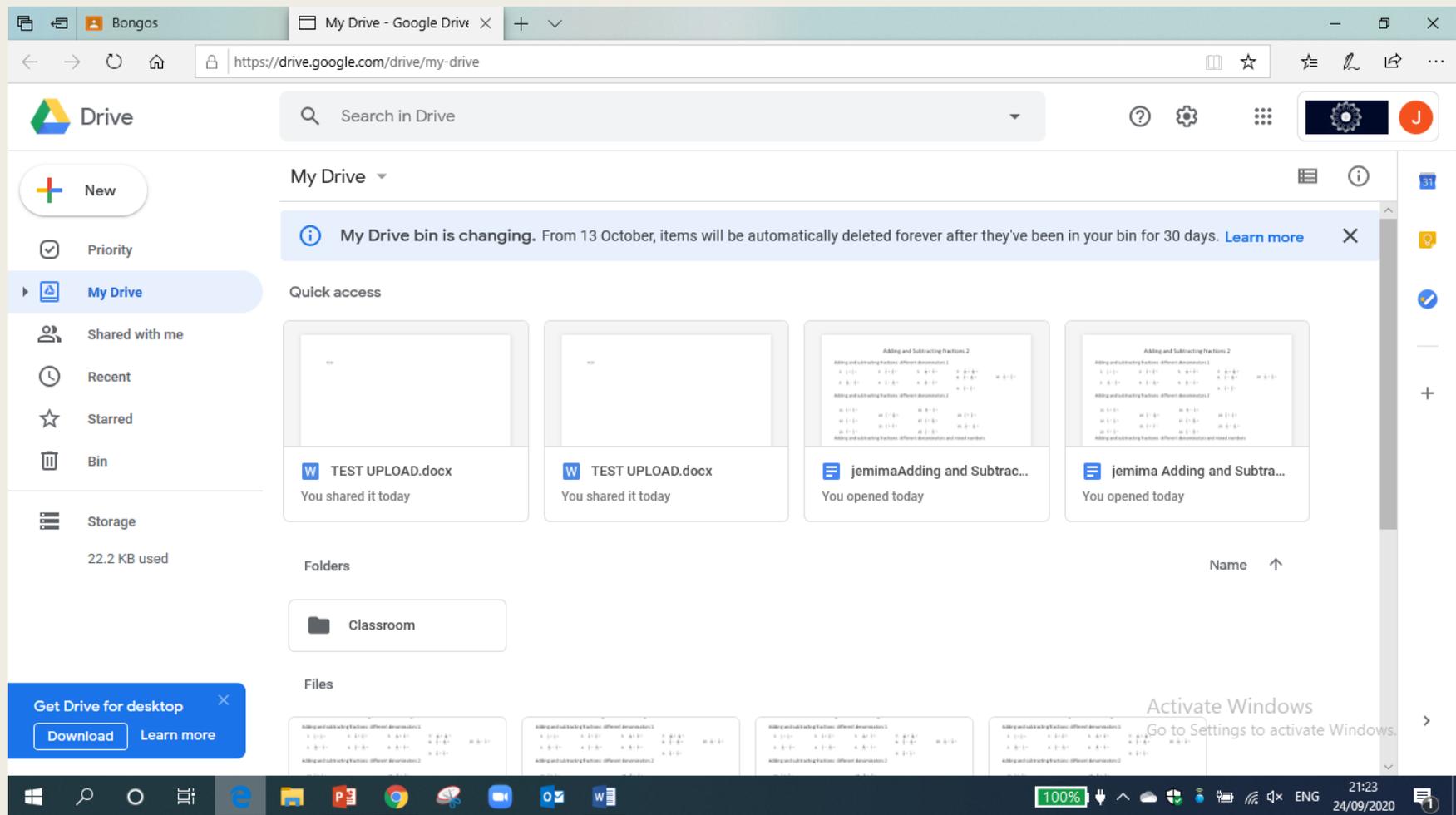
Click 'My Drive'

Then double click 'Classrooms'
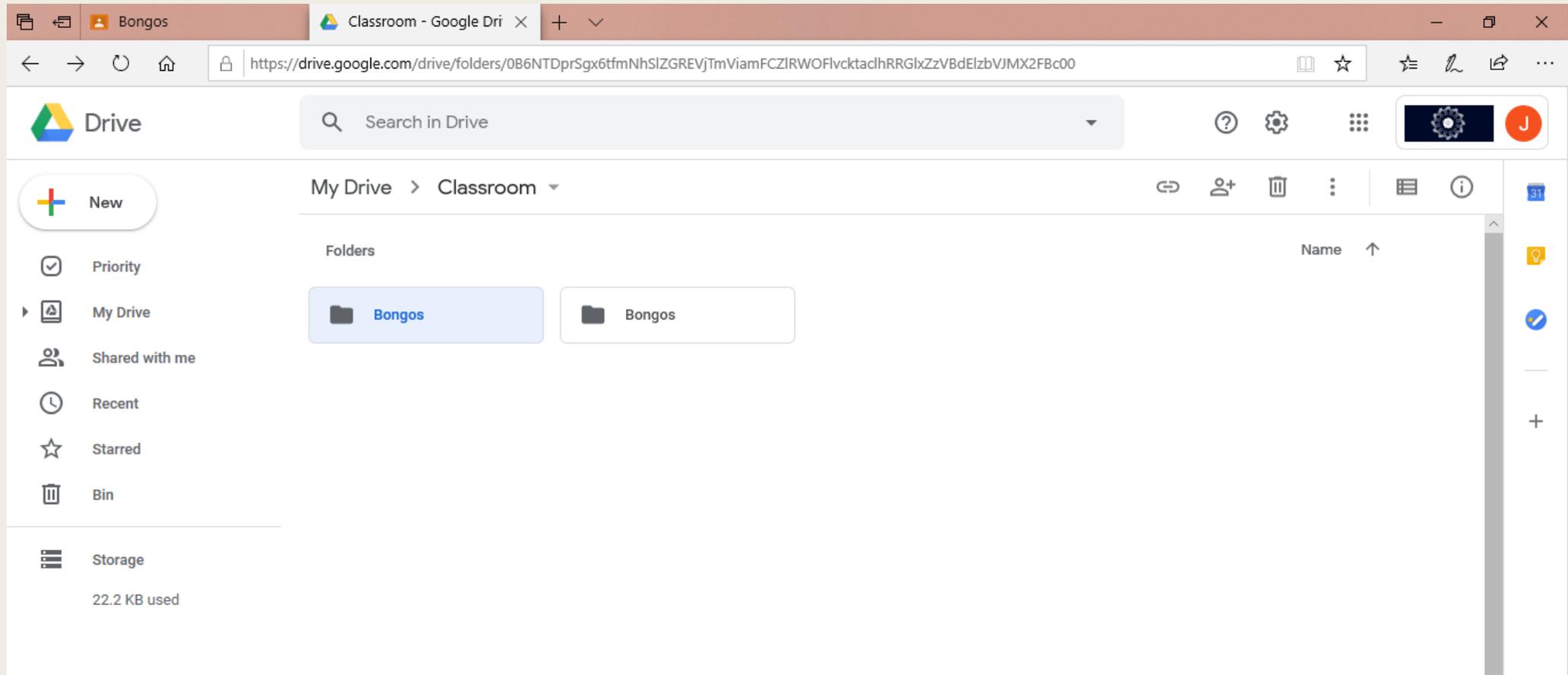
Then click your class.
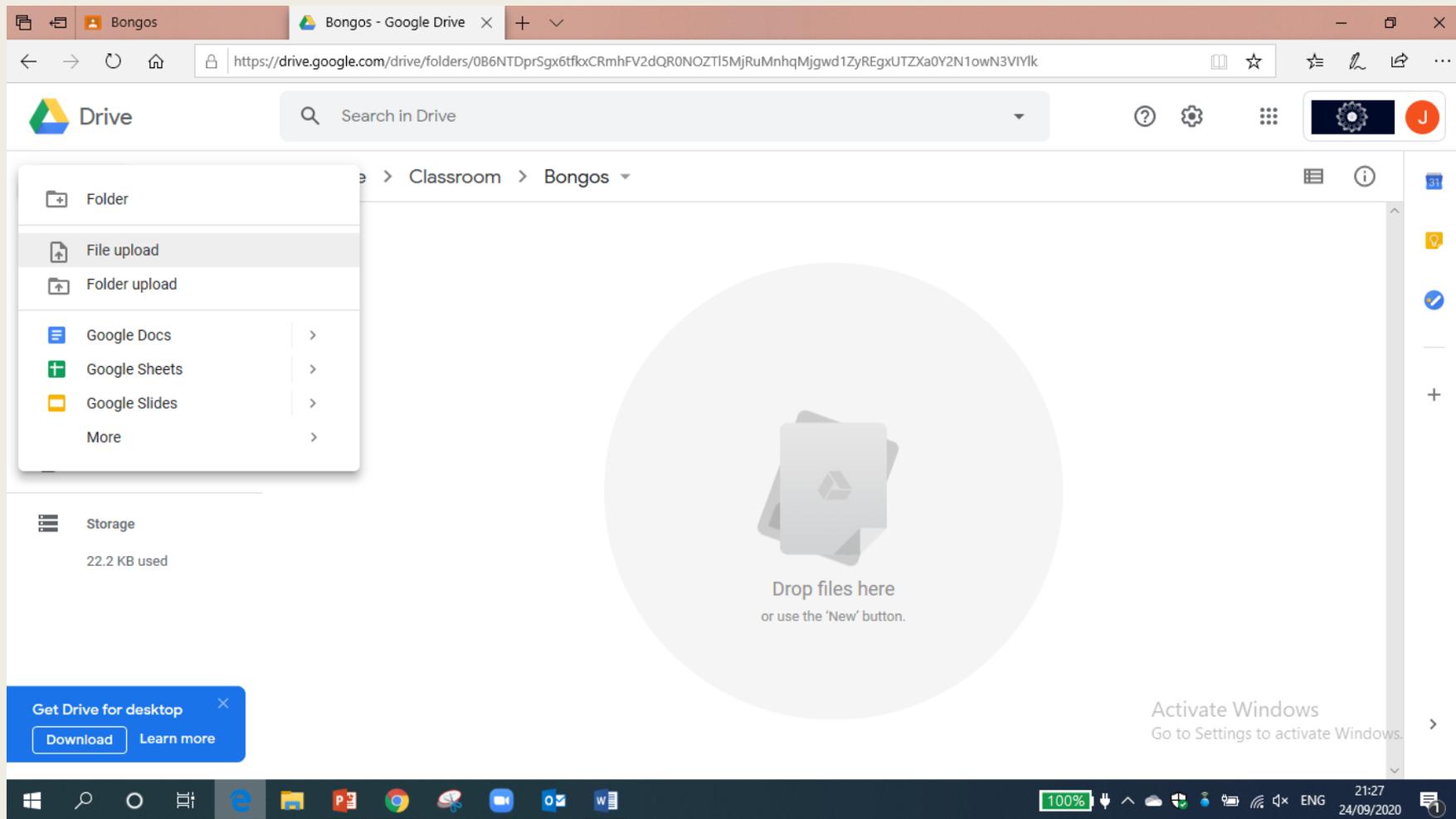
Then click 'New'.

Then click 'file upload' to upload one file.

Or click 'folder upload' to upload an entire folder.
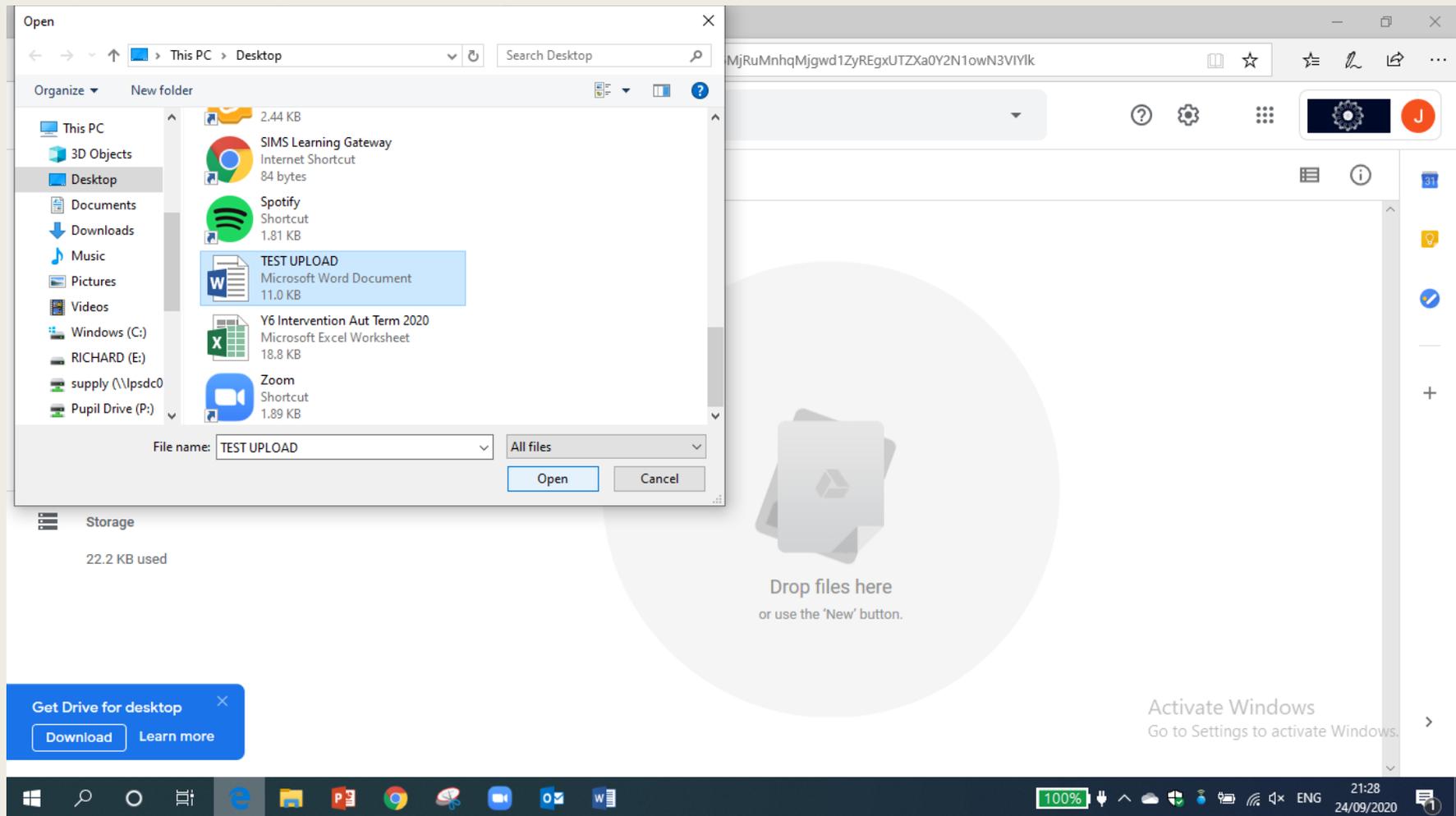
Find the file or folder you want to upload.

Click open.
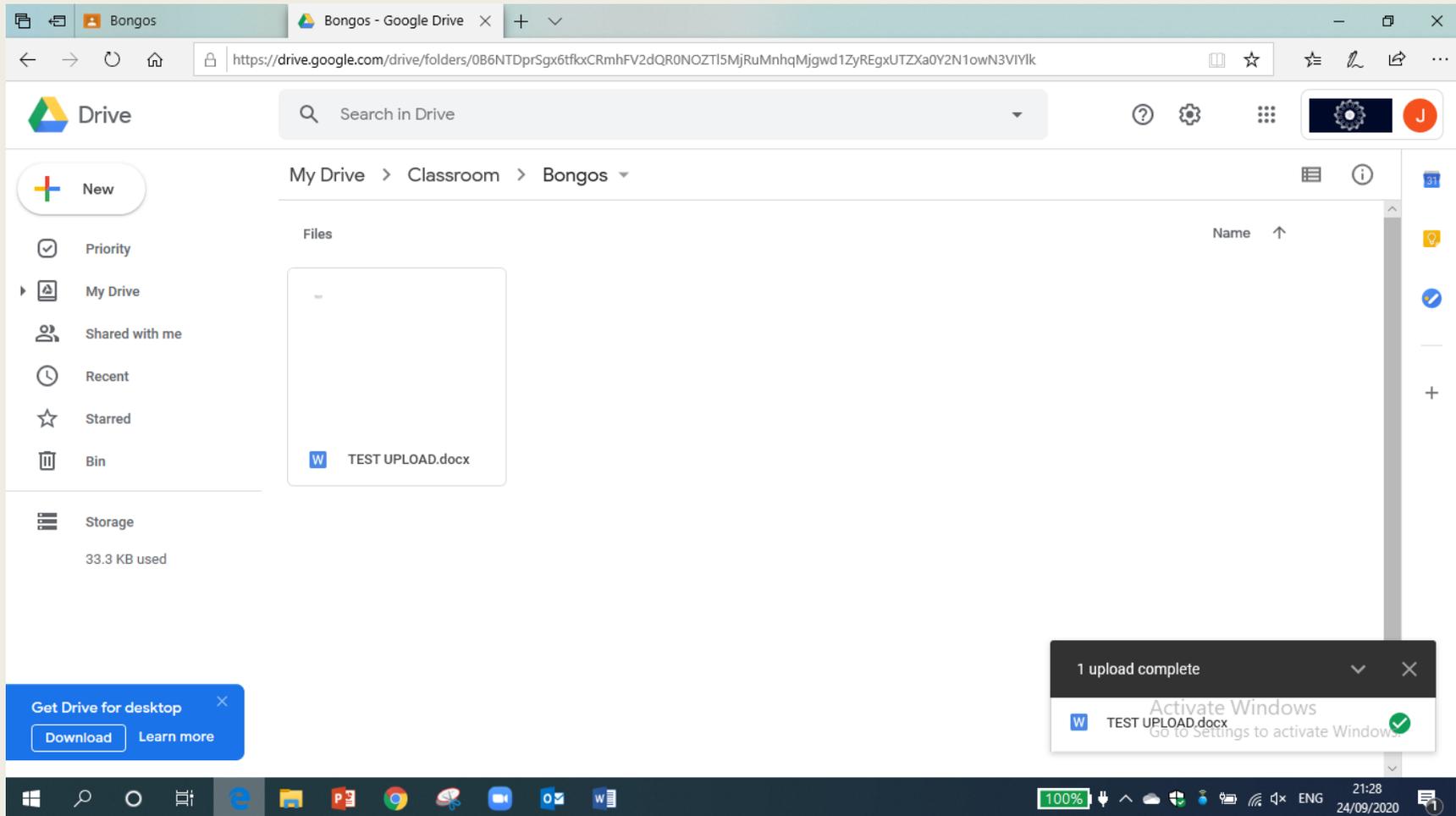
Your file will now be uploaded to your drive.

Folders or videos may take a little longer to upload.