

# Creating and Sharing a Folder In Google Drive - Google Assignment

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## Overview.

In this assignment, you will create a folder in Google Drive and share it with me. You will put the documents you created in previous assignments into the folder. In Blackboard, you will then submit a link to the folder.

**IMPORTANT:** Before beginning this assignment, watch these instructional videos in [Google Drive Resources](#):

**5 Managing Your Documents in Google Drive - Part 1**

**6 Managing Your Documents in Google Drive - Part 2**

**7 Sharing Google Drive Folders with Others**

## Assignment:

1. Using Google Drive, create a folder in your My Drive. You should name the folder using the course name, number and section, and your first and last name--such as BCIS 1305-01 Roger Smith. This semester, you will use the folder to put many of your class-related documents. We will often refer to this as your 'Google drive course folder.'
2. Put the documents you created in the three previous assignments into the folder. When you are done, your folder should contain these documents: **Impressive Document by yourname, My Favorite Things to Do - yourname,** and **Holiday Budget - yourname.**
3. Share the Google drive course folder (the folder named BCIS 1305-xx yourname) with me using my Google account (cammackje@gmail.com). When sharing, allow me to edit the contents of the folder and have Google Drive send me an email notification (at cammackje@gmail.com). Note: **Do not share individual files!** When you share the folder, the files you put in the folder will automatically be shared. When using Google Drive, you usually want to share folders instead of individual documents because, in my experience, it's simpler and you'll be less prone to accidentally share items you don't want shared.

**Additional Instructor Note:** I only use the cammackje@gmail.com account for these specific assignments at Lamar. I do not check email at this gmail account. For all email communication with me, you should always email me at my lamarpa.edu email account (cammackje@lamarpa.edu)

## Completing the Assignment:

When you have completed this assignment, go to Blackboard and, for the assignment, **Creating and Sharing a Folder In Google Drive**, submit a link to the shared Google drive course folder (BCIS 1305-xx yourname). This should be a **clickable link which opens in a new window**. Use the text **My Google Drive Course Folder** for the link text. You put this link in the Write Submission area in Blackboard. (If you do not remember how to submit links in Blackboard, review the **Submit an Assignment** in Blackboard from week 1).

**Special Notes:** Remember to watch the videos before doing this assignment. If you submit an unrestricted link (also called a "shareable link") from Google drive, I will smack your face!! Ok, I won't smack your face, but I will give you a zero for this assignment :) **To get a link to the folder to submit in Blackboard, open the folder in Google Drive and then copy the link from your address bar.**