


# Upload from H-Drive to Google Drive

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### From outside the network:

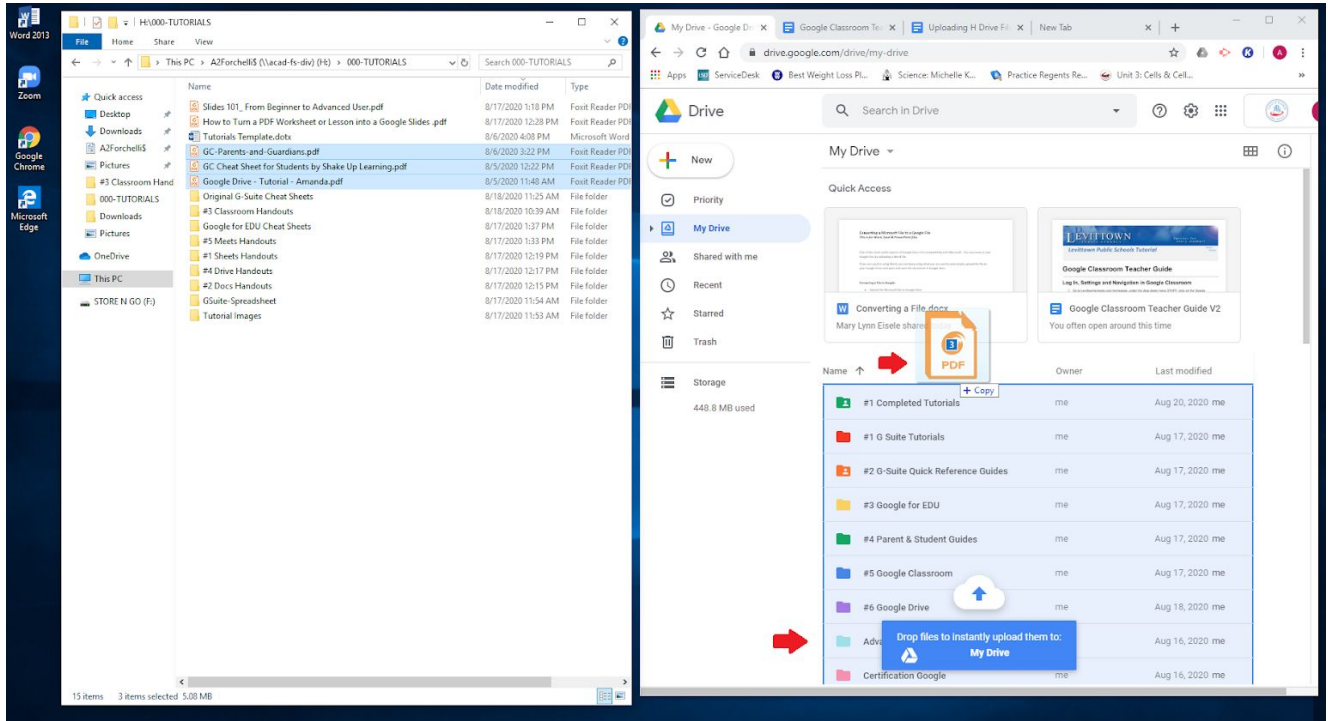
1. Go to Levittownschoools.com homepage, under the drop down menu STAFF/STUDENTS
2. Click **Remote Access**
  - o Login into Remote Access on your device. Once connected you will see Levittown Public Schools Remote Desktop Services on your screen
3. Open the chrome browser window and go to Levittownschoools.com homepage, under the drop down menu STAFF/STUDENTS, click on the Google Classroom link.
4. From the waffle icon (9 dots) in the right hand corner choose Google Drive. 

### From inside the network:

1. Go to Levittownschoools.com homepage, under the drop down menu STAFF/STUDENTS, click on the Google Classroom link.
2. From the waffle icon (9 dots) in the right hand corner choose Google Drive.

### Upload Files/Folders to Google Drive: (2 ways)

1. **Drag-and-drop files/folders.**
  - a. Open two windows, one for Google Drive and one for your H-Drive
    - i. navigate to where the files/folders you want to upload are located on your H-Drive.
  - b. To select multiple files/folders, press **Shift** (to highlight consecutive files/folders) or **Ctrl(PC)/Command(Mac)** (to highlight individual files/folders)
  - c. Drag-and-drop files/folders directly from your computer into Google Drive. You can drop the files/folders loose on your Google Drive or drag the files/folders to an existing folder.
    - i. The files/folders will begin uploading immediately.
  - d. A popup will appear that says **“Drop files to instantly upload them to My Drive”**



2. From the drive, Click the **+ New** button and select **Upload Files/Folders** from the drop-down menu.
  - a. From the popup window Double click This PC
  - b. Scroll down to available drives, navigate to your H-Drive (H:)first initial,last name
  - c. Double click on your drive to open.
  - d. Select the files/folders you'd like to upload.
    - i. To select multiple files/folders, press **Shift** (to highlight consecutive files/folders) or **Ctrl(PC)/Command(Mac)** (to highlight individual files/folders)
  - e. After selecting Upload, a popup window will appear giving the number of files being uploaded
  - f. Click the UPLOAD button.
  - g. You'll see a progress window appear in the bottom right corner, that shows the progress of your file(s) upload. Click on the file name to open the file or close the box by clicking the **X** in the upper right corner.