**How to Use Google Drive**

What is Google Drive?

Google Drive is a free service that lets you bring all your photos, docs, and videos anywhere. Any file you save to your Google Drive will also automatically save to your Google Drive and is accessible anywhere. This means that you can start working on your computer at school or the office, and finish on your home computer.

Why Google Drive?

Google Drive allows us and our student’s greater freedom and access to the notes they need without being reliant on the DSS office. It also allows us to accurately track when we receive notes and give students the ability to access their notes without relying on our ability to mail them to them.

Your Responsibilities:

1. When students are picking up accommodation letters, and are eligible for volunteer Note-taker services, ask them how many classes they would like note-takers for.

2. Have them add their information to the Note-Receiver Request Form, which is on the S: Drive as well as the DSS websidte. This information will be written by the student and must include course number and instructor name. **This is very important!!**

3. Please put all forms into the tech room’s mailbox and we will enter them into the Note-taker spreadsheet.

4. The tech team will send a link to the student to the Google Drive folder for their class. They will use this link for the duration of the semester. This folder will have notes uploaded into it by a notetaker who will have access