Accessing Remote Learning folders from Google Drive

1. Sign in to your bth google account

2. Once signed in the Google search page should open, if not open a new tab. You should see Gmail Images and a square of 9 dots in the right hand corner. Click on the square of dots and select Google Drive like so:

3. You should then see your Google Drive. On the left hand side you will see links to different areas of your Google Drive. Select Shared with me like so:

4. Once you are in the shared with me part of the Google Drive you should see your Year group’s folder. Click onto that and you will see your subjects. In each of the folders there is a folder called remote learning, you will find all work set in those folders.