

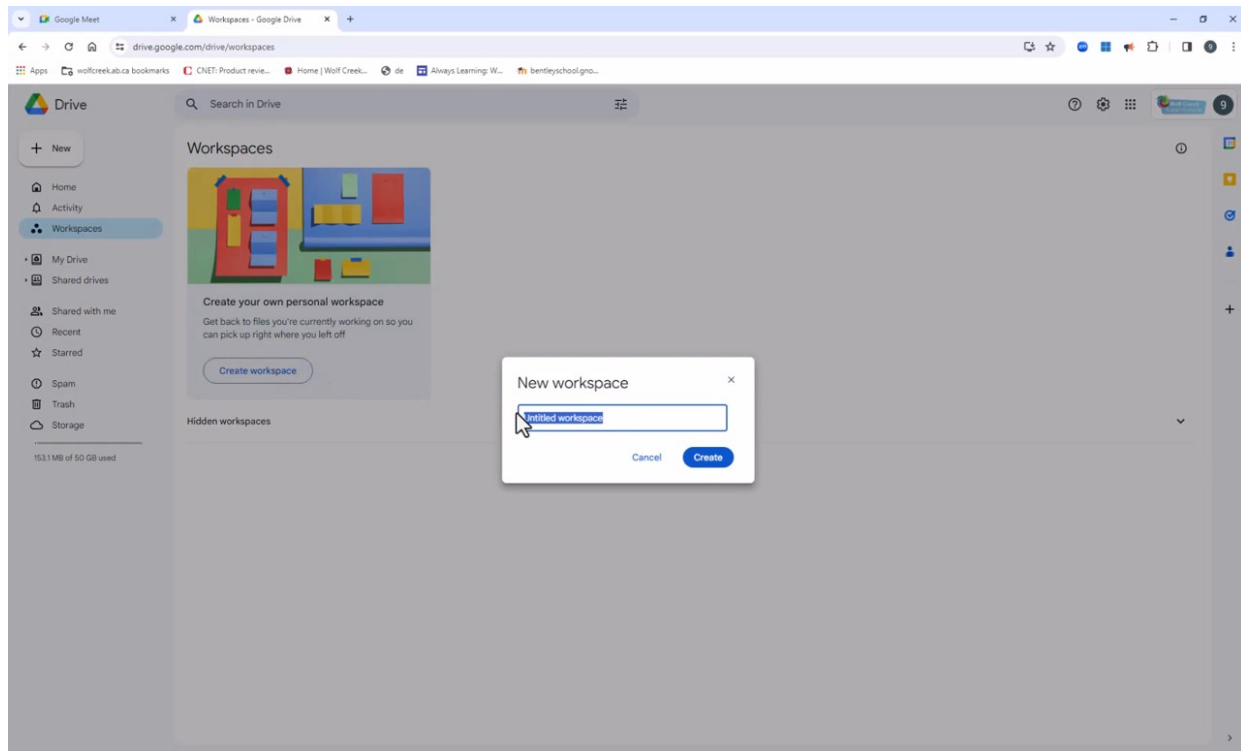
Workspace in Drive

Step-by-step guide based on the Wolf Creek training video

Before you begin: Use your Wolf Creek Google account and confirm you are working in the correct class, drive, message, or channel.

STEP 1 Open Google Drive

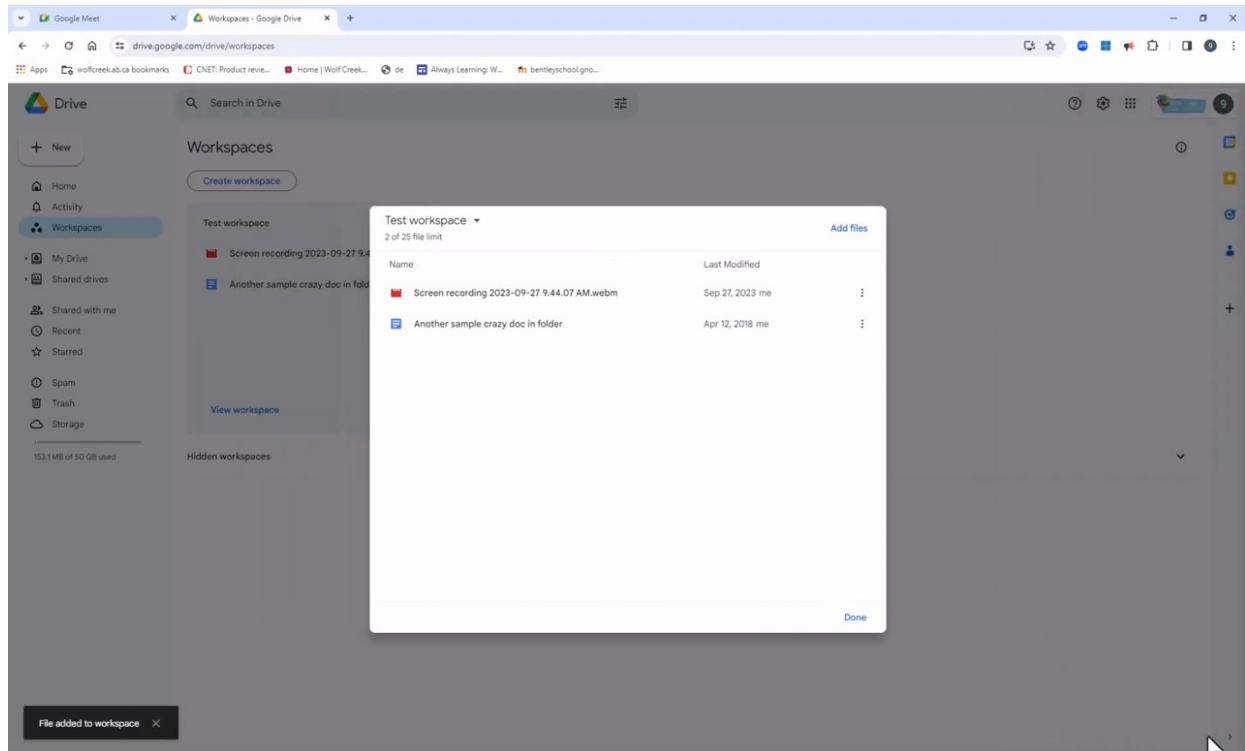
Go to drive.google.com and open the location where you want to work.



Open Google Drive.

STEP 2 Create a workspace

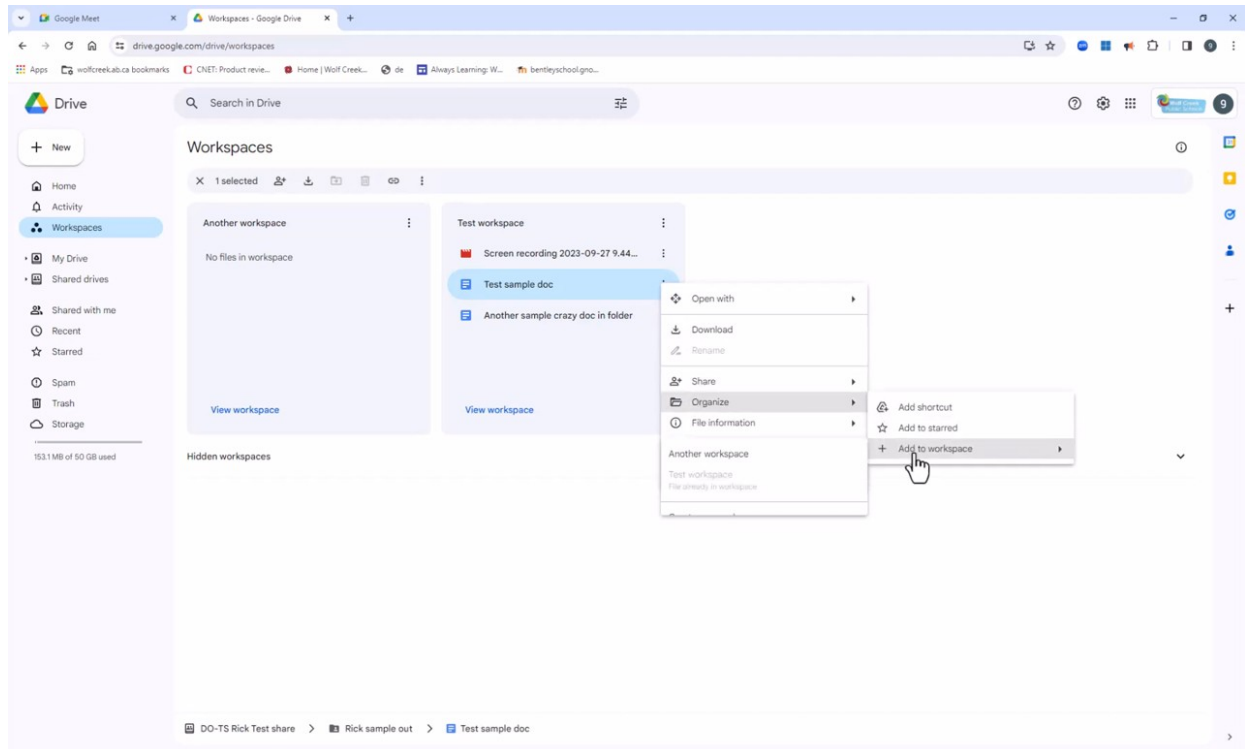
Use the New menu or the workspace feature shown to begin organizing the required files.



Create a workspace.

STEP 3 Add files

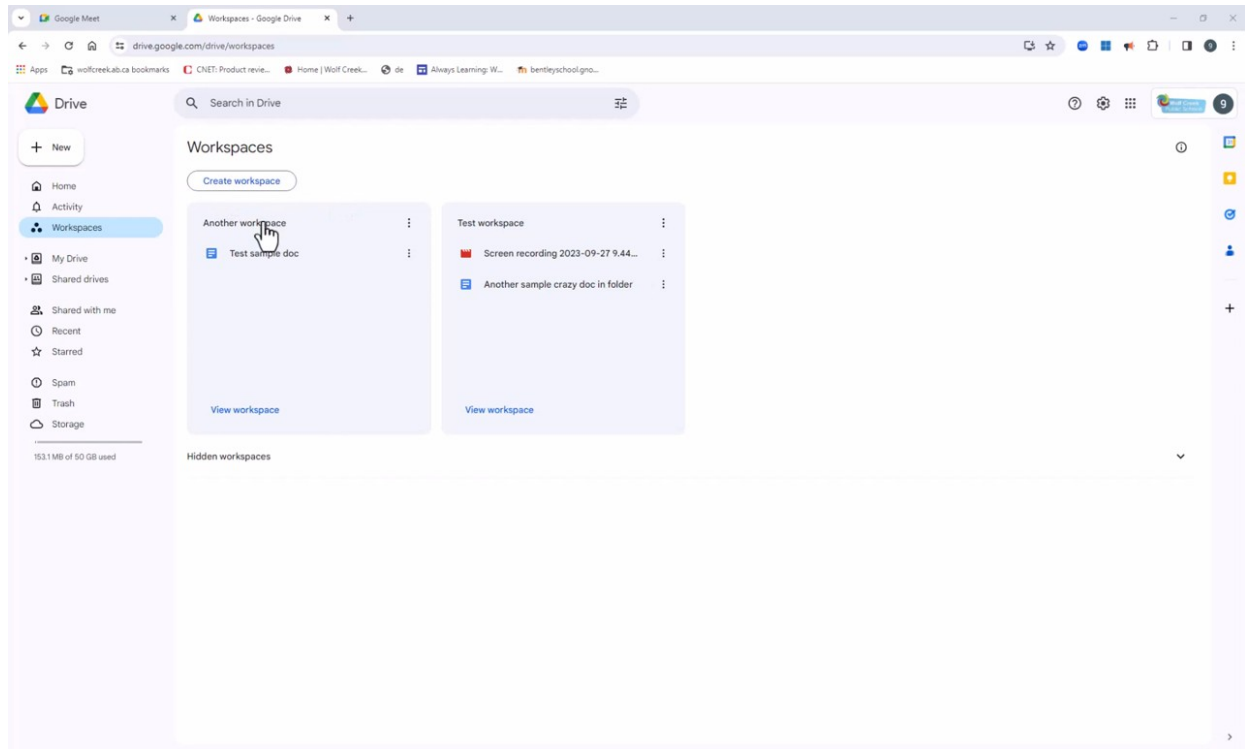
Select or add the files needed for the workspace.



Add files.

STEP 4 Review and save

Confirm the files are organized correctly and available to the intended people.



Review and save.

Finished

Review the final screen to confirm the task completed as expected.