Saving content to your Google MyDrive or Shared Drive
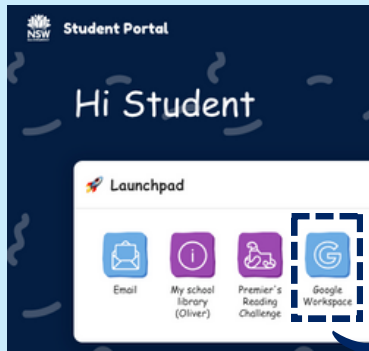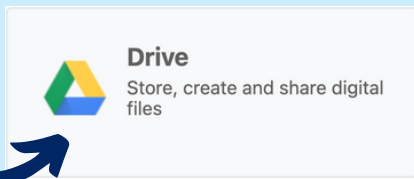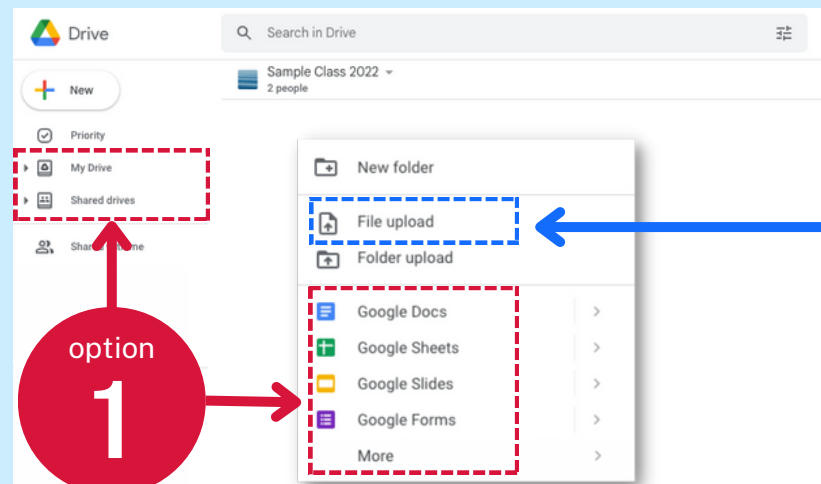
Hi Student
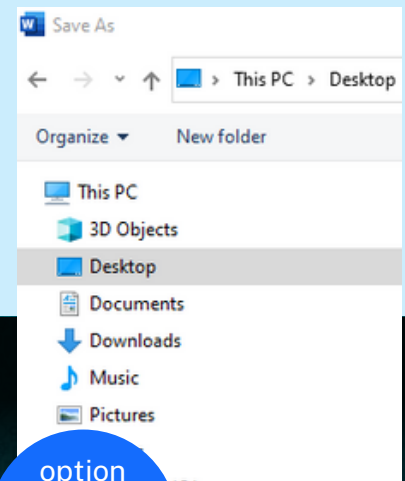
Launchpad

Email | My school library (Oliver) | Premier's Reading Challenge | Google Workspace

Navigate to your student portal and click 'Google Workspace'

Drive
Store, create and share digital files

There are 2 ways to save work to your online Google Workspace.

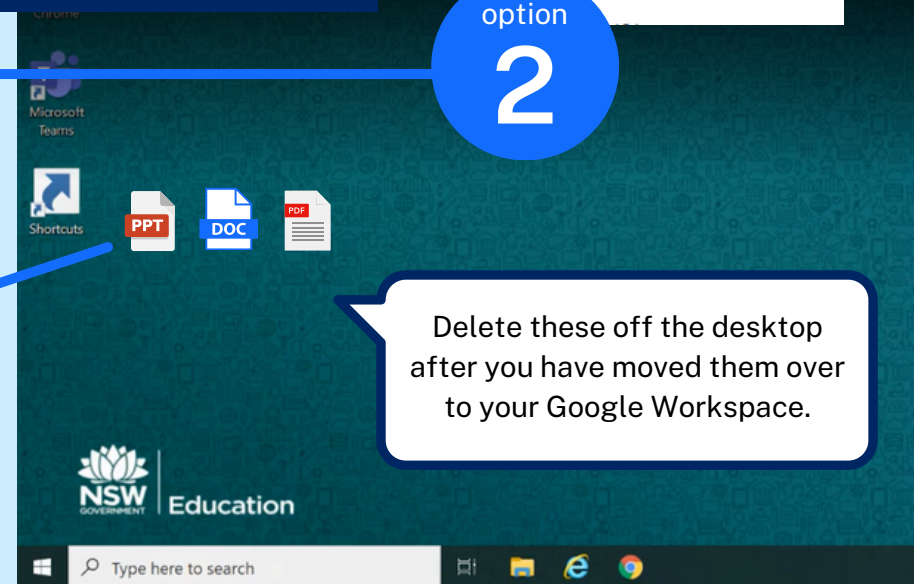**1** Create your work directly in the Google Workspace using the ➕ New button.

2 Save your work to the desktop, then drag and drop your file into your Google Workspace within a web browser - or use the file upload option in Google.

Save As

← → ↑ This PC > Desktop

Organize ▾ | New folder

- This PC
- 3D Objects
- Desktop
- Documents
- Downloads
- Music
- Pictures

Drive

Search in Drive

Sample Class 2022 — 2 people

➕ New

- Priority
- My Drive
- Shared drives
- Shared with me

New folder

File upload

Folder upload

- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- More

option 1

Navigate to the drive and folder where you would like the work to be saved then create your new document.

option 2

OR

DOC

PPT | DOC | PDF

Shortcuts

Delete these off the desktop after you have moved them over to your Google Workspace.

NSW GOVERNMENT | Education

Type here to search