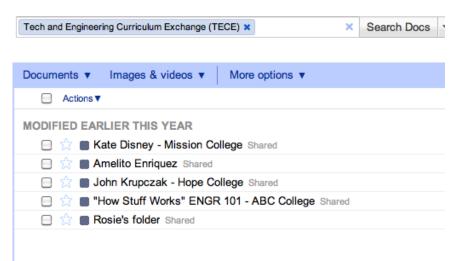
## Quick overview creating a view-only course folder on Google Docs

1. Once you are a member of TECE, you should see the TECE folder within your Google Docs. If you open the TECE folder you will see folders from TECE members who are posting materials.



2. The first step is to create your own folder. Select Create new | Collection

Google docs	Tech and Engineering Curriculum Exchange (TECE) × ×	
-		
Create new - Upload -	Documents ▼ Images & videos ▼ More options ▼	
Document	Actions ▼	
Presentation		
Spreadsheet	MODIFIED EARLIER THIS YEAR	
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Drawing	🔲 😭 🔳 Amelito Enriquez Shared	
Table (beta)	📃 ☆ 🔳 John Krupczak - Hope College Shared	
	😑 ☆ 🔳 "How Stuff Works" ENGR 101 - ABC College Shared	
Collection	🔲 🙀 🔲 Rosie's folder Shared	
From template		

3. Please use this format for your folder: Yourname - Yourschool

Rename	3
Please enter a new name for the item:	
Jane Doe - Sunnyvale Community College	

4. You should now see a folder with your name on it located in the TECE collection.

	Tech and Engineering Curriculum Exchange (TECE) ×	Search Docs	Ŧ
	Documents ▼ Images & videos ▼ More options ▼		
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	📄 ☆ 🔳 Jane Doe - Sunnyvale Community College Shared		
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	📄 ☆ 🔳 Kate Disney - Mission College Shared		
	📄 📩 🔳 Amelito Enriquez Shared		
abt	📃 ☆ 🔳 John Krupczak - Hope College Shared		
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5. To ensure that your materials are <u>view-only</u>, select **Actions**|**Share** and change the *engineering\_for\_all* group's permission to view-only.

Docume	ents v Images & videos	V	More options v
	Actions V		
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٧	la Share	÷	Share
	DIF 🚖 Add star		Email collaborators Email as attachment
	Organize		u

Select **Can view** so that members can view but not edit your folder's content. Lastly click **Save changes** to save this setting.

Who has access				
Kate Disney (you) kdisney@sbcglobal.net	Is owner	Ć		
<b>ken</b> ken.oda@gmail.com	Can view - ×			
duncan.mcgehee@gcccd.edu duncan.mcgehe	Can view - ×			
krupczak@hope.edu krupczak@hope.edu	Can edit 👻 🗙			
Engineering_for_all engineering_for_all@googl	Can edit - ×	* *		
Add people:	✓ Can edit			
Enter names, email addresses, or groups	Can view			
Editors will be allowed to add people and change the permissions. [Change]				
Done				
You have made changes that you need to save.				
Save changes Cancel				

6. After you have created your personal folder, you will want to create another folder within your folder for the course you are sharing. You may want to share materials for more than one course, so we are requesting that you create a course folder, similar to this one:

Kate Disney - Mission College 🗙	×	Search Docs	-
Documents ▼ Images & videos ▼ More options ▼			
Actions V			
MODIFIED EARLIER THIS YEAR	Mission C	college Shared	

7. Once you have a course folder, you may want to create folders within it that identify labs, lectures, assessments, etc.

Here is an example of sub-folders you may want to use:

	Documents  Images & videos  More options
	□ Actions ▼
	MODIFIED EARLIER THIS YEAR
	🔲 ☆ 🔲 Labs Shared
-	📄 📩 🔳 Assignments Shared
	📃 🚖 🔳 Syllabus, Schedule, & Flyer Shared
	📄 📩 🔳 Lectures Shared
bł	📃 🚖 🔳 Lab Materials (sources, prices, etc.) Shared

8. You are now ready to upload course materials. It is much more efficient to upload entire folders. We recommend using the Google Chrome browser for this.

Upload -	Documents v In	
Files		
Settings		
413 MB of 1,024 MB used (40%)		
Add storage		
Enable folder upload		
Learn more	ə	
Tip: Drag f Document	ïles right into your s List	