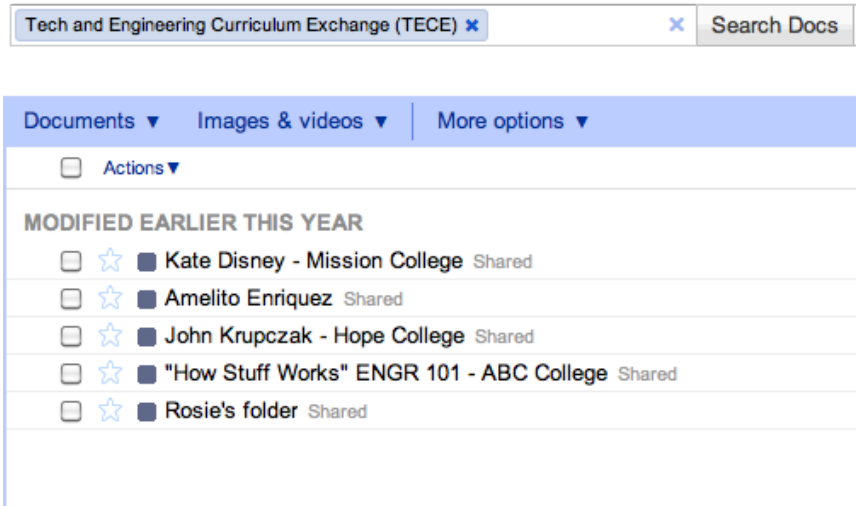
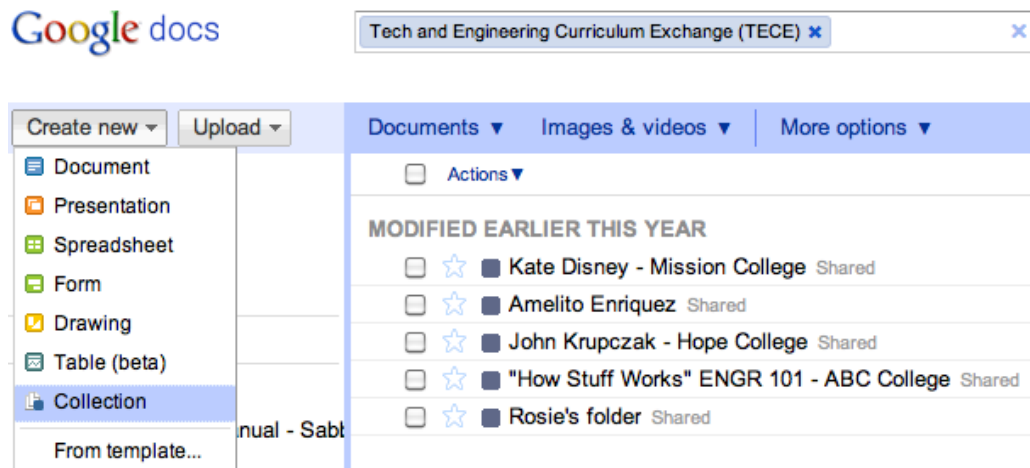


Quick overview creating a view-only course folder on Google Docs

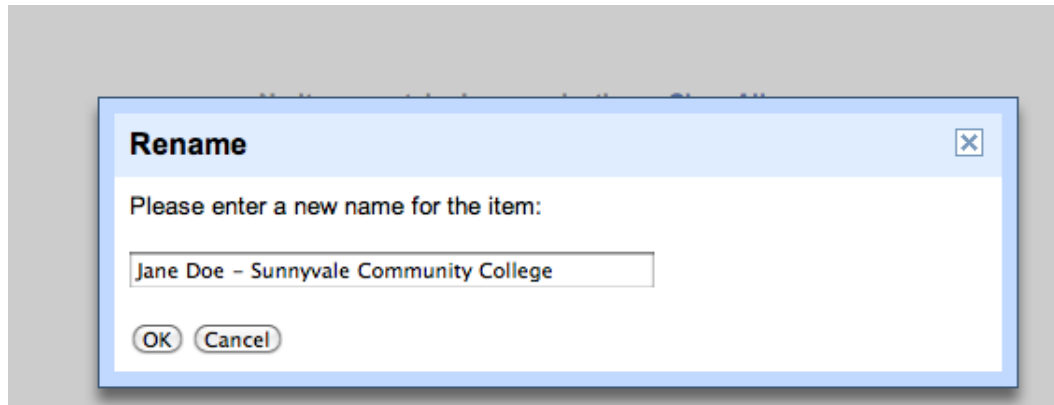
1. Once you are a member of TECE, you should see the TECE folder within your Google Docs. If you open the TECE folder you will see folders from TECE members who are posting materials.



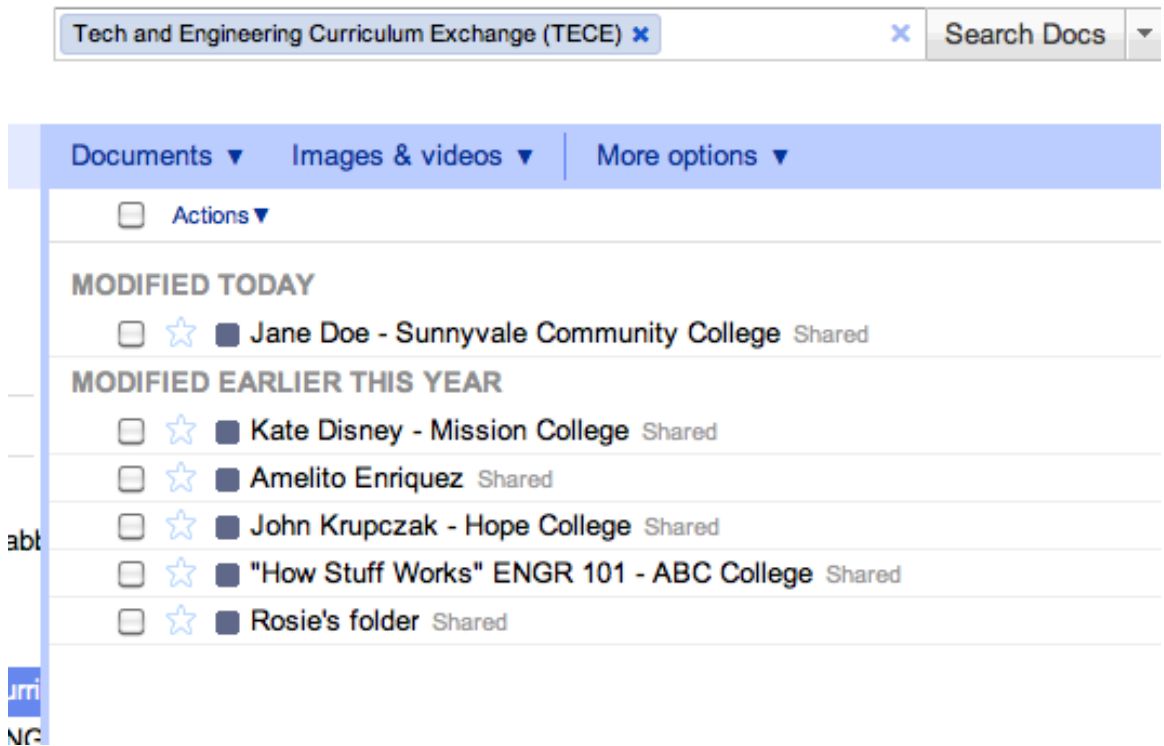
2. The first step is to create your own folder. Select **Create new | Collection**



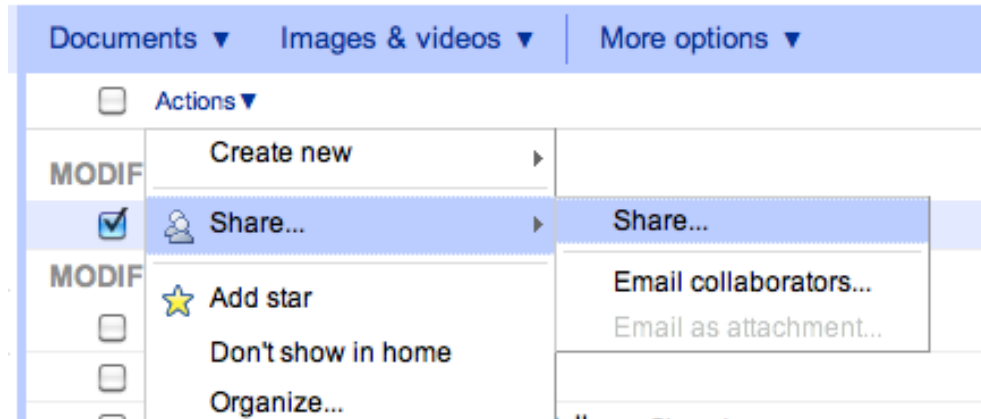
3. Please use this format for your folder: *Yourname – Yourschool*



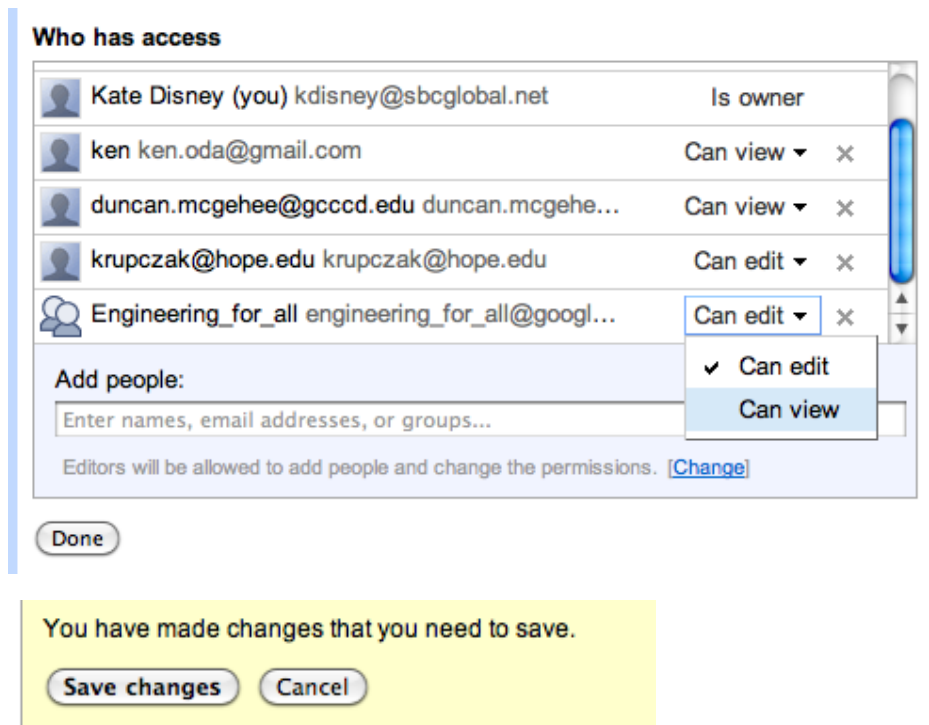
4. You should now see a folder with your name on it located in the TECE collection.



5. To ensure that your materials are view-only, select **Actions|Share** and change the *engineering_for_all* group's permission to view-only.



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



- 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 ▾

MODIFIED EARLIER THIS YEAR

☆ ■ "How Everyday Technology Works" - Engr3 Mission 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

☆ ■ 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 ▾ In

Files...

Settings ▸

413 MB of 1,024 MB used
(40%)

Add storage...

Enable folder upload...

Learn more...

Tip: Drag files right into your Documents List