

c) Organize them in subfolders: Notes, Images, Assignments.

d) Share the main folder with your teacher with View Only permission.

The screenshot shows the Google Drive interface. On the left is the navigation sidebar with options like Home, Activity, Workspaces, My Drive, Shared drives, Shared with me, Recent, Starred, Spam, Trash, and Storage. The main area displays 'My Drive' with a subfolder 'Unit 3 Practical work'. Inside this folder, there are three subfolders: 'Assignments', 'Images', and 'Notes'. A table lists these folders with columns for Name, Owner, Date modified, and File size. On the right, there are sections for 'Who has access', 'Security limitations', and 'Folder details'. A 'Get Drive for desktop' button is visible at the bottom left.

Name	Owner	Date modified	File size
Assignments	me	12:20 PM	1
Images	me	12:20 PM	1
Notes	me	12:20 PM	1

This screenshot shows the same Google Drive interface, but with a sharing dialog box open for the 'Unit 3 Practical work' folder. The dialog box has a title 'Share "Unit 3 Practical work"' and a list of people to share with. The first person listed is 'mohamed.s.jakhar@gmail.com' with a 'View' permission. There is a 'Message' field and a 'Send' button. The background interface is slightly dimmed, showing the same folder structure and sidebar as the previous screenshot.