

Week 1 - Year 1 - September 1, 2020

* ~ indicates something to do.

* Craig Coleman Youtube.com Videos:

https://www.youtube.com/channel/UChIFRxcSQy6zA1yAjNK2GJA/videos?view_as=subscriber

- ~ Login to drive <https://drive.google.com/drive/my-drive> (Authentication)
- ~ Go to the drive and look around.
(I'm going to show you my email lists and 2019 student folders.)
- ~ Create a FOLDER
- ~ Share a FOLDER with craig.coleman@ksd.org
(Pay attention to the examples and what not to do.)
(Do not share a folder with everyone then make a shared folder inside of that.)
- ~ Create a DOCUMENTS
- ~ Download a file as a pdf file. (portable document format)
- ~ Move a DOCUMENTS
- ~ Find a SHARED FOLDER or DOCUMENT
(Find the Folder I shared with you with name_Cyber)
- ~ Link a SHARED FOLDER to Your Google DRIVE
(Right Click > Add shortcut to Drive)
- ~ Create a document is name_Cyber FOLDER
(I'll create an Ethics_Statement_Name/Initials)
- ~ Put a file or files in the name_Cyber FOLDER (I'll get Respect Bingo)
- ~ Rename a file.