

Drive Media Storage

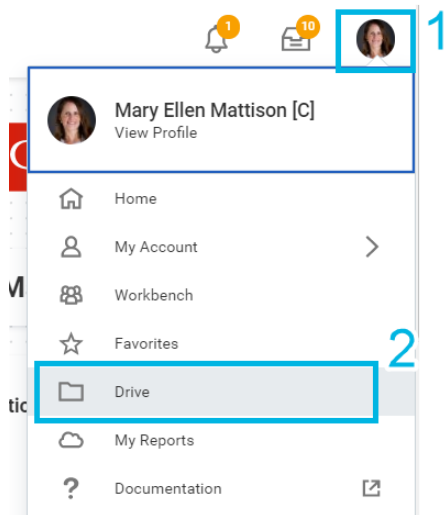
Overview

Learning Partners have access to view and share media files in Drive.

Who Does This: Learning Admin; Learning Partners

Things to Know:

- Each time you upload a media file into a Course or Lesson, it is saved in your personal Drive folder.
- An additional step is required to Move these files and share with the Learning team.
- This process ensures others have access to update/edit media in your absence, if needed.
- Media files will be saved to your personal Drive folder as soon as you upload them to a Lesson/Course, even if the Lesson/Course is canceled or not submitted.
- Drive will allow more than one media file with the same name.

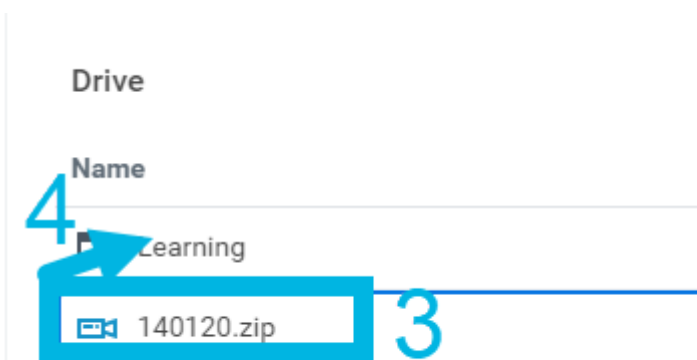


Step 1

Select the **profile icon** (cloud/photo).

Step 2

Select **Drive**.

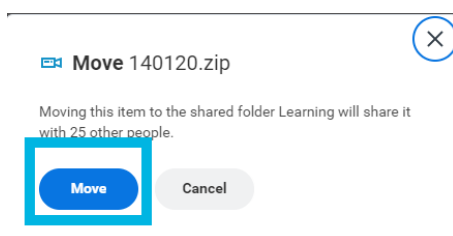


Step 3

Select the **media file(s)** in your personal Drive.

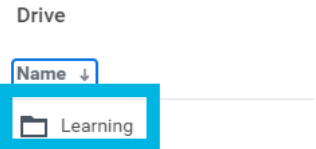
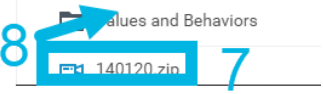
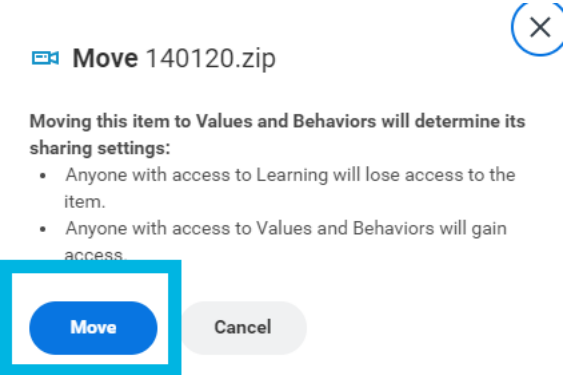
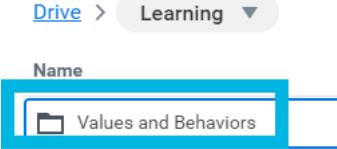
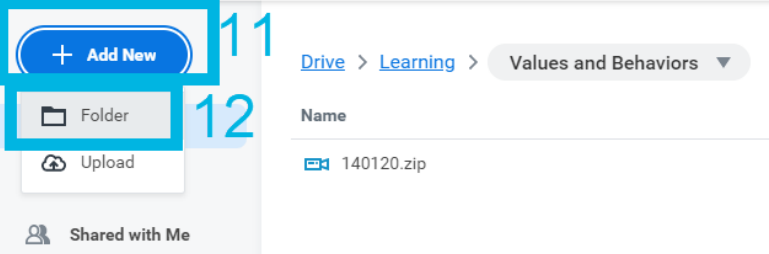
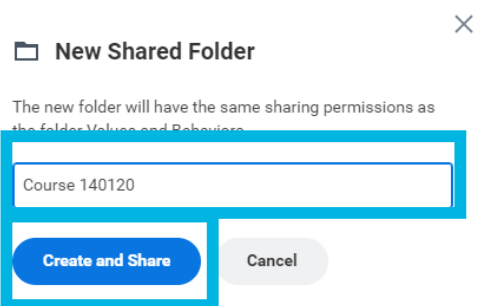
Step 4

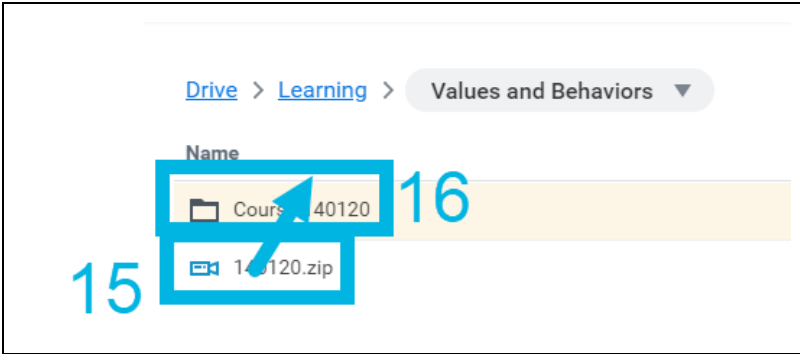
Drag into the shared **Learning** folder.



Step 5

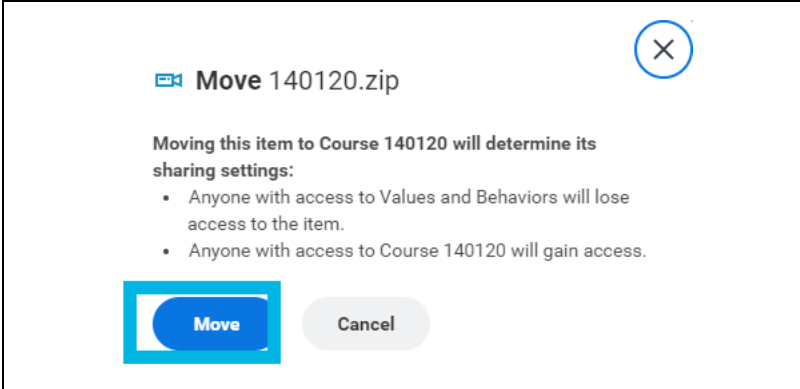
Select **Move**.

	<p>Step 6 Double-click to open the Learning folder.</p>
	<p>Step 7 Select the media file(s) in the Learning folder.</p> <p>Step 8 Drag into the corresponding Topic folder.</p>
	<p>Step 9 Select Move.</p>
	<p>Step 10 Double-click to open the Topic folder.</p>
	<p>Step 11 Select Add New.</p> <p>Step 12 Select Folder.</p>
	<p>Step 13 Enter the folder name which should match the name Lesson or Course Title where the media was loaded</p> <p>Step 14 Select Create and Share.</p>



Step 15
Select the **media file(s)** in the Topic folder.

Step 16
Drag into the corresponding **Lesson/Course** folder.



Step 17
Select **Move**.