

## Sharing Assessment Files Through GOOGLE DRIVE

Go to your **GOOGLE DRIVE**

1. On the left side of the screen click **"NEW,"** then click **"File Upload"**.
2. You will upload your MP3 file from your Band folder on your desktop
3. When the upload is complete, double click on the file (red speaker icon) in your Google Drive. You can listen to the file. At the top center of your screen, click the share button (head with a plus sign)
4. When the share window opens, click on **"Get Shareable Link"**. The link to your mp3 file will be highlighted in blue. Copy the link. After you copy the link (control c), click **done**, then close the window.
5. In your Google Drive home screen, click the red **"NEW"** button, then click **"GOOGLE DOCS"**. Rename your document YourLastNameBandMP2(ex: ParkerBandMP2).
6. In the menu bar at the top, you will see menus for *File, Edit, View, Insert, Format, Tools, Table, Add-ons, and Help*. Click **"INSERT"**, then click **"LINK"**. Use control "v" to paste the link in the "Link" window. In the **"TEXT"** field, type YourLastNameFileName (ex. ParkerBbScale). Click **APPLY**.
7. The final step is to share your Google Doc. Click **"SHARE"** (Upper right side of screen, blue button). Type in [fparker@qcsd.org](mailto:fparker@qcsd.org) and click **DONE**.

You will insert a link into this Google Doc for each assessment.