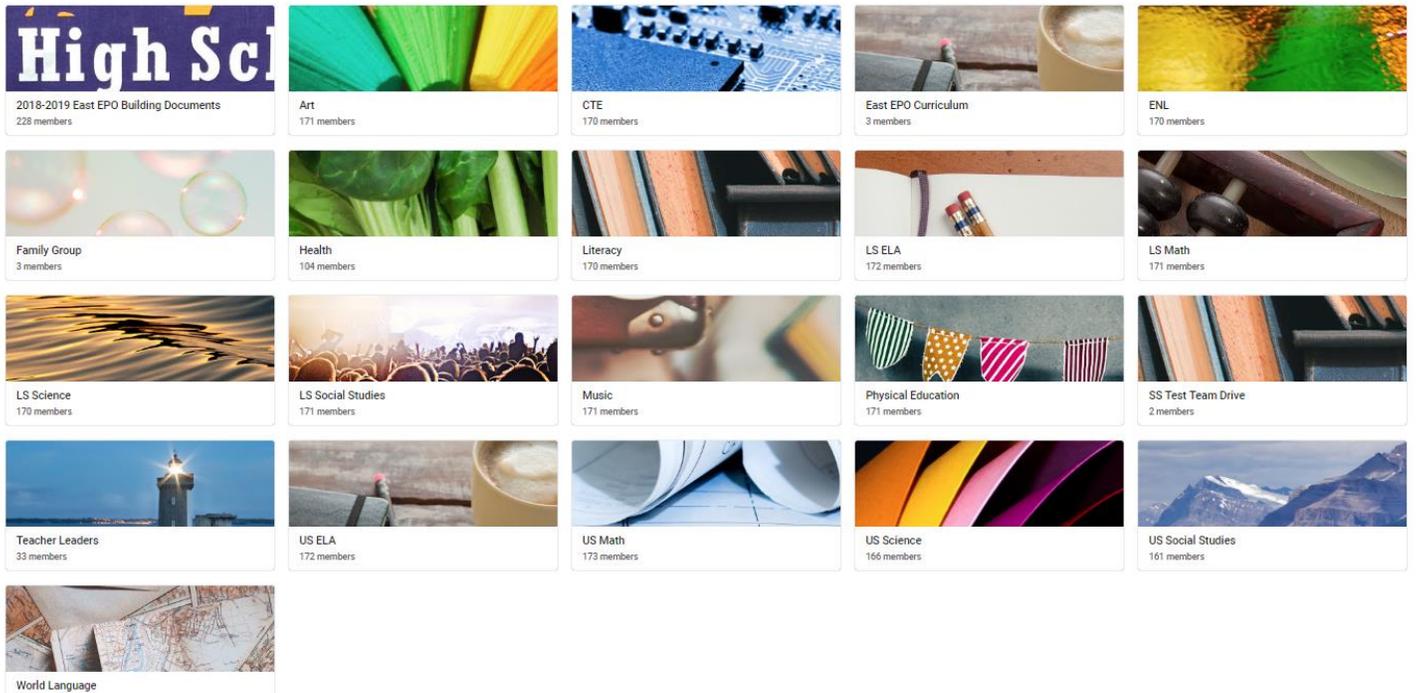


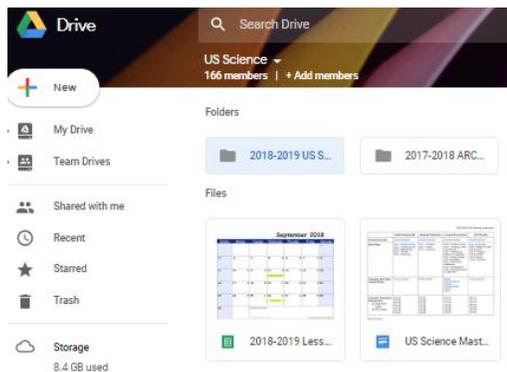
Getting to Shared Drive

- Depending on your preference, you can get to your DRIVE a few different ways, but you want to make sure you are logged into your 121 account. To do this you can click on the house , , or  tiles. Once you click on one of these icons, you will be able to get to your  Drive.

- Inside your drive you will see  **My Drive** and underneath it you will see  **Shared drives**. Click on Shared Drives to get to the EAST Curriculum storage system. This is the view most teachers see.



- Teachers click on the content they teach; they are given EDIT access to their content folder. Service providers are given edit access to as many folder as they support. All other content teachers have VIEWING rights to all the other content folders.
- If I teach US Science I click on my content team folder  and the first page is universal across all contents; 2 folders and 2 Docs



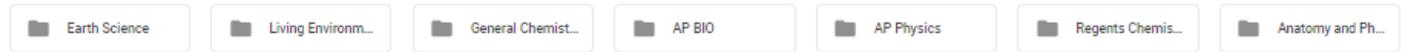
Uploading Lesson Plans and Materials

Click on the folder for the current school year.

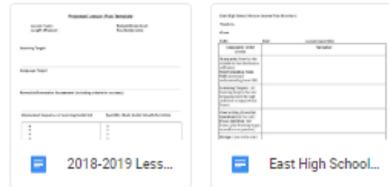
2018-Present Course Materials

Click on the content you teach or support

Folders



Files



Ex. Earth Science, you will see a CFA folder as well as a Units folders; every unit has its own folder along with an instruction page on what belongs in each folder.

1.

Folders



Files

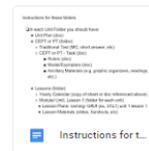


2.

Folders



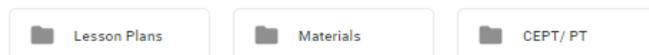
Files



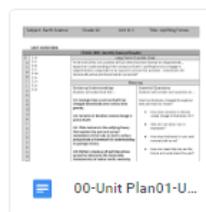
Inside every UNIT folder there is a Unit overview as well as three folders; Lesson Plans, Materials, and a CEPT/PT folder.

3.

Folders



Files



Once a lesson plan is uploaded to the lesson plan folder, teachers will click on the  icon to get a sharable link

