

# Google Drive Instructions

**Note: A cloud storage Review is another option for your yearly Review. Please see instructions on the back side of the portfolio review.**

**Step 1 - Go to *drive.google.com*:** Here you will see any files that you have already uploaded or synchronized from your device(s).

- Note: You may elect to use a different cloud storage service than google drive.

**Step 2 - Upload or create files:** You can personally create a homeschool folder here; afterwards, go to your device where you have the images stored, send them to my Google Drive Homeschool folder.

**Step 3 - Share and organize files:** Double click on the homeschool folder that is created, from there, you should be able to copy a link to it and paste it into an email.

- **Please Include a minimum of forty (40) samples of work for each Core Subject for the School Year for each student. (40 English – 40 Math – 40 Science – 40 Social Studies)** Subjects such as Physical Education, Music, and Art can be documented on the review form.
- **Note:** If you have enrolled during the year, please prorate samples of work for the months you have been homeschooling.
- **Please do not email individual samples of work alone.**

**Note: Students doing work for high school credit.** In addition to core subjects, provide 40 samples of work for each elective course for high school credit where possible.

**Very Important:** The hard copy portfolio review form must be returned with your renewal. CCS is required to keep these forms on file for each CCS family.

**Please note at the bottom of the form the date you emailed your review to CCS.** After reviewing, CCS will sign as the reviewer for the School Year.

Please email final Google drive file to: [admin@churchvillechristianschool.org](mailto:admin@churchvillechristianschool.org)

410-734-9174

Thank You - CCS