

## *Google Drive Instructions*

A cloud storage Review is an **OPTION** for your yearly 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 *approximately 40 samples of work for each Core Subject*** for the School Year for each student for ***English, Math, Science, and Social Studies***. Note these Four Core subjects should each be taught for a minimum of 40 minutes per day for 180 days per year.
- **Electives for Grades K-8<sup>th</sup>:** Subjects such as Physical Education, Music, and Art and Health can be documented in a notebook or a calendar and viewed by the reviewer during your portfolio review. These subjects should be taught for a minimum of 40 minutes per week in K-8<sup>th</sup> Grade.
- ***Note:*** If you have enrolled during the year, please prorate samples of work for the months you have been homeschooling.
- ***Please do not send individual emails for separate samples of work.***  
***(Include all samples in one email using google drive or drop box etc.)***

**Note: Students doing work for high school credit.** In addition to core subjects, provide 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