

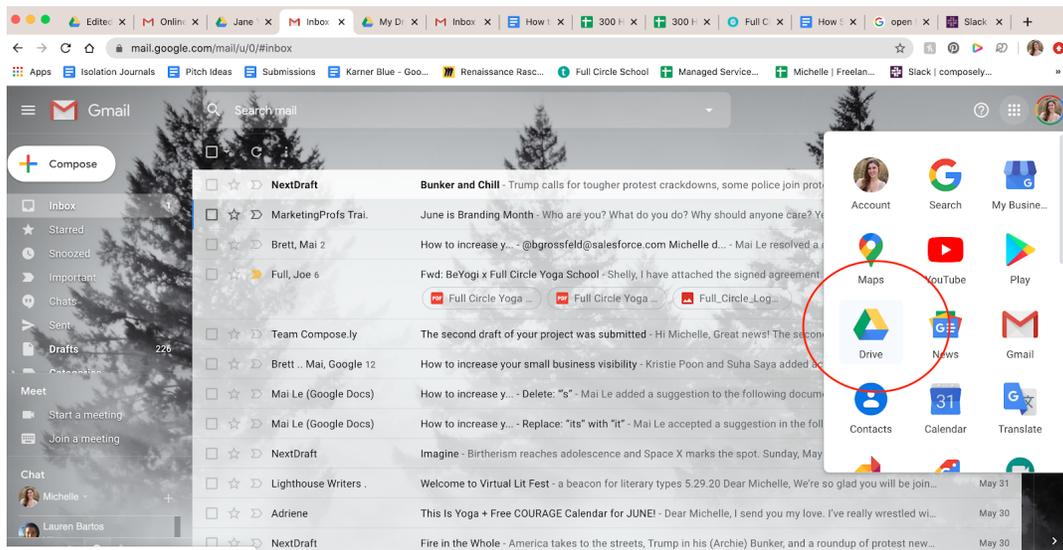
# How to Hand in YTT Coursework via Google Drive

3 Easy Steps!

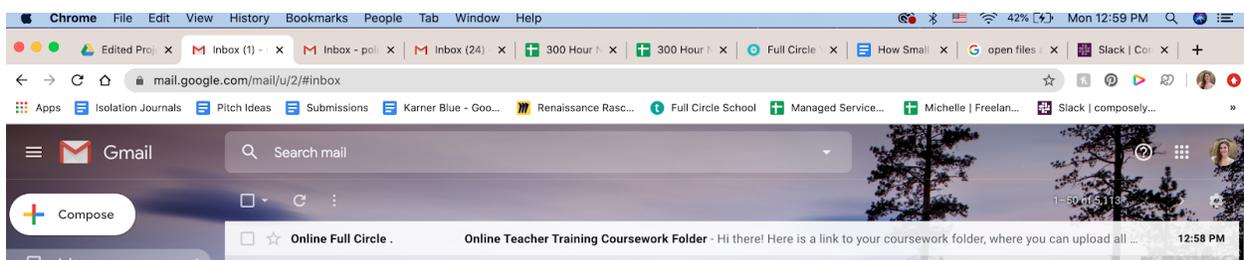
## Step 1

You will need to [make a Gmail account](#) if you don't already have one. They are free and easy to use! After that, if you complete coursework on your phone or iPad, you may also want to download the Google Drive mobile app so you can directly upload your work from your device.

If you're new to Drive, here's how you get there from your Gmail. Click on the dots in the upper right corner and then click on the triangle that says Drive. That's just so you know where it is.



Great. Now, you'll look out for an email from Online Full Circle titled "Online Teacher Training Coursework Folder." We will send it to the email address we have on file for you; if it isn't gmail, you can simply sign in with your new gmail account that you've created. No need to send us your new gmail email address.

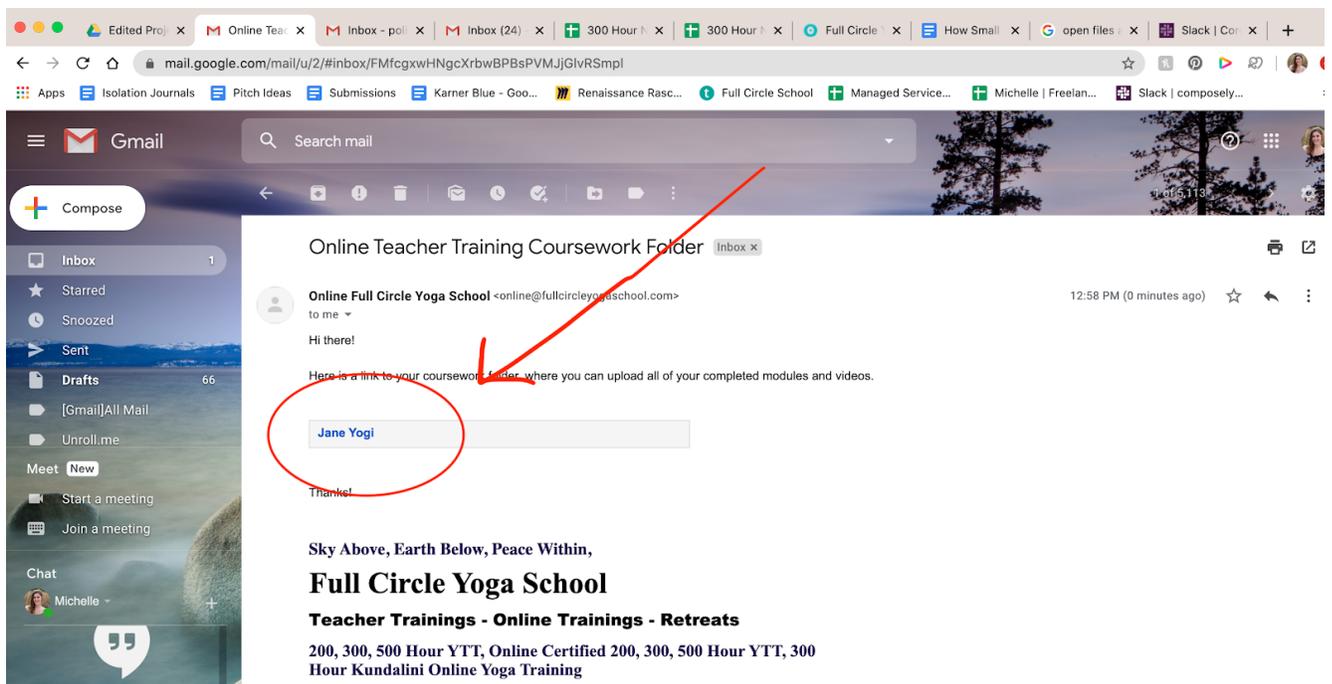


**Each student will each receive their own unique coursework folder that says their name.**  
You are responsible for uploading all of your written coursework AND yoga videos there.

- The easiest way to upload your videos is to film them on your camera, phone or computer, and upload them directly into your Google drive folder. (if you do this on an iphone and use the app, you won't even need to use a computer).
- If the file is too big, you can compress it using a video compression app.
- We don't recommend using Zoom to record your videos, as it relies on the internet, and if the internet cuts out, so will your recording.
- You can also upload to YouTube, and then put that link in the Drive.
- Please avoid using external file sharing sites like DropBox, Box, Filemail, etc. You can just use your google Drive folder.

## Step 2

Open the folder in the email we've sent you (it will say your name).



Then you will be brought to your folder where you can start uploading.

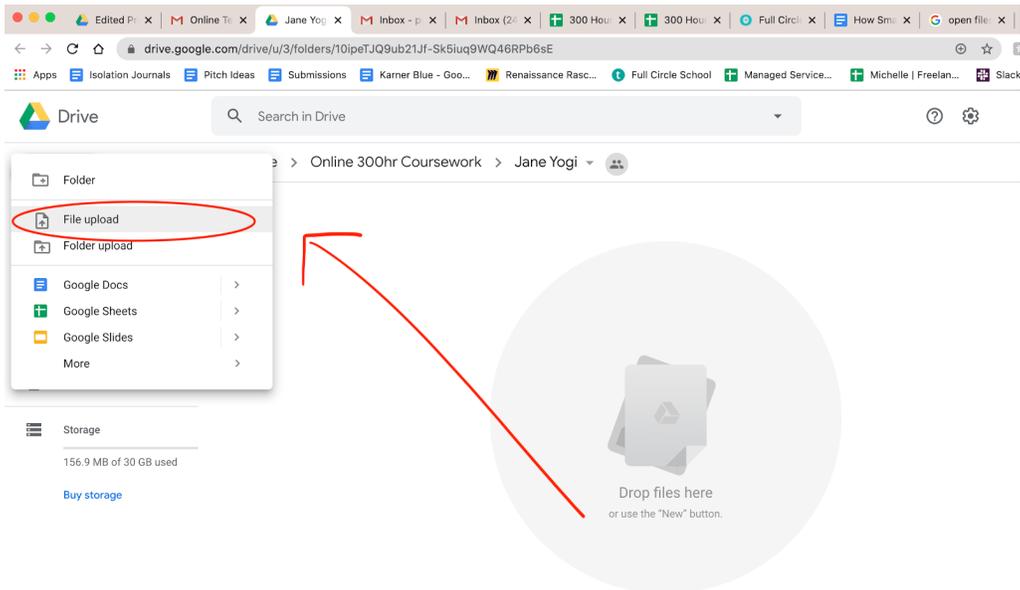
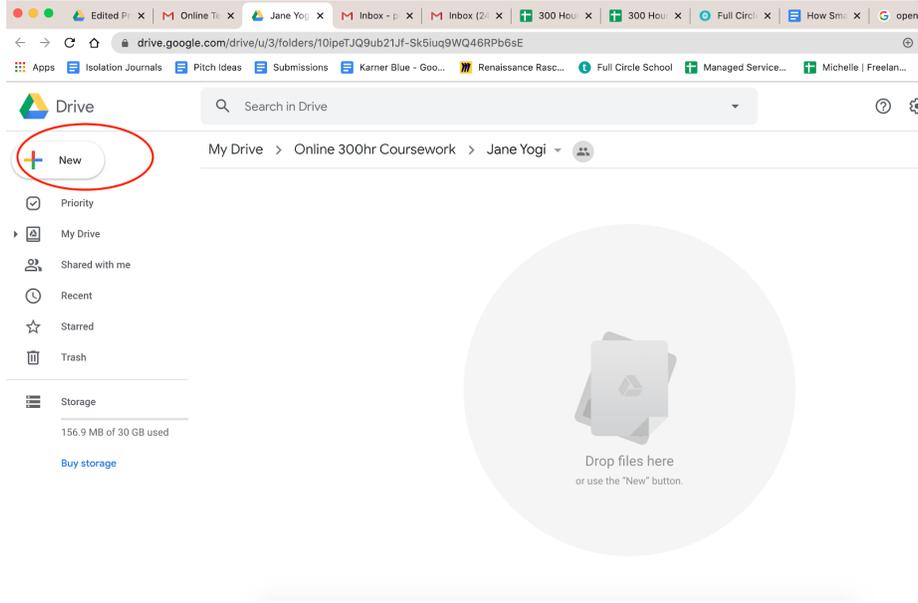
## Step 3

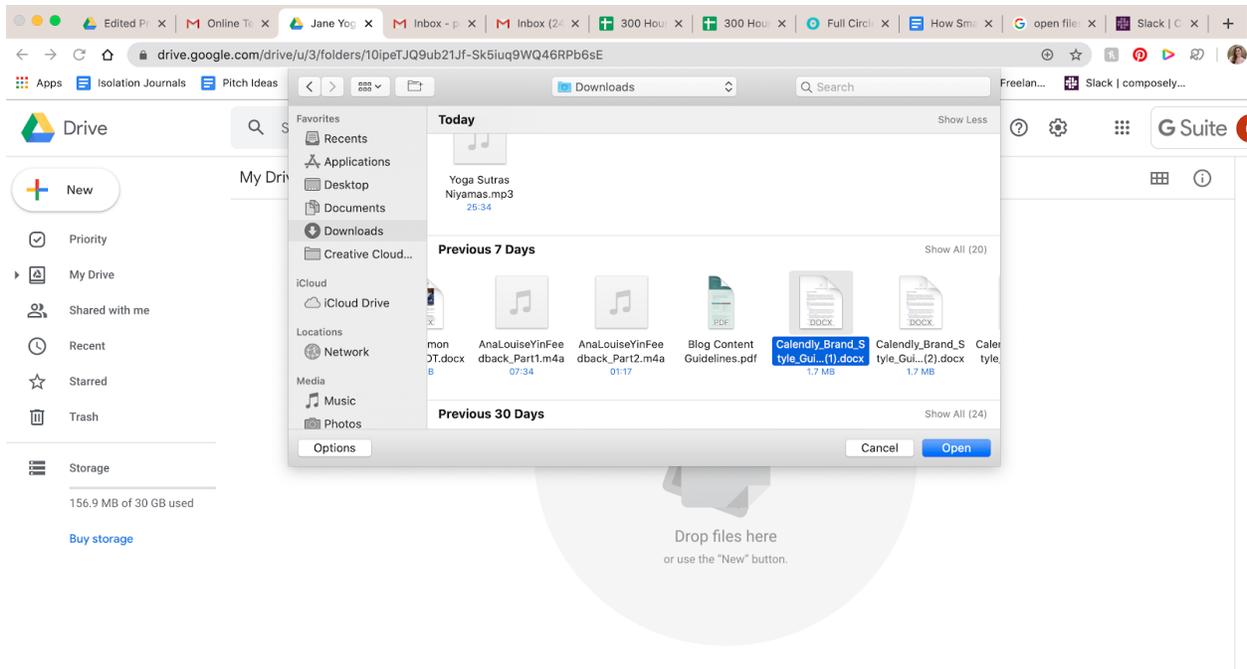
There are two ways to add to your Drive folder.

1. Use **METHOD ONE** for coursework on your computer or iPad or Phone, like images and Word documents and PDF files.
2. Use **METHOD TWO** for anything that's already in your own google drive, like .doc files.

## METHOD ONE

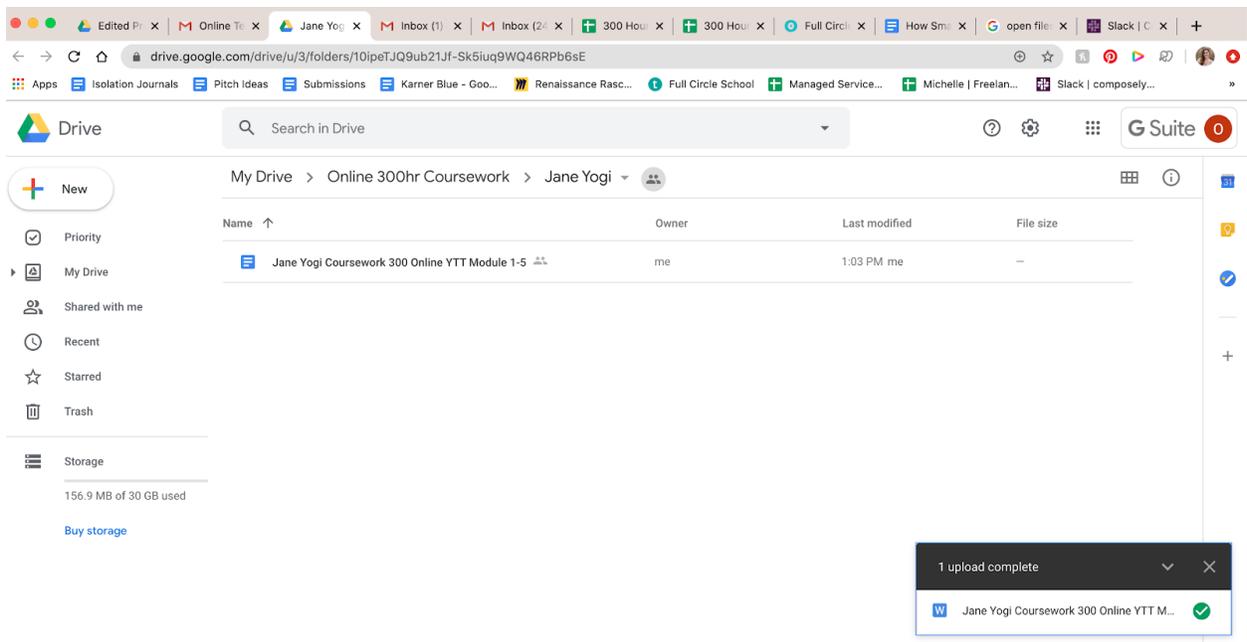
Add your coursework files from your computer by clicking the “new” button in the corner.





Locate the file you want to upload and click “open.”

It will load in the bottom right corner. When it is finished, it will appear in the folder as seen below.

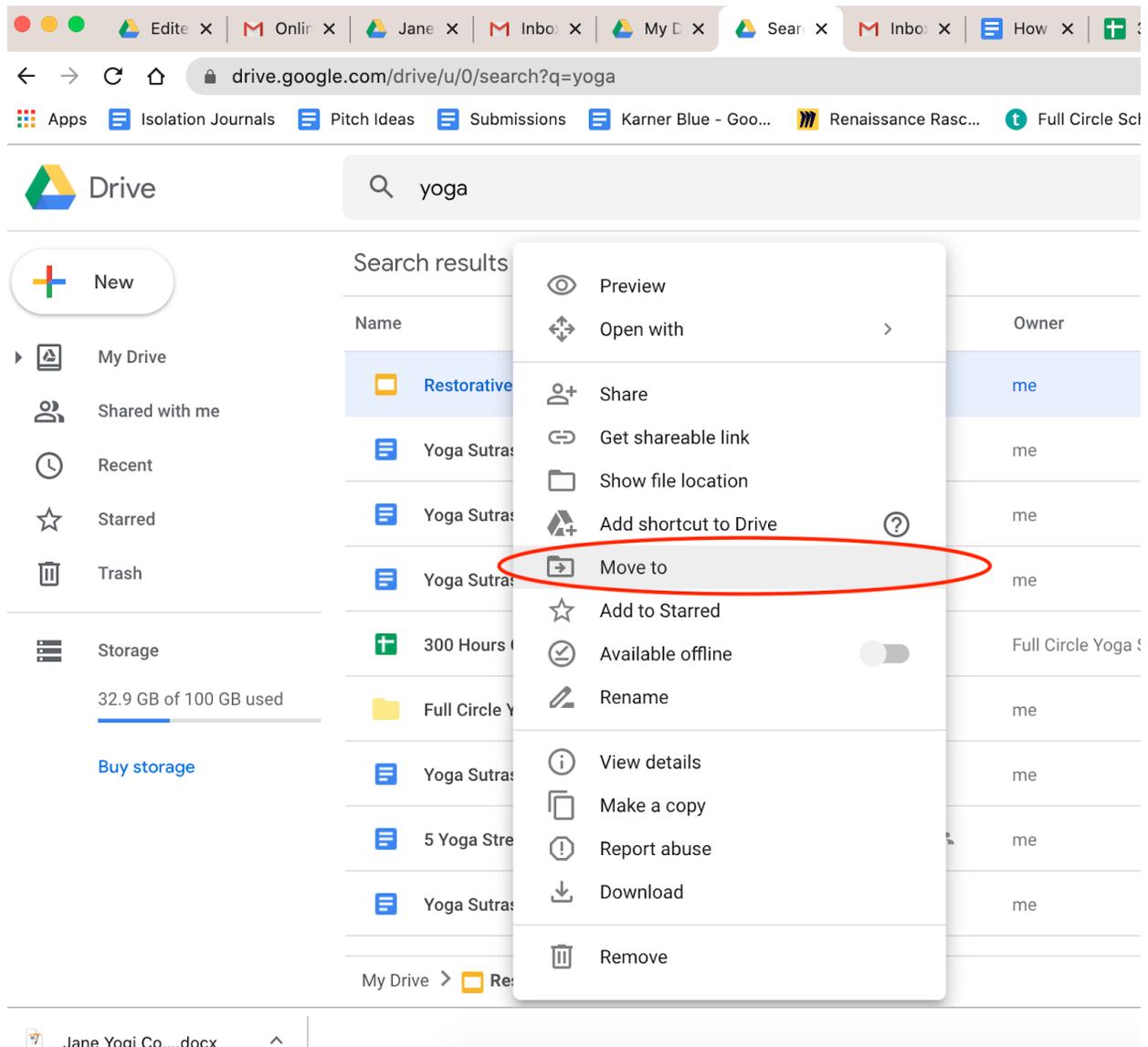


METHOD TWO

If you are already creating your notes and documents in your own Google drive, simply MOVE it to the folder we've shared with you.

Right click on the document or folder in your own drive.

Then click "Move to" and navigate to "shared with me."



Name



Restorative Yoga 101



Shared with me



FRR 2017



In review



Jane Yogi



JEWELRY PICTURES



Michelle Polizzi



Michelle's Pics



MOVE HERE

ed

mputer'



Yoga Sutras - Book 2 - Day 9

Then **locate the file with your name on it** and click MOVE HERE. Voila!

Search results

Name

Restorative Yoga 101

Jane Yogi

Jane Yogi Coursewor...line YTT Module 1-5

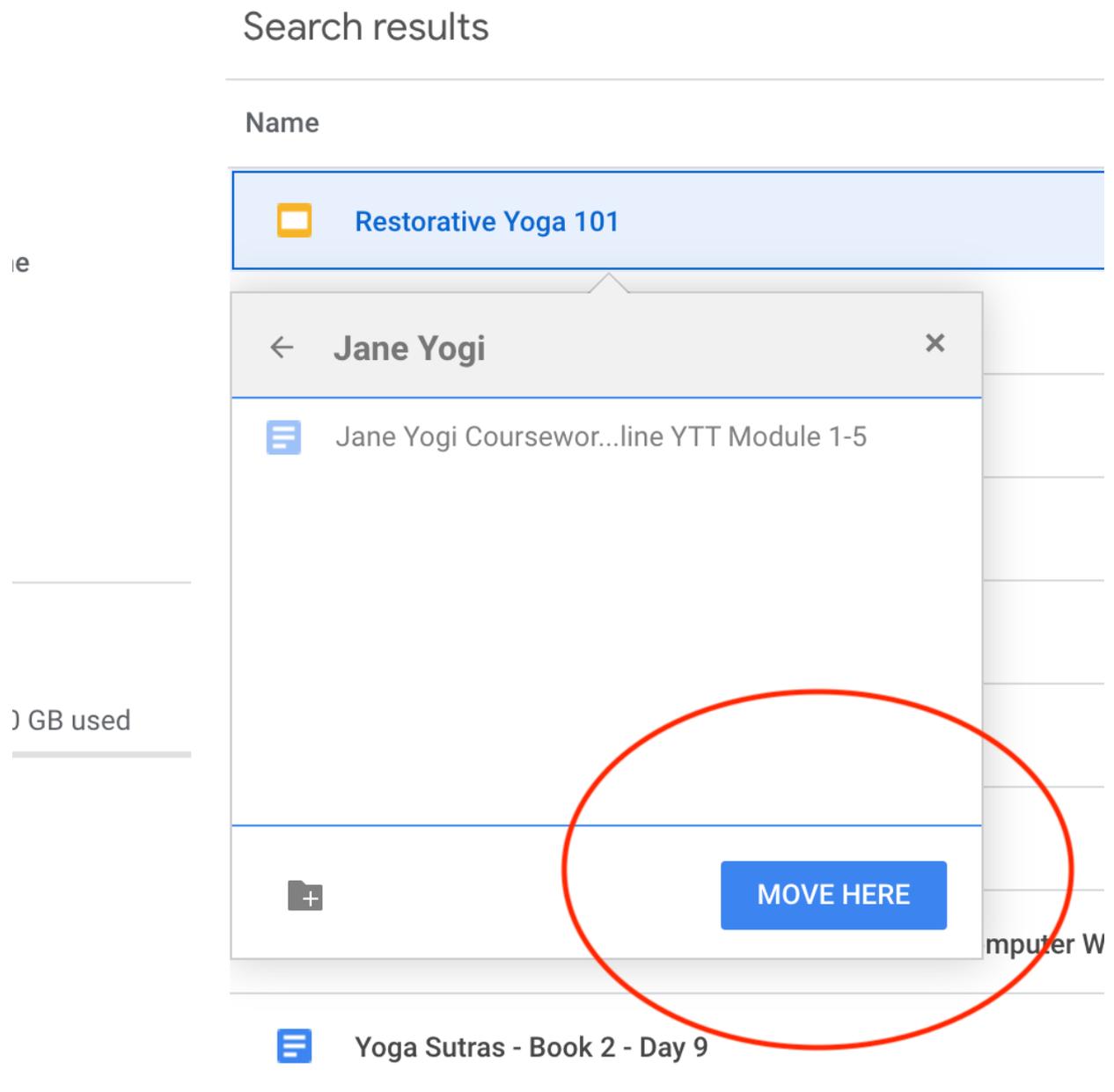
MOVE HERE

Yoga Sutras - Book 2 - Day 9

computer W

ie

) GB used

The image shows a screenshot of a search results page. At the top, there is a search bar with the text "Search results". Below it, a list of search results is displayed. The first result is "Restorative Yoga 101" with a yellow folder icon. Below this, a dropdown menu is open, showing a file named "Jane Yogi Coursewor...line YTT Module 1-5" with a blue document icon. At the bottom of this dropdown menu, there is a blue button labeled "MOVE HERE" which is circled in red. Below the dropdown menu, there is another search result "Yoga Sutras - Book 2 - Day 9" with a blue document icon. On the left side of the page, there is a vertical bar with a "Name" label and a "e" label. Below the search results, there is a section labeled ") GB used" with a horizontal bar. At the bottom right of the page, there is a label "computer W".

From here, you're done! **You don't need to email us or alert us that you've sent in your work.** We will already have access to it.

**Do email us when you are getting close to completing the course so we can review all your coursework.**

For questions on this process, please email [online@fullcircleyogaschool.com](mailto:online@fullcircleyogaschool.com) attention Shelly Polizzi so she can see it quickly and promptly. Thanks!