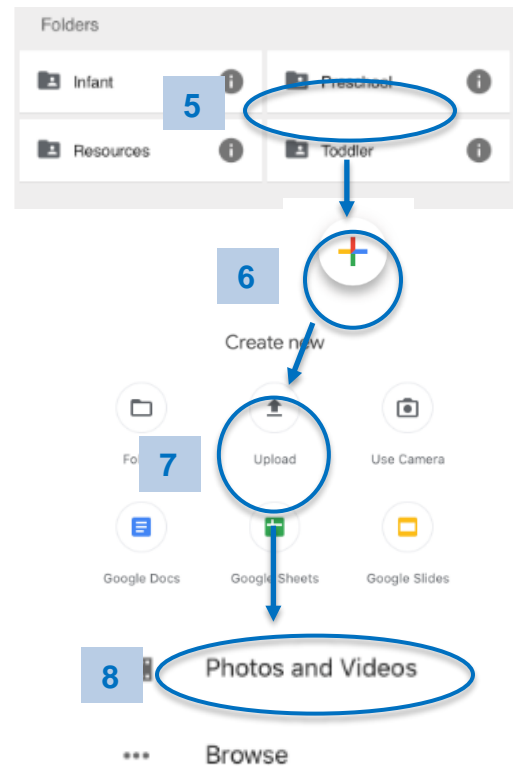


# Google Drive Upload Instructions and FAQ

Revision Date 11.3.2020

## Option 1: Using the Google Drive App

1. Record the video(s) on your phone
2. Download the Google Drive App to your phone
3. Click on the Google Drive link that was sent to you from your lead assessor. **It's very important you click the link first and don't start from within your own Google Drive.**
  - a. This link is included in a follow-up email after your orientation call. If you don't have that email on your phone, you will need to forward the link to an email you can access on your phone or type the URL directly in an internet browser.
4. When you tap on the link, it should open directly in your Google Drive app
  - a. If it does not open in the app, hold your finger on the link. Several options will show up. Choose one of the following options:
    - i. Tap Open Link or a similar option that will open it in a browser
    - ii. Tap Copy Link, open a browser, and paste the link into the address bar
  - b. Your browser should then give you the option to open it in your Google Drive app. You may need to drag your finger down on your screen for that option to show. Tap it when it shows.
5. Within the Google Drive app, tap on the classroom/folder for which you will be uploading the video
6. Tap on the multicolored + sign on the bottom right corner
7. Tap Upload
8. Tap Photos and Videos
9. Find the applicable video in your Photo and Video Library and tap it so it is selected
10. Tap Upload in the upper right corner
11. Video will upload



## Option 2: Using a Computer

1. Move the recorded video from phone/device to your computer
  - a. If you recorded on your phone, you can connect your phone to your computer using the charging cord and transfer files onto your computer.
2. Click on the Google Drive link. **It's very important you click the link first and don't start from within your own Google Drive.**
  - a. This link can be found in your orientation email from your lead assessor.
  - b. You can also copy and paste it into the address bar in an internet browser.
  - c. If you are not signed into your Google account, you will need to sign in. Then return to the email and click the link.
3. Double click on the classroom/folder for which you will be uploading the video

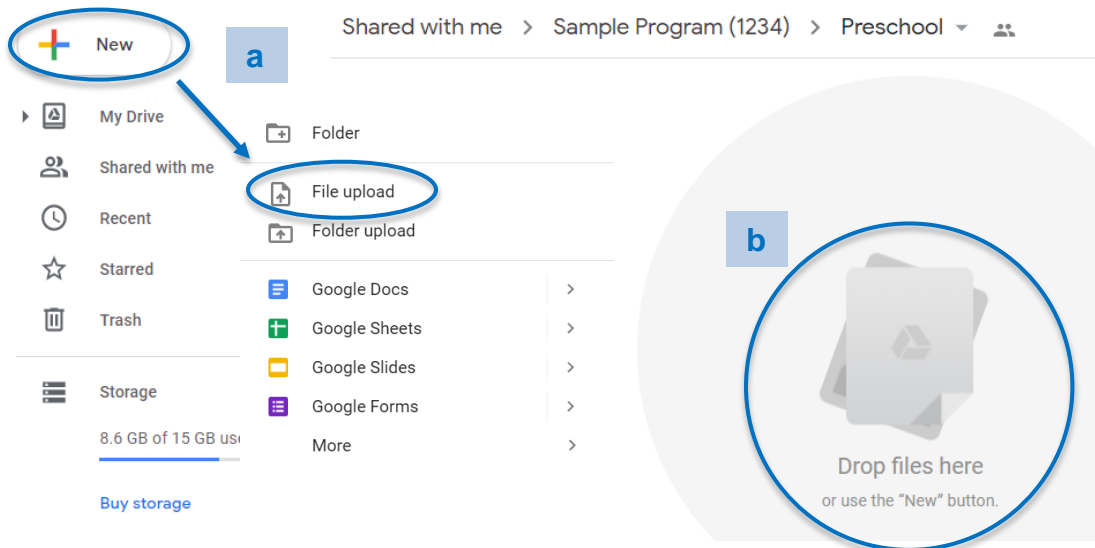
Shared with me > Sample Program (1234) ▾ 👤

| Name ↓           | Owner                      | Last modified                    | File size |
|------------------|----------------------------|----------------------------------|-----------|
| Toddler          | QAS Clayton Early Learning | 11:33 AM QAS Clayton Early Learn | –         |
| Resources        | QAS Clayton Early Learning | Sep 3, 2020 QAS Clayton Early Le | –         |
| <b>Preschool</b> | QAS Clayton Early Learning | 11:33 AM QAS Clayton Early Learn | –         |
| Infant           | QAS Clayton Early Learning | Sep 3, 2020 QAS Clayton Early Le | –         |

4. Within the classroom folder, there are two methods to upload the video(s) and evidence.
  - a. Click New, then File Upload. Select the file from your computer by double clicking it.

OR

  - b. Drag a file from your computer and drop it into your browser



## **FAQ/Troubleshooting:**

### **Why can't my assessor see the evidence I uploaded? or**

### **Why is Google asking me to purchase more space?**

You may be trying to upload your evidence into your personal Google Drive rather than the folder your assessor shared with you. First, open the folder your assessor has shared with you by clicking on the link, THEN upload your evidence following the instructions. You do not need to purchase space in Google Drive to upload into the folder your assessor shared with you.

### **How do I access my Google Drive link?**

Your lead assessor will provide you with a link to your Google Drive folder in an email following the orientation call at the beginning of your rating window.

### **What if I lose my email with my link?**

Email your lead assessor again for the link. If you cannot remember who your lead assessor is or do not have their contact information, please email Maria Dolan at [mdolan@claytonearlylearning.org](mailto:mdolan@claytonearlylearning.org) and she will connect you with your assessor.

### **Who can see what I upload?**

Your uploads are only viewable to you and the Clayton Quality Assessment Services department.

### **What will happen at the end of my ERS rating window?**

At the end of your ERS rating window, you will no longer have access to the Google Drive folder. This will prevent you from uploading any additional evidence. Your assessor will still be able to view everything you have submitted. We recommend you keep a copy of what you have uploaded for evidence in a different location for your own records.

### **Is Google Drive secure?**

Information you upload to a Google Drive folder is only accessible to the accounts which have access to the folder. Those accounts are password protected. According to Google Drive, "When you upload files to Google Drive, they are stored in secure data centers." Information is made more secure by restricting access to certain people and ensuring your own Google account is secure with a strong password, enabling two-factor authentication, and logging out of Google Drive when done on shared computers.