MAIDEN ERLEGH
SCHOOL IN READING

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Dear Parent/Guardian

Google Drive

Your son/daughter will have a number of examinations at the end of this year – Year 10 will sit for R.E and iMedia; Year 11 will be taking GCSEs in all their subjects. It is therefore important that they have a full set of notes to help with their revision.

During the lockdown period a substantial amount of their work was completed online using Google Classroom, this work will now be stored in their Google Drive. The rest of their notes are most likely written up in exercise books or on paper. We recommend that your son/daughter has all their notes in one place, on Google Drive. Having all your work online stored in Google Drive means that it is easily accessible and very portable – students will be able to revise at any time and in any place, if they are connected to the Internet.

Below are simple instructions explaining how to upload handwritten notes to Google Drive. They can do this through one of two methods, either using an Apple or Android device.

<u>Apple</u>

1. Launch the **Files** app on your iPhone or iPad.

2. On the Browse screen, tap the **ellipsis** button (the circle containing three dots) at the top-right corner of the screen. Alternately, navigate to the folder in which you want to save your scans, then swipe down on the screen to reveal the folder options bar and tap the **ellipsis** button on the left.

3. Select **Scan Documents** from the pop-up menu.
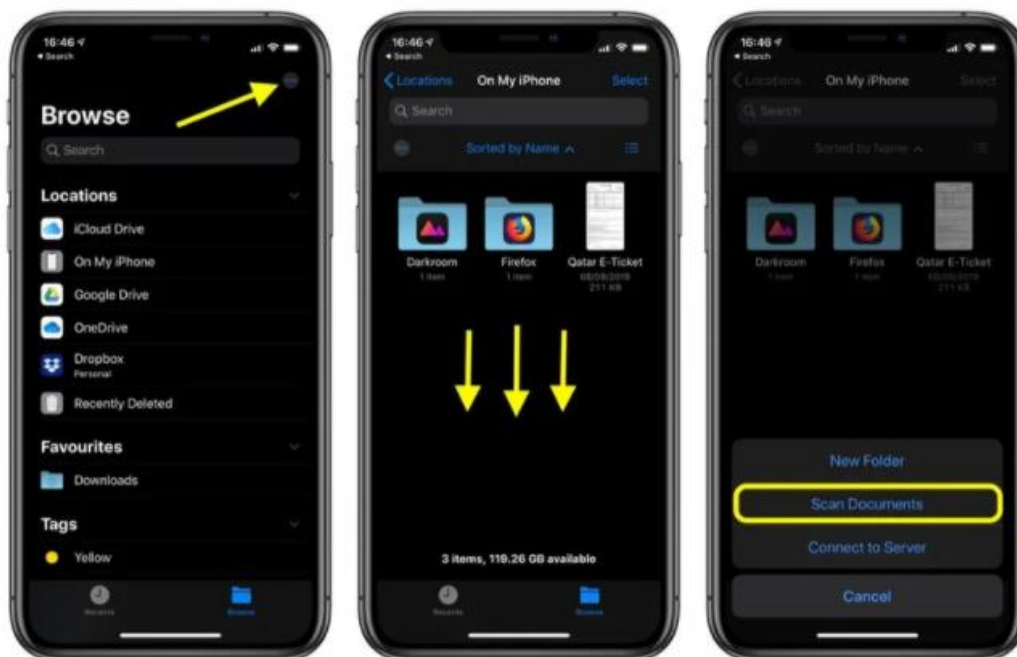
Once this has been done, the file can be uploaded to Google Drive.

Upload & view files

1. On your iPhone or iPad, open the Google Drive app.
2. Tap Add ⊕.
3. Tap **Upload**.
4. Find and tap the files you want to upload.
    - To upload photos or videos, tap the photos and videos you want and tap **Upload**.

Tip: To upload a folder, open Drive on your computer.

Convert documents into Google formats

If you want to upload files like Microsoft Word documents, you can change a setting to convert files.

Note: You can only change Google Drive settings from your computer.

<u>Android</u>

Scan a document

1. Open the Google Drive app 🔺.
2. In the bottom right, tap Add ⊕.
3. Tap Scan 📷.
4. Take a photo of the document you'd like to scan.
    - **Adjust scan area:** Tap Crop 🔲.
    - **Take photo again:** Tap Re-scan current page ↻.
    - **Scan another page:** Tap Add ＋.
5. To save the finished document, tap Done ✓.

Add a scanning shortcut to your Home screen

To set up a shortcut to scan documents:

1. Open your Android phone or tablet's widgets.
2. Find the "Drive scan" widget.
3. Touch and hold the widget.
4. Drag it onto your Home screen. You may be asked to select an account.
5. Choose the folder you'll save documents inside. If you want to create a folder, tap New Folder 📁.
6. Tap **Select**. You'll see the folder name in the widget.

We hope that this process will allow students greater flexibility with their revision as they will have a copy of all of their notes electronically.

Yours sincerely

Mrs J Tomsett
Curriculum Lead for Geography