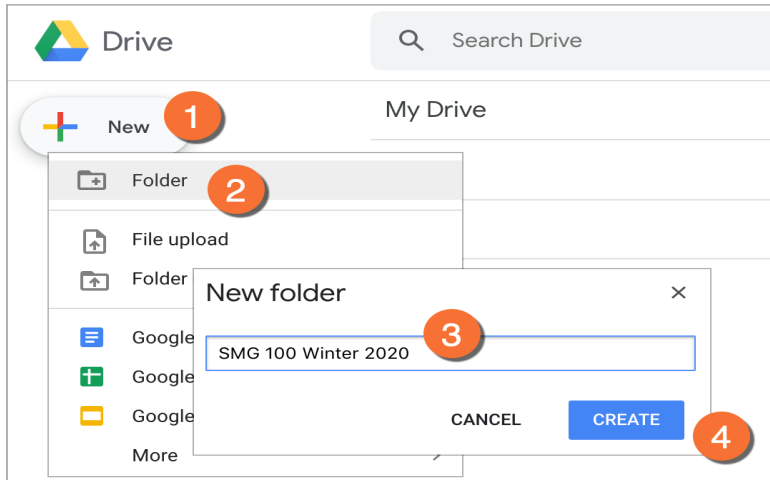# How to Create an E-binder/Folder for Class

1. Open up the Google Chrome web browser.

2. On the upper right portion of the screen, find and select the google apps icon

3. Select the drive app from the google apps button

4. On the upper left side of the screen select the "**new**" button and then select "**Folder**" Name the new folder "**Civics and Economics Spring 2021**" Then click "**create**"


5. Hover your mouse cursor over the folder you just created and right click on the folder. There will be an option titled "**Share"**
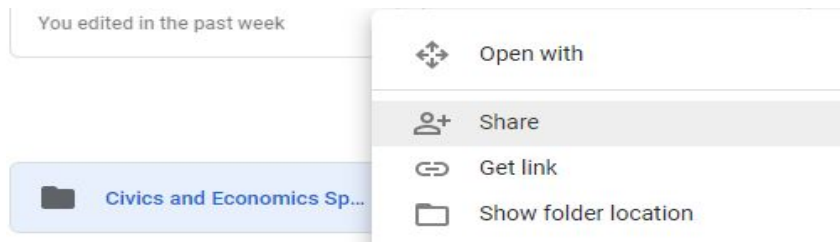
6. Share this folder with me. My address is Davidr.thompson@cms.k12.nc.us
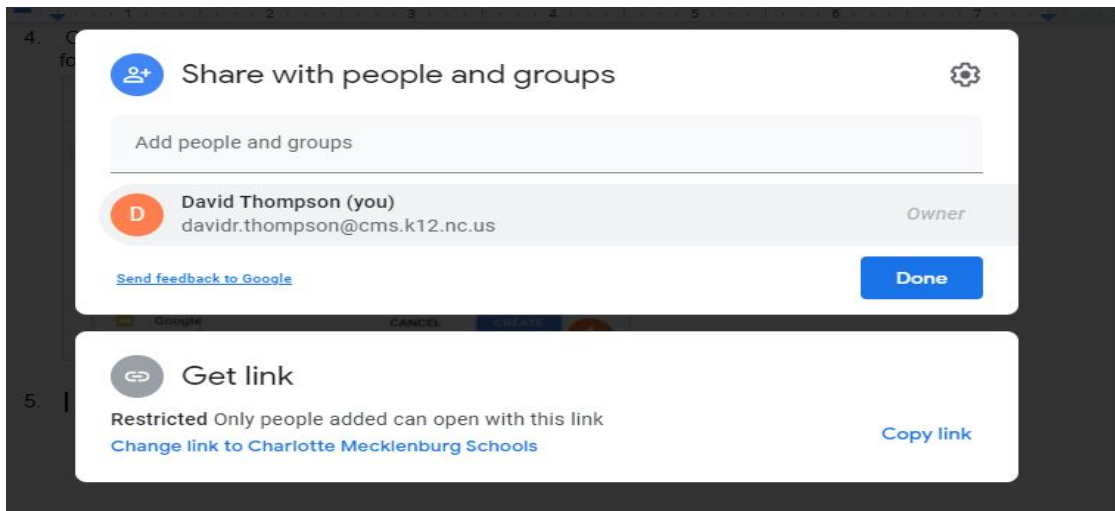
7. Open your new folder called Civics and Economics Spring 2021. There will be nothing in there yet. You will next create new folders for each unit. Click the new icon on the upper left of the screen and select "**new folder**" and label it "**Unit 1**". Create new unit folders for each unit. There are 8 units in all. The picture below will show you what your E-binder/folder should look like after you create each unit folder.
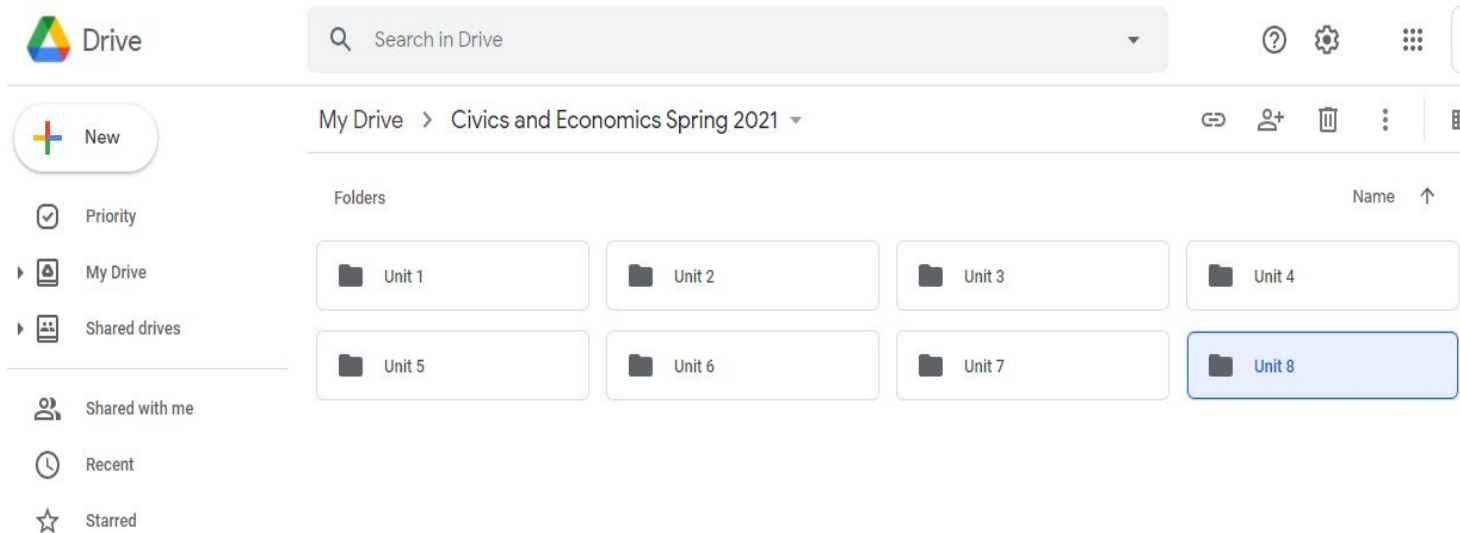

8. **Saving Notes and Slides to your E-Binder/Folder**
    a. When you open a new slide show or Cornell note set from my canvas page, it will open as a copy. Select "**make a copy**" and it will pop open in a new tab. You should immediately save the document to the current folder. At the top of the document, next to the document name, you will see a "**move**" icon pictured below. You can also click on **file**, then **move** in the doc.
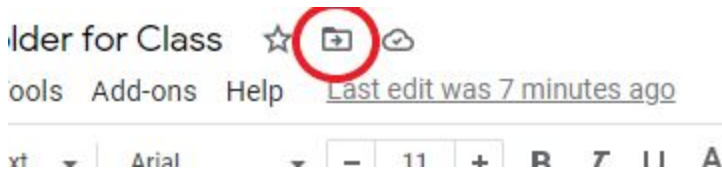
    b. Select the "**move**" icon and move the file to the appropriate unit.
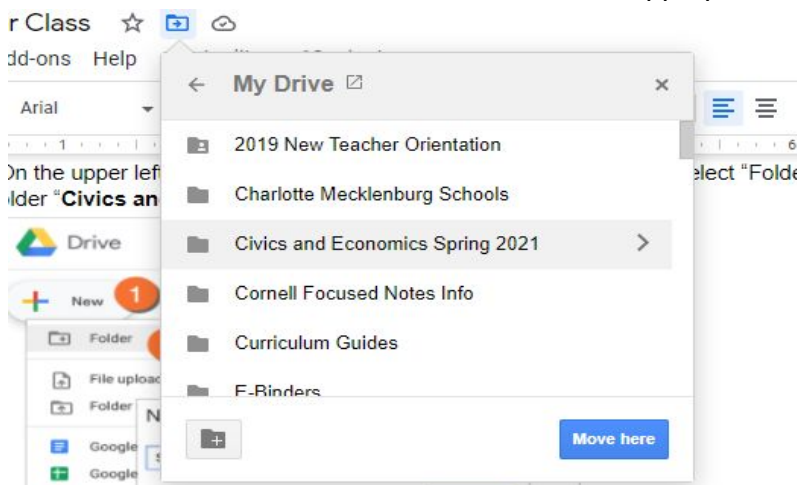
9. You will need to stay organized in this class and save all notes and slides in the appropriate unit. You can do your notes on the computer or print them and handwrite them. If you handwrite your notes, you should scan your notes or take a picture and upload them to your unit folder. I will be doing notebook checks periodically this semester as an informal grade to make sure you are completing your notes and staying organized.

10. **How to upload your scanned document or picture.**
    a. If you are taking a picture of your notes with your phone, I would recommend that you email the pics to yourself. After that, you should open your email on your computer and save the pictures to your computer.
    b. Once they are saved, go to the current unit in your E-Binder/Folder on your google drive. Then select "**new**" and then "**File Upload**" and choose the files you want to put in the folder from your computer.